



Tibberton CP School & Early Years

Management of Asbestos

Asbestos Management Handbook

Year 2025/2026

Asbestos Management Plan

Contents

1.0 Introduction	Page 3
2.0 Definitions	Page 4
3.0 Asbestos Management Plan	Page 7
4.0 Asbestos Register Update	Page 14
5.0 Asbestos Register Details	Page 15
6.0 Asbestos Action Plan	Page 17
7.0 Emergency Procedure Flow Chart	Page 18

1.0 Introduction

This is the **Asbestos Management Handbook** for Tibberton Community Primary School & Early Years

This is specifically designed to:

- Ensure safety of all premises users by structuring and recording the effective management of risk associated with asbestos;
- be used in conjunction with Management of Asbestos Policy, Strategy and Implementation Plan - Gloucestershire County Council and Premises Asbestos Register to ensure compliance with Asbestos Regulations;
- identify individual responsibilities for management of asbestos;
- provide a record of surveys and updates for auditing purposes (internally and by Health and Safety Executive (HSE));
- provide a comprehensive record of actions taken.

The Asbestos Management Handbook is a key document separate from the Management of Asbestos Policy, Strategy and Implementation Plan - Gloucestershire County Council. (The Policy is on TF (or equivalent) and GCC Staffnet/Schoolsnet and GCCPlus web pages).

The Asbestos Register is the primary control source and reference point for all premises users, internal and external maintenance operatives and contractors. Both the Asbestos Register and Asbestos Management Plan must be retained in the Premises Log Book.

This Asbestos Management Handbook must be reviewed on at least an annual basis.

All GCC non-schools premises and GCC maintained schools must have a copy of this template updated and retained in the Premises Log Book.

For educational premises where the appropriate Property Care package (Traded Services) has been purchased and for non educational premises, some sections of the plan will be completed by AMPS Delivery Team. Other sections may be completed by Site Responsible Person(s) (for example when the emergency procedures are initiated).

A copy of each completed plan must be submitted at least annually to AMPS by email to ampsinspections@gloucestershire.gov.uk

FOR CLARIFICATION OR MORE INFORMATION REGARDING ASBESTOS MANAGEMENT:

**Refer to: Gloucestershire County Council
Management of Asbestos Policy, Strategy and Implementation Plan - or
contact Asset Management and Property Services Building
Helpdeskbuilding.helpdesk@gloucestershire.gov.uk**

2.0 Definitions

General definitions

Academies (Platinum Property Care SLA Buyback (Traded Services)).	Publicly funded independent schools, run by an academy trust or governing body (not the local council - GCC). Academy schools must have their own Asbestos Policy, Asbestos Register and Asbestos Management Plan. By purchasing the Platinum Property Care SLA, asbestos surveys are arranged on behalf of the academy and support with management of asbestos is provided by AMPS (GCC).
Academies (Chrome Property Care SLA Buyback (Traded Services)).	Publicly funded independent schools, run by an academy trust or governing body (not the local council - GCC). Academy schools must have their own Asbestos Policy, Asbestos Register and Asbestos Management Plan. A review of documentation as part of the annual inspection site visit relating to management of asbestos is provided by AMPS as part of the Chrome Property Care SLA. Further support may be purchased from AMPS as required.
Academies (Non Property Care SLA (Traded Services))	Publicly funded independent schools, run by an academy trust or governing body (not the local council - GCC). Academy schools are responsible for their own Policy, Strategy, and Implementation Plan for the Management of Asbestos, Asbestos Register and Asbestos Management Plan. As no support has been purchased from Property Care (Traded Services), surveys must be arranged by the academy. Support may be purchased from AMPS as required.
AMPS.	Asset Management and Property Services (GCC).
Authorised Persons.	Delivery Surveyors Delivery Engineers.
Buyback (Traded Services)	Option to obtain support by purchasing a Service Level Agreement (SLA) from AMPS.
Deputy Responsible Person(s) .	Assistant Director of Asset Management and Property Services and Head of Property - Delivery
Domestic premises.	Dwelling that has no more than one family unit. This could be a house, individual flats and maisonettes.
Dutyholder – main.	CEO Primary QuEST
Dutyholder – others.	Every person who has, to any extent, control of that part of those non-domestic premises or control of any means of access or egress to or from those premises.
External Competent Persons.	Accredited contractors.
Frameworks.	Certified list of contractors - GCC / South West Portal.
GCC.	Gloucestershire County Council.

