



EAST RIDING

OF YORKSHIRE COUNCIL

# Asbestos Management Plan

for

## Woodmansey CE Primary School



**WOODMANSEY CE**  
PRIMARY SCHOOL

Employer	East Riding of Yorkshire Council
Duty Holder (Operational)	Phil Taylor (Site Manager)
Deputy Duty Holder (Operational)	Jonathon Williams (Headteacher)

Plan Approved Date	9 <sup>th</sup> March 2026
Plan Approved By	Headteacher
	Governing Body
Plan Issue Date	1 <sup>st</sup> January 2026

This Asbestos management plan should be read in conjunction with the associated asbestos management survey REFERENCE –

## **The Employer**

The East Riding of Yorkshire Council as the employer shares the duty holder responsibilities with schools. The council provides funding to schools to enable them to comply with legislative responsibilities and to undertake general repair and maintenance, and minor building improvements. This enables schools to either buy back professional services from the council or the use alternative provision from the private sector. The headteacher is the duty holder for day-to-day operations.

## **The duty holder or deputy holder**

The duty holder or deputy duty holder will ensure that this document is kept up to date and is situated in such a location that it is accessible to those that need it. The document will be kept for the lifespan of the building.

This asbestos management plan should be read in conjunction with the East Riding of Yorkshire Councils policy on managing asbestos which sets out the criteria for leaving asbestos in situ or its removal.

The duty holder or deputy duty holder will employ a UKAS accredited asbestos surveying company to provide an asbestos management survey which will form the basis of this management plan.

## **Contractors**

The Duty holder or their deputy will ensure that no work is permitted to start on the site without the contractor inspecting the asbestos register, and location plan contained within this document and detailed within the associated asbestos management survey. The contractor will familiarise themselves with the location of asbestos containing materials in relation to the area which they are working.

The contractor will acknowledge to the duty holder or deputy duty holder that they have read and understood this asbestos management plan and are aware of the location of asbestos in relation to the work they are proposing to undertake by signing the sheet contained in Appendix A.

All works that are to be undertaken will be supervised by the duty holder or their deputy. Where neither is available then the responsibility will pass to the headteacher.

The contractor will not manipulate any asbestos containing materials, and if any operations may result in damage to an asbestos containing material, then the contractor will stop work and advise the duty holder or their deputy without delay.

The duty holder or their deputy will determine if further assistance/advice is required from Building Facilities or if the engagement of a licensed asbestos contractor is necessary.

Only licensed asbestos contractors will be used to work with asbestos products. This includes minor repairs through damage or degradation or asbestos removal due to refurbishment work. The duty holder or their deputy will ensure such issues are recorded within the asbestos management plan.

Where projects are funded by the LEA the principal contractor will be supervised by a Building Facilities Project Officer. In most cases this will involve the segregation of the work area by using hoardings or partitions etc. The LEA project officer will arrange for an asbestos Refurbishment/Demolition R&D asbestos survey prior to any work commencing.

The LEA project officer will make reference to this Asbestos Management Plan within their Construction Design and Management Regulations 2015, Pre Construction Information, and also include any subsequent Refurbishment/Demolition survey data.

The project officer will arrange for a suitably qualified surveying company to consolidate any R&D survey data (new or removed asbestos items) within a new management survey at the completion of the project which will be included within the relevant sections of this plan. Following the consolidation of the asbestos management survey the duty holder or their deputy will update/amend the asbestos management plan to reflect any changes as a result the construction work.

## **Asbestos Management Survey**

The duty holder or deputy duty holder will ensure that the school has a current asbestos management survey. The duty holder or deputy duty holder must carefully read the survey to determine if there are any remedial actions that are needed and implement those accordingly. The duty holder or deputy duty holder will ensure that the asbestos items listed in the asbestos

register contained within the survey are periodically reinspected at a frequency of not less than yearly. Ideally, this should be undertaken more often as a part of the termly health and safety inspections. The reinspection's undertaken by the duty holder or deputy duty holder should be recorded appropriately for future reference (see Action planning/Monitoring).

