



# **ASBESTOS POLICY**

January 2016

Next review – Feb 2018

## **Wardle Academy Trust**

**For all asbestos related issues Trust schools are to contact - Mr Tony Shaw (Assist Head – Resources) – on the Wardle Academy site.**

### **Introduction**

- (1) Every employer shall ensure that adequate information, instruction and training is given to those of his/her employees –
- (a) who are or are liable to be exposed to asbestos, or who supervise such employees, so that they are aware of –
    - (i) the significant findings of the risk assessment,
    - (ii) the risks to health from asbestos,
    - (iii) the precautions which should be observed, and
    - (iv) the relevant control limit and action level,
- in order to safeguard themselves and other employees; and
- (b) who carry out work in connection with the employer's duties under these Regulations, so that they can carry out that work effectively.

A new duty to manage asbestos in non-domestic premises has been included in the [Control of Asbestos at Work Regulations](#), which requires Duty Holders to:

- assess whether premises contain asbestos;
- assess the risk from asbestos; and
- take action to manage the risk from asbestos.

This document sets out the School's policy and procedures for managing asbestos; it is intended to be an effective organisational means for controlling the risk to health from asbestos within the School's properties.

The School recognises that asbestos is present in areas of the properties under its control in various forms, condition and types and that an effective asbestos management strategy and associated procedures need to be in place in order to manage the risks to staff, students and visitors.

The presence of an Asbestos Containing Material (ACM) is not in itself dangerous but becomes hazardous when disturbed or damaged. Anyone who uses the School's premises and disturbs asbestos so that it releases fibres, e.g. work involving drilling, sawing, breaking, cutting or machining asbestos products, can be at risk.

Staff, Students and Contractors are not expected to work with or be exposed to asbestos within the School's buildings. Some staff members (e.g. maintenance staff) maybe brought into contact

with existing ACMs as part of their daily duties they have been trained to recognise the possibility of its presence.

Every effort will be made to minimise the risk to staff, students, visitors, consultants and contractors by effectively managing and controlling work where asbestos materials are present. The following Rules and Management System sets out the broad policy and objectives and will include a rigorous control of any work activity where asbestos may be present. The intention of this document is to present a clearly defined and detailed system of control

## **Asbestos Policy Statement**

The Trust's policy is to:

- produce and maintain an asbestos register that is accessible to all in-house and out-sourced staff whom maybe brought into contact with asbestos as part of their work activities,
- promote awareness of the hazards of asbestos and the School's management procedures to all staff within the School through development of this policy, induction and [periodic training](#),
- prevent exposure to hazards associated with asbestos,
- produce an asbestos [management policy and procedures plan](#),
- [periodically review](#) the plan stating which areas, if any, require asbestos to be sealed, encapsulated, inspected, monitored, labelled, or removed, etc.
- ensure that the Schools policy conforms to [Regulation 4 of the Control of Asbestos at Work Regulations 2002](#).

## **Procedures**

### **An uncontrolled escape of asbestos fibres**

#### **Severe damage (significant dust visible)**

In the event that damage occurs to a highly fibrous material (such as lagging) that contains asbestos, all personnel within the area must be leave and a Maintenance Supervisor must be notified immediately.

The Maintenance Supervisor will assess the situation and arrange for the affected area/s to be evacuated, locked and sealed off using asbestos hazard tape and polythene sheeting (LSE stores) to minimise spread of asbestos fibres into adjoining areas.

At no time should any person enter or re-enter the contaminated area.

The Maintenance Supervisor will then contact a School approved Asbestos Removal Contractor (ARC) for attendance on site to decontaminate the affected area/s and remove ACM as deemed necessary.

The Maintenance Supervisor will also contact the School'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.

## **Slight Damage (no visible cloud of dust)**

In the event that damage occurs to fibre board or plastic material (such as insulation board, thermoplastic floor tile WC cistern) that contains asbestos, a Maintenance Supervisor must be notified immediately and all persons within the area must leave.

The Maintenance Supervisor will assess the situation and arrange for the affected area/s to be evacuated, locked and sealed off using asbestos hazard tape to minimise spread of asbestos fibres into adjoining areas.

The Maintenance Supervisor will then contact a School approved asbestos removal contractor (ARC) for attendance on site to decontaminate the affected area/s, remove and/or encapsulate the damaged asbestos material.

The area/s will remain closed until the remedial works have been completed.

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

Should it become necessary, the Trust school 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 2002](#) - where exposure to asbestos exceeds the action levels. Screening and counselling will be offered to staff known or suspected to have been exposed to asbestos materials.

## **Newly identified asbestos**

It is the responsibility of all staff to report any suspected or damaged asbestos containing material.

Where material is found that is thought to be asbestos the Asst Head - Resources should be contacted immediately.

## **Access into an asbestos enclosure**

In the event of an emergency which requires immediate access into an asbestos enclosure, the person requiring access should be fully inducted by the removal contractor and/or analyst working in the enclosure. The removal contractor and/or analyst shall also provide the required Personal Protective Equipment (PPE) and advise of any risks and procedures involved.