GCC non-schools premises.	Non-school premises owned by Gloucestershire County Council, where GCC conducts business or provides a service. All Site Responsible Person(s) must implement the GCC Management of Asbestos Policy, Strategy, and Implementation Plan – and use this Asbestos Management Plan.
Governing Bodies.	Board of Governors or Board of Trustees.
HSE.	Health and Safety Executive.
Internal Competent Persons.	Caretakers/janitors/handyperson/maintenance team.
Non-academy schools (Gold Property Care buyback SLA (Traded Services)).	All schools without academy status must implement the GCC - Management of Asbestos Policy, Strategy, and Implementation Plan and use this Asbestos Management Plan. Asbestos surveys are arranged on behalf of the school. Full support (including site visits and inspections) for management of asbestos is provided by AMPS as part of the Gold Property Care Buyback SLA (Traded Services).
Non-academy schools (Silver Property Care buyback SLA (Traded Services)).	All schools without academy status must implement the Management of Asbestos Policy, Strategy, and Implementation Plan-GCC and use this Asbestos Management Plan. Asbestos surveys are arranged on behalf of the school by AMPS. Telephone support and review of documentation as part of the annual inspection site visit relating to management of asbestos is provided by AMPS as part of the Silver Property Care SLA. Further support may be purchased from AMPS as required.
Non-academy schools (No Property Care buyback SLA (Traded Services)).	All schools without academy status (No Property Care buyback SLA (Traded Services)) must implement the GCC - Management of Asbestos Policy, Strategy, and Implementation Plan and use this Asbestos Management Plan. Asbestos surveys are arranged on behalf of the school by AMPS. Preliminary support for management of asbestos is provided by AMPS. Further support may be purchased from AMPS as required.
Non-residential premises.	Irrespective of type of premises, this applies when the premises is used for any purposes other than residential (no overnight sleeping accommodation).
Off payroll individuals.	Agency workers/internal contractors.
Programme and Maintenance Coordinators.	Delivery Lead Officer – Surveyor Delivery Lead Officer – Engineer.
Residential premises.	For example a care home, nursing homes, blocks of flats, home of multiple occupancy (HMOs).
Responsible Person	Deputy Chief Executive
SHE.	Safety, Health and Environment, GCC.
Site Responsible Person (SRP).	Nominated responsible person for non-schools and schools.
Technology Forge (TF) (or equivalent).	Property database used by AMPS.

Technical definitions:

ACM(s)	Asbestos Containing Materials.
Asbestos Management Plan	A separate document used for asbestos management.
Asbestos Register	Management survey and updates (hard copies held on site and electronically on TF).
Asbestos Survey Report	Survey report held on Asbestos Register.
Contaminated land	HSG264: Asbestos Guidance does not cover airborne sampling or surveying contaminated land. These are specialised subjects outside the scope of this document.
Premises Asbestos Register	Key Asbestos documentation to be retained on site.
Premises Log Book	Record retained on site that includes key documentation, including Premises Asbestos Register and Asbestos Management Plan.
Surveys and Surveyor(s)	Where referred to in this Policy or guidance referred to in this Policy, these are asbestos surveys and/or asbestos surveyors.
Visual monitoring	Visual inspection of area (to identify any changes, in order to record changes in the Asbestos Management Plan and take appropriate action).

Reference documents:

Management of Asbestos Policy, Strategy and Implementation Plan-GCC	Available on TF Web and Staffnet/Schoolsnet/GCCPlus.
HSG264: Asbestos Guidance - replaces and expands on MDHS100, <i>Surveying, sampling and assessment of asbestos-containing materials</i> .	HSG264 Asbestos: The survey guide - replaces and expands on MDHS100, <i>Surveying, sampling and assessment of asbestos-containing materials</i> . It is aimed at individuals carrying out asbestos surveys and individuals with specific responsibilities for managing asbestos in non-domestic premises under the Control of Asbestos Regulations 2012. The document covers competence and quality assurance and surveys, including: survey planning, carrying out surveys, the survey report and the dutyholder's use of the survey information. It includes extensive appendices and references. (This guidance does not cover airborne sampling or surveying contaminated land. These are specialised subjects outside the scope of this document).
Managing and working with asbestos Control of Asbestos Regulations 2012 Approved code of practice and guidance.	HSE - Approved Code of Practice and guidance

