

Asbestos Management Plan

Introduction

The Asbestos Management is intended as a summary document to help building managers, users and maintenance teams to understand the asbestos containing materials which are present in this building. It has been set out in a way that makes it easy to understand very quickly where asbestos materials are present and Actions to deal with Asbestos. The Asbestos Management will be reviewed annually or sooner if additional material has been discovered or removed.

Important notes

1. This Management Document is Uncontrolled if in print.
2. This report contains a summary of the important information. All data relating to all surveys, samples, removals, air tests and reinspection history hard copies are held in the City of Edinburgh Council Offices, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG.
3. This Plan is not a substitute for a task risk assessment or detailed work instruction. All works must be covered by a task specific risk assessment which takes account of the asbestos materials present in the work area.

Asbestos management plan for Kaimes School

Overview

This asbestos management plan sets out the arrangements in place to manage the risks from asbestos-containing materials (ACMs) at the site detailed below to minimise the potential for harm.

An asbestos management survey and ongoing Condition Monitoring has identified ACMs to be present in the following areas:

K1 Building

- 001 Circulation – Woven wrap firebreak within ceiling void & bitumen adhesive below floor screed & carpet
- 002 Business Manager's Office – Textile firebreak within ceiling void above wall 1 & presumed asbestos within ceiling void over window wall (external canopy)
- 003 Head Teacher's Office – Insulating board debris within ceiling void to steel work & external canopy framework
- 004 Classroom – Cement infill panels above windows and external door within ceiling void (behind fiberboard panels) & textile firebreak residue to metal roof & steel beams behind clear polythene sheeting & black tape
- 005 Medical Room – Woven remnants in ceiling void behind clear polythene sheeting above wall 3
- 006 Ladies Toilet – Red mastic on metal ducting & woven residues in ceiling void at clear polythene sheeting above wall 5
- 007 Male Staff WC – Red mastic on metal ducting
- 008 Serenity Room – Bitumen pads under sink & drainer
- 010 Sensory Room – Orange floor tiles & bitumen adhesive to floor tiles
- 011 Store & 020 Store – Beige/Cream vinyl floor tiles
- 013 Stationary Store – Cream tiles & adhesive on concrete floor & white vinyl strips (stair nosings)
- 015 Corridor – Woven remnants in ceiling void on screws (black tape & timber above doorway to 019)
- 017 Girl's Toilet – Red mastic on metal ducting
- 019 Classroom – White powder within wall cavity (Presumed)
- 019 Classroom – Cream floor covering below lino & textile fire blanket remnants to metal roof within ceiling void above wall 2
- 021 Classroom – Cream floor covering below carpet
- 022 Classroom – Cream floor covering below carpet & modern vinyl
- 023 Office/Edinburgh Room – Cement infill panels behind fiberboard in ceiling void & woven firebreak in ceiling void to right of window & presumed asbestos above & below windows above fixed ceiling tiles
- 024 Music Room – Cement panels in ceiling void (infill panels above windows) & cement panel

