



Asbestos Management Plan

December 2025

Contents

Asbestos Management Plan	1
Asbestos Management Policy Statement	3
Historical Information	4
Phase 1 (Part of Ground Floor)	4
Phase 2 (Remaining Ground Floor except old kitchen and old boiler room)	4
Phase 3 (Remaining Ground Floor except old boiler room and part of 1st Floor)	4
Phase 4 (Remaining First Floor and old boiler room)	4
Phase 5 (Asbestos refurbishment survey April 2020)	4
Risk Assessment for remaining ACM in occupied parts of the building.	5
Risk Assessment for remaining ACM in un-occupied parts of the building.	5
School Management Flowchart.....	6
Asbestos Management Plan	7
Duty Holder.....	7
Responsible Persons.....	7
Damaged ACMs / Emergency Procedure	7
Site Plan	8
Asbestos Survey and Register	9
Asbestos register	9
Asbestos Containing Materials.....	9
Staff Awareness.....	11
Monitoring and Inspection.....	11
Works and Visitor Protocols.....	12
Contractors	12
Emergency Services	12
Refurbishment or Demolition Works	12
Asbestos Works and Removals.....	12
Control Measures for Specific Areas Identified	12
Approval by the Board of Trustees and policy review date:.....	13
Trustee approval and review dates.....	13
Changes since last policy version	13
Approval	Error! Bookmark not defined.
Appendix 1: Asbestos Register	14
Appendix 1: Asbestos Containing Material Inspection Record	18
Appendix 2: Contractor Review of Asbestos Register/Survey	19
Appendix 3: Asbestos Permit to Work Proforma.....	20
Appendix 4: Staff Training Records	21

Asbestos Management Policy Statement

The vision of Jubilee Primary School is to foster a love for learning, equip children to live life skilfully and create positive memories through an exciting, dynamic education. We stimulate a child's naturally inquisitive mind, instilling a love for learning. We provide a safe environment in which individuality is valued, diversity celebrated and a strong sense of self-worth imparted. Our school has enthusiastic, dedicated and empathetic staff, with a passion for teaching. They provide a safe environment in which learning is fun.

Jubilee Primary School has a local Asbestos Management Policy which can be found in the Site Manager's Office.

This Asbestos Management Plan sets out the actions taken within the school premises to manage Asbestos Containing Materials (ACMs) in accordance with The Control of Asbestos Regulations (CAR) and best practice guidance.

Cognisance is also given to the guidance entitled Managing Asbestos in Your School and published by the Department for Education in February 2017.

A copy of this plan and the premises asbestos survey and register, in addition to any other relevant information as detailed in the school's guidance, will be held in the Site Manager's office.

This central folder will be made readily available to all those who need access to the asbestos documentation.

This plan has been approved by the Board of Trustees.

The following effective asbestos management procedures are in place to ensure school employees, pupils, contractors and visitors to the premises do not disturb ACMs and are safe from potential exposure:

- Appointment of a designated person(s) responsible for the management of asbestos on the school's premises (referred to as the Responsible Person); including the updating of existing records
- A system to ensure ACMs are identifiable through appropriate labelling and/or colour coding
- Provision of asbestos awareness training to relevant school employees and third parties as deemed necessary (including the keeping of appropriate training records)
- Periodically to inspect ACMs on a regular basis as specified within the asbestos register
- Periodically to review this Asbestos Management Plan
- Provide contractors carrying out maintenance and/or construction works (this includes IT contractors) access to the asbestos management central folder prior to the commencement of works
- Ensuring that a refurbishment or demolition survey is undertaken, where deemed necessary, when the school undertakes any construction works

- Seeking advice and guidance from suitably qualified and experienced Competent Persons on any asbestos related work activities that are to be undertaken (this may include, but is not limited to: re-inspections, asbestos removal works, environmental cleans, encapsulation works and air-monitoring)

Historical Information

The building was previously a children's home, offices and then unoccupied, owned by Kent County Council. It is in the process of being re-developed in stages. Prior to each phase of work an intrusive 'Asbestos Refurbishment and Demolition Survey' has been carried out covering the relevant parts of the building.

