



Asbestos Management Policy

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This policy has been written and implemented in accordance with the School's dedication to its Christian values. These are underpinned in the Stopfordian ethos and the message and example of Jesus Christ.

Statement of Intent

The Board of Governors will do all that is reasonably practicable to ensure the health, safety and wellbeing of staff, pupils and visitors, including contractors, and others who may be affected by the school's activities. To this end, we believe in achieving our aims in partnership with all interested parties. We are committed to complying as a minimum with our legal responsibilities, but we are seeking to continually improve our health and safety performance in line with best practice. We will maintain and continually review the asbestos management as part of an effective health and safety management system, which we consider to be an essential part of a high performing school.

It is the intention of the Governing Body and Headteacher that the established asbestos policy together with the health and safety policies, guidance and procedures shall be followed and developed locally to meet the specific needs of *Bishop Stopford's School*. The aim is to ensure that Management of Asbestos is fully compliant with the Control of Asbestos Regulations (2012) as an integral part of managing school health and safety. The Governing Body will review this policy annually, and employees will be consulted prior to any amendments being made.

The Governing Body recognises that it has responsibility for the management, maintenance and/or repair of the school and has duties, as the 'duty holder' of non-domestic premises, under Regulation 4 of the Control of Asbestos at Regulations 2012. The Governing Body understands its duties under Regulation 4 and that it is required as duty holders to:

- take reasonable steps to determine the location, amount and condition of materials likely to contain asbestos;
- presume materials contain asbestos unless there is strong evidence that they do not;
- make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises;
- assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- prepare a plan setting out how the risks from the materials are to be managed;
- take the necessary steps to put the plan into action;
- review and monitor the plan periodically; and
- provide information on the location and condition of the materials to anyone who is liable to work on or may disturb them i.e. maintenance workers and teachers

The Resources Committee will ensure that the individual(s) who they intend to delegate to are trained to a sufficient level of competency. The responsibility as School Business Manager in consultation with Site Managers cannot be delegated and is retained by the Governing Body regardless of whether the function is delegated or not.

Introduction

In the past, asbestos has been widely used and it is found in buildings that are still in public and private use, and in the home. Asbestos was used in various materials in buildings to provide chemical resistance, incombustibility, thermal insulation, and strengthening characteristics. The proportion of asbestos contained in materials ranges from below 5% to 100%.

Employees in the building and allied trades are exposed to asbestos fibres every time they work on building materials that contain asbestos, or carry out work without taking the correct precautions. The work can be the simple task of installing a new light fitting, through major building refurbishment, to demolition of part or all of an existing structure. Whilst not the only source of potential exposure, where such work is performed, asbestos fibres may be released into the air and anyone in the vicinity could be exposed to harm.

Breathing in air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lungs and chest lining, but there is usually a long delay between first exposure to asbestos and the onset of disease. Past exposure to asbestos currently kills 4000 people a year in Great Britain and this number is expected to continue rising during the next ten years. There is no cure for asbestos-related diseases.

Definition

'Asbestos' is the name given to a group of naturally occurring fibrous silicate minerals

Common uses of asbestos were:

- (a) Asbestos cement products such as corrugated roofing, gutters, pipes and water tanks.
- (b) Textured coatings e.g. some Artex;
- (c) Asbestos insulating board used as wall partitions, fire doors, ceiling tiles, etc;
- (d) Asbestos reinforced plastics, e.g. lino tiles and toilet cisterns.
- (e) Asbestos lagging on pipework and boilers
- (f) Spray coatings on steelwork, walls and ceilings for fire protection and insulation.
- (g) Asbestos Rope and fabrics, e.g. gaskets, fire blankets.
- (h) Asbestos Paper, used in insulation.

This list is not exhaustive. All materials should be presumed as containing asbestos unless there is strong evidence to suggest otherwise.