behind timber within ceiling void

- 025 Circulation – Orange floor tiles below linoleum, bitumen adhesive to lino & presumed asbestos above fixed MMMF ceiling tiles
- 026 The Den – Orange floor tiles below modern vinyl, bitumen adhesive to floor tiles & presumed asbestos above timber ceiling
- 027 Store – Presumed asbestos above ceiling tiles
- 029 Reception – Mastic to wall within ceiling void
- 030 Circulation – Woven residues in ceiling void on loose piece of mortar
- 030 Circulation – Orange floor tiles below lino & screed
- 031 Toilet – Woven sheet in ceiling void (firebreak above wall 3) & orange floor tiles below linoleum
- 032 Janitor's Office – Orange tiles & bitumen adhesive on concrete floor, presumed asbestos above ceiling tiles & within flash guards in timber electrics cabinet
- 033 Deputy Head Teacher – Residue to metal roof & steel beams from textile firebreak
- 034 Outdoor Education – Residue to metal roof & steel beams from textile firebreak & cream tiles & adhesive on concrete floor
- 035 Circulation – Woven sheet in ceiling void (firebreak above wall 1), cream tiles & adhesive on concrete floor, woven sheet in ceiling void (firebreak dividing ceiling void), woven sheet in ceiling void (firebreak above wall 3 at Gym door)
- 036 Quiet Room – Residue to metal roof & steel beams from textile firebreak
- 037 Outdoor Education – Woven residues in ceiling void on metal ceiling at screw holes
- 037-042 & 049-050 Open Area – Red mastic to metal ducting
- 043 Changing Room – Red mastic to metal ducting joints within ceiling void
- 044 & 45 Unisex Toilet, 046 Changing Room, 047 Circulation & 048 Staff Changing – Red mastic to metal ducting within ceiling void
- 051 Store – Adhesive to floor encapsulated with heavy duty paint, woven sheet in ceiling void, red mastic to metal ducting & presumed asbestos within live DS electrical box
- 052 Gymnasium – Woven sheet in ceiling void above doorways from Gym office & Fitness Suite & presumed asbestos above MMMF ceiling tiles
- 052A Store (Gym) – Textile firebreak within ceiling void, woven blanket in ceiling void above doorway, orange floor tiles & mastic around light fittings
- 052B Gym Store – Beige/Cream vinyl floor tiles & textile firebreak within ceiling void above fixed ceiling tiles
- 053 Classroom – Cream floor tiles below linoleum
- 054 Classroom – Residue to metal roof & steel beams from textile firebreak & cream floor tiles below linoleum
- 055 Store – Beige/Cream vinyl floor tiles
- 057 Boiler Room – Gasket at valve, presumed asbestos within live electrical boxes x 3 & to pipework below MMMF lagging & sealed casing
- 058 Boiler Room – Presumed asbestos within gaskets to all pipe flanges
- 059 Circulation – Bitumen adhesive below linoleum
- 060 Electrical Cupboard – Beige/Cream vinyl floor tiles & presumed asbestos within live electrical boxes
- 062 Kitchen – Woven remnant & residues in ceiling void between metal ceiling & on ceiling void walls of 062, 071 & 072
- 062 GP Space – Residue to metal roof & steel beams from textile firebreak & presumed asbestos below fixed linoleum
- 063 Circulation – Residue to metal roof & steel beams from textile firebreak, cement infill panels behind fiberboard panels above windows at courtyard & cement window header panels (above windows to 070)
- 063 Circulation – Presumed asbestos behind metal panels below window
- 064 Store – Residue to metal roof & steel beams from textile firebreak & bitumen adhesive to floor
- 065 Playbox Resources 5b – Woven remnant in ceiling void on metal framework above wall 4 & woven debris in ceiling void on wall head 2 & adjacent ceiling tiles
- 067 Store – Bitumen adhesive to floor below lino
- 068 Play Area – Bitumen adhesive to floor tiles & presumed asbestos above plasterboard ceiling
- 069 Classroom – Residue to metal roof & steel beams from textile firebreak & cement infill panels above windows behind fiberboard within ceiling void
- 071 Store – Bitumen adhesive to floor below linoleum & residue to metal roof & steel beams from textile firebreak
- 072 Girl's Toilet – Residue to metal roof & steel beams from textile firebreak above wall separating room from 071
- 072 Girl's Toilet – Bitumen adhesive to floor below linoleum

- 073 Store – Bitumen adhesive to floor below linoleum & presumed asbestos within ceiling void
- 074 Store – Presumed asbestos within old live electrics
- 074A Store – Cream floor & bitumen adhesive & within flash guards in timber electrics cabinet
- 074b Plant Room (next to 0/074) – Beige floor tiles
- RV1 Roof void above 52A & 52B –Textile firebreak
- RV1 Roof void above 52A & 52B – Mastic seal on bulkhead light unit
- Exterior, External elevation – Cement infill panels behind PVC cladding above windows & cement infill panels behind modern infills at courtyard
- Exterior, External roof – Presumed asbestos below modern mineral roof felt