The activities most likely to lead to the disturbance of asbestos containing materials (ACMs) in the school are building and maintenance work. However ACMs can also be disturbed through vandalism or accidental damage.

Asbestos Containing materials (ACMs) have been found on the site. Their location and type are identified in the Asbestos Registers completed by United Kingdom Accreditation Service (UKAS) accredited surveyors prior to each development phase.

Phase 1 (Part of Ground Floor)

- Boiler Room (Sealed and then removed in August 2016).
- Below windows in cement panels (Removed and replaced August 2014).
- Below windows in cement panels in the old kitchen (Removed and replaced August 2016).
- Floor Tiles. Recommendation 'Ongoing safe management of item in situ'. (Sealed with new flooring 2014)

Phase 2 (Remaining Ground Floor except old kitchen and old boiler room)

- Below windows in cement panels. (Removed and replaced August 2015).
- Floor voids. (Cleaned and sealed August 2015).

Phase 3 (Remaining Ground Floor except old boiler room and part of 1st Floor)

- Vent Pipes (Removed August 2016)
- Window Sealant (Removed and windows replaced August 2016)
- Floor Tiles. Managed on site undisturbed.
- Floor voids. (Cleaned and sealed August 2016).

Phase 4 (Remaining First Floor and old boiler room)

- Vent Pipes (Removed May 2017)
- Window Sealant

Phase 5 (Asbestos refurbishment survey April 2020)

- Asbestos was not detected during the refurbishment

Phase 6 (During Extension Build)

- Asbestos was found in a lump of concrete outside the school boundary when erecting the fence. Removed immediately.

Risk Assessment for remaining ACM in occupied parts of the building.

