



## ASBESTOS Management Policy

Compiled by: SBM	Updated: November 2022	Reviewed and approved by: SLT/Principal On: December 2022	Review: Every 2 years Next review: November 2024
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***This policy sets out the management of asbestos in the school, including responsibilities, training and records.***

### **1. POLICY STATEMENT**

The school will undertake to ensure compliance with the relevant legislation to ensure that adequate precautions are being taken against the potentially damaging effects to the health of pupils and staff from exposure to asbestos and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

### **2. THE LAW**

- a. As legislation is often amended and Regulations introduced, the references made in this Policy may be to legislation that has been superseded. For an up to date list of legislation applying to schools, please refer to the Department for Education website at [www.education.gov.uk/schools](http://www.education.gov.uk/schools) and the Health and Safety Executive website [www.hse.gov.uk](http://www.hse.gov.uk).
  - i. Health and Safety at Work Act 1974
  - ii. Management of Health and Safety at Work Regulations 1999
  - iii. Control of Asbestos Regulations 2012
  - iv. Management of Asbestos in Non-Domestic Premises (ACoPL127)

### **3. DEFINITIONS**

- a. Asbestos is a generic term for a range of minerals used in construction for their insulation and fire resisting properties. These minerals include crocidolite, chrysotile and amosite sometimes which are also known as blue, white and brown asbestos respectively.

### **4. MANAGEMENT**

- a. Asbestos fibres are dangerous to human health if they become airborne in small particles and are inhaled into the lungs. However, when asbestos is undamaged, remains undisturbed or is correctly encapsulated (sealed), it presents practically no risk. Therefore, it is the policy of the school that whenever possible, asbestos is to be left undisturbed when it is safely encapsulated or sealed and it will not be removed where it is considered to be of negligible risk.
- b. Responsibility for asbestos management rests with the Premises Manager, as responsible person. The Deputy Responsible Person, the Premises assistant, will deputise in their absence. (see Appendix 1 "Key Actions Required" who will ensure

that:

- i. The asbestos register (see below) is properly maintained and up to date.
  - ii. The asbestos register is read, signed and dated by all contractors prior to starting any work.
  - iii. Asbestos Risk Assessment is part of the Contractors Risk assessment. This has been carried out and is reviewed annually.
  - iv. Known sites of asbestos are left undisturbed.
  - v. Any building work is approved by The Premises Manager and a check is made with them as to whether any special precautions are necessary.
  - vi. Any concerns are referred to The Premises Manager.
- b. It is understood that The Premises Manager will:
- i. Provide an Asbestos Register for the school buildings
  - ii. Organise building/maintenance works with due regard for known location of asbestos
  - iii. Organise asbestos surveys and inspections
  - iv. Arrange any work by specialist contractors.

## **5. ASBESTOS REGISTER**

- a. The school will maintain an Asbestos Register, which is the record book of known and suspected locations of asbestos in the building. It will be kept in the office and be made available for inspection and reference when required. This is required even if no asbestos has been identified on the premises.
- b. 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.
- c. It is the duty of the School Principal to ensure that relevant school staff read and understand the Asbestos Register.
- d. An update of the Asbestos Register's contents and drawings may be required if:
  - i. Asbestos is removed or subsequently found to be present (following testing of unknown areas)
  - ii. Alterations to the premises structure are made
  - iii. The building is extended or refurbished.

## **6. RISK ASSESSMENT**

- a. Risk assessment will form part of the Asbestos Register preparation
- b. If asbestos is present, or suspected, the Premises Manager is to ensure that a risk assessment has been carried out.
- c. Determine day-to-day precautions that must be followed
- d. Determine immediate precautions if a new discovery/suspicion has arisen

## **7. IN CASES OF EMERGENCY**

Following an accidental disturbance of asbestos, the following procedure must be followed:

- i. Cease work immediately
- ii. Evacuate and seal off the immediate area – prevent access to the area
- iii. No attempt should be made to clean up
- iv. The Principal and Learning Partners Trust Estates manager (Duty Holder) must be notified immediately
- v. Form (Appendix 2) provides contacts and actions required
- vi. The Principal will assess, from the discussion, if the damage meets relevant criteria for the events to be considered “minor” or “major”. It is essential that advice is sought immediately if it is

suspected that there has been a release of asbestos fibres to ensure that effective remedial action is taken without delay.

vii. All work to asbestos material must be carried out only by an HSE licenced contractor or by methods laid down and approved by the HSE by a competent contractor.

viii. In the case of a fire, the fire brigade may need to disturb ACMs (Asbestos Containing Materials) in order to fight a fire or to prevent it spreading. It is essential in such circumstances that where a suspected asbestos material has been disturbed or there has been a suspected release of asbestos fibres, the Principal should immediately notify Learning Partners Trust (Estates manager).

ix. It may be necessary to employ the services of a contractor licensed by the HSE to thoroughly clean the affected area and for air monitoring to be carried out before it is reoccupied.

x. If it is suspected that any person may have been exposed to airborne asbestos fibres the Learning Partners Trust Duty Holder (Estates Manager) must be informed immediately.

## **8. INFORMATION & TRAINING**

a. All staff are to be made aware of this policy as part of their induction training.

c. Further training of relevant staff will be provided based on control measures identified in risk assessments.

d. A record of all training is to be maintained with the Asbestos Management plan by the Premises Manager/HR Manager.

## APPENDIX 1

### Key Actions Required:

- Ensure that the person responsible for buildings, buildings maintenance and/or building contractors has a copy of the full guidance document
- Check the buildings under your remit have an asbestos register and that it is available for review
- Check that you and your premises staff know where asbestos is within the building
- Ensure that there is an asbestos management plan in place
- Ensure before any building work is undertaken, irrespective how small, that the asbestos register has been checked. **Remember:** The asbestos register highlights visually inspected asbestos only therefore there can be asbestos present that is hidden from view
- Check that all parties (managers, staff, contractors etc.) know of ALL asbestos hazards before any work commences and that the correct controls can be established
- Check that the correct asbestos surveys are undertaken during any building work planned
- Check that the people responsible for buildings, buildings maintenance etc. has attended asbestos training
- Check that where disturbance of asbestos forms any part of building maintenance that ONLY approved HSE licensed contractors are used
- Check that a safe system of work is established before any work involving asbestos is undertaken and a record of this is kept
- Check that where asbestos has to be removed from site that the correct procedures are in place (licensed waste disposal records)
- Check that adequate security is established so asbestos cannot be disturbed unintentionally
- Check that contractors to the school buildings sign to accept that they have been made aware of the contents of the asbestos register
- Check that there is a process established to periodically check the condition of asbestos
- Check that where known asbestos is removed or encapsulated, that this is recorded
- Check that where asbestos has been found to be disturbed that the SCC competent person has been contacted
- Check that if asbestos disturbance has been found that controls to isolate the area have been undertaken immediately
- Check that people cannot at any time gain access to a disturbed area unless they are authorised
- **Remember:** As duty holder you have a responsibility for controlling asbestos - in situ, its removal and final disposal

## APPENDIX 2

### ACTIONS IN THE EVENT OF AN UNPLANNED RELEASE OF ASBESTOS FIBRES



