

Asbestos Management Plan

Committee with Responsibility for this policy is the Resources Committee	
Policy to be approved by the Headteacher	
Policy last reviewed by Resources Committee	02/04/2017
Policy Last reviewed and approved by the Headteacher	30/03/2017
Policy to be reviewed by	Spring 2020

Introduction

Villiers High School has a local Asbestos Management Policy; this policy sets out the actions taken within the school premises to manage Asbestos Containing Materials (ACMs).

The school will make use of information gathered from a recent asbestos survey (2014) 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. A copy of this plan can be found in the Caretakers office.

Statement of Intent

It is the policy of **VILLIERS HIGH SCHOOL** to ensure that, as far as is reasonably practical no persons are exposed to risks to their health due to the exposure of any ACM that may present within the premises. This includes pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.

The school's Asbestos Policy conforms to the Health and Safety at Work etc Act 1974, the Asbestos (Licensing) Regulations 1983 and the Control of Asbestos at Work Regulations 2006. The policy and procedures will apply to all buildings and all individuals therein, without exception.

Responsibilities

All those who have responsibility for the control and maintenance and/or repair of SCHOOL premises have a duty to manage the ACM present in the premises. The extent of the legal duty is determined by the terms of any tenancy agreement or contract that applies, and in the absence of any such agreement, on the degree of control the party has over the premises.

Therefore, the Head Teacher, on behalf of the Governing Body will ensure that:

- Reasonable steps are taken to determine the location and condition of materials likely to contain asbestos;
- That in all cases where works are proposed, it will be presumed materials contain asbestos unless there is strong evidence that they do not;
- An up to date record of the location and condition of the ACMs or presumed ACMs in the premises is created and maintained;
- The risk of the likelihood of anyone being exposed to fibres from these materials is assessed and the risk managed safely;
- A plan is prepared setting out how the risks from the materials are to be managed;
- The necessary steps are taken to put the plan into action;
- The plan is reviewed and monitored periodically;
- Information on the location and condition of the materials is provided to anyone who is liable to work on or disturb them.

Organisation and Arrangements

The Head Teacher will ensure robust systems are in place;

- To ensure the prevention of exposure to hazards associated with ACM to pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.
- To ensure that all buildings are surveyed to identify any ACM that may be present therein, and to prepare and maintain an asbestos register for all buildings (including regular reviews and to update records of any treatment and/or removal works undertaken).
- All buildings will be assumed to contain ACM unless there is evidence to prove otherwise.
- To ensure that an appropriate system is installed, maintained and implemented for the management of all ACM identified in the register.
- 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 undertaken.
- 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.
- To annually review the Asbestos Management Policy and Procedures.
- To promote awareness of the risks from ACM and SCHOOL's management procedures and induction of relevant staff.
- To ensure that all contractors and subcontractors engaged to carry out work on any of SCHOOL's 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.
- To ensure that any ACM that may be present in any of the buildings are maintained in a conditions so as to prevent the possibility of any harm to health occurring.
- 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.
- Ensure that only licensed contractors and/or 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.
- Ensure Provision of asbestos awareness training to relevant school employees and third parties as deemed necessary (including the keeping of appropriate training records)
- Seek advice and guidance from suitably qualified and experienced Competent Person (Mr D Morgan) on any asbestos related work activities that are to be undertaken (this may include, but is not limited to: re-inspections, asbestos removal works, environmental cleans, encapsulation works & air-monitoring) - Mr D Morgan, 07826 535 455, 0208 825 9613
- Ensure where necessary, a refurbishment or demolition (R&D) survey is undertaken when the school undertakes any construction works.

Duty Holder and Responsible Persons

The following members of staff have been nominated to be responsible for managing asbestos on the schools premises.

- **Mr Abubakar** **Responsible person**
- **Mr Lacmane** **Responsible person**

The members of staff detailed above have attended a recent asbestos awareness training course. Details of these records can be found in their training records located in the caretaker's office.

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

1. 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(s) nominated as responsible for the building.
2. 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 register.
3. If the material is in such a condition that it presents a risk to health, or may be disturbed by maintenance work, it should be removed by an approved method.

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.

EMERGENCY ACTION

Where asbestos containing materials (ACMs) have been damaged, or damaged materials/suspected deterioration are identified during inspection processes the school will instigate the emergency procedure below.