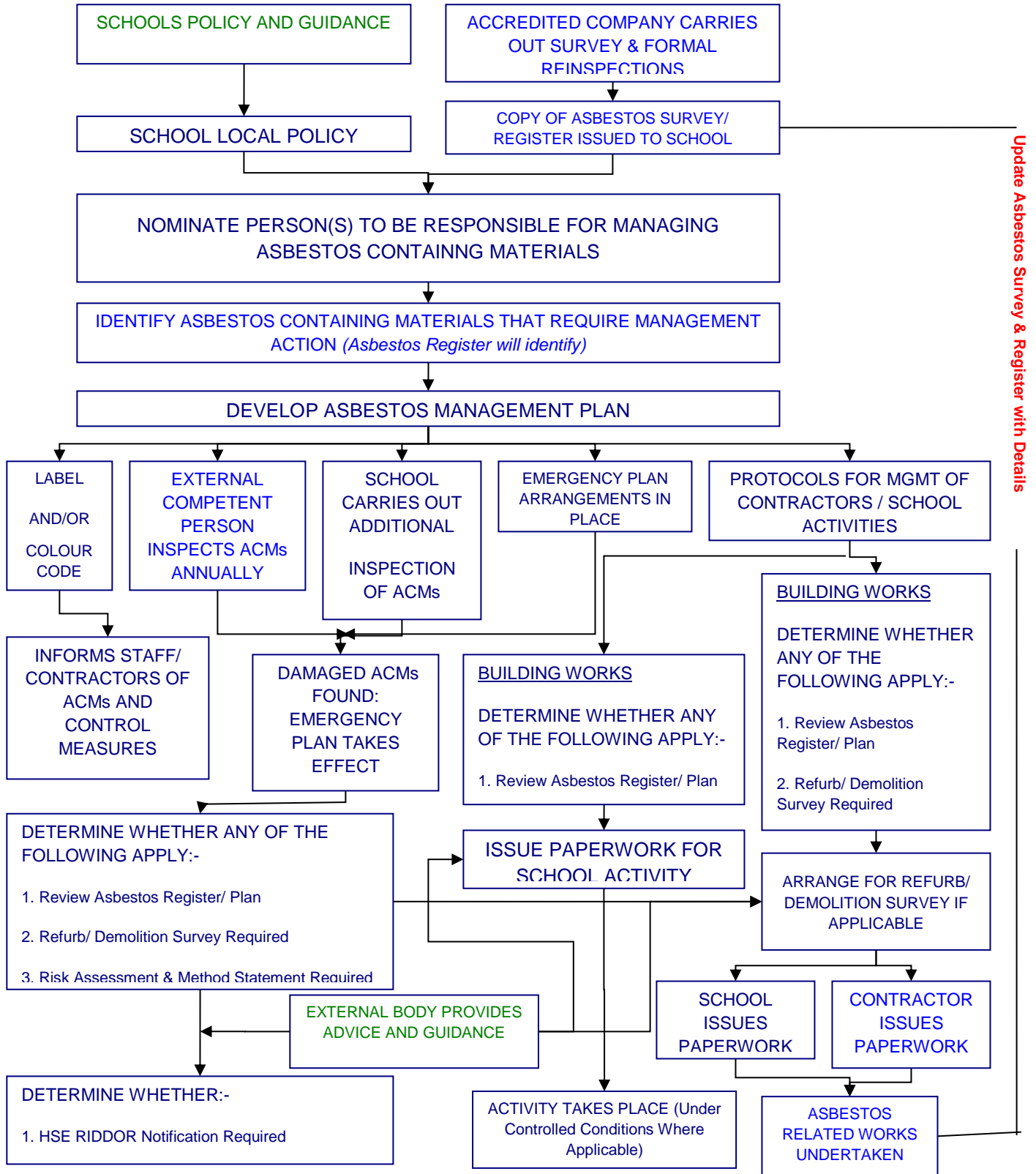
- Material Assessment.
- Chrysotile found in floor tiles that may be throughout the ground floor. Surveys discovered the tiles in the Electric Cupboard (opposite Room 18) in 2014 and in the toilets (Room 13), the Site Manager's Office (Room 14) and the corridor / lobby between the two rooms in 2016. If left undisturbed there is no danger. The flooring has been covered and sealed.
- Priority Assessment.
- The ground floor is a 'high occupancy' area. The corridor, lobby and toilets are used by children. The Electric cupboard and Site Office are 'staff only' areas and locked.
- The likelihood of disturbance is low. Cleaning and daily activity will not disturb the tiles underneath the fitted flooring.
- The exposure potential is low. The flooring will be checked monthly for any damage or wear. Cleaners and staff informed.

Risk Assessment for remaining ACM in un-occupied parts of the building.

- Material Assessment.
- Chrysotile has been discovered in cement pipes in some of the upstairs undeveloped rooms. These will be removed by accredited contractors when the school is closed before the rooms are developed. Left undisturbed there is no danger.
- Priority Assessment.

These rooms are locked and secure from children and monitored by the Site Manager. Some areas are used for storage only.

School Management Flowchart



KEY: DARK BLUE TEXT = SCHOOL ACTION

DARK GREEN TEXT = EXTERNAL BODY ACTION

Asbestos Management Plan

Duty Holder

The legal responsibility for the safe management of asbestos lies with the 'duty holder'. The duty holder is the person responsible for maintenance and/or repair of the school and, in this case, is the Board of Trustees.

Responsible Persons

The following members of staff have been nominated to be responsible for managing asbestos on the school's premises.

- 1) Dr Marilyn Nadesan, Headteacher
- 2) Mr Mike Roberts, Site Manager

At least one member of staff detailed above will have attended a recent asbestos awareness training course. Details of these records can be found in their training records and at Appendix 4.

