



Asbestos Management Policy

Written By: Helen Longton-Howorth

Date: 23rd January 2019

To be reviewed: Annually or when new guidance or legislation is introduced

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Daily management of asbestos
4. Building and maintenance work
5. Asbestos-related incidents
6. Monitoring and review

Statement of intent

Carden Nursery and Primary School understands that any asbestos found in our buildings must be managed properly because our pupils', staff members' and visitors' health and wellbeing is of the upmost importance. This policy abides by the law stated in the Control of Asbestos Regulations 2012.

If there is an incident of asbestos exposure, the school will take the necessary steps to ensure that everyone is safe and, unless the incident is minor, we will report it to the HSE.

To ensure the health and safety of those in our school, we take the following steps:

- Have a 'management survey' of asbestos-containing materials (ACMs)
- Assess the risks associated with ACMs
- Devise a plan for managing asbestos
- Make sure staff and visitors know the risks and the precautions they need to take
- Keep the management of asbestos under review

1. Legal framework

- 1.1. This policy has due regard to legislation and statutory guidance including, but not limited to, the following:
 - Control of Asbestos Regulations 2012
 - Health and Safety Work Act 1974
 - The Hazardous Waste (England and Wales) Regulations 2005
 - The Control of Substances Hazardous to Health Regulations 2002
 - Environmental Protection Act 1990
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- 1.2. This policy has due regard to non-statutory guidance, including the following:
 - ESFA 'Managing asbestos in your school' 2017
- 1.3. This policy operates in conjunction with the following school policies:
 - Health and Safety Policy
 - COSHH Policy

2. Roles and responsibilities

- 2.1. For the purposes of this policy, the duty holder is the person responsible for the overall up-keep of the school. The duty holder is responsible for:
 - The maintenance and repair of the school and safe management of asbestos.
 - Consulting with employees on matters that affect their health and safety.
- 2.2. The duty holder with a legal responsibility for the safe management of asbestos lies with the LA.
- 2.3. All staff have a responsibility to play their part in the safe management of asbestos.
- 2.4. The school is not legally required to inform parents about the presence of asbestos in the school; however, should parents request such information, the school will be responsive to this.
- 2.5. If management arrangements at the school fail to prevent the disturbance of asbestos containing materials, and there is an accidental release of asbestos fibres, those affected will be informed.

3. Daily management of asbestos

Step 1: Management survey of asbestos-containing materials (ACMs)

- 3.1. The duty holder will carry out an asbestos management survey which records the location and condition of the asbestos in all school buildings constructed before 2000.
- 3.2. The survey will be conducted in accordance with HSE guidance, and will be undertaken by a United Kingdom Accreditation Service (UKAS) accredited surveying organisation.
- 3.3. The survey will cover all accessible places, including above the ceilings and floor ducting.

Step 2: Assessing the risks associated with ACMs

- 3.4. The risks associated with each occurrence of asbestos in the school will be assessed.
- 3.5. The assessment will include three parts:
 - **'Material' assessment** – this is provided within the survey and is an assessment of each item of asbestos material identified based upon the type of material, the type of asbestos it contains, its surface treatment and the extent of damage.
 - **'Priority' assessment** – this is the assessment of the likelihood of someone disturbing the material based upon factors such as the number and type (e.g. pupils) of people using the room, the time they spend in the room, the location, accessibility and extent of the asbestos and the frequency and type of activity that might disturb it.
 - **'Total' assessment** – the 'material' and 'priority' assessments will be combined to give a total risk assessment.

Step 3: Devising a plan for managing ACMs

- 3.6. At this stage, the school will create an Asbestos Management Plan (AMP). The AMP will include details of:
 - A plan to manage the risks from ACMs on a day-to-day basis.
 - Arrangements to inform all staff and contractors about the location of ACMs.
 - Measures put in place to prevent disturbing the ACMs.
 - A plan to check for less easily accessible ACMs where intrusive work has been planned.
 - The schedule for monitoring the condition of ACMs.

3.7. The school will ensure its management arrangements are effective during school closure periods, such as after school hours and during community use when school staff presence is minimal.

3.8. The AMP will be reviewed and updated annually.

Step 4: Ensuring staff and visitors know the risks and precautions that need to be taken

3.9. The school will inform staff, volunteers and other stakeholders of all locations of ACMs and how they can be damaged and disturbed. The school will ensure that all these people receive the correct information, instructions and training, and will be clear in what precautions to take.

3.10. The school has plans in place to ensure that, if emergency services request information about the asbestos that is present in the school, information will be provided to help keep emergency service workers safe.

Step 5: Keeping the management of ACMs under review

3.11. The school will update its plan if:

- New information is received, e.g. from 'refurbishment and demolition' surveys.
- Work is undertaken on ACMs.
- Damage to asbestos areas occurs.
- ACMs are removed.

3.12. The asbestos register will be reviewed annually and any changes will be communicated to all relevant staff.

4. Building and maintenance work

- 4.1. The school's management survey only covers readily accessible areas; therefore, it may not have covered all ACMs that are present. If concerns arise that work may disturb hidden ACMs, the school will arrange for a 'refurbishment and demolition' survey to be carried out in the area where work is set to take place. Due to the intrusive nature of this survey, it will be carried out under controlled conditions. These surveys will be passed on to those who will eventually take on the work.
- 4.2. Small, short duration tasks may be carried out by non-licensed workers, provided that they have the appropriate information, instruction and training, and the correct measures are taken.
- 4.3. Higher risk work, such as the removal of asbestos, will be completed by a contractor licensed by the HSE. The school may need to notify the HSE of some types of non-licensed work.
- 4.4. Any waste materials containing asbestos will be disposed of in line with the school's Health and Safety Policy.

5. Asbestos-related incidents

- 5.1. If the school finds that there has been, or may have been, an unplanned disturbance of asbestos, the following action will be taken:
 - All activities will stop and everyone will be evacuated from the affected area
 - Staff, pupils and visitors will not be allowed to re-enter the affected areas until any necessary remedial action has been taken
 - Items, including equipment, books, or personal belongings, will not be moved from the area
 - Advice will be sought from an asbestos expert regarding remedial action
- 5.2. Unless the incident is minor, the school will notify the HSE, as this is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- 5.3. Contractors should have procedures in place to deal with the unintended or unexpected release of asbestos.
- 5.4. Anyone who has come into contact with asbestos, and is concerned about their exposure, will be advised to contact their GP.
- 5.5. The school's AMP will detail the procedures for staff to follow in the event of an incident, and this will be communicated to all staff.

6. Monitoring and review

- 6.1. This policy will be reviewed annually by the head teacher and site manager.

- 6.2. Any changes to this policy will be communicated to all members of staff, visitors and stakeholders.
- 6.3. The next review date for this policy is January 2020.