K2 Building

- 001 Circulation – Bitumen adhesive to floor below carpet/linoleum & gaskets on pipework
- 008 Boiler room – Small gaskets, presumed asbestos to all pipework below MMMF lagging & within live electrical boxes
- 009 Classroom, 010 Store, 011 Classroom, 015 Safe Space, 018 Circulation, 019 Office, 025 Store, 028 Circulation, 029 Female Toilet, 030 Male Toilet & 031 Female Toilet – Bitumen adhesive to floor below linoleum
- 012 Classroom – Bitumen adhesive to floor below carpet
- 014 Classroom - Screed with bitumen to concrete floor behind vinyl
- 016 Dining Hall – Bitumen adhesive to floor below linoleum/screed
- 027 Electrical Cupboard – Presumed asbestos within live electrical boxes
- 035 Classroom, 036 Classroom & 037 Classroom –Bitumen adhesive to floor below carpet/screed
- 038 Classroom - Screed with bitumen to concrete floor behind vinyl
- 039 Boiler Room – Presumed asbestos to pipework below fixed MMMF lagging
- 045 Store & 046 Classroom – Bitumen sink pad
- 048 Office & 049 Staff Room – Bitumen adhesive to floor below carpet & screed
- Roof Void, Water Tank Room above 008 Boiler Room – Presumed asbestos to pipework below fixed MMMF lagging & within live electrical boxes x2
- Exterior, External roof – Presumed asbestos below fixed modern green mineral felt

Throughout

- Throughout – Presumed asbestos within live electrics
- Throughout – Presumed asbestos within fire doors

The management survey did not access the fabric of the building so ACMs may be present. No work can start on the fabric of the building without an appropriate assessment for the presence of asbestos. This should include any project-specific refurbishment survey reports.

The information from the management survey is incorporated into an asbestos register and site plan. A link to these is provided at the end of this management plan.

Name and details of site	Kaimes School 140 Lasswade Road Edinburgh EH16 6RT Education Establishment
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Roles and responsibilities	
Role	Name and contact details
Duty holder The person or organisation with the main responsibility for maintenance or repair	Steve Johnson
Appointed person and deputy The person with the resources, skills, training and authority to ensure that ACMs are managed effectively	Jonathan Combe – Business Manager
Responsibility (as appropriate)	Designated role or name of person and contact details
Asbestos register and site plans <ul style="list-style-type: none"> • Preparation • Review and update 	City of Edinburgh Council Asbestos Team Asbestos.helpdesk@edinburgh.gov.uk Next Review February 2027
Condition monitoring of ACMs	City of Edinburgh Council Asbestos Team
Asbestos management plan <ul style="list-style-type: none"> • Preparation. • Review and update. 	City of Edinburgh Council Asbestos Team Next Review February 2027
Surveys and specialist asbestos advice For example, air monitoring, bulk sampling.	City of Edinburgh Council Asbestos Team
Management of service providers Asbestos surveys and re-inspections, including competency checks, contractual and reporting arrangements and quality checks.	City of Edinburgh Council Asbestos Team Approved Consultants from Scotland Excel undertaking Asbestos Surveys and Air Monitoring
Delivery of ‘site asbestos information briefing’ to site staff <ul style="list-style-type: none"> • Detail the location of ACMs in specific areas they work. • Include an instruction not to disturb ACMs. • Explain what must be done if ACMs become damaged. 	City of Edinburgh Council Asbestos Team City of Edinburgh Council Corporate Health & Safety
Organising staff training For example, duty to manage, asbestos awareness and non- licensed work.	City of Edinburgh Council Asbestos Team City of Edinburgh Council Corporate Health & Safety – Arron Flucker
Pre-site arrival checks of contractors Check those doing asbestos work have: <ul style="list-style-type: none"> • had appropriate asbestos training. • seen a risk assessment and plan of work detailing suitable control equipment and procedures. 	Steve Johnson
Providing asbestos information At planning stage for any refurbishment, installation, demolition work.	City of Edinburgh Council Planning Department