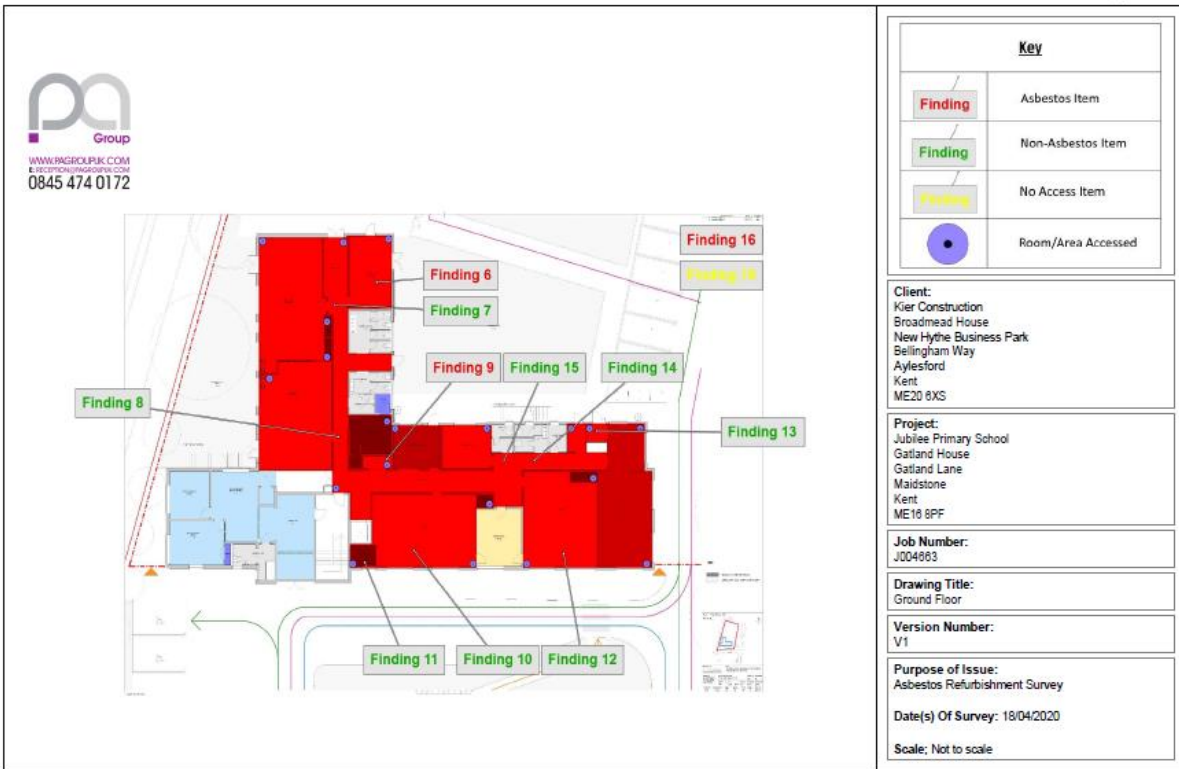
Damaged ACMs / Emergency Procedure

Where Asbestos Containing Materials (ACMs) have been damaged, or damaged materials/suspected deterioration are identified during inspection processes the school will instigate the emergency procedure below.

