

## SR75: Local Asbestos Management Plan (LAMP)

<b>Site Name</b>	Pinewood Infant School & Foundation Unit
<b>Site Address</b>	Pinewood Avenue, Arnold, Nottingham, NG5 8BU
<b>Site UPRN</b>	122520
<b>Responsible Person / Duty Holder</b>	Head Teacher
<b>Nominated Property Officer (NPO)</b>	School Business Manager
<b>Assistant Nominated Property Officer (ANPO)</b>	David Stevens – H&S Governor Nottinghamshire County Council (Landlord)
<b>Nominated Property Contact (NPC)</b>	School Business Manager
<b>Date Completed</b>	Autumn Term 2024
<b>Date to be reviewed</b>	Autumn Term 2025

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## 1.0 Introduction

- 1.1 This document is designed to outline the requirements of Nominated Property Officers (NPOs) in relation to asbestos management within NCC sites. The manual should be read in conjunction with:
- Section B8 of the NCC Health and Safety Manual which stipulates the Authority's Guidance on managing asbestos;
  - SR77 Contractors Site Induction Form;
  - The Code of Practice for Carrying Out Work that may Disturb ACMs (Asbestos Code of Practice)
  - The Asbestos Register for the site
- 1.2 This document should be completed by the appropriate on-site personnel with designated responsibilities for managing asbestos.
- 1.3 It is essential that NPOs and site Duty Holders fulfil the complete criteria of this document in order to ensure compliance with the NCC Asbestos guidance and thus the Control of Asbestos Regulations 2012.
- 1.4 Where Site Duty holders, NPOs, or NPCs / ANPOs require any further assistance, they should refer to Section B8 of the Safety Manual in the first instance then contact the Property Compliance Helpline on 0115 9774530.
- 1.5 General Points:
- Asbestos registers, schematics and other related documents are available in the web based P2 system: <https://p2.concerto.co.uk>
  - When considering construction work that might disturb asbestos, the procedures set out in the Asbestos Code of Practice must be followed.
  - Any construction work that involves the alteration of building structures must be brought to the attention of NCC Property Services (unless NCC is **not** the Landlord). Failure to do so may result in alterations being demolished.
  - (In the event that such alterations affect the capacity of a school site this may affect the level of funding provided by central government.)
  - When selecting a company to undertake an asbestos survey or air sampling, only those analysts listed in the Asbestos Ordering Procedure (Section 5.0) can be used.
  - NPOs and Site Duty Holders must not treat, remove, encapsulate or alter the condition of any asbestos on site without the knowledge and approval of NCC Property Services.
- 1.6 A model completed version of this document is available via the P2 Library. The link is at the top right of the home screen for your site. On the Library page, select "Asbestos Management Information" from the Categories menu and then click on the document to download a copy. The pathway is: *P2 > P2 Library > "Asbestos Management Information" Category > NCC LAMP template model SR75*

## 2.0 Roles and Responsibilities

2.1 The following table should be completed in order to outline which members of staff take responsibilities for managing the various aspects of this L.A.M.P.

Item of Responsibility	Designated Person	Signature
Delivering Asbestos Safety Talk	School Business Manager	
Organising Asbestos Awareness Training	School Business Manager	
Compiling and Maintaining Asbestos Register	School Business Manager	
Conducting Contractor Inductions	Site Manager	
Conducting Asbestos Condition Monitoring	Site Manager	
Completing and Reviewing this Asbestos Plan	School Business Manager	

## 3.0 Asbestos Register & Action Plan

- 3.1 The site's asbestos register is pivotal to compiling a complete and effective Local Asbestos Management Plan (LAMP). The asbestos register needs to be shown to contractors prior to commencing any constructing / maintenance work which could possibly disturb or damage asbestos containing materials.
- 3.2 All NCC properties constructed before 2000 have an asbestos register which is available in P2.
- 3.3 **Note:** The NCC Asbestos Policy states:
- *As part of the corporate management plan, any 'high' or 'medium' risk ACMs will require further work to reduce the risk which may include removal by a licensed contractor. This is managed by NCC Property division.*
  - *'Low' and 'very low' risk ACMs will remain in situ and be managed through a routine monitoring regime by premises managers.*