<p>Delivery of contractor site inductions Deliver inductions once you are satisfied that information about the presence of asbestos has been understood to:</p> <ul style="list-style-type: none"> • verify pre-site check. • issue a permit-to-work or equivalent. 	Steve Johnson
<p>Collating and storing evidence Following asbestos removal, repair work and safe site reoccupation, for example:</p> <ul style="list-style-type: none"> • certificate of reoccupation. • statement of cleanliness. 	City of Edinburgh Council Asbestos Team
<p>Providing asbestos register and site plans to emergency services</p>	City of Edinburgh Council Asbestos Team
<p>Resilience testing of the asbestos management plan This is to check the procedures work for a range of scenarios, for example:</p> <ul style="list-style-type: none"> • planned and unplanned work. • accidental disturbance of ACM. 	City of Edinburgh Council Asbestos Team
<p>Asbestos management control arrangements</p>	
<p>Asbestos condition monitoring</p> <p>Inspect any identified or suspected ACM and assess its condition periodically, to check that it has not deteriorated or been damaged.</p> <p>The frequency of inspection will depend on the location of the ACMs and other factors which could affect their condition, for example the activities in the building, non-occupancy etc</p>	
<ul style="list-style-type: none"> • All ACMs (confirmed and presumed) detailed on the asbestos register are inspected every year by City of Edinburgh Asbestos Team • Any deterioration in ACM condition must be reported to City of Edinburgh Council Asbestos Manager who will relay the information to the Duty Holder. • The asbestos register is updated by inserting a photo, any changes to risk material assessment, Priority assessment, any repairs or actions needed and date of inspection. • Any actions required are carried out in line with the prioritised action plan. 	
<p>Access controls such as permit-to-work system, restricted areas</p>	
<p>These may be required for areas where asbestos is present or presumed and it is at risk of being disturbed</p>	
<ul style="list-style-type: none"> • Access to all ceiling voids where residues and debris were identified is RESTRICTED and requires permit-to-work, risk assessment and correct PPE. All operatives must be fully asbestos trained. • All internal electrics must only be inspected by electricians with Asbestos Awareness Certification wearing the correct PPE or have an Asbestos P402 trained operative working along with the electrician. 	

Maintenance tasks on ACMs that can be carried out by non-licensed, trained workers

Some tasks, like cleaning vinyl floor tiles, can be done by workers who have had asbestos awareness training.

Anyone doing non-licensed work must be suitably trained for the specific tasks and follow HSE's guidance: www.hse.gov.uk/asbestos/essentials

The following tasks can be done by workers who have had non-licensed trained contractors awareness training:

- Minor repairs to floor tiles and/or bitumen adhesives.
- Painting or minor repairs to cement infill panels.
- Painting or minor work on sink pads.
- Minor work on mastic to metal ducting within ceiling void.

Maintenance tasks on ACMs that can only be done by licensed contractors

Some tasks, for example removal of multiple damaged AIB ceiling tiles, must be done by a licensed contractor

- Removal and encapsulation of residue and fire blankets in ceiling voids.
- Any work where the risk Assessment deems that the Control level will exceed 0.1 F/ml.

Labelling of ACMs (optional)

ACMs can be labelled clearly with the asbestos warning sign or some other warning system (for example colour coding) can be used

Labelling is not mandatory and may not be appropriate in some settings and should not be relied on as a standalone control measure

- Labels will not be used.

Controls for planned maintenance or other work on the building

The plan should identify procedures and arrangements to make sure:

- the record/register is checked in good time before the work starts
- the information on the presence of asbestos has been understood and will be taken into account
- the permit-to-work (or similar) is completed
- the correct controls will be used
- competent asbestos-trained contractors will carry out the work
- handover arrangements are in place at the start and end of work

For any work to remediate or remove asbestos, the following will be checked by City of Edinburgh Council Asbestos Team:

- where asbestos remediation is required (removal, encapsulation, making safe) only competent contractors will be used.
- any contractor working in a way that disturbs asbestos must: - be trained for the task - have company insurance which should state they are insured - provide a risk assessment and plan of work.

Licensed asbestos work

Only a licensed asbestos contractor will be used for this type of work and will be appointed by City of Edinburgh Council Asbestos Team.

- Only companies approved by Scotland Excel will be used in any asbestos Work.
- City of Edinburgh Council Asbestos Team will review licensed asbestos removal plans of work and risk assessments.
- City of Edinburgh Council will appoint a UKAS accredited analyst who will complete the mandatory 4 stage clearance independently of the contractor.

