



Asbestos Management Plan and Asbestos Register

Cardinal Wiseman School

Responsible for document
Date of policy
Date reviewed

Site Manager
February 2021
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1. Introduction

The following plan sets out the procedures in place at Cardinal Wiseman School, part of the Romero Catholic Multi Academy Company (MAC), to manage asbestos containing materials (ACMs) in its buildings.

The Romero Catholic MAC is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises; each individual school complies with the HSE's Approved Code of Practice and guidance Managing and working with asbestos - Control of Asbestos Regulations 2012 (L143).

Following receipt of survey information, the areas of the school which have ACMs, have been identified and Cardinal Wiseman School has adopted procedures to manage ACMs and ensure all staff, volunteers, contractors working within the school premises and others who may be affected by our activities have ease of access to this information.

2. Roles and Responsibilities

At Cardinal Wiseman School the following persons have specific roles and responsibilities relating to the management of asbestos on the site:

Principal (Responsible Person)

The Principal will ensure that adequate systems are in place to manage asbestos on a day to day basis and to communicate information to staff and other relevant persons.

Throughout this document where the Principal is referred to, in their absence the most senior staff member on site will assume the day to day responsibility of the site.

Chair of the Local Academy Committee (LAC)

The Chair of the LAC will support the Principal in ensuring there are adequate systems in place to manage asbestos on site and monitor that relevant reviews of known asbestos containing materials are undertaken.

Site Services Manager

The Site Services Manager will support the Principal in the management of asbestos by:

- undertaking and recording a visual inspection, at least annually, of all ACMs;
- assisting with the induction of contractors on the whereabouts of known or presumed ACMs as part of any works being undertaken; and
- Reporting any concerns immediately to the Principal.



All staff

Following receipt of information, all staff must report any concerns relating to known/presumed ACMs to the Principal immediately.

Where surveys have identified that wall/ceiling panels or similar surfaces within the school contain asbestos, or are suspected of being ACMs, staff must no longer use areas for display purposes. Staff must not lift or move any suspended ceiling tiles or knowingly interfere with any identified ACMs.

An Asbestos Management File including survey reports, the school's Asbestos Management Plan and the Asbestos Register will be held in the Site Services Office and Main Reception; this will be readily available to staff.

Anyone visiting the school to carry out repairs/maintenance will be given relevant asbestos information **before undertaking any work**. This will be provided by the Site Services Manager/Officer, Operations Manager or a member of the Senior Management Team.

Where the Asbestos Register indicates that there are known or suspected ACMs which either form part of the planned works or have the potential to be damaged due to the proximity of the working area, no work will take place until an appropriate method statement of work is produced and further surveys are obtained as required.

3. Emergency Procedures

All staff, contractors and other relevant persons must inform the Principal immediately of any concerns/damage to any known or presumed ACMs.

The Principal will make an informed decision on whether an area needs to be immediately vacated and sealed based on severity of concern/damage (i.e. panel damaged with debris visible rather than a small scratch to a surface).

The Principal will contact an external person with relevant knowledge and competence to obtain initial advice on any necessary actions.

The Principal will liaise with the contractor and agree on the course of action necessary and to undertake an investigation as required

The Principal will act upon the advice obtained from the contractor to ensure that risks to staff, pupils and other persons that may be affected are adequately controlled.



If remedial action is required, the Local Academy Committee and Principal will make available the necessary funds and appoint an appropriately experienced Project Manager to manage any necessary works in line with the HSE guidance.

Following any suspected or known release of asbestos fibres, air monitoring and/or swab tests will be required.

Releases of asbestos must be reported in line with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

4. Communication of Information

New staff member

All new staff members will receive an induction that will include information relating to the whereabouts of known or presumed asbestos within the school and have the content of the local asbestos management plan explained to them. This will be recorded and staff will be required to sign to say that they understand their responsibilities.

All staff

All staff will receive an annual update/briefing on the whereabouts of asbestos and individual responsibilities; this will be recorded.

General visitors

General visitors will only be advised of the whereabouts of asbestos if it is reasonably foreseeable that their visit or any activities in which they may partake would result in them coming into contact with known or presumed ACMs.

Contractors

All contractors that undertake any work on the site will be inducted on the whereabouts of any known or presumed asbestos containing materials, this induction will be relevant and proportionate to the works being undertaken.

