CARWARDEN HOUSE COMMUNITY SCHOOL

ASBESTOS MANAGEMENT POLICY

Updated Spring Term annually by Audit, Risk and Resources Committee

Reviewed Board of Trustees– January 2024

Due for review – Spring Term 2025

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1. Statement of Intent

It is the Policy of the academy to ensure that, as far as is reasonably practicable, no persons are exposed to risks to their health due to the exposure of any asbestos-containing materials (ACM) that may present within the premises. This includes students, teachers, staff, parents, visitors, contractors, and others who are reasonably expected to be present on the premises.

The academy's Asbestos Policy conforms with the general requirements of the Health and Safety at Work etc. Act 1974 and the Control of Asbestos Regulations 2012. The Policy and procedures will apply to all buildings and all individuals therein, without exception.

The aim of this Policy is to demonstrate the academy' commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Guidance Notes, and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation. The Policy applies to all relevant academy activities, including suitable measures to address unforeseen incidents and emergency situations involving asbestos.

The academy's Audit, Risk & Resources Committee shall be tasked with reviewing and revising, where necessary, this policy and associated procedures to continuingly meet legal requirements as necessary.

This policy document should be read in conjunction with the academy's Health and Safety Policy.

Name: Chris Hamilton (Chair of Trustees) **Signature:** _____

Name: Tim Stokes (Headteacher) **Signature:** _____

Date: 31st January 2024

2. Roles & Responsibilities

2.1 Introduction

2.1.1. The purpose of this Policy is to provide advice and instruction for all persons involved in work with asbestos-containing material (ACM) in connection with the academy. The management of the academy recognises and accepts its responsibilities to ensure the effective and safe management of ACM within its premises following current Health and Safety (H&S) legislation.

2.2 Headteacher

The Headteacher should ensure that:

2.2.1 Making adequate resources available for managing asbestos.

2.2.2 Reasonable steps are taken to determine the location and condition of materials likely to contain asbestos.

2.2.3 That in all cases where works are proposed, it will be presumed materials contain asbestos unless there is strong written evidence that they do not.

2.2.4 An up-to-date record of the location and condition of the ACMs or presumed ACMs in the premises is created and maintained.

2.2.5 The risk of anyone being exposed to fibres from these materials is assessed and the risk managed as per legal requirements.

2.2.6 An Asbestos Management Plan is prepared setting out how the risks from the materials are to be managed.

2.2.7 The necessary steps are taken to put the plan into action.

2.2.8 The plan is reviewed and monitored periodically.

2.2.9 Information on the location and condition of the materials is provided to anyone who is likely to work on or disturb ACM.

2.2.10 Make sure that all asbestos-related incidents and ill health are reported, investigated and any necessary remedial action taken.

2.3 Premises Manager

The Premises Manager should ensure that he:

2.3.1 Knows the location and condition of all identified ACMs on the premises.

2.3.2 Undertake any required training and be aware of the limitations of any asbestos surveys and do not access areas or work on potentially ACMs that have not been surveyed.

2.3.3 Know the controls that have been identified in the asbestos survey and Asbestos Management Plan and relevant risk assessments.

2.3.4 Report immediately any concerns about potentially unidentified ACMs or damage to known ACMs to the Headteacher.

2.3.5 Undertake asbestos awareness training before carrying out any work activities that require them to work in the vicinity of ACMs, and at least annually thereafter.

2.3.6 Liaise with contractors to ensure that they are aware of the presence of ACMs and associated controls relevant to their proposed work activities.

2.3.7 Formulating an emergency plan on the procedures to be followed if any ACM is accidentally damaged or disturbed.

2.4 Contractors

2.4.1 Ensure that all work with asbestos must be completed following the current Control of Asbestos Regulations and approved Code of Practice.

2.4.2 Ensuring that projects which need to disturb ACMs identify this within the project plan. The asbestos must then be removed or encapsulated within the timescales and funding of the project.

2.4.3 Liaise and consult with the Premises Manager regarding the location and condition of known ACM and must refer to any available Asbestos Survey Report and the Asbestos Register.

2.4.4 Carrying out more detailed survey work as necessary, where intrusive work is planned at the academy.

2.4.5 Employing, as necessary, a professional individual for coordinating and arranging removal and remediation work where there is insufficient in-house expertise, resources or knowledge.

2.4.6 If during the course of a contract, material suspected of being/containing asbestos is discovered, the material should not be disturbed. The Premises Manager must be notified immediately, and access to the area restricted to all personnel until a suitable course of action is discussed and agreed.