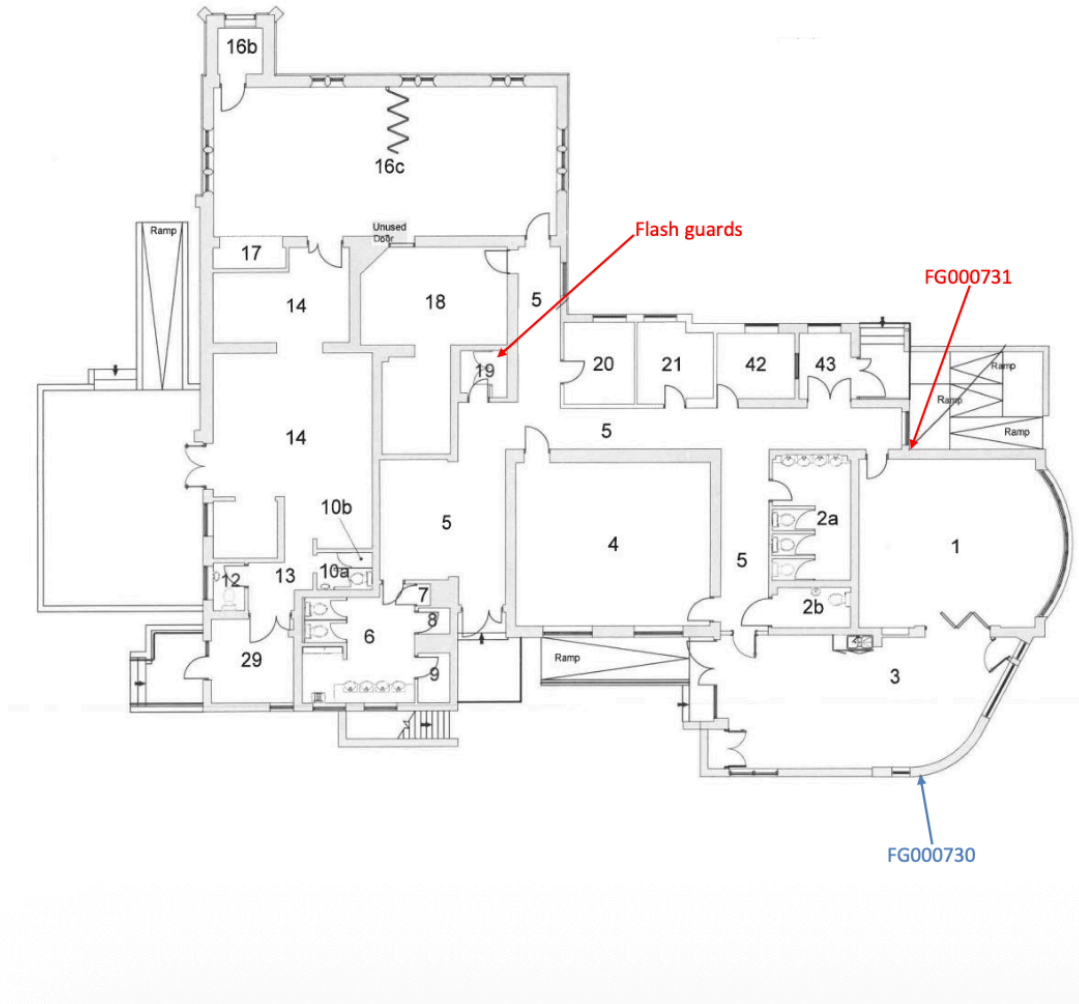
Any survey which reaches its 5<sup>th</sup> year should then be refreshed by a competent asbestos surveyor.

# Asbestos Register

Building		Floor				Room					
Woodmansey C of E Primary School		Ground				Electrical switchroom, 19					
Item Description											
Flash guards to electrics											
Item No	S,P,SP,AS, Sample No	PT	AT	AC	CON	QT	ST	MS	Recommendation	Comments	
24	P Visual	Asbestos Textiles/Paper	Crocidolite (or unknown)	Occasionally likely to be disturbed	Medium Damage	6	2	9	Inspection required prior to disturbance	no access due to live electrics	
Room Notes											
Plasterboard ceiling, brick walls, concrete floor under modern vinyl											

Building		Floor				Room					
Woodmansey C of E Primary School		External				Soffit entering building above front entrance ramp					
Item Description											
Soffit entering building above front entrance ramp											
Item No	S,P,SP,AS, Sample No	PT	AT	AC	CON	QT	ST	MS	Recommendation	Comments	
44	S FG000731	Asbestos Insulating Board	Amosite	Occasionally likely to be disturbed	Medium Damage	2m	2	8	Remove	Board entering building, timber soffits to left side of board. Exposed end encapsulated, remove if disturbed.	
Room Notes											

# Site Plan Showing Asbestos Locations



## **Action Planning / Monitoring**

The Duty holder or their deputy will undertake regular inspections of the Asbestos Containing Materials (ACM's) identified within the asbestos register. The inspections will be recorded on the asbestos action monitoring sheet over.

The inspection period will be typically each term as a part of the general health and safety inspection regime. However, the duty holder their deputy will determine if those inspection frequencies need to be adjusted taking account of such issues as the ACM's condition, accessibility and the activities taking place in the vicinity of the material. The duty holder or their deputy will adjust the inspection frequencies where circumstances change on the school site, for example due to construction or other work occurring in the vicinity of asbestos products. The inspection period will never be more than 12 months.