<p>Managing asbestos in buildings: A brief guide</p>	<p>This guidance is for, anyone who is responsible for maintenance and repairs in a building, which may contain asbestos. The 'duty to manage' asbestos is included in the Managing and working with asbestos Control of Asbestos Regulations 2012.</p>
--	---

3.0 Asbestos Management Handbook	
YEAR: 2025/26	
1. Premises details.	
Name	Tibberton Community Primary School & Early Years
Address	Orchard Rise Tibberton Gloucestershire GL19 3AQ
TF UPRN	0869-01
2. Responsibilities.	
Dutyholder	Stephen Dean (CEO Primary Quest)
Premises/Site Manager or Site Responsible Person (Name).	Sarah Wilson (Head Teacher)
Date of commencement of responsibility.	01/09/2023
Alternative contact (in case of absence).	Sarah Wilson (Head Teacher)
Name and job role of person that will oversee and implement this Asbestos Management Plan (if different from above).	As above Amy Johnson- SBM
Name of the person responsible for: a) managing asbestos in the premises; b) updating the Asbestos Register; c) reviewing, updating and taking actions arising from this Asbestos Management Handbook.	Amy Johnson /Sarah Wilson/ AMPS

Formatted: Tab stops: 3.78 cm, Left + 6.19 cm, Centered

3. Reviewing this Asbestos Management Handbook	
Date Asbestos Management Handbook was first put in place.	26/09/2019
Date of the last review of Asbestos Management Handbook (if this is the first plan, please record this).	24/06/2025 with GCC AMPs
Date of this review	01/10/25
4. Location of Asbestos Register and Management Handbook	
State where the Asbestos Register is kept (this contains key information about asbestos in the premises and site).	Premises Maintenance file – locked office cupboard with the key in the key safe. Key is marked “Water”
State how information about asbestos in the premises is recorded, including the use of: <ul style="list-style-type: none"> • Management Handbook; • Asbestos Register; • Asbestos Surveys (Management; Refurbishment and Demolition) • Risk Assessments; • Clearance Certificates; • reviews and updates. 	An asbestos survey was completed on 28/10/22 by Gloucester Asbestos Ltd Contractors are shown a copy of the report & required to note in the comment box of the log of contractors which is located in the front of the premises maintenance log book held by the office in the locked office cupboard. Areas in the school where it isn't clear are marked with highly visible stickers stating area contains asbestos.

	<p>Amy Johnson to review Management Handbook Annually with AMPS Building Surveyor</p> <p>All works to the building relating to Asbestos are commissioned by GCC AMPS part of Planned Programmed Works/ Primary Quest</p>
<p>5. Sharing Asbestos information</p>	
<p>State when and how employees and other key premises users have been provided with Asbestos information.</p> <p>State how new starters are provided with Asbestos information.</p>	<p>When contractors come onto the premises they are shown the asbestos report as a matter of course before commencing works.</p> <p>New starters are shown a copy of the report</p> <p>Any updates to Asbestos Survey or Handbook to be cascaded via staff meetings.</p>
<p>State what procedures are in place to control maintenance or building work, with particular reference to the management of asbestos.</p> <p>For example:</p> <ul style="list-style-type: none"> • What procedures are in place to ensure that contractors and maintenance operatives check the Asbestos Register before starting work? • Do you have resilience or does the procedure depend upon one individual or asbestos file holder? • What measures are in place if the primary record holder is absent? 	<p>All Contractors are required to sign in on GCC AMPS sheet (Contractors Site Visit Record) which records that they have checked/considered asbestos issues before commencing work on site.</p> <p>School log book available at all times during school hours.</p> <p>Caretaker & PQ Maintenance Engineer both attended Asbestos training 12/05/2025</p>