2.5 All Employees

2.5.1 Take care of their own health and safety with regard to asbestos-containing materials.

2.5.2 Make sure others are not put at risk by their actions or omissions.

2.5.3 Be aware of the location and condition of all identified ACMs in their work area and familiar with the controls that have been identified in the Asbestos Survey.

2.5.4 Report any damage to known ACMs to the Premises Manager or School Business Manager.

2.5.5 Attend any relevant asbestos training if appropriate to their jobs.

2.5.6 Report shortcomings or problems regarding the provision of relevant asbestos information and the conduct of others on the academy.

Arrangements

3.1 Introduction

3.1.1. The academy will make use of information gathered from the most recent asbestos management survey that identifies the location, type, and condition of ACM within the premises. Such information has been recorded on a register and will be relayed to employees, contractors, and occupiers as necessary to ensure the Health, Safety and Welfare of all persons who may be affected by work that may present a risk of asbestos fibre release.

3.1.2. The management survey is located in the Premises Manager's office and in the Main Reception.

3.1.3. Only persons who have received adequate information, instruction and training will be authorised to carry out sampling, encapsulation and removal work involving ACM.

3.1.4. Where the presence of ACM is found or strongly suspected, a hierarchy of control measures will be followed.

3.1.5. Any asbestos products that are undamaged (as determined by a suitably qualified person on an individual basis), such as roofing sheets, guttering and flue pipes, which do not constitute a hazard, may remain in place but their condition must be monitored on a regular basis by the person nominated as responsible for the building.

3.1.6. If the material is slightly damaged, but otherwise in a sound condition (as determined by a suitably qualified person on an individual basis) or located in such a position that it may present a future risk to health if it is left untreated, it may be repaired and/or sealed by an approved method and periodically re-inspected to ensure its condition has not deteriorated. All work carried out must be recorded in the Asbestos register and other relevant documentation.

3.1.7. If the material is in such a condition that it presents a risk to health, or maybe disturbed by maintenance work, it should be removed by an approved method.

3.1.8. All work involving such materials will be subject to a Permit to Work system to ensure all necessary precautions are taken and qualified persons carry out the work.

3.1.9. The academy recognises that revisions under the Control of Asbestos Regulations 2012 require some non-licensed asbestos work to be notified to the HSE and that brief records must be kept of all non-licensed work, which has to be notified, e.g. copy of the notification with a list of workers on the job, plus the level of likely exposure of those workers to asbestos. This does not require air monitoring on every job if an estimate of the degree of exposure can be made based on the experience of similar past tasks or published guidance.

3.1.10. The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals within the management plan to ascertain that there has been no damage or deterioration. Where damage or deterioration is found, the asbestos-containing material will be reassessed and repaired or removed as appropriate.

3.2 Identification of Asbestos-containing Materials (ACMs)

3.2.1 An Asbestos Survey, an Asbestos Management Plan and an Asbestos Register will be produced to ensure that all buildings are surveyed to identify any ACM that may be present therein.

3.2.2 The aforementioned documents will be regularly reviewed and updated (including regular reviews and to update records of any treatment and/or removal works undertaken).

3.2.3 All buildings will be assumed to contain ACM unless there is evidence to prove otherwise.

3.3 Management of ACMs

The academy is committed:

3.3.1 To implement and maintain an appropriate system for the management of all ACM identified in the Asbestos Register.

3.3.2 To implement an effective management strategy in order that appropriate measures such as encapsulation, labelling, inspection, and working with or removal of the material can be safely undertaken.

3.3.3 To provide information on ACM to contractors and others who may be working in areas with, or near, asbestos as identified in surveys or assumed to be present. This may include a separate signing-in book for contractors that requires them to consult the ACM register.

3.3.4 To annually review the Asbestos Management Policy and Procedures.

3.3.5 To promote awareness of the risks from ACM and academy management procedures and induction of relevant staff.

3.3.6 To ensure that all contractors and subcontractors engaged in carrying out work on any of the academy buildings are provided with a summary listing of all locations that contain or are strongly suspected of containing asbestos to ensure that the appropriate procedures and precautions are followed.

3.3.7 To ensure that only contractors licensed by the HSE will be used for the removal of asbestos-containing materials unless the work involves the removal of materials in which:

- Asbestos fibres are firmly linked in a matrix.
- The exposure during the removal process is likely to be sporadic or of low intensity.