Working with Asbestos

For the purpose of the Control of Asbestos Regulations (2012) working with asbestos can be defined as any work that is liable to disturb asbestos. **Any work on or with asbestos or asbestos containing materials (ACMs) requires full compliance with these regulations.** Examples of work with asbestos are:

- (a) Work which consists of the removal, repair or disturbance of asbestos insulation, asbestos coating, asbestos cement, or any other asbestos containing material;
- (b) Work which is ancillary to such work – this means for example the erection of scaffolding in close proximity to asbestos insulation to provide access for removal;

- (c) Specified supervising work – means work involving any direct supervisory control over those working with asbestos but would not normally include inspection or quality control work.

Health Risks

While asbestos is potentially a very hazardous material, when the material is in sound condition and is left undisturbed the risks from asbestos are generally very low. The risk of exposure increases when the asbestos-containing material is drilled, cut or sawn, scrubbed, sanded, handled or when the material is slowly deteriorating.

All forms of asbestos, crocidolite (blue), amosite (brown), chrysotile (white) pose risks and must be treated with great caution. Exposure to airborne dust or fibres can lead to incurable asbestos related respiratory diseases. If any exposed person also smokes, the risk of lung cancer is increased. There is usually a delay of between 15 - 60 years between first exposure to asbestos and diagnosis of disease. People who carry out any type of maintenance, repair, or refurbishment work in buildings are at greater risk.

The most likely way ACMs in schools/colleges can be disturbed or damaged is through maintenance, repair or construction activities. This includes even small jobs such as installing telephones or computers, putting up shelving or installing security systems. Anyone carrying out such work will need to know whether the building does, or may contain ACMs, where the ACMs are located and what condition it's in. School site managers have been identified as a particular group at risk due to the nature of their work (e.g. drilling and fixing.). Vandalism may also result in the release of asbestos fibres e.g. damage to asbestos panels caused by pupils kicking them.

Teachers (and pupils) are not likely to be at risk in the course of their normal activities. However if they carry out activities which cause damage to ACMs, such as pinning or tacking work to asbestos insulation board or ceiling tiles, some asbestos fibres may be released. This represents a potential exposure that, although very low, is avoidable and therefore such activities, which may release fibres, should be stopped. The governing body will need to notify staff not to damage walls and ceilings in this way.

Objective

It is the objective of this policy to contain and minimise the risks from asbestos to employees and other persons served by Bishop Stopford's School, for whom the Governing Body has a duty of care, by establishing and maintaining effective asbestos management systems and procedures in the control and maintenance of premises.

Asbestos Statement

The Governing Body accepts that ACMs in the school premises, if badly maintained or mishandled, may present a risk to health. However, when in good condition and well *maintained, present a very low risk to health. Equally the Governing Body accepts that* materials containing asbestos may form an integral and valuable part of many premises e.g. asbestos cement roofing. It is therefore the Governing Body policy to:

- Take reasonable steps to find materials in premises and initiate surveys and systems within premises to find materials likely to contain asbestos;
- presume that materials contain asbestos unless there is strong evidence to suppose they do not and monitor (at least annually);
- maintain the condition of all asbestos in the premises as far as reasonably practicable
- ensure the compilation and maintenance of the Asbestos Register in which the location, extent and condition of asbestos-containing materials and installations is recorded; and
- make use of the Asbestos Register in which the location of asbestos-containing materials and installations is recorded;
- assess the likelihood of anyone being exposed to these materials and;
- prepare a plan to manage that risk and put into effect to ensure that:
 - Materials containing asbestos are maintained in a sound and safe condition until such time as it is decided to remove it. Such maintenance will be in accordance with current legislation.
 - Asbestos containing materials are removed or repaired where the risk to occupants makes it a necessity or where future maintenance costs make such actions cost effective or unavoidable.
 - Information on the location and condition of the material is given to anyone potentially at risk.