Formatted: Centered

Formatted: Right

6. Risk Assessments and action plans.	
<p>State how actions identified in risk assessments, surveys and updates are recorded (use of Asbestos Register Update).</p> <p>Refer to GCC-Management of Asbestos Policy, Strategy and Implementation Plan, with particular reference to Appendices 1-7.</p>	<p>Recorded in written form and kept in the Maintenance folder under the asbestos tab, or within G Drive – Premises - Asbestos</p> <p>Any updates are recorded on Asbestos Management Survey & the Asbestos Management Handbook</p>
<p>State how actions arising are progressed, monitored and recorded. Actions may include but are not limited to:</p> <ul style="list-style-type: none"> • Liaising with Asset Management and Property Services; • visual monitoring and photographic evidence (the use of photographs to monitor condition including any degradation of the asbestos or its surrounding protection); • coordination of arrangements for specialist contractors; • restriction of access to areas and appropriate signage; • escalating actions as required; • updating of Asbestos Register, including Action Plans. <p>Refer to GCC-Management of Asbestos Policy, Strategy and Implementation Plan, with particular reference to Appendices 1-7).</p>	<p>AMPS site visit 24/06/2025</p> <p>Check against latest report October 2022</p> <p>Any issues will be reported to PQ/GCC AMPS at first available opportunity</p>
<p>For reference, asbestos management must always be a priority, the following will require particular attention:</p> <p>Considering changes to the way rooms are used.</p> <p>For example - if the status of a relatively low risk room changes then the considerations for that room and associated asbestos risk score must be revised in your Asbestos Register.</p> <p>In the case of plans for major change of room-use, contact Asset Management and Property Services for advice before making any changes.</p> <p>Extreme weather conditions such as heavy snowfall or rainfall.</p> <p>External items must be checked for weather damage.</p> <p>Labelling of asbestos</p>	

Labelling of asbestos must be in accordance with the GCC-Management of Asbestos Policy, Strategy and Implementation Plan.

Always liaise with Asset Management Property Services before making any changes, to ensure effective management of asbestos in the premises.

State how and when reviews of asbestos related actions are undertaken, to ensure the Policy is implemented correctly and asbestos is being managed effectively

[Premises Manager/Site Responsible Person will monitor any changes as part of building checks.](#)

[To be reviewed with AMPS building Surveyor as part of Annual Inspection Visit](#) due June 2026

7. Training

Record asbestos management training here. This record must include:

- Details of who has had training;
- The type of course completed (online/training course)
- When the training took place;

It is important to ensure that all existing and new employees and off-payroll individuals receive regular training, relevant to their role.

Site Responsible Persons are required to undertake appropriate training every 2 years.

For details on asbestos training – please contact Asset Management and Property Services on 01452-328383

Name of trained person	Date of training	Title of training attended	Provider
Martin Johnson	12/05/2025	Caretaker	Sanctus Training
Rob Gamston	12/05/2025	PQ Maintenance	Sanctus Training

4.0 Asbestos Register Update Summary

Use your Asbestos Register to document the Asbestos Containing Materials (ACMs) on site.

When noting the location of each Asbestos Containing Material you can use full descriptive terms or use item numbers that correspond with the Asbestos Register. If using a numerical method, remember to check and update the numbers when the register is updated:

ACTUAL ASBESTOS SURVEY (REGISTER) INFORMATION		
Activity	Date:	Person updating register (to be completed by Contractor, AMPS officer and School):
REVISION/REVIEW DATE:		

5.0 Asbestos Register Details

Revision/review date.	Location and brief description of Asbestos Containing Material.	Condition – any changes to item, noticeable damage or degradation. Damage – none, minor, major.	When was the last time the item was looked at? Have any factors changed to alter the frequency you need to monitor this item?	Has item been sampled and tested in the register? DOES IT REQUIRE VERIFICATION?	Remedial action required? YES / NO SEE ACTION PLAN (Contact and agree with Asset Management and Property Services) DO EMERGENCY PROCEDURES NEED TO BE IMPLEMENTED?	Any further comments (for example - photograph taken)

Revision/review date.	Location and brief description of Asbestos Containing Material.	Condition – any changes to item, noticeable damage or degradation. Damage – none, minor, major.	When was the last time the item was looked at? Have any factors changed to alter the frequency you need to monitor this item?	Has item been sampled and tested in the register? DOES IT REQUIRE VERIFICATION?	Remedial action required? YES / NO SEE ACTION PLAN (Contact and agree with Asset Management and Property Services) DO EMERGENCY PROCEDURES NEED TO BE IMPLEMENTED?	Any further comments (for example - photograph taken)

6.0 Asbestos Action Plan Item Requires Works (Encapsulation Or Removal)

Location and brief description of Asbestos Containing Material.	Remedial action required Encapsulation / Removal. (Note GCC contact if being managed centrally).	Target date for action.	Air Test / Certification certificates received – findings.	Survey updated / Date completed.	Contact for further information Comments

THIS ACTION PLAN CAN BE USED IF YOU PLAN TO REMOVE AN ITEM AS PART OF LARGER WORKS (A Refurbishment and Demolition Survey should also identify the item with any others if part of a project).

7.0 Emergency Procedure – Flowchart

(All GCC non-educational premises and GCC maintained schools)