3.3.8 Ensure that contractors hired to carry out building or allied trade work that will involve minor work with asbestos or ACM must comply with the Control of Asbestos Regulations 2012 even if the work is not notifiable.

3.3.9 To ensure that any ACM that may be present in any of the buildings are maintained in a condition so as to prevent the possibility of any harm to health occurring.

3.3.10 Ensure a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Guidance Notes, and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.

3.3.11 Provide adequate resources to ensure the provision of appropriate information, instruction, and training.

3.3.12 Ensure that only licensed contractors and subcontractors, in accordance with HSE recommendations, carry out all work to ACM, irrespective of the length of time any job is to take or the type of asbestos to be worked on.

4. Conclusions

4.1 The identification of ACMs and communication of their extent, condition and location are crucial to asbestos management throughout the academy.

4.2 When ACMs are in good condition, the best way to manage them is to be aware of their location and to ensure any work activities do not adversely affect their current condition.

4.3 When ACMs are in poor condition the best way to manage them is to appoint a competent person to either remove them or encapsulate them, with all work to be carried out following current Control of Asbestos Regulations.

Appendix 1 - ASBESTOS INCIDENTS – EMERGENCY ACTION

In the event that damage occurs to known ACM, all staff, students and visitors within the area must vacate the area immediately and the Premises Manager must be notified without delay.

Emergency Procedures

- Warn anybody who may be affected.
- Exclude from the area anyone not needed to deal with the release.
- Identify the cause of the uncontrolled release.
- Regain adequate control as soon as possible.
- Make sure anyone in the work area affected who is not wearing personal protective equipment (PPE), including respiratory protective equipment (RPE), leaves the affected area immediately. Minimise the spread of asbestos by ensuring they are suitably decontaminated; clean up dust and debris (see HSE guidance note em7).
- Decontaminate anyone who is contaminated with dust and debris.
- Ensure rags, clothing or PPE is decontaminated or disposed of as contaminated waste; consider lone and/or remote workers to ensure they can alert someone if necessary.

The Premises Manager will assess the situation and take appropriate action with advice from competent consultants and in the light of the risk set out in the register. Where there is a risk of fibres being released or having been released into the air, they will arrange for the affected area/s to be evacuated, locked, and sealed off using asbestos hazard tape and polythene sheeting to minimise any possible spread of asbestos fibres into adjoining areas.

In such cases:

At no time should any person enter the contaminated area. The Premises Manager will contact the academy approved Asbestos Removal Contractor (ARC) for attendance on-site to decontaminate the affected area/s and remove ACM as deemed necessary.

The Premises Manager will also contact the academy approved asbestos consultant/analyst and instruct them to undertake air tests and visual inspections.

The area/s will remain closed until a certificate of reoccupation is issued by the consultant/analyst.

The Headteacher and the Premises Manager will investigate the circumstances of the uncontrolled release of asbestos fibres to ascertain that the Asbestos Policy has been adhered to.

Record of exposure and health checks

In the event of a release of asbestos fibres (other than a very minor amount) to which an employee/occupant of the academy (e.g. member of staff or student) becomes exposed, the Headteacher shall ensure that a record is kept of what happened and which occupant(s) might have inhaled the fibres.

Where exposure to asbestos is known or believed to have exceeded current control limits as set out in the Control of Asbestos Regulations 2012 guidelines, medical/health surveillance and counselling will be arranged by the Headteacher for any occupant who has been exposed, and a health record maintained.

Further Guidance

Further guidance is available from the legislation relevant to this document, enforcing bodies and organisations such as the Trade Unions and Judicium Education. The following are some examples. The Premises Manager or School Business Manager in the academy will keep under review to ensure links are current.

- HSE
  https://www.hse.gov.uk/
- HSE - Asbestos in School

  https://www.hse.gov.uk/services/education/asbestos.htm
- HSE - Asbestos management – checklist for School

  https://www.hse.gov.uk/services/education/asbestos-checklist.pdf
- HSE - Managing asbestos in School - Frequently asked questions

  https://www.hse.gov.uk/services/education/asbestos-faqs.htm
- Department for Education - Managing asbestos in your School

  https://www.gov.uk/government/publications/asbestos-management-in-schools--2

Further Resources

- Public Health England - Asbestos: health effects, incident management and toxicology
  https://www.gov.uk/government/publications/asbestos-properties-incident-management-and-toxicology
- National Education Union (NEU) - Asbestos in School
  https://neu.org.uk/advice/asbestos-schools