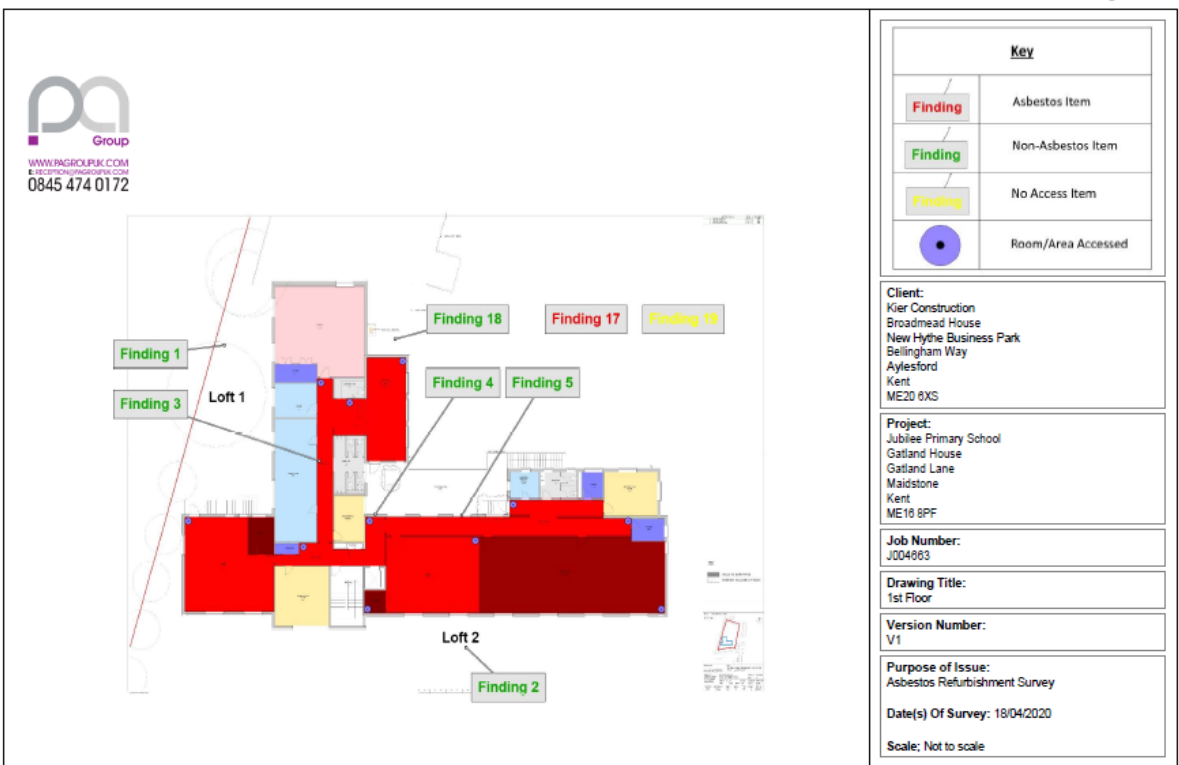
- Secure the area affected ensuring no access is permitted (signage should be displayed and barriers erected where appropriate)
- Review impact on the school's operational procedures i.e. if a classroom is affected, alternative teaching arrangements would need to be implemented as the classroom cannot be used
- Maintain controlled access to the area until such time as formal clearance has been confirmed
- Maintain good communication with school staff and relevant other parties, providing updates as necessary to ensure the access arrangements are not breached

Site Plan

Ground Floor



First Floor



Asbestos Survey and Register

The Asbestos Survey provides accurate information on the location, amount and condition of ACMs. The information in the survey report will be used to form the asbestos register which is a key component of the management plan for the school.

The school will ensure that an up-to-date copy of the asbestos survey/ register for the will be available on the premises. This will be kept in the Site Manager's office in school.

All contractors are to be directed to read and sign the Asbestos Register before starting any work in the school. The contractor is to sign and date the Asbestos Register as proof of reading prior to proceeding with any work.

It is the duty of the Headteacher to ensure that relevant school staff read and understand the Asbestos Register.

Asbestos register

This register is based on survey results conducted by PA Group UK, a United Kingdom Accreditation Service (UKAS) accredited surveying organisation. The current Asbestos register is detailed in Appendix 1.

Asbestos Containing Materials



The areas of the school which have asbestos containing materials (ACMs) that require management will be noted from the asbestos register within the asbestos survey report. A copy of the Asbestos Register is attached to this document. Controls for specific high-risk areas identified are included later in this plan at Section 5.0 (*Control measures for specific areas identified*).

