

## Spalding St Paul's Primary



### The Management of Asbestos Policy

<b>Date of Policy</b>	<b>Review Date</b>	<b>Policy Written by:</b>	<b>Date Shared with Staff</b>	<b>Date Shared with Local School Board</b>
January 2022	No later than two years following publication of the policy	Mrs Selina Ratchford (Headteacher)	January 2022	February 2022

## **Introduction**

The purpose of this policy is to provide advice and instruction for all persons involved in work with **Asbestos Containing Material (ACM)** in connection with the Community Inclusive Trust. The Trust recognises and accepts its responsibilities to ensure the effective and safe management of ACM within its premises in accordance with current Health and Safety legislation. The Trust will make use of information gathered from the most recent asbestos management surveys that identify the location, type and condition of ACM within its premises. Such information has been recorded in the asbestos registers for each academy where there is asbestos present 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.

The management survey(s) are held in readily accessible locations for reference by interested parties as necessary. Only persons who have received adequate information, instruction and training will be authorised to carry out sampling, encapsulation and removal work involving ACM. Where the presence of ACM is found or strongly suspected, a hierarchy of control measures will be followed;

- 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.
- 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.
- 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.

The Trust recognises that revisions under the Control of Asbestos Regulations 2012 require that certain non-licensed asbestos work has to be notified to the HSE. Similarly the academy understands that brief records should be kept of all non-licensed work, which has to be notified, e.g. a copy of the notification with a list of workers on the job, plus the level of likely exposure of those workers to asbestos. This does not require air monitoring on every job, if an estimate of degree of exposure can be made based on experience of similar past tasks or published guidance.

## **Statement of Intent**

It is the policy of the Community Inclusive Trust and its schools' to ensure that, as far as is reasonably practicable, 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 Academy's Asbestos Policy conforms with the general requirements of the Health and Safety at Work etc Act 1974, and the Control of Asbestos at Work Regulations 2012 (as amended). The policy and procedures will apply to all buildings and all individuals therein, without exception. The policy will 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.

The Premises Committees, reporting into the Trust Directors, shall be tasked with reviewing and revising, where necessary, the policy and procedures to meet with continuing requirements as

necessary. This policy document should be read in conjunction with the Community Inclusive Trust Health and Safety Policy.

### **Management of Asbestos - Responsibilities**

All those who have responsibility for the control and maintenance and/or repair of the Trust 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. Whilst retaining overall responsibility, the CEO will ensure academies with asbestos containing materials within their buildings have suitable arrangements in place to 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.

### **Management of Asbestos – Organisation and Arrangements**

The Headteacher 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 Academy management procedures and induction of relevant staff.
- To ensure that all contractors and subcontractors engaged to carry out work on any of the Academy 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.
- Provide adequate resources to ensure the provision of appropriate information, instruction and training.
- 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.

## **APPENDIX 1**

### **ASBESTOS INCIDENTS – EMERGENCY ACTION**

In the event that damage occurs to known ACM, all staff, pupils and visitors within the area must vacate the area immediately and the Trust's Health and Safety Officer must be notified without delay.

The Health and Safety Officer will assess the situation and take appropriate action with advice from consultants and in the light of the risk set out in the register. Where there is risk of fibres being released or having been released into the air she will arrange for the affected area/s to be evacuated, locked and sealed off using asbestos hazard tape and polythene sheeting to minimise any possible spread of asbestos fibres into adjoining areas.

In such cases: At no time should any person enter the contaminated area.

The Headteacher or Trust Health and Safety Officer will contact the Trust's approved Asbestos Removal Contractor (ARC) for attendance on site to decontaminate the affected area/s and remove ACM as deemed necessary. The Headteacher or Health and Safety Officer will also contact the Trust's approved asbestos consultant / analyst and instruct them to undertake air tests and visual inspections.

The area(s) will remain closed until a certificate of reoccupation is issued by the consultant / analyst. The Headteacher and the Health and Safety Officer will investigate the circumstances of the uncontrolled release of asbestos fibres to ascertain that the Asbestos Policy has been adhered to.

#### **Record of exposure and health checks**

Should it become necessary, the Headteacher will maintain a health record and medical surveillance/screening programme approved by the HSE, in the event that person/s are exposed to asbestos fibres due to an uncontrolled escape; in accordance with the guidelines set out in the Control of Asbestos at Work Regulations 2012 - where exposure to asbestos exceeds action levels.

In the event of a release of asbestos fibres, other than a very minor amount, the Headteacher shall ensure that a record is kept of what happened and which occupants of the school (i.e. staff or pupils) might have inhaled the fibres.

Screening and counselling will be arranged by the Headteacher for any occupant known or suspected to have been exposed to asbestos materials.