It is the Governing Body policy that all work with asbestos shall only be carried out by Health and Safety Executive (HSE) Licensed Contractors. All asbestos related or ancillary works must be referred to the management team who will seek advice before work starts.

Further, it is the School's Governing Body policy that **all asbestos related and removal work** shall only be carried out by Health and Safety Executive (HSE) Licensed contractors.

Responsibilities

In order that the School's Health and Safety objectives and policy can be complied with the following posts/functions have specific roles in the management of asbestos in its premises.

Some of the roles can be carried out by separate individuals or combined, where appropriate, so that for example the Asbestos Co-ordinator and may also be the Appointed Person or Head Teacher. The important thing is that whosoever has a role or roles is to ensure that they are they are competent and able to do the work.

The responsibilities for each role are:

Governing Body

The Governing Body has overall responsibility for ensuring the aspects of asbestos management detailed in these policy arrangements, and the duties of all responsible persons, are carried out in full.

Asbestos Co-ordinator

The School's Asbestos Co-ordinator is Liz Davies, School Business Manager and is responsible for the following:

- (a) Compiling and maintaining asbestos records. These records will form part of the premises maintenance records and are to be accessible to the Governing Body, Head Teacher, Service Managers, Contractors and relevant Trade Union Safety Representatives;
- (b) Setting up a system to enable the provision of expert advice and the containment of asbestos in the event of an asbestos emergency, in accordance with the **Asbestos Emergency Procedure** of these arrangements.
- (c) Setting up a system to enable the monitoring of the condition of asbestos containing materials and ensuring appropriate action is taken in the event they deteriorate become damaged or exposed.
- (d) Compiling the Asbestos Management Plan (see appendix 1)

Headteacher

The Head Teacher is responsible for ensuring that the School's Asbestos Policy is adhered to within the school and that all members of staff are aware of its contents and implications. In particular they shall ensure that:

- (a) All asbestos containing materials are inspected for signs of deterioration, damage or exposure;
- (b) Signs of deterioration, damage or exposure are reported to the Asbestos Co-ordinator;
- (c) No members of staff should fix anything to a surface (e.g. wall, ceiling or noticeboard) without first checking that the surface does not contain asbestos.
- (d) No members of staff undertake any work on asbestos containing materials (ACMs) and;
- (e) Appropriate action is taken to either remove or repair ACMs, and maintain and monitor any identified as requiring remedial action;
- (f) Information regarding the location of ACMs is made available to any contractor working within the premises.

All Employees

All employees are responsible for informing their immediate supervisor or line manager of any suspected or known asbestos-containing material (ACM) that is either deteriorating, has become damaged or is exposed.

In the event of exposure to asbestos due to an uncontrolled release, all employees must immediately inform their supervisor or line manager, who will take the necessary steps to enable the implementation of the asbestos emergency procedures. In addition the incident must be reported and recorded in accordance with the School's Health and Safety arrangements for accidents/incidents.

Council Asbestos Team

The Council Asbestos Team can assist with providing health and safety telephone advice regarding asbestos.

Occupational Health Service

The OHS is responsible for keeping records of employees who have been exposed to Asbestos containing materials (uncontrolled release).

Control Arrangements

The Governing Body, as Duty Holder, and Headteacher are responsible for ensuring that the arrangements for asbestos management applicable to their premises are carried out in full and that there is asbestos management plan in place.

Asbestos –Appointed person

The School's Appointed Person in liaison with the Asbestos Co-ordinator (these roles may be combined) will ensure a full portfolio of records exists for the premises. The Appointed Person should be able to use and access information in the Asbestos Register. The Asbestos Appointed Person will periodically audit to ensure that monitoring inspections are taking place.

Asbestos Management Process

The premises has an asbestos management plan and is surveyed to determine the location and nature of asbestos containing materials (ACMs). An Asbestos Register exists detailing information regarding the location of ACMS. It is derived from the asbestos survey. It records the locations of each bit of asbestos in a shorter, more accessible format than the asbestos survey. It also lists any areas of the premises which were not accessed and therefore not assessed for ACMs. The Asbestos Survey Report includes detailed plans of the premises for ease of reference.

