Four Cs
Multi-Academy Trust

Curiosity Confidence Courage Constancy

POLICY FOR ASBESTOS MANAGEMENT

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Trust Resource Committee Meeting
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Policy for the Management of Asbestos

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1.0 Introduction

1.1 Asbestos is a naturally occurring fibrous material, which was used extensively as a building material in the UK from the 1950's through to the mid-1980's. It was used for a variety of purposes and was ideal for fireproofing and insulation. There are three main types that were used in Great Britain; crocidolite (blue), amosite (brown) and chrysotile (white) asbestos. Other less common types were used as described below.

1.2 Asbestos was often mixed with other materials and therefore it can be difficult to identify asbestos containing materials (ACM). It can be found in many products used in buildings including ceiling tiles, pipe insulation, boilers and sprayed coatings.

1.3 Asbestos can cause four serious diseases; mesothelioma, asbestos-related lung cancer, asbestosis and diffuse pleural thickening. These diseases may not arise immediately; they often take a long time to develop, but once diagnosed, it is often too late to do anything.

1.4 The Control of Asbestos at Work (CAW) Regulations governs all work with asbestos regardless of where the asbestos is used, fitted or contained. The Regulations therefore cover, amongst other things, any asbestos found in equipment, buildings, and vehicles.

1.5 This policy is concerned specifically with the duty to manage asbestos, within the school under the Control of Asbestos at Work Regulations 2012.

2.0 Approved Codes of Practice and Guidance

2.1 The CAW Regulations are subject to a number of Approved Codes of Practice (ACOP) issued by the Health and Safety Commission, according to the form and location of the asbestos and the type of work to be undertaken. The approved code on the management of asbestos in non-domestic premises is as follows: Managing and working with asbestos – Approved Code of Practice L143.

2.2 Additional guidance is also given in: A Comprehensive Guide to Managing Asbestos in Premises. HSG227, HSE Books. ISBN 0717623815.

3.0 Definitions

3.1 **Amphibole asbestos -** Amphibole asbestos means any of the following minerals: crocidolite (*blue asbestos*), amosite (*brown asbestos*), fibrous actinolite, fibrous anthophyllite, fibrous tremolite and any mixture containing any of those minerals.

3.2 **Asbestos -** Asbestos means chrysotile (*white asbestos*), and amphibole asbestos and any mixture containing any of those minerals.

3.3 **Duty holder -** Every person who has, because of a contract or tenancy, an obligation towards the maintenance or repair of non-domestic premises or the means of access and egress; or where there is no such contract or tenancy, every person who has, to any extent, control of that part of those non-domestic premises or any means of access and egress. Where there is more than one duty holder, the relative contribution to be made by each in complying with the requirements of the regulation is determined by the nature and extent of the obligation to maintain and repair that each has.

4.0 Policy Statement

4.1 The School acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons potentially exposed as far as is reasonably

practicable. This will be achieved by minimising exposure through the management of asbestos-containing materials in the workplace premises.

4.2 Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start work that could disturb asbestos unless the correct procedures are to be employed.

4.3 This policy requires the full co-operation of management and staff at all levels.

5.0 Headteacher's Duties

5.1 Principal requirements of Regulation 4 of CAWR.
The CAW Regulations as a whole impose requirements for the protection of employees who might be exposed to asbestos at work and of other persons who might be affected by such work; and impose certain duties on employees concerning their own protection from such exposure. Since 2002 there has also been a specific duty to manage asbestos in non-domestic premises. This means that people with repair and maintenance responsibilities for non-domestic premises will need to ensure that asbestos-containing materials (ACMs) within those premises are properly managed, and that information about the location and condition of the materials is passed on to those likely to disturb them.

5.2 This policy describes the principal requirements of the new duty to manage asbestos in non-domestic premises. But duty holders will need to refer to the detailed instructions on the management of asbestos in non-domestic premises given in the Approved Code of Practice (L143) and in the Comprehensive Guide (HSG227) listed at Paragraph 2 when seeking to comply with this Regulation.

5.3 There is also a duty to prepare procedures, provide information and establish warning systems to deal with an emergency in the workplace related to the use of asbestos in a work process or the removal or repair of asbestos-containing materials.

