

## School Asbestos Policy



<b>Date Created:</b> January 2010	<b>Date of Amendment:</b> July 2015	<b>Date of Next Review:</b> If and when required
<b>Custodian title &amp; e-mail address</b>	Principal Health and Safety Manager <a href="mailto:Tony.dean@hallton.gov.uk">Tony.dean@hallton.gov.uk</a>	
<b>Author</b>	Tony Dean (0151 511 7967)	
<b>Responsible Directorate/Division</b>	Risk and Emergency Planning Division	
<b>Supporting documents, procedures &amp; forms of this policy</b>	Asbestos Register (as provided by Property Services) Asbestos Management Plan (as provided by Property Services)	
<b>References &amp; Legislation</b>	Approved Codes of Practice L27 , L28 and L127 Control of Asbestos Regulations 2012 Health and Safety at Work Act, 1974 Management of Health, Safety and Welfare at Work Regulations, 1999 Construction, Design and Management Regulations, 1994	
<b>Schools Consultation Audience</b>		
<b>Headteachers checklist</b>	<ol style="list-style-type: none"> <li>1. Ensure that they fulfill their highlighted responsibilities as below</li> <li>2. The governing bodies of schools are directed to adopt the policy and implement its procedures.</li> </ol>	

## **Background:**

Asbestos Containing Materials (ACM's) have been used extensively in the construction industry, particularly in buildings that have been constructed or refurbished up to the early 1980s. When asbestos fibres are released into the atmosphere they can create a health hazard. The accumulation of fibres in the lungs may lead to mesothelioma or asbestosis, which can be fatal.

Asbestos is a general name applied to a group of related, naturally occurring fibrous minerals, which have been commonly used in a range of building and equipment materials.

There are three main types of asbestos:

- Chrysotile – white
- Amosite - brown
- Crocidolite - blue

## **Legislation:**

The Control of Asbestos Regulations 2012 is the main regulation covering the management of asbestos in the workplace. It places a legal responsibility on owners and managers of non-domestic properties to ensure they manage and control the risks of exposure to asbestos fibres to anyone using or accessing their properties.

The regulations specify that there should be a named “duty holder” for each building and it is the duty holder who is responsible for the management of asbestos in the building in question.

## **Surveys:**

There are 2 types of surveys:

### Management Survey

A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACM's containing materials in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

### Refurbishment/Demolition Survey

A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACM's in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition

survey may also be required in other circumstances, e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

Remedial Action - there are three options for dealing with ACM's:

1. Where the ACM is intact, leave it in place and continue to monitor its condition (manage).
2. Where there is slight damage, seal the ACM to prevent further fibre release and continue to monitor the condition (encapsulate).
3. Where there is significant damage and potential fibre release, remove the ACM's (remove).

### Asbestos Management Plan

The Asbestos Management Plan sets out clear roles and responsibilities in for the management of ACM's within buildings and also contains details of training and permits to work.

### Categories of Work

There are three categories of work when removing asbestos based materials:-

1. **Licensed Works** – e.g. work with asbestos insulation board or larger scale projects and requires HSE notification and an HSE-licensed contractor
2. **Non licensed Works** - e.g. small scale work with asbestos cement, floor tiles etc,. Although it does not require a licence from the HSE, any works still requires relevant equipment, risk assessments and method statements
4. **Notifiable Non Licensed Works** - new category of work designated in the 2012 regulations. It refers to projects, removal or maintenance, where ACM's are high friable (high fibre release) and that take minimal time and resources. The HSE requires notification

The recommendations of specialist asbestos consultants should be followed to ensure that the most appropriate course of action is taken where necessary.

### **Responsibilities:**

#### Head teacher

The Head teacher is the 'duty holder' and thus carried the responsibility as they are concerned about the fabric of the building and maintenance activities carried out therein.

Their responsibility is, so far as is reasonably practicable, to manage asbestos containing materials by ensuring that they have been assessed with associated risks and to take action to manage those risks.