Any works whereby direct access to, or contact with either known or presumed asbestos containing materials must be given detailed information relating to all of the areas in which they will be working. This will include the school's asbestos management plan, any surveys completed and any asbestos removal information. The contractor will be required to sign to verify that they have received and understood the information before works can progress.

Contractors must inform the Principal, Operations Manager or Site Manager immediately if they are concerned about or there is any accidental damage to any known or presumed asbestos containing material.



5. Planned or Emergency Works

Cardinal Wiseman School will inform all staff, pupils, visitors and contractors of any works that may affect any known or presumed asbestos containing materials or where the presence of asbestos cannot be verified.

Prior to any planned or emergency works being undertaken, the school will consult its Asbestos Register, Asbestos Management Plan and relevant surveys to determine whether there are any confirmed or presumed ACMs present.

For any works where the fabrication of the building will be penetrated or disturbed where the presence of asbestos cannot be verified, Cardinal Wiseman School will arrange for a further Refurbishment or Demolition survey to be undertaken by a competent person.

In the exceptional circumstances where it can be confirmed/verified that there are no ACMs present (i.e. either by a previous survey whereby analysis has been undertaken or based on competent knowledge of materials i.e. solid brickwork with no render/plaster or solid wood where penetration will not go beyond the known material) the work can progress. If in any doubt; Cardinal Wiseman School will arrange for a Refurbishment or Demolition survey to be undertaken by a competent person.

Where works are proceeding on or in an area where there are known ACMs, no works will start until a competent person has determined whether the ACMs need to be removed.

Most asbestos removal work must be undertaken by a licensed contractor; any decision on whether particular work is licensable is based on the risk. The school does not consider they are competent in making this assessment and will consult with their Health and Safety Consultant for advice.

If the removal of ACMs is required, the school will make the relevant arrangements to appoint a competent contractor and to ensure that the relevant health and safety arrangements are undertaken on the school's behalf.

Relevant method statements and risk assessments on how the work will be undertaken must be provided prior to the work starting. The school will ask their Health and Safety Consultant to review these documents on their behalf to ensure suitable and sufficient.

Following removal of asbestos containing materials the school will arrange for clearance testing of the area to be undertaken prior to reoccupying and ensure that relevant documents and certificates relating to the removal of ACMs are obtained and kept on site.



6. Useful Contacts

School contacts

Principal	Matt Everett	024 7661 7231
Operations Manager	Zoe Seth	024 7661 7231
Site Manager	Peter Montague	024 7661 7231 / 07720 637094

Romero contacts

Facilities Manager	Nigel Bellamy	07743 964089
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Health and Safety Consultant

Director	Clive Billington	0844 330 1102 / 07825 059313
Senior Consultant	Sara Young	0844 330 1102 / 07809 238364

Signed:

Principal
Date:

Chair of Local Academy Committee
Date:

7. Asbestos Register

Cardinal Wiseman School and Language College register of identified asbestos containing (ACMs)

Survey reference: HLAR4247/016R, November 2008

Survey room location	School room identifier	Asbestos containing material	Visible / encapsulated
St Josephs			
Photo 20 - Exterior	St Joseph's Block	Soffit panels	Encapsulated.
SS Peter and Paul – Ground Floor			
0/004 - Photo 24	Peter 02	Brown Floor Tiles	Under carpet tiles/flooring
0/007	South stairwell store	Black Floor Tiles	Visible
0/010	Peter 03	Black Floor Tiles	Visible
0/014	North stairwell store	Black Floor Tiles	Visible
0/017	Peter 04	Black Floor Tiles	Visible
SS Peter and Paul – First Floor			
1/013	Peter 05	Black Floor Tiles	Under carpet tiles/flooring
1/007	Peter 06	Black Floor Tiles	Under carpet tiles/flooring
1/007 Photo 17	Peter 06	Cement Pipe	Visible
1/008	Peter 09	Black Floor Tiles	Visible
1/012	Peter 10	Black Floor Tiles	Visible
1/003	Store by Peter 10	Black Floor Tiles	Visible
SS Peter and Paul – Second Floor			
2/002 Photo 16	Peter 07	Black Floor Tiles	Visible
2/008	Store near Peter 07	Black Floor Tiles	Visible
2/003	Store at top of stairwell	Black Floor Tiles	Visible
2/007	Classroom Store Cupboard	Black Floor Tiles	Visible
2/007	Classroom Store Cupboard	Cement Pipe	Visible
2/010	Store near Peter 12	Black Floor Tiles	Visible
2/012	Peter 12	Black Floor Tiles	Visible
St Francis of Assisi – Ground Floor			
0/003	Store next to cleaners cupboard	Brown Floor Tiles	Visible
0/004	Cleaners cupboard	Brown Floor Tiles	Under carpet tiles/flooring