1. Secure the area affected ensuring no access is permitted (signage should be displayed and barriers erected where appropriate) Tape, sheet are located in the caretaker office.
2. Review impact on the schools operational procedures i.e. if a classroom is affected, alternative teaching arrangements would need to be implemented as the classroom cannot be used
3. Contact LBE Asbestos Manager **Mr Dave Morgan** on **Mobile: 07826345455 / Office 02088259613** and **Mark from Tersus** on **Mobile: 07904107708 / Office 01273621100** or **Darren from Aspect** **Mobile: 07850969977 / Office 01268534477** notify them of the damage (other approved contractor can be found in the caretaker contactor list)
 - a. The council's Health and Safety Team Dave Morgan, Raj Choudhry and Steve Dunham can be contacted on 02088259613 who will then provide professional advice and guidance as necessary. This may include, but is not limited to, inspecting the damage reported, arranging an air monitoring test and arranging and managing any associated remedial works required.
4. Maintain controlled access to the area until such time as formal clearance has been confirmed

5. Maintain good communication with school staff and relevant other parties, providing updates as necessary to ensure the access arrangements are not breached

Asbestos Survey and Register

- The Asbestos Survey provides accurate information on the location, amount and condition of ACMs. The information in the survey report will be used to form the asbestos register which is a key component of the management plan for the school.
- The school will ensure that an up-to-date copy of the asbestos survey/register for the will be available on the premises.
- This will be kept at: Caretaker Office
- To book a survey from one of the LBE approved contractor contact **Aspect Darren Senior** on Mobile 07850969977 office 01268534477

Asbestos Containing Materials

- The areas of the school which have asbestos containing materials (ACMs) that require management will be noted from the asbestos register within the asbestos survey report. A copy of the Asbestos Register is attached to this document. Controls for specific high risk areas identified are included later in this plan at Section 4.0 (*Control measures for specific areas identified*).
- Where ACMs have been identified, the person/s named earlier in this plan as being responsible for managing asbestos will ensure that the materials are capable of being identified visually by all staff and contractors using the following:
- Asbestos containing materials in classrooms, corridors and other areas accessible to all staff and pupils will be identified by a label/ sticker similar to those contained within the table below

Monitoring and Inspection

- The school will ensure formal visual inspections of all known ACMs are carried out as stipulated within the Asbestos Register, recording the details of such inspections using a suitable proforma (refer Appendix 1 for template).
- Formal visual inspections of retained ACMs will be conducted on at least on annual basis, by a Competent Person qualified to BOHS P401 or P402 certificate level. All other periodical inspections stipulated will be undertaken by the Responsible Person/s identified earlier in this plan. These will be conducted and recorded monthly.
- Any damaged or deteriorated materials found will be reported according to the procedures detailed earlier in this plan at Section 3.3 (*Damaged ACMs / Emergency Procedure*).
- To arrange the annual external competent persons inspections, the school approved Asbestos Approved Contractor can be contacted on Tersus on 01268 621 100 or Email requests@tersusgroup.co.uk

Works and Visitor Protocols

- Everyone attending the school to carry out any works will be required to access and review the asbestos survey, register and plan before undertaking any work.
- This will be provided by the person/s responsible for managing asbestos or other relevant member of staff within the school.

- All contractors undertaking any work will be required to sign that they have reviewed the asbestos survey, register and plan using Appendix 2 below.
- Where there are ACMs that are to be worked on or nearby, no work will take place until an appropriate method statement of work is produced and the Permit-to-Work procedures detailed in Appendix 3 duly authorised and implemented.
- Emergency Services personnel attending site must be given access to the asbestos survey, register and plan on arrival.

Refurbishment or Demolition Works

- Where the school commissions any construction works involving an upgrade, refurbishment or demolition work a refurbishment or demolition survey will be undertaken as necessary to locate and describe, as far as is reasonably practicable, all ACMs in the area where the work will take place.
- This will be undertaken in accordance with the requirements of the Health and Safety Executive guidance HSG264.
- Where necessary, the school will seek further advice and guidance from the Council's Departmental Safety Manager/CFM Department on the contact details specified earlier in this plan.

Asbestos Works and Removals

- The school will ensure that any works undertaken involving ACMs will be carried out within the requirements of the Control of Asbestos Regulations 2012. Guidance from the Health and Safety Executive can be found at: <http://www.hse.gov.uk/asbestos/index.htm>.
- Control measures will be detailed in the method statement provided by the contractor.
- Where ACMs are to be removed or encapsulated etc, the council will be contacted prior to any such works taking place and provided with a copy of the contractor's method statement etc. The council will confirm they are happy for the school to proceed and will update their records accordingly.
- The school asbestos register will be updated accordingly following completion of the asbestos related works.
- Where the school requires further guidance in relation to the Control of Asbestos Regulations 2012, the support of the Council's Departmental Safety Manager/CFM Department will be sought