Where ACMs have been identified, the person/s named earlier in this plan as being responsible for managing asbestos will ensure that the materials are capable of being identified visually by all staff and contractors using the following:

- Asbestos containing materials in classrooms, corridors and other areas accessible to all staff and pupils will be identified by a label/ sticker similar to those contained within the table below
- Asbestos containing materials in other areas will be labelled using labels commensurate with legislative requirements i.e. a 'tombstone' label (see table below)

Examples of acceptable asbestos stickers/ labels to be used

<p>The following examples of labels/ stickers are suitable for use within the school premises as part of the management control procedures outlined within this Asbestos Management Plan.</p> <p>These examples are not extensive and other appropriate stickers/ labels may be used.</p>	<p><i>Asbestos ‘tombstone’ sticker – normal industry standard label used</i></p>  <p>The image shows a vertical rectangular sticker. At the top, there is a large white lowercase letter 'a' inside a black arch. Below this, on a red background, the text reads: 'WARNING CONTAINS ASBESTOS', 'Breathing asbestos dust is hazardous to health', and 'Follow safety instructions'.</p>
<p><i>Presumed asbestos sticker – used when similar materials have been proven to contain ACMs</i></p>	<p><i>Encapsulated asbestos sticker – used when ACMs have been encapsulated</i></p>
 <p>The image shows a rectangular sticker with a light grey background. On the left is a yellow triangular warning sign with a black exclamation mark. To the right of the sign, the text reads: 'Presumed asbestos present'.</p>	 <p>The image shows a rectangular sticker with a light grey background. On the left is a yellow triangular warning sign with a black exclamation mark. To the right of the sign, the text reads: 'Danger Encapsulated asbestos'.</p>

<p>Asbestos sticker –</p> <p><i>An alternative to the ‘tombstone’ sticker highlighted above</i></p>	<p>Warning sticker –</p> <p><i>Can be used in communal areas where ACMs are present; may be used in place of other types specified above which may cause unnecessary concern</i></p>
	

Staff Awareness

All staff within the school will be provided with relevant information on:

- I. Types and location of ACMs (via the Asbestos Register and Plan)
- II. The visual means of identifying ACMs (labels/colour coding)
- III. How to avoid risks from asbestos (e.g. not disturbing)
- IV. How to report concerns about ACMs (e.g. to the Duty Holder)

Staff induction for new and temporary staff is carried out by the Senior Leadership Team.

The procedure for staff to follow if they need to report any concerns in relation to an ACM is to report to the Headteacher.

Staff will be periodically updated on any asbestos-related works via email and staff briefings.

Monitoring and Inspection

The school will ensure formal visual inspections of all known ACMs are carried out as stipulated within the Asbestos Register, recording the details of such inspections using a suitable proforma (refer Appendix 1 for template). Periodical inspections stipulated will be undertaken by the Responsible Person/s identified earlier in this plan. These will be conducted and recorded termly.

Any damaged or deteriorated materials found will be reported according to the procedures detailed earlier in this plan at Section 4.3 (*Damaged ACMs / Emergency Procedure*).

The Asbestos Register will be used to record the regular inspections carried out by school personnel to check on the condition of ACMs. The register is reviewed at least annually. Any changes to the Asbestos Register or the Asbestos Management Plan will be communicated to all relevant staff.

Works and Visitor Protocols

Contractors

Everyone attending the school to carry out any works will be required to access and review the asbestos survey, register and plan before undertaking any work.

This will be provided by the person/s responsible for managing asbestos or other relevant member of staff within the school.

All contractors undertaking any work will be required to sign that they have reviewed the asbestos survey, register and plan using Appendix 2 below.

Where there are ACMs that are to be worked on or nearby, no work will take place until an appropriate method statement of work is produced and the Permit-to-Work procedures detailed in Appendix 3 duly authorised and implemented.

Emergency Services

Emergency Services personnel attending site must be given access to the asbestos survey, register and plan on arrival.

Refurbishment or Demolition Works

Where the school commissions any construction works involving an upgrade, refurbishment or demolition work a refurbishment or demolition survey will be undertaken as necessary to locate and describe, as far as is reasonably practicable, all ACMs in the area where the work will take place.

This will be undertaken in accordance with the requirements of the Health and Safety Executive guidance HSG264.

Where necessary, the school will seek further advice and guidance from the Education and Skills Funding Agency (ESFA) or from the HSE.