## **Building Refurbishment works or Demolition**

All staff carrying out project work in campus buildings or residential buildings are deemed to have similar responsibilities to an Estates Project Manager in relation to asbestos as follows:

- At all times adhere to the Trust's asbestos management policy.
- Halt work and inform staff if suspected asbestos material is discovered during the course of a project and seek advice from the asbestos manager
- Implementing the recommendations of the Asbestos Manager
- Informing staff and contractors of the location of any known asbestos affecting a project
- Ensuring that all [consultants/contractors](#) have trained their staff in asbestos awareness

The most significant responsibility is the requirement to contact the Asbestos Manager to establish the presence of any known asbestos and to request a [type 3 asbestos survey](#) of the area prior to the project starting. All requests should be made using the together with details of the intended project works including drawings, schedules of works, start and completion dates and the like.

A copy of the asbestos survey report will be provided with recommendations for any remedial action that should be incorporated into the project. This together with the survey report should be made available to the project team concerned with the overall design of the refurbishment programmed. The report will form an integral part of their risk assessment arrangements for compliance with The [Construction \(Design & Management\) Regulations 1994](#). This must be addressed at project inception as failure to do so could cause substantial delays in commencement.

Where the Asbestos Manager recommends the removal of the asbestos material a licensed contractor should be used as detailed in Should air testing be required the School's approved analyst should be used. The asbestos removal works should be carefully programmed into the project so as to prevent any risk of damaged to the asbestos and exposure.

All contractors working for the Trust have responsibilities.

If suspect material is discovered during the course of the project works the person in charge shall halt the works, inform the Asbestos Manager and take any necessary or recommended action. The cost of surveys and all remedial works will be charged to the project.

On completion of any remedial works the Asbestos Manager will provide / be provided with a completion document which should be retained with the project file / Health & Safety File ([HSE Information Sheet appertaining to Health and Safety File](#)).

### **Building alteration works including services**

All staff initiating modifications to building structures, services, etc. must seek advice from the Asbestos Manager as to the presence of asbestos within any parts of the building concerned and request for a [type 3 asbestos survey](#) (Estates' staff should in the first instant review the Asbestos Register). All requests to the Asbestos Manager should be by using the [Asbestos Request Form](#) together with details of the intended project works including drawings, schedules of works, start and completion dates and the like.

All staff carrying out project work in campus buildings or residential buildings are deemed to have similar responsibilities to an Estates Project Manager in relation to asbestos. The responsibilities are:

- At all times adhere to the Trust's asbestos management policy.
- Complete the [Asbestos Information Request Form](#)
- Halt work and inform staff if suspected asbestos material is discovered during the course of a project and seek advice from the asbestos manager
- Implementing the recommendations of the Asbestos Manager
- Informing staff and contractors of the location of any known asbestos affecting a project
- Ensuring that all [consultants/contractors](#) have trained their staff in asbestos awareness
- Ensuring that any work that may disturb or damage material containing asbestos is avoided;
- Halting work and seek advice from the School's appointing officer if suspected asbestos material is discovered during the course of the works;

- Reporting immediately to the School's appointing officer any materials suspected to contain asbestos where the materials have been disturbed or damaged, or where works are likely to be undertaken that may affect such materials;

A copy of the asbestos survey report will be provided by the School with recommendations for any remedial action for incorporation into the project. This together with the survey report must be made available to the contractor/s undertaking the works. It is strongly recommended this be addressed at project inception as failure to do so could cause substantial delays in commencement.

Where the Asbestos Manager recommends the removal of the asbestos material a licensed contractor should be used. Should air testing be required the Trust's approved Analyst should be used. The asbestos removal works should be carefully programmed into the project so as to prevent any risk of damaged to the asbestos and exposure.

If suspect material is discovered during the course of the project works the person in charge shall halt the works, inform the Asbestos Manager and take any necessary or recommended action.

The cost of the surveys and all remedial works will be charged to the project. On completion of any remedial works the Asbestos Manager will provide / be provided with a completion document which should be retained with the Project File / Health & Safety File.

### **Asbestos information request**

All requests for [type 3 surveys](#) should include extensive details of the intended project works including drawings, schedules of works, start and completion dates and the like.

### **Surveys and Types**

The Trust as a standard undertakes two types of survey:

#### **Type 2 asbestos survey: Standard sampling, identification and assessment survey (sample survey)**

The Trust undertakes this type of survey for all buildings where we have a [Duty to Manage asbestos \(CAWR\)](#).

The purpose of the survey is to locate, as far as is reasonably practicable, the presence, extent, location and condition of ACMs. Representative samples are collected by the surveyor and analysed for the presence of asbestos.

This information is then used to create an asbestos register.

#### **Type 3 asbestos surveys: Full access sampling and identification survey (pre-demolition/major refurbishment work/alterations)**

This type of survey is generally required before refurbishment, alterations or demolition works.