In order to do so they shall be responsible for holding the Asbestos Register and to,

- Ensure that they have access to general specialist advice around ACM's;

- Ensure that specialist advice has been obtained before any work that is likely to disturb materials presumed to contain asbestos is started;
- Where there is a risk of exposure, ensure that the contractor produces a written safe system of work to prevent / minimise fibre release and thereby safeguarding the health and safety of building users;
- On receipt of the Asbestos Register assess the reliability of the information and take the necessary steps needed to put them into action within the school;
- On receipt of the Asbestos Management Plan update the information around management arrangements and training;
- In accordance with the Asbestos Register, assess which staff may disturb ACM's during work activities and inform them on the location and condition. This will include teachers, caretakers/site managers, contractors, etc.;
- Update the Asbestos Management Plan with details of responsibilities and awareness training/briefings for the 'duty holder', caretaker and anyone who is likely to disturb ACM's;
- To review, monitor and update the Asbestos Management Plan and arrangements. This will be undertaken either every 6 months or when as a result of any work or changes in circumstances ACM's have been disturbed, removed or are more likely to be disturbed;
- Notify Property Services of the details of any changes as a result of the review so that the Asbestos Register can be updated;
- Develop emergency procedures should suspected ACM's be discovered or accidental damage occurs to any material suspected of containing ACM's;
- Appoint a person responsible for managing the survey, meeting contractors at point of arrival;
- For those working on the fabric of the building ensure that the 'permit to work' contained with the Asbestos Management Plan<sup>1</sup> is signed, as evidence of having checked the asbestos survey;
- Ensure that the maintenance officer / caretaker provides "second line of defence" and know where ACM's are presumed present; and
- Ensure that the maintenance officer/ caretaker own activities do not disturb ACM fibres.

---

<sup>1</sup> Contained within the new Asbestos Management Plans (Nov 2012)

## Property Services

On behalf of the 'duty holder', they are responsible for:

- Making and keeping an up-to-date record of the location, condition of and the risks posed by the ACMs (or presumed) within the Asbestos Register; and
- Preparing an Asbestos Management Plan that sets out in detail how schools are going to manage the risk from this material.

The surveys for the register will presume materials contain asbestos, unless there is strong evidence to suppose they do not.

They will also

- Upon request, will support schools by explaining the findings of the asbestos survey to school staff; and
- Support schools in determining when a specialist asbestos contractor needs to be commissioned.

## Corporate Responsibilities

- To periodically monitor the management arrangements within schools; and
- Provide training to Head teachers and maintenance officers / caretakers.

## **Review and Evaluation**

In order to ensure that this policy continues to be effective and applicable to the Council, the program will be reviewed biennially by Risk and Emergency Planning and relevant stakeholders. Conditions which might warrant a review of the policy on a more frequent basis would include:

- Changes to legislation;
- Employee concern.

Following completion of any review, the program will be revised and/or updated in order to correct any deficiencies. Any changes to the program will be consulted through the relevant stakeholders.

## Version Control and Change History

Version Control	Date Released	Date Effective	Amendment
1	Jan 2010	Apr 1 <sup>st</sup> - 2010	Document Created.
2	Mar 2011	Mar 22 <sup>nd</sup> 2011	Document updated, <ol style="list-style-type: none"> <li>1. Three survey's replaced with the two, as per the asebestos regulations</li> <li>2. Property Services section 1<sup>st</sup> line states that PS are 'responsible' for maintaining the asbestos register Changed to 'providing' as it is the duty holder who maintains the register as they have the day to day responsibilities.</li> </ol>
3	June 2012		Updated in accordance with Control of Asbestos Regulations 2012
4	Nov 2012	Jan 2013	More information regarding the Asbestos Management Plan
5	July 2014	July 2014	John Hughes – Divisional Manager, Property Services / Simon Webb – Property Services - meeting to discuss amended guidelines on the 24/7/14
6	July 2015	July 2015	Amended with date of review