Asbestos Works and Removals

The school will ensure that any works undertaken involving ACMs will be carried out within the requirements of the Control of Asbestos Regulations 2012 and to published guidance from the Health and Safety Executive.

Control measures will be detailed in the method statement provided by the contractor.

The school Asbestos Register will be updated accordingly following completion of the asbestos related works.

Control Measures for Specific Areas Identified

This section outlines specific control measures adopted by the school, which are outside of the normal adopted practices, for ACMs which staff, visitors, emergency services attending site and/or contractors must be made aware of.

Specific control measures adopted to date: None.

Approval by the Board of Trustees and policy review date:

This policy was approved by the full governing body in December 2025

This policy is due for review in September 2026

Signature:

Chair of the Board of Trustees

Trustee approval and review dates

Changes since last policy version

Version	Date	Amendment
V3	December 2020	Section 2.0 - The Historical Information Information about the asbestos management so far has been inserted
V4	December 2021	No Changes
V5	September 2022	Site Manager name changed Current asbestos register added to Appendix 1 Site plan added Comments regarding contractors to sign Asbestos register added.
V6	February 2024	Site Manager name changed. Staff training record updated - ex employees removed.
V7	December 2024	Updated with reference to Asbestos found and removed during building of extension.

Appendix 1: Asbestos Register

Survey Date	Building	Floor	Area	Location	Description	Extent	Specific Product	Accessibility	Asbestos Type	Potential for Fibre Release:	Algorithm score:	Recommendation	Surveyors Comment:
14 March 2022	Main Building	Ground Floor	Beside Road Way	Below Mud on Side of Road Way Area	Cement Debris	0.5m ²		Easily disturbed	Chrysotile	Low	6	Removal Removed 16 March 2022	Remove item as soon as practicably possible due to evident damage/poor condition

Survey Date	Building	Floor	Area	Location	Description	Extent	Specific Product	Accessibility	Asbestos Type	Potential for Fibre Release:	Algorithm score:	Recommendation	Surveyors Comment:
18 April 2020	Main Building	Ground Floor	Cloak Room	To Walls (Behind Plasterboard Over-Cladding) & Ceiling (Above False MMMF Ceiling Tiles)	Thermal Insulation Residue	50m ²	Insulation/Coating	2 - Above a suspended ceiling, below floor or within partition wall, within a service or plant	Amosite	Low	6	Manage & Monitor Condition	Continue to manage and monitor item in situ, or use a competent contractor to carry out drilling requirements into ceiling or walls. This room was previously known as the old boiler room. Removal documents available on site stated that an environmental clean was carried out to the room and any remaining thermal insulation residue has been encapsulated.

Survey Date	Building	Floor	Area	Location	Description	Extent	Specific Product	Accessibility	Asbestos Type	Potential for Fibre Release:	Algorithm score:	Recommendation	Surveyors Comment:
18 April 2020	Main Building	Ground Floor	Electrical Riser	Within Green Electrical Box	Flash Guards	1 no.	Textiles/Paper	1 - Can reach it only with hands (i.e. via a small inspection hatch)	Chrysotile	Low	4	Removal	Presumed Chrysotile. Unable to sample due to being a live installation. Remove item prior to any disturbance activities, or continue to manage and monitor in situ if left undisturbed.
18 April 2020	Main Building	Ground Floor	Through out Ground Floor	To Concrete Floors (Below Vinyl Floor Coverings)	Bitumen Adhesive	Through out	Reinforced Composite	4 - Easily accessed, below head height.	Chrysotile	Very Low	2	Manage & Monitor Condition	Presumed Chrysotile. Unable to sample due to fitted floor coverings being in place and lifting would cause irreparable damage. Continue to manage and monitor item in situ. Item confirmed to be present within 2016 removal paperwork available on site. Floors are to be overlaid with carpet, therefore bitumen adhesive will not be disturbed.