## 4.0 Contractor Induction

- 4.1 When inducing contractors onto site, use the *SR77 Contractors Site Induction Form*.
- 4.2 Questions to ask when carrying out a Contractor induction:
- Does the asbestos register indicate the presence of ACMs in the area where work is to be carried out?
  - As most Asbestos registers do not include above ceilings, within walls or ducts, will the contractor be going into areas not covered by the asbestos register?
  - Is there a risk of the contractor disturbing ACMs?
  - Can the contractor provide a method statement setting out how they will manage the work in a safe manner?
  - Can the contractor provide evidence of Asbestos Awareness training?
  - Can the contractor provide evidence of competence proportionate to the task to be undertaken?
- 4.3 It is important to ensure that the following is brought to the attention of the contractor:
- Do not lift ceiling tiles into roof voids unless there is strong evidence to suggest there is no asbestos containing material present above the ceiling or a safe system of work is designed and implemented.
  - When implementing a Safe System of Work consider:
    - Using a risk assessment
    - Area Isolation
    - FFP3 Face Masks with evidence of face fit test
    - Disposable overalls (Type 5) fitted with a hood
    - Cover shoes or boots without laces
    - Safe system of decontamination and disposal
    - After work air sampling.
- 4.4 A guide to the precautions to take when accessing ceiling voids in CLASP buildings is available in the P2 Library. The pathway is: *P2 > P2 Library > “Asbestos Management Information” Category > NCC Accessing CLASP ceiling voids*

## 5.0 Asbestos Consultant Ordering Procedure

- 5.1 Asbestos Analysts may be required for conducting asbestos surveys (prior to significant refurbishment or demolition works) or for conducting air sampling in the event of a possible asbestos release.
- 5.2 Property Services have produced an Asbestos Consultant Ordering Procedure which stipulates an Authority-wide contractual obligation for the selection of competent Asbestos Consultants. It is important that all establishments adhere to this procedure when arranging for asbestos surveys / air sampling.
- 5.3 The procedure is available in the P2 Library. The pathway is: *P2 > P2 Library > “Asbestos Management Information” Category > NCC Asbestos Ordering Procedure for appointing analysts*

## 6.0 Asbestos Communication Plan

- 6.1 It is essential that asbestos presence is communicated to all of those who may come into contact with it. As part of an effective Asbestos Management Plan, NCC require all sites containing asbestos to document how they intend to communicate its presence to the appropriate people in a communication plan.
- 6.2 If you have to implement your Asbestos Disturbance Contingency Procedure (section 9 of this document), you should consider what information needs to be communicated to occupants/carers/staff/media. You should contact the NCC Communications Team for advice about the contents of such communication.  
E: [news@nottsgov.uk](mailto:news@nottsgov.uk)  
T: 0115 9772624

Location of Asbestos Containing Materials	People Concerned	Method of Communication
In the ceiling void above the main entrance – fire breaks	All staff, possible contractors, possible visitors	Site plan, staff training, side induction, contractor induction (if applicable), visitor site induction (if applicable).
In the ceiling void above the school office – fire breaks	All staff, possible contractors, possible visitors	Site plan, staff training, side induction, contractor induction (if applicable), visitor site induction (if applicable).
In the ceiling void above the kitchen – fire breaks	All staff, possible contractors, possible visitors	Site plan, staff training, side induction, contractor induction (if applicable), visitor site induction (if applicable).
An upright structural beam between the doorway of class 3&4	All staff, possible contractors, possible visitors	Site plan, staff training, side induction, contractor induction (if applicable), visitor site induction (if applicable).
Various floors across the school	All staff, possible contractors, possible visitors	Site plan, staff training, side induction, contractor induction (if applicable), visitor site induction (if applicable).
Boiler house – old pipework	All staff, possible contractors, possible visitors	Site plan, staff training, side induction, contractor induction (if applicable), visitor site induction (if applicable).