Survey room location	School room identifier	Asbestos containing material	Visible / encapsulated
0/006	Store next to stairwell	Brown Floor Tiles	Visible
0/010	SF 24	Brown Floor Tiles	Visible
0/012	Store outside FS 10	Brown Floor Tiles	Visible
0/014	FS 10	Brown Floor Tiles	Visible
0/015	Store next to stairwell	Brown Floor Tiles	Visible
0/019	SF 17	Brown Floor Tiles	Visible
0/020	SF 11	Brown Floor Tiles	Visible
0/023 Photo 09	Staff toilets	Horizontal cement pipe above window	Visible
0/023 Photo 29	Staff toilets	Rope wrapped at the end of horizontal pipes above window	Visible
0/027 SF 18	SF 18	Horizontal cement pipe adjacent to ceiling	Visible
0/030	Cupboard under stairs	Brown Floor Tiles	Visible
0/031	SF 09	Brown Floor Tiles	Visible
St Francis of Assisi – First Floor			
1/002 Photo 13	Store next to SF 22	Brown Floor Tiles	Visible
1/003	SF 22	Brown Floor tiles	Visible
1/004 Photo 14	SF 21	Cement sheet blackboard behind new whiteboard	Encapsulated
1/006	Year 10 Office	Cement sheet blackboard to wall	Encapsulated
1/007	Corridor	Cement pipe	Visible
1/011	SF 19	Brown Floor Tiles	Visible
1/012	SF 23	Brown Floor Tiles	Under Carpet Tiles
1/015	SF 04	Brown Floor Tiles	Visible
1/021	Server room outside SF 02	Brown Floor Tiles	Visible
1/023	SF 02	Brown Floor Tiles	Visible
1/025 Photo 28		Horizontal cement pipes	Location unknown
1/025 Store SF 05	Store SF 05	Bitumen backing only (no tiles)	Visible
1/027 SF 05	SF 05	Brown Floor Tiles	Visible
1/031 SF 11	SF 11	Brown Floor Tiles	Visible
1/032 Store outside SF 11	Store outside SF 11	Brown Floor Tiles	Visible

Survey room location	School room identifier	Asbestos containing material	Visible / encapsulated
1/035 SF 12	SF 12	Brown Floor Tiles	Visible
St Francis of Assisi – Second Floor			
2/004	SF 14	Brown Floor Tiles	Visible
2/005	Store outside SF 14	Brown Floor Tiles	Visible
2/014	Store outside SF 06	Brown Floor Tiles	Visible
2/015	SF 06	Brown Floor Tiles	Visible
2/019	SF 07	Cement sheet blackboard to wall behind new whiteboard	Encapsulated
2/020	Assistant Head Teachers Office	Brown Floor Tiles	Visible
St Francis of Assisi –Exterior			
Exterior	Exterior	High level soffit panels	Visible
St Luke - Science			
0/021	Boiler Room	Rope seal around inside of autoclave	To check
0/027	Boiler Room	Panel to wall LHS of door	To check
0/028 Photo 30	Boiler Room	CAF gaskets to pipe flange	To check
0/028 Photo 8	Boiler Room	Panels to either side of chimney	To check
0/028 Photo 33	Boiler Room	Debris in pit to service duct	Pit sealed/Encapsulated.
Shed next to Science Block			
Photo 12	External	Corrugated cement roof sheets	
0/001	External	Corrugated cement roof sheets	
Oscar Romero – Ground Floor			
0/005	Photo 18	Grey Floor Tiles	Visible
0/010		Cement pipes	Visible
0/022	Photo 23	Cement Pipes	Visible
0/028	Photo 06	Brown Floor Tiles	Visible
0/028	Photo 07	Flash guards to redundant fuses to switchgear boxes	Visible
0/037		Strongly presumed Gaskets to pipes	Visible
0/067		Cement pipes	Visible