6.0 Employees' Duties

6.1 Asbestos is hazardous to employees and others if asbestos fibres are inhaled. The formation of airborne asbestos fibres can be prevented if asbestos-containing materials in the premises are maintained in good condition and not damaged. This can be achieved if employees:

- do not carry out any work (even small jobs such as installing computers or shelving) on the fabric of the premises without consulting the nominated person
- do not work on asbestos-containing materials without carrying out an assessment of the risk
- follow the written plan of work
- report any damage to, or deterioration of, asbestos-containing materials and any incidents that occur during work with asbestos
- report any damage to, or deterioration of, asbestos-containing materials that are encountered during the normal course of business.

7.0 Selection and Control of Contractors to Work on Asbestos-containing Materials

7.1 When contractors are engaged to work on the premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

7.2 Only contractors United Kingdom Accreditation Service (UKAS) accredited and/or licensed by the Health and Safety Executive (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.

7.3 Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos at Work Regulations 2012.

8.0 Procedure for Dealing with Health and Safety Issues

8.1 Where an employee raises a health and safety problem related to work with asbestos, the organisation will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the employee of actions taken.

8.2 Where a problem arises relating to the condition of asbestos-containing material on the premises or during work with an asbestos-containing material, the employee must:

- inform a responsible person immediately, usually a manager
- in the case of an accident or emergency, respond quickly to ensure effective treatment.

9.0 Arrangements for Managing Asbestos

9.1 Managing the risk

To manage the risk from asbestos in non-domestic premises, the duty holder must assess whether or not there is or may be any asbestos anywhere in the premises. The Regulation states that in making the assessment, "*such steps as are reasonable in the circumstances shall be taken".*

9.2 Everything that can reasonably be done must be done to decide where there is (or may be) asbestos in the premises and, if there is some (or may be some), to find out where it is or is likely to be. The condition of any asbestos that is, or has been assumed to be, present must also be considered.

9.3 Account must be taken of documentary evidence, such as building plans or other relevant information, and of the age of the premises, and an inspection should be made of those parts of the premises which are reasonably accessible. Others who may be able to provide more information include architects, building surveyors, building contractors, safety representative and members of staff who are familiar with the premises.

9.4 Material that looks as though it may contain asbestos must be treated as if it does unless there is strong evidence that it does not: which may include analysis or information from the manufacturer or collected with other records and documents.

10.0 Asbestos Management Plan

10.1 The Control of Asbestos Regulations 2012 outlines a duty to manage non-domestic premises for those with responsibility for protecting others who work in such premises, or use the building in other ways, from the risks to ill health that exposure to asbestos causes.

10.2 A suitable and sufficient Management Survey will be undertaken to establish if asbestos containing materials are present on the premises. If a contractor is appointed to undertake the survey, they should be assessed to ensure they can demonstrate they have received adequate training, they have an adequate quality management system and are carrying out any survey in accordance with Health and Safety Guidance (HSG) 264 Surveying, sampling and assessment of asbestos-containing materials. Only asbestos surveyors, contractors and analysts that are UKAS ISO 17020 certified and are respective members of the following associations as applicable: the Contractors Health and Safety Assessment Scheme (CHAS), the Asbestos Removal Contractors Association, (ARCA) (Asbestos Removal Contractors only) and Asbestos Testing and Consulting Association (ATAC) will be employed. The Management Survey will be required to be reviewed annually by the Headteacher and competent person and re-surveyed where the risk of exposure, deterioration or disturbance is increased due to:

- Parts of the building being omitted from previous surveys
- Planned refurbishment or demolition works
- Building alterations having taken place
- Damage or disturbance having occurred

10.3 The Asbestos Management Plan contains the following sections:

- Location – site plans
- Asbestos register
- Risk assessments
- Asbestos action plan
- Communication plan
- Record of review.

10.4 The site plans detail the location of any known asbestos as identified in the Management survey.

10.5 Any areas that have not been accessed and inspected are identified in the Management survey. It must be assumed that they contain asbestos unless there is strong evidence that they do not.

10.6 A copy of the Asbestos Register is readily available for reference by staff and contractors in the site office. Care needs to be taken when using the register as destructive tests were not carried out during the management survey and as such the information may therefore not be complete.

10.7 The asbestos register and other records with the locations and descriptions of any possible Asbestos Containing Materials (ACM) noted has been used to undertake an assessment of the risk from asbestos. Based on the findings of the risk assessments, an Asbestos Action plan identifying those parts of the premises concerned has been prepared, and the measures which are to be taken for managing the risk have been specified in the plan.