The purpose of the **Management Survey** is to identify ACMs that may be disturbed during normal occupation and through foreseeable maintenance. Where any work is required or where the fabric of the building will be disturbed a more intrusive **Refurbishment and Demolition** survey must be carried out in the work area, before work starts. If a material's composition is unknown it shall be presumed that it contains asbestos.

The Asbestos Survey Report must be consulted where any maintenance, refurbishment or development, etc, identifies that the fabric or structure of the building or any installation is likely to be disturbed.

- (a) Where ACMs are reported as requiring removal, this must be programmed to be included in the planned work. The removal must be undertaken by a Licensed Asbestos Removal Contractor in accordance with the procedures in section **Licensed Asbestos Removal Contractors**;
- (b) Where it is reported that no ACMs are present from the results of a suitable and sufficient survey, the programmed work can proceed (keep in mind the existing management survey may not be adequate in some cases and you should seek advice if unsure);
- (c) Where it is reported that the area was not accessed as part of the survey, a suitably (United Kingdom Accredited Service (UKAS) accredited provider should be contacted to conduct relevant investigations to establish the presence or not of ACMs **before** any work.

Work on Asbestos

Work on asbestos includes encapsulation of asbestos as well as removal. Once ACMs has been identified advice should be sought to recommend the appropriate action to take:

- (a) Asbestos removal - taking away the asbestos containing material and replacing with a non asbestos substitute;
- (b) Encapsulation - covering over the asbestos containing material to prevent future damage.

Licensed Asbestos Removal Contractors

Any work on asbestos in or on the School premises must be undertaken by a Licensed Asbestos Removal Contractor. They may be appointed directly or by a main contractor where the asbestos removal is part of a larger project or programme of work.

Notification of work on Asbestos

In the case of notifiable work, the Licensed Asbestos Removal Contractor must notify the Health and Safety Executive 14 days prior to the proposed asbestos removal work– verify with your contractor. The Local Authority asbestos team must also be informed.

Method Statement

The Licensed Asbestos Removal Contractor should submit a written method statement to the person commissioning (either working on behalf of the Client or the Client themselves) the work or contract administrator¹. The method statement must detail exactly how the work on asbestos will be undertaken the expected start date and duration of the works.

Risk Assessments

The commissioning officer/contract administrator must take the information from the method statement and review this in conjunction with any other works being undertaken at that time and the proposed occupation of the premises. From this information the commissioning officer/contract administrator will produce a risk assessment to determine the appropriate timing of the asbestos removal and any limitations on the occupancy of the premises during the asbestos removal.

Air Tests

The risk assessments will determine if air tests are required during the asbestos removal to ensure that containment arrangements are adequate. A four-stage clearance is required where work on asbestos has taken place under fully controlled conditions. Air tests must be organised independently to the asbestos removal contractor using a laboratory with UKAS Accreditation.

Amending Records

On completion of the work on asbestos the Asbestos Register will be amended. A hard copy of the amended entry should be made available.

¹ The commissioning officer is that person who has the authority to determine the works to be undertaken, authorise the expenditure and give the instruction to proceed, e.g. Governing Body for delegated items. The Contract Administrator may be a surveyor, architect, or member of the school staff who is managing and overseeing the work.

Procedure for removal of fly tipped asbestos material

All incidents of fly tipped asbestos, or asbestos in a dangerous condition, within the borough, must be immediately reported to the Council's Envirocrime Unit. The Asbestos Team will advise on the risks arising from the material, the extent of the contamination, and how it should be dealt with.

Staff and residents in close proximity to an incident will be provided with detailed information, including, the facts of the incident (where known) the risks to health, the action being taken, assistance that may be available, who is taking responsibility for the action and contact details.