Survey room location	School room identifier	Asbestos containing material	Visible / encapsulated
Oscar Romero – First Floor			
1/003 Photo 03	Corridor near Head Teachers Office	Upstand panels to 2 skylights in corridor near Head Teachers Office	Visible
1/011	Ladies toilets	Cement pipe section from ceiling	Visible
1/013 Men's Toilets - Photo 04	corner of room in cubicle	Cement pipe to corner of room in cubicle	Visible
1/016 Photo 05	stairwell up to stage balcony	Panel to ceiling over stairwell up to stage balcony	Visible
1/017 Photo 25		Cement pipes in cupboards	Visible
1/017 Photo 26	Water tank cupboard	Cement sheeting	Visible
Oscar Romero – Exterior			
External	External	Soffit panels	Visible
Kitchen - Exterior			
Photo 21	Exterior	Soffit panels	Visible
Kitchen – Ground Floor			
0/014	Seating Area	Panels to wall at high level at end of windows	Visible
0/014 Seating Area	Seating Area	Panels to ceiling to front and rear of room forming extension of exterior soffit panels	Visible
0/017 Seating Area	Seating Area	Panels to walls at high level at end windows	Visible
0/017 Seating Area	Seating Area	Panels to ceiling to front and rear of room forming extension of exterior soffit panels	Visible
Swimming Pool			
0/012	Cleaner's office	Sink Pad	Visible
0/014	Boiler house	Gaskets to pipes	Visible

Caveat

Due to the limitations of the management (type 2) survey available, there are a significant number of areas within the school that were not accessed. It must be presumed that these areas contain ACM's until confirmed otherwise by the undertaking of a more detailed refurbishment and demolition survey. Areas include but are not exclusively:

Beneath solid/wooden floors
Through or behind any suspected asbestos containing materials
Within electrical boxes, installations
Live machinery/plant/boilers
Above suspended ceilings
In any rooms/areas not accessed as part of the surveys held.

Prior to any works being undertaken on or in these areas, a further survey will be arranged.

Surveyor non-accessed areas.

These areas should be regarded as containing asbestos until assessed by a competent person. Action prior to any works in area.

St Francis of Assisi

0/003 No access to live fuse boxes
0/014 No access to live fuse boxes
2/010 South stairwell possible cement flue in boxing
2/013 South Stairwell No access into boxing above landing

Oscar Romero

0/002 No access to high level ceiling and limited access to void beneath stage area
0/012 No access to boxing
0/030 No access to high level water tank and pipes
1/003 Centre Skylight
1/012 No access to skylight upstands

Sixth Form Block

0/001 Above fixed fibre ceiling tiles
0/002 Above fixed fibre ceiling tiles
0/003 Above fixed fibre ceiling tiles
0/004 Above fixed fibre ceiling tiles
0/005 Above fixed fibre ceiling tiles

Cardinal Wiseman school asbestos containing materials (ACMs) inspection record - Items visible to inspect

Date of inspection: 21.02.2022

Inspected by: Peter Montague, Site Manager – CWS and Sara Young, Senior Consultant - BSS

- The inspection was restricted to those ACMs which are easily visible e.g. floor tiles (not covered by carpet or lino etc.), cement flues in toilets and cement roofs of the outbuildings to the rear of the premises.
- All other ACMs such as those located at height (soffits, high level boards, etc.) were unable to be inspected. Also any ACMs concealed behind whiteboards, decorations or some other form of encapsulation could not be inspected.
- Prior to any work being carried out by either contractors or site services officers which would interfere with or disturb the structure of the premises, including floors, walls, ceilings, etc. a refurbishment or demolition survey must be carried out and any identified ACMs safely removed.

Items Requiring Action

Location	School room identified	Asbestos containing material	Damage / Concern	Action Required	Reported to name / date
Cupboards throughout school	Cupboards where brown and black tiles are exposed	Brown floor tiles Black floor tiles 	Damaged	Urgent removal of debris followed by removal of remaining tiles or sealing of tiles Strongly recommend removal or sealing of tiles.	Originally reported to previous Business Manager on 01.06.2016 and subsequently. Reported to Site Manager on 15.02.2021 and Facilities Manager at TRCA on 23.02.2021

Location	School room identified	Asbestos containing material	Damage / Concern	Action Required	Reported to name / date
Whole school premises		Various	Possibility of some ACMs not being detected	Due to the various alterations and improvements made to the school since the original Management survey in November 2008 and the amount of ACMs which were originally identified, it is recommended that a new survey is carried out as soon as is reasonably practicable.	Originally reported to previous Business Manager on 01.06.2016 and subsequently. Reported to Site Manager on 15.02.2021 and Facilities Manager at TRCA on 23.02.2021