## 7.0 Asbestos Work Log

7.1 Any work undertaken that affects ACMs should be recorded below:

- Surveys
- Encapsulation
- Removal
- Any changes to the building (e.g. change of use, addition or removal of walls)

What carried out	Who carried it out	When carried out
Specific Type 3 Formation of Foundation Unit	NACS	July 2005
Specific Type 3 Classroom 4/5	M&G	March 2008
Fire Alarm Upgrade	PTL	May 2001
Specific Type 3 Refurbishment Survey	PTL	July 2011
Specific Type 3 Refurbishment Survey	PTL	January 2012
Specific Type 3 Refurbishment	PTL	May 2012
Specific Type 3 Refurbishment	PTL	July 2012
Specific Type 3 Refurbishment	PTL	January 2014
Specific Type 3 Refurbishment	PTL	May 2014
Specific Type 3 Refurbishment	Acorn	October 2015
Specific Type 3 Refurbishment	Acorn	June 2016
Specific Type 3 Refurbishment	M&G	July 2019
Management Survey	J.Plumb – Arc	02/11/2020
Management Survey	J.Plumb – Arc	15/10/2021
Management Survey	Bob Watt	30/09/2022
Targeted Refurbishment Survey	Inspectas	28 & 29/01/2023
Targeted Refurbishment Survey Report	Inspectas	03/2/2023
Management Survey	E.Swift – Arc	21/09/2023
Removal of asbestos string within the ceiling void of the kitchen space.	HB Insulations Ltd	13/01/2024
Kitchen work air check post asbestos removal.	T.Thompson - Acorn Analytical Services	12/01/2024
Management Survey	E.Swift – Arc	20/09/2024

## 8.0 Asbestos Condition Monitoring

8.1 All ACM inspections should be recorded below. The inspection must include all ACMs (confirmed and presumed) identified on the site's asbestos register. It is advised that:

- School Properties conduct monitoring on a termly basis
- Non-school properties conduct inspections on a 6-monthly basis.

**All deterioration in ACM condition must be reported immediately to Arc Assist (formerly Property Careline) on 0115 838 4848.**

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<b>UPRN</b>	<b>122520</b>
<b>NPO / Head Teacher</b>	<b>Dave Armstrong-Jones / Rachel Otter</b>

<b>Date of inspection</b>	<b>Inspection carried out by</b>	<b>Any ACMs deteriorated since the last inspection? YES or NO If YES, call Arc Assist</b>
07/06/2016	Jonathan Parker	No
12/02/2018	Maurice Holmes	No
17/10/2019	Maurice Holmes	No
02/11/2020	Jason Plumb	No
15/10/2021	Jason Plumb	No
25/10/2022	Garry Moseley – Site Manager	No – Termly Visual Inspection
06/01/2023	Garry Moseley – Site Manager	No – Termly Visual Inspection
28 & 29/01/2023	Inspectas	No
14/02/2023	Garry Moseley – Site Manager	No – Termly Visual Inspection
05/04/2023	Garry Moseley – Site Manager	No – Termly Visual Inspection
03/06/2023	Garry Moseley – Site Manager	No – Termly Visual Inspection
09/08/2023	Garry Moseley – Site Manager	No – Termly Visual Inspection
10/11/2023	Garry Moseley – Site Manager	No – Termly Visual Inspection
05/01/2024	Garry Moseley – Site Manager	No – Termly Visual Inspection
20/02/2024	Garry Moseley – Site Manager	No – Termly Visual Inspection
16/04/2024	Garry Moseley – Site Manager	No – Termly Visual Inspection
10/06/2024	Garry Moseley – Site Manager	No – Termly Visual Inspection
02/09/2024	Garry Moseley – Site Manager	No – Termly Visual Inspection

## 9.0 Asbestos Disturbance Contingency Procedure

9.1 The Site's Responsible Person or NPO should complete this Contingency Plan and ensure that all staff and contractors are informed of the arrangements. It is also advised that it is displayed on site as necessary.



## Suspected Asbestos Disturbance

**Stop Works Immediately!** Close all windows and doors and evacuate the room.  
**(Never attempt to clean the area or handle any suspected asbestos materials)**

Contact Arc Assist on **0115 838 4848 (07850795405 Out of Hours)** and inform them of:

- Location
- Asbestos sample reference number
- Nature of damage
- Potential exposure

Arc Partnership to arrange analyst to attend site and recommend further action.

If Negative Samples:

Arc Partnership to appoint licensed contractor to clean up Asbestos and make area safe.

Asbestos Analyst to conduct clearance and reassurance test to confirm area safe to re-enter.

Responsible person to investigate disturbance

Report incident via Wellworker system and determine whether incident is reportable to the Health & Safety Executive (HSE)

If Positive Samples:

If people are contaminated

- Keep any person who may have been exposed to asbestos in a safe area.
- A safe area should be an adjacent unoccupied room with a door that can remain closed whilst being used as the quarantine area.
- Areas such as corridors, fire escape routes, kitchens, staff meeting rooms or any areas where contact with others may occur are not safe areas and should not be used.
- Clothes should be carefully removed and bagged. Exposed person should be showered as soon as possible.