Non-licensed work

Non-licensed work plans of work and risk assessments should comply with the information provided in HSE's asbestos essentials: www.hse.gov.uk/pubns/guidance/em0.pdf. At the start and end of specified works, City of Edinburgh Council Asbestos Team will sign a handover document to or from the contractor to ensure all works have been completed to scope and are of a satisfactory standard.

Action plan for ACM removal, remediation or ongoing management

When deciding on actions and priorities for ACMs in the asbestos register, take the following points into account:

- ACMs which have a high potential to release fibers, for example with material assessment scores above 10, must be prioritised for immediate action.
- ACMs in good condition, but with a high potential for disturbance either during normal occupancy or foreseeable maintenance, should be protected or removed.
- ACMs likely to be disturbed by any major planned refurbishment works must be removed unless work can be designed to avoid the ACMs.
- some ACMs may require more frequent condition checks to inform long-term management actions.
- some locations may be subject to activity changes and will require a review of the actions and priorities.
- if further information becomes available through surveys or condition checks, include their impact and prioritise these in the action plan.

This includes decision flowcharts to help you decide on the appropriate management options.

A number of actions over the ACM's lifespan are likely and, depending on the risk assessment, these may be immediate, or in the medium or long term.

Update the register as ACM works are completed and evidence recorded, for example a certificate of reoccupation.

Record details of decisions on prioritisation and actions relating to any future plans for building use or planned works

K1 Building

Ceiling voids were not accessed throughout K1 Building during Condition Monitoring 2025.

Access is restricted to ceiling voids (asbestos debris/residues and fire blankets present) in 003 Head Teacher's Office, 004 Classroom, 006 Ladies Toilet, 015 Corridor, 019 Store, 023 Edinburgh Room, 030 Circulation, 033 Deputy Head Teacher, 034 Outdoor Education, 035 Circulation, 036 Quiet Room, 037, Outdoor Education, 051 Store, 052 Gymnasium, 052A Store, 052B Gym Store, 054 Classroom, 062 Kitchen, 063 Circulation, 064 Store, 065 Playbox Resources 5b, 069 Classroom, 071 Store & 072 Girl's Toilet & RV1 Roof void above 052A & 052B.

Red mastic on metal ducting in 006 Ladies Toilet, 007 Male Staff WC, 017 Girl's Toilet, 037-042 and 049/050 Open Area, 043 Changing Room, 044/045 Unisex Toilet, 046 Changing Room, 047 Circulation, 048 Staff changing and 051 Store was not inspected during condition monitoring carried out in 2025.

Orange floor tiles in 026 The Den and bitumen adhesive to floor below linoleum in 073 Store were not inspected during condition monitoring carried out in 2025.

Floor tiles/bitumen adhesive in other areas, textile firebreaks/woven sheets and woven remnants/residues in other ceiling void, presumed flash guards in timber electrics cabinet, bitumen sink pads, white vinyl strips (stair nosings), gasket at valve, external cement infill panels behind PVC cladding above window, cement window header panels and cement infill panels behind modern infills at courtyard are deemed low/very low risk and will be monitored annually.

K2 Building

Gaskets on pipework in 001 Circulation and presumed live electrical boxes in Water Tank Room above 008 Boiler Room were not inspected during condition monitoring carried out in 2025.

Bitumen adhesive to floor below fixed linoleum in 010 Store, bitumen adhesive to floor below carpet/screed in 037 Classroom and presumed pipework below fixed MMMF lagging in Water Tank Room above 008 Boiler Room were not inspected during condition monitoring carried out in 2024.

Bitumen adhesive to floor below linoleum in other areas, bitumen adhesive to floor below carpet/screed, bitumen sink pads and small gaskets are deemed low/very low risk and will be monitored annually.

Asbestos communication plan

Everyone who needs to know about the ACMs at the site, for example maintenance workers, contractors and occupants, should be provided with information in sufficient detail

This should include the location of ACMs and relevant arrangements set out in this management plan

A communication plan can be helpful and could include:

- the strategy for sharing information about the location of ACMs on site
- how the asbestos register is maintained as a 'live' current document
- where information is kept
- how to access that information
- what to do in the event of an accidental disturbance including emergency contacts

All workers will be informed about the ACMs through an asbestos information briefing and at induction for new starters.