Survey Date	Building	Floor	Area	Location	Description	Extent	Specific Product	Accessibility	Asbestos Type	Potential for Fibre Release:	Algorithm score:	Recommendation	Surveyors Comment:
18 April 2020	Main Building	1st Floor	Throughout First Floor	To Concrete Floors (Below Vinyl Floor Coverings)	Bitumen Adhesive	Throughout	Reinforced Composite	4 Easily accessed, below head height.	Chrysotile	Very Low	2	Manage & Monitor Condition	Presumed Chrysotile. Unable to sample due to fitted floor coverings being in place and lifting would cause irreparable damage. Continue to manage and monitor item in situ. Item confirmed to be present within 2016 removal paperwork available on site. Floors are to be overlaid with carpet, therefore bitumen adhesive will not be disturbed

Appendix 2: Asbestos Containing Material Inspection Record

Jubilee Primary School		Date of Inspection	
Inspection By (signature)		Print Name	

Good Practice Guidance:

- Take photographs of ACMs for each inspection and store for future reference
- Compare previous photographs with current condition state to determine whether there has been any deterioration since the last inspection
- Replace missing/ damaged asbestos labels/ stickers
- Where the condition is determined as either **Medium** or **High**, the emergency procedure needs to be instigated

Condition Key:

Good: No visible damage; review at next inspection date

Low: A few scratches or surface marks but no signs of asbestos debris; review at next inspection date for further signs of deterioration

Medium: Significant breakage of materials or several small areas where material has been damaged; encapsulation works likely - follow the emergency procedure

High: Visible asbestos debris; environmental clean and encapsulation works likely – follow the emergency procedure

LOCATION OF ACM	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
		Good / Low Medium / High	
		Good / Low Medium / High	
		Good / Low Medium / High	
		Good / Low Medium / High	
		Good / Low Medium / High	

Appendix 3: Contractor Review of Asbestos Register/Survey

This sheet should be signed by all those carrying out repair/maintenance work on the premises (including voluntary workers or staff) that will involve disturbing the fabric of the premises.

Persons signing this sheet are signing to say that they have seen the Asbestos Register and Management Plan and checked that whether there is any known or presumed asbestos in the area in which they are working.

Where an asbestos containing material is suspected, no work should be carried out until all relevant procedures have been carried out as detailed in this plan.

Date	Company	Details of Work	Print Name	Signature

Appendix 4: Asbestos Permit to Work Proforma

Permit to Work Issuing Instructions

To be used when any work on/near asbestos containing materials is to take place

JUBILEE PRIMARY SCHOOL

ASBESTOS PERMIT TO WORK

Date/s for Works/ Activity:..... Times:.....

Section 2: Asbestos Register

2.1 Has the Asbestos Register been reviewed by the staff member/Contractor? Yes / No

2.2 Will the work disturb any asbestos containing material? Yes / No

If the answer to 2.2 is YES – proceed to Section 3; if NO – proceed to Section 4

Section 3: Work ON asbestos containing materials

3.1 Contractors competency to work on ACM's been confirmed? Yes / No

3.2 Worked planned in accordance with the requirements of The Control of Asbestos Regulations 2012? Yes / No

Section 4: Activity / Work NEAR asbestos containing materials

4.1 Has a method statement been prepared for the work? Yes / No

The activity / works can commence once the above is confirmed but must stop immediately if any suspicious materials are discovered

Section 5: School Approval

Signature: Date:.....

Section 6: Staff / Contractor Confirmation

I confirm that the activity / work will be undertaken in accordance with the requirements of this permit and school asbestos management plan.

Appendix 5: Staff Training Records

Staff's training needs are subject to periodic review.

Periodic asbestos awareness training will be provided to those staff where the schools Personal Development Plans (PDPs) identify the need. Other professional training will be undertaken as and when required/determined by the PDPs.

Staff Name	Details of Training Attended	Date Training Attended	Next Training Date

These training records should be reviewed as a minimum annually and should form an integral part of the staff's Personal Development Plan and Performance Review.