10.8 The Asbestos Action plan clearly identifies the parts of the premises concerned, ie where ACMs are, or are liable to be present, and the measures that must be taken to ensure the risks are properly managed.

10.9 Managing the risk properly means making sure that as far as reasonably practicable no-one can come to any harm from asbestos on the premises and includes ensuring that any ACM is properly maintained or where necessary safely removed. People working in the building, including safety representatives are consulted and informed as part of the risk management process.

10.10 Evaluation of the risk of asbestos is carried out using the Health and Safety Executive's material and priority scoring tools.

10.11 Only competent persons authorised by the school may assess asbestos to determine the information required for the above risk assessment.

10.12 If asbestos materials are sound and undamaged and there is no evidence of dust release, they may be left in place. Any materials containing asbestos will be clearly labeled with the asbestos warning sign, as shown in figure 1, below and its presence noted in the asbestos register. A sealing coat may be applied as an added precaution if the risk assessment determines that it is necessary. Any low grade asbestos that is either concealed or inaccessible may not be labelled.

Asbestos Warning Label

10.13 If at any time, there is evidence of dust release it will be necessary to take immediate action to seal or remove the material. Should dust release be identified an immediate investigation will take place and a new risk assessment will be conducted. A control strategy, including both remedial and preventative measures will need to be developed for each case, based on the new risk assessment.

10.14 Immediately any substance containing asbestos is found to have been damaged or to have deteriorated staff should not continue to work in the area concerned until corrective measures have been taken and it has been confirmed that the airborne asbestos levels are below safe limits.

10.15 When a member of staff sees an asbestos warning label in their work area, it is strongly recommended that they consult the asbestos management plan so that they are fully aware of the risks.

10.16 An Asbestos Communication plan is maintained detailing who has been briefed about asbestos on the site. Staff are briefed in the following ways:

- New Staff - New staff are given a copy of the Staff Information pack. This lists all school policies and identifies that ACM is present onsite. Staff are advised to read this asbestos policy and they have to sign to say that they have done so.
- All Staff - All staff will receive an annual update in September in the form of the Staff Information pack. The information and recording is the same for new staff as above.
- Visitors - Visitors will only be advised of the whereabouts of asbestos if it is reasonably foreseeable that their visit or any activities in which they may be partaking would result in them coming into contact with known or presumed asbestos containing materials.

Contractors - All contractors that undertake any work on the site will be inducted on the whereabouts of any known or presumed asbestos containing materials, this induction will be relevant and proportionate to the works being undertaken. Contractors carrying out any works whereby direct access to, or contact with either known or presumed asbestos containing materials must be given detailed information relating to all of the areas in which they will be working. This will include the school's asbestos management plan, any surveys completed and any asbestos removal information. The contractor will be required to sign to verify that they have received and understood the information. Contractors must inform the Headteacher immediately if they are concerned about or there is any accidental damage to any known or presumed asbestos containing material.

10.17 The asbestos management plan is reviewed and revised at regular intervals, and straightaway if there is reason to suspect that it is no longer valid, or there has been a significant change in the premises. The maximum period for review is annually. All ACM will be inspected annually and a record of the inspection kept in the Asbestos Management plan.

11.0 Planned or Emergency Works

11.1 For any significant building works other than routine maintenance the school shall arrange for an Asbestos Refurbishment and Demolition survey to be carried out.

11.2 For minor building works where it can be confirmed/verified that there are no asbestos containing materials present by reference to the asbestos management plan, or based on competent knowledge of materials ie solid brickwork with no render/plaster or solid wood where penetration will not go beyond the known material, the work can progress.

11.3 Where works are proceeding on, or in an area where there are known asbestos containing materials, no works will start until a competent person has determined whether the asbestos containing materials need to be removed.

11.4 Relevant method statements and risk assessments on how the work will be undertaken must be provided prior to the work starting. The School will ask to review these documents to ensure that they are suitable and sufficient.

11.5 In the event of asbestos being removed from the site, a copy of the consignment note will be kept at the School. Following removal of asbestos containing materials the school will obtain a certificate of re-occupation following air testing by the ACM removal contractor's specialist contractor.

12.0 Policy Review

12.1 The Trust Board will review this policy in line with the procedure for policy review.

12/2 <u>Date for Review</u>
If no other reason for review, this policy will be reviewed every three years by the Trustees.

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