



## Asbestos Management Procedures

### 1.0 Introduction

Lakeside Community Primary buildings are a CLASP type construction. Asbestos containing materials (ACM's) are widely used in this type of construction. The Premises Manager has a responsibility to manage the risks arising from asbestos in buildings under their control.

### 2.0 Duty Holders

The Local Authority is the legal designated Duty Holder for Community Schools.

The Head Teacher, Kirsty Norbury & Mr Steve Barker, the Health & Safety Officer are the responsible persons for managing asbestos on the school premises.

### 3.0 Managing Asbestos in Buildings

The Duty Holders have a statutory responsibility to manage risk arising from asbestos in buildings. Duty Holders must provide information on the location and condition of asbestos to those that are liable to disturb it. Asbestos does not pose a threat to health if intact, undamaged and not disturbed.

The Asbestos Register is located in the main entrance of the school and is readily available for reference/inspection whenever works are undertaken on site that affect the fabric of the building.

All contractors **must** review the asbestos register as part of the hazard exchange process, and sign the declaration before commencing any works that affect the fabric of the building i.e. drilling, dismantling or accessing voids.

In schools, all teaching staff should be instructed not to lift ceiling tiles to display pupils work. Ceiling clips can be provided by the Caretaker to prevent the need to disturb the ceiling.

### 4.0 Reporting of Incidents

An incident is the accidental or deliberate disturbance of known or presumed asbestos containing materials.

Upon becoming aware of an incident, the emergency procedures must be implemented. The Authorities Health, Safety & Wellbeing Services and Entrusts Asbestos Management Team must be informed immediately.

## 5.0 Emergency Procedures

The emergency procedures to be followed in the event of an unexpected disturbance/suspected disturbance of known/presumed asbestos containing materials:-

- Stop the work immediately.
- Evacuate the area and prohibit further access.
- Leave contaminated items in the area including clothing, bags, and belongings.
- No attempt should be made to clean the area.
- Report the incident immediately as detailed above.

## 6.0 Monitoring and reviewing these arrangements

The annual re-inspection survey is completed by the Entrust Asbestos Management Team will identify any non-compliance with these arrangements. The Entrust Asbestos Management Team will complete the annual re-inspection form HSF68 to record any issues and make formal recommendations requesting investigation both locally and by the Health, Safety & Wellbeing Team.

These management arrangements will be formally reviewed once every two years and will be the subject of internal Health & Safety Audits of the Authorities Services to review local arrangements for the management of ACM's. This process will allow the Authority to monitor trends and ensure that the responsible persons and commissioning officers are all operating in line with these management arrangements.

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