The monitoring undertaken by the duty holder or their deputy will require a visual inspection of the ACM. The ACM can be identified from the survey photographic record. The inspection involves looking for signs of surface damage, broken edges, debris, delamination, peeling paint etc.

Where damage or condition degrading is identified, then the duty holder or their representative should make an assessment if immediate action is required. That immediate action may involve simply keeping people away from that area or removing a room from use.

The duty holder their deputy should then without delay seek assistance from Building Facilities or a licensed asbestos contractor.

Any actions taken should be recorded on the asbestos action monitoring record overpage.

## Asbestos Action Monitoring Record

Survey Ref	Location	ACM	Risk	Survey Recommendation	AMP Action	Timescale	Responsible
Item 24	Electrical Switchroom	Flash Guards	9 (Medium)	Inspect before disturbance	Termly visual inspection	Ongoing	Phil
Item 44	External Soffit – Ramp	AIB	8 (Medium)	Remove	Seek LA capital removal	Summer 2026	ERYC
Item 47	Roof Areas	Presumed ACM	Unknown	Inspect before disturbance	R&D Survey prior to works	Pre-project	Head

## Communication Plan

The duty holder or their deputy will ensure that the asbestos management plan and any associated information is made available to all those working in or working on the school. This includes safety representatives, staff representatives, governors, committees, and trade union officials.

The duty holder or their deputy will, where the school has separate teaching blocks and administration offices, ensure a copy of the plan is held at each block. The duty holder or their deputy will also undertake the following for each block with separate administration.

The duty holder or their deputy will bring this plan to the attention of all staff in order that they can contribute to the monitoring of its implementation and be aware of the actions required if any damage is observed.

Staff and contractors will be briefed to:

- Be aware of where asbestos exists.
- How to avoid damaging asbestos.
- Know what to do if they observe damage.
- Inform the duty holder or their deputy if action is required.
- Keep an open and honest approach to asbestos.

The labelling of asbestos products in the school setting is not always appropriate. Therefore, where the duty holder opts not to use asbestos warning labels particular care will be given to ensure contractors are familiar with the location of asbestos containing materials.

The location of non-asbestos containing materials are shown within the asbestos management survey referred to within this document.

## Training

The duty holder or their deputy will ensure that those staff working within the school who can affect or be affected by the condition of the asbestos within the school receives training in asbestos awareness and the risks associated with the material within the school. This will take the form of:

Duty holder – Formal asbestos awareness training.

Deputy duty holder – Formal asbestos awareness training.

Site manager – Formal asbestos awareness training/tool box talks

Cleaners – Toolbox talks.

Teaching staff – Toolbox talks.

## **Emergency Procedures**

Where asbestos or suspect asbestos material has become damaged the duty holder or their deputy will immediately vacate the affected area, anyone working in the area will be asked to stop and report back to their supervisor.

The incident will be reported immediately to Building Facilities.

Where there is any doubt that pupils or staff may have been exposed to asbestos they will be moved to a safe room (with minimum movement around the school) whilst advice is sought from Building Facilities.

At no time will people be allowed back into the suspected contaminated area to collect belongings etc until such a time that the duty holder or their deputy has satisfied themselves that the hazard has been controlled or removed.

Should an incident occur at the school that requires the attendance of the emergency services, for example a fire, then the duty holder or their deputy will bring the asbestos management plan to the attention of the attending services senior officer.

## **Review of the Asbestos Management Plan**

The duty holder or their deputy will be reviewed annually to:

- Monitor the effectiveness of the plan.
- Review communication processes.
- Review any trends in the ACMs condition.
- Review/update procedures after learning opportunities.
- Update following staff changes.
- Update following building use changes.

## Appendix A

### Contractor Acknowledgement Record



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**Appendix B**  
**Asbestos Emergency Action Checklist**

## Asbestos Emergency Action Checklist

- Stop any activity in the affected area immediately.
- If it is suspected that contamination has occurred to clothing, carefully and slowly remove outer garments.
- Remove everyone from the affected area.
- Do not remove any items from the area.
- prevent access to the area until any necessary remedial action has been taken.
- Contact Building Facilities and seek immediate advice regarding necessary remedial action to be taken – there may be a need to decontaminate individuals or areas exposed to asbestos.

### Further Information

DFES Managing Asbestos in Schools - <https://www.gov.uk/guidance/asbestos-management-in-schools>

HSE – Managing and Working with Asbestos – Approved Code of Practice - <https://www.hse.gov.uk/pubns/books/1143.htmAsbestos>

Asbestos Management Checklist for schools - <https://www.hse.gov.uk/services/education/asbestos-checklist.pdf>