Ensure that contaminated room is locked to prevent access. Display warning signage.

**Site Key Holder is: Garry Moseley**

**Contact Number: 07407 238177**

Arc Partnership to contact the Health and Safety Team who will conduct an investigation

Site Duty Holder / NPO to contact NCC Corporate Communications and Legal Services before any statement is provided to the public media.

**No Further Action Required / Re-open room.**

## 10.0 Staff Training

- 10.1 Asbestos Awareness training should be undertaken by all NPO's / NPC's, Site Management Staff (Including Caretakers) and any other member of staff who may have responsibilities relating to asbestos management (i.e. those named in Section 2.0). Records of this training may be recorded in the following table if there is no other system of maintaining records currently being used on site.
- 10.2 An Asbestos Awareness training module can be accessed via the Learning tab in the BMS Portal.
- 10.3 Schools can access Asbestos Awareness training via the Schools H&S Learning & Development Programme.
- 10.4 All staff should receive the Asbestos Safety Talk on the NCC intranet:  
<http://intranet.nottscg.gov.uk/workingfornc/healthandsafety/healthandsafetylearningdevelopment/healthandsafetytalks/>
- 10.5 Schools can access the Asbestos Safety Talk in their H&S Premises file (Yellow folder)

Name	Position	Details of Training	Provider	Date
Chris McAdam	Head Teacher	Managing Health & Safety for Head Teachers	NCC	13/03/2008
Garry Moseley	Site Manager	Premises Management for Caretakers & Site Managers	NCC	03/03/2011
Sally Berridge	School Business Manager/NPO	Head Teachers H&S Management	NCC	11/03/2011
All Staff		Health & Safety Update Including Asbestos	Sally Berridge / Claire Reville	05/09/2016
Rachel Otter	Head Teacher	Managing Safety for Head Teachers & School Business Managers	IOSH	07/03/2017
Sally Berridge	School Business Manager	Managing Safety for Head Teachers & School Business Managers	IOSH	07/03/2017
All Staff		Health & Safety Update Including Asbestos	Sally Berridge / Claire Reville	04/09/2017
Garry Moseley	Site Manager	Managing Safety in School Premises	IOSH	11/10/2017
All Staff		Health & Safety Update Including Asbestos	Sally Berridge / Claire Reville	04/09/2018
All Staff		Health & Safety Update Including Asbestos	Sally Berridge / Claire Reville	06/02/2019
All Staff		Health & Safety Update Including Asbestos	Sally Berridge / Claire Reville	December 2020
All Staff		Health & Safety Update Including Asbestos	Sally Berridge / Claire Reville – Handout	March 2021
Rachel Otter	Head Teachers	Managing Safety for Head Teachers & Business Managers	IOSH	28/09/2021
Dave Armstrong-Jones	School Business Manager/NPO	Managing Safety for Head Teachers & Business Managers	IOSH	02/02/2021

All Staff		Health & Safety Update Including Asbestos	Dave Armstrong-Jones & Health & Safety Policy	Spring 2022
All Staff		Health & Safety Update Handout, NCC Guidance, Flow Chart & Locations	Dave Armstrong-Jones	13/09/2022
Rachel Otter Dave Armstrong-Jones Garry Moseley Damian Bowden	Head Teacher  SBM  Site Manager  H&S Governor	Asbestos Code of Practice Briefing – NCC	Dave Armstrong-Jones	13/09/2022
Dave Armstrong-Jones	Managing Asbestos Training	Managing Asbestos – NCC	Dave Armstrong-Jones	07/02/2023
Rachel Otter Dave Armstrong-Jones Garry Moseley David Stevens	Head Teacher  SBM  Site Manager  H&S Governor	Asbestos Code of Practice Briefing – NCC	Dave Armstrong-Jones	19/09/2023     18/10/2023
All Staff		Health & Safety Update Handout, NCC Guidance, Flow Chart & Locations	Dave Armstrong-Jones	19/09/2023
All Staff		Health & Safety Update Handout, NCC Guidance, Flow Chart & Locations	Dave Armstrong-Jones	10/09/2024