Asbestos Emergency Procedure

In the event of an uncontrolled release of asbestos, the Head Teacher or premises manager must immediately:

- (a) Identify the cause of the uncontrolled release and instruct all people in the immediate vicinity to keep at a safe distance until further notice. If possible close the area off, e.g. shut all doors and windows and take room out of use.
- (b) Seek professional advice about what needs to be done to make the area safe e.g. The Asbestos Team or Health and Safety Executive.
- (c) Undertake a thorough investigation to determine the immediate and underlying causes, and implement corrective actions to prevent a recurrence.
- (d) Record the details of exposure of any persons to asbestos in the accident book.
- (e) Inform the Occupational Health Service of any individuals who may have been exposed to the asbestos.

Asbestos Emergency Procedure followed by the Council Asbestos Team

The Council Asbestos Team may be able to assist with advice. However, longer-term remedy or support may well require licensed and/or accredited contractors.

Asbestos Reports

The school should provide easy access to allow contractors, staff and others to view a copy of the Asbestos Register for their premises in an accessible format e.g. a hard copy.

School's Monitoring Strategy

The Asbestos report may identify materials containing asbestos which are in good condition and which are recommended to remain in situ' and its condition monitored for signs of deterioration. It is not Bishop Stopford's School Policy, nor recommended by the Health and Safety Executive that all asbestos be removed whatever its condition. It is therefore likely that some premises will continue to contain asbestos materials for some years to come. It is the responsibility of the Governing Body and Headteacher to ensure that the system described below is are put in place to monitor the condition of asbestos on their premises and to inform the School Asbestos Co-ordinator of any signs of deterioration or any concerns they have on the condition of the asbestos.

- (a) All materials known, or suspected, to contain asbestos must be visually inspected as part of the termly health and safety inspections;
- (b) A record should be completed for each element (an element is asbestos or asbestos containing material) identified on the asbestos report for the premises;
- (c) Wherever a change in condition (or other factor affecting the overall risk assessment for that element) occurs this must be recorded on the register;

- (d) The Asbestos Co-ordinator will arrange for the material to be examined and provide advice on any treatment considered necessary;
- (e) Remedial action must be taken as necessary in accordance with that advice to *ensure the risk identified is addressed;
- (f) Copies of all records must be kept on site, and readily available for inspection (by the enforcing authority). This should include records of monitoring inspections.

Provision of Information, Training and Instruction

The Schools Health and Safety Team together with the Asbestos Team will provide training to schools on this policy, including the monitoring procedures for ACMs. The Governing Body and Head Teacher are responsible for ensuring that appropriate staff attend such training and that adequate information, instruction and training is given to employees who are liable to be exposed to asbestos.

Information, instruction, and training to employees should be by both written and oral presentation as well as by demonstration. Its content should include:

- (a) Emergency procedures to be followed in the event of an unintended release;
- (b) The health hazards of asbestos;
- (c) The uses and probable occurrence of asbestos;
- (d) Managing Asbestos
- (e) Roles

Medical Supervision

If any employee is suffering from any abnormality, which is suspected as due to exposure, the Occupational Health Service (OHS) will consider screening all other employees similarly exposed.

If an employee is accidentally exposed to asbestos, the incident must be recorded in the accident book and the incident reported to the Line Manager and Asbestos Co-ordinator.

Records of employees who may work with or have been exposed to Asbestos will be kept by the OHS separate from clinical records, the health record will contain:

- (a) Surname, forenames, sex, DOB, permanent address, post code and National Insurance Number;
- (b) The type of work performed, location and average duration of exposure;
- (c) Any known work with asbestos prior to employment with LBE;
- (d) Dates of medical examinations.

If asbestos disease is diagnosed the Schools Health and Safety Service will report it to the HSE in accordance with the requirements of RIDDOR.

Annex 1- Flow Chart for Work Activities and Maintenance

Asbestos