The purpose of the survey is to locate and describe, as far as is reasonably practicable, all ACMs (that have not previously been identified) in the building / area where works are to be undertaken, including cable routes. This survey is designed to access all areas and is likely to involve destructive inspection, such as opening up of the structure, to view inside cavities, floor voids, risers and services ducts etc. Samples are taken as with the type 2 survey and the type and size of

the ACM is recorded. This type of survey is designed to be used as a basis for tendering the removal of the ACMs from the building prior to the commencement of the planned works.

### **Health & Safety Officer is responsible for:**

- Advising the School and its employees on health and safety issues, including technical guidance and compliance with health, safety and fire legislation. Undertakes occupational health and safety risk assessments on behalf of the School, workplace inspections, and audits. Investigates any accident or incident occurring on School premises or arising from an activity organised by the School; Is the main contact between the School and the various Enforcing Authorities, including the Health and Safety Executive and London Fire and Emergency Planning Authority;
- Coordinating the creation and maintenance, in conjunction with the Asbestos Manager (should it become necessary), for 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 2002](#) - where exposure to asbestos exceeds the action levels);
- Liaising with departmental administrators on implementing asbestos screening programmes;
- Offering screening to members of staff who are known or suspected to have been exposed to asbestos materials and counselling deemed appropriate;
- Undertaking annual audit of asbestos management policy, plan and register in conjunction with an [Asbestos Consultant](#);

### **Staff are responsible for:**

- Ensuring that any work that may disturb or damage a material containing asbestos is avoided;
- Ensuring that the School's asbestos management plan is adhered to when work cannot be completed without disturbing asbestos;
- Halting work and seek advice if suspected asbestos material is discovered during the course of the works;
- Adherence to the School's asbestos management policy;
- Reporting immediately any materials suspected to contain asbestos where the materials have been disturbed or damaged, or where works are likely to be undertaken that may affect such materials.

## **Management Plan**

### **Regulations**

There are many regulations that place a duty on an employer with regard to asbestos, the key factors of these regulations are set out below as per HSE publication 'A Comprehensive Guide to Managing Asbestos in Premises':

#### **Asbestos Policy**

**Approved: May 2010**

**Reviewed: January 2016**

**Next review: January 2018**

- [The Health and Safety at Work etc. Act 1974](#) (HSW) requires an employer to conduct their work in such a way that their employees will not be exposed to health and safety risks, and to provide information to other people about their workplace which might affect their health and safety.
- [The Management of Health and Safety at Work Regulations 1999](#) requires employers and self-employed people to make an assessment of the risk to the health and safety of themselves, employees and people not in their employment arising out of or in connection with the conduct of their business - and to make appropriate arrangements for protecting these people's health and safety.
- [The Workplace \(Health, Safety and Welfare\) Regulations 1992](#) sets out duties to maintain workplace buildings/premises to protect occupants and workers.
- [The Construction \(Design and Management\) Regulations 1994](#) requires the client to pass on information about the state or condition of any premises (including the presence of hazardous materials such as asbestos) to the planning supervisor before any work begins and to ensure that the health and safety file is available for inspection by any person who needs the information.
- [The Control of Asbestos at Work Regulations 2002](#) (CAWR) require employers to prevent the exposure of their employees to asbestos, or where this is not practicable, to reduce the exposure to the lowest possible level. CAWR includes a regulation placing a duty on those who have repair and maintenance responsibilities for premises, because of a contract or tenancy, to manage the risk from asbestos in those premises. Where there is no contract or tenancy the person in control will be the duty holder. There is also a duty of cooperation on other parties.

## Priority Assessments

As recommended by the HSE, when an inspection or survey is undertaken for each of the School's known [ACMs](#) or presumed ACMs, a risk assessment is carried out to assist in deciding on appropriate action and formulating a management plan.

The risk assessments are carried out in two parts: the first is a material assessment which assesses the condition of the material and the likelihood of it releasing fibres if disturbed; the second part is a priority assessment which takes into account maintenance activities, likelihood of disturbance, human exposure potential, occupant activity or visitors.

Algorithms are used to score each item which results in an overall risk assessment score rated as follows:

Risk assessment priority scores 18 or higher = HIGH RISK - manage ACM and carry out planned remedial action to reduce the risk score, typically within 6 months or less, to below risk score 18 in accordance with the asbestos management policy

Risk assessment priority scores 12 to 17 or higher = MEDIUM RISK - manage as high risk but remedial action can be deferred until maintenance regimes change or demolition or major refurbishment is planned.

Risk assessment priority scores 11 or less = LOW RISK - manage and consider removal if the item falls within a demolition or major refurbishment area and works are likely to disturb the material.



## **Management Options**

Once an ACM has been risk assessed the risk (High, Medium, Low) is logged against the inspection log and a management plan is formulated and also logged against the ACM. At each inspection the ACM is re-assessed, a new re-inspection date is recorded and the management options are reviewed.