All contractors will be provided with information relating to ACMs at tender stage and again at contractor site induction including permit-to-work.

Designated person or people	Type of information	Method of communication, who is responsible and confirmation
In-house maintenance and cleaning staff.	Asbestos register, site plan and asbestos management plan.	Asbestos information briefing
External contractors	Asbestos register, site plans and incident procedure	Contractor induction and permit-to-work
Site staff	Info about ACMs in their work areas, instruction not to disturb and how to report incidents	Asbestos information briefing

Arrangements for asbestos training

A training needs analysis may be helpful. Determine the content of asbestos training by the role and responsibilities assigned and include those relating to asbestos management detailed in this plan

Asbestos awareness training is a minimum requirement for those who could disturb asbestos, such as maintenance staff or those who supervise or influence the work, but it does not allow the person to work on asbestos.

Non-licensed work on asbestos requires non-licensed training and this should be specific to the task

All Staff will be required to attend a 6-hour asbestos awareness course which will include but not limited.

- What is asbestos and History.
- Health Effects on exposure to Asbestos.
- Identifying Asbestos within buildings.
- Prevention and reporting.
- Asbestos Surveys and Management Plan.
- Emergency Procedures.

People	Training need	Date training completed

Incident procedure

Details of what to do and who to contact if asbestos is discovered or accidentally disturbed

In the event of discovery or disturbance of a material which is known, or suspected, to contain asbestos the following procedure shall be followed:

- Immediately stop all work in the area.
- evacuate and seal off the immediate area, for example by closing doors.
- prevent anyone else entering the area.
- report the incident to the appointed person or deputy as soon as possible who will contact the people listed below.
- report and record in the incident log and review and update as necessary.

If you discover of asbestos or details of damaged asbestos, please contact the following:

Mike Sheldon – Asbestos Manager, [REDACTED], Michael.sheldon@edinburgh.gov.uk

Paul Owen – Asbestos Officer, [REDACTED], Paul.owen@edinburgh.gov.uk

Agata Pilarska – Asbestos Officer, 0 [REDACTED], Agata.pilarska@edinburgh.gov.uk

Luke Stevenson – Asbestos Officer [REDACTED], Luke.stevenson@edinburgh.gov.uk

Email: Asbestos.Helpdesk@edinburgh.gov.uk

Address: Facilities Management, Waverley Court, First Floor, 4 East Market Street, Edinburgh, EH8 8BG

Asbestos Office Hours Monday to Friday 08.00 – 17.30 – Out of Hours Contact Mike Sheldon

Accidental damage and incident log

Details	Action required	Responsible person	Completion date

Review and update

As a minimum, review this asbestos management plan, including register and site plans, every 12 months. It should also be reviewed if there is reason to believe that circumstances have changed, for example:

- changes to organisation or personnel.
- change of use of building.
- work being carried out.
- ACMs removed or repaired.

Note: the asbestos register should be updated at any time following any action on, or deterioration of, an ACM.

Update the plan, including register and site plans, accordingly.

Develop a review procedure which could include auditing sections of the plan throughout the year. Key aspects to check include:

- how the plan has been implemented over the year.
- if everything in the incident log has been actioned, root causes have been identified and changes implemented as necessary.

It may also be helpful to test the plan using realistic scenarios, for example a burst pipe or installing a new fire alarm system.

Date of plan	27/11/2025
Next review due date	17/02/2027
Plan produced by	Agata Pilarska
Plan reviewed by	Paul Owen
Review date	13/03/2026
Amended by	Luke Stevenson
Amended Date	09/03/2026

Relevant documents and forms

- asbestos register
- site plans showing location of ACMs and areas not accessed where ACMs must be presumed present
- asbestos survey reports
- asbestos policy statement
- flowcharts of work processes, for example reactive repair and maintenance
- permit-to-work forms
- training needs analysis and training logs
- schedule of maintenance tasks and permissions
- asbestos management checklists, for example, construction projects, managing asbestos removal works