



**Academy name:**

# ASBESTOS POLICY

## PROCEDURES & GUIDANCE

<b>Aim:</b>	<b>Academy name:</b> Asbestos Policy, Procedures and Guidance to comply with current Health and Safety Legislation
	Astrea Academy Trust-wide Health and Safety Management procedures
<b>Individual Academy Health and Safety Policies, Procedures and Guidance:</b>	Separate documents to this Trust-wide Asbestos Policy, Procedures and Guidance
<b>Astrea Academy Trust-wide Additional Health and Safety Policies, Procedures and Guidance:</b> As at 1 <sup>st</sup> September 2015	Separate documents to this Asbestos Policy, Procedures and Guidance including:  Health and Safety Policy, Procedures and Guidance
<b>To be adopted by:</b>	<b>Academy name:</b>  Signed:  Chair of Governors:



	Date of adoption:
<b>To be approved by:</b>	Astrea Academy Trust Central Health and Safety Committee Date of approval: Date of next review:
<b>Distribution:</b>	<b>All Astrea Academy Trust Academies</b> All staff



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**APPENDICES - to this Asbestos Policy, Procedures and Guidance are detailed on the last page. Copies of the relevant forms are available.**



## INTRODUCTION

As the employer of staff Astrea Academy Trust has the overall responsibility for the health, safety and welfare of all staff and pupils in the academies. Astrea Academy Trust recognises that decisions about workplace health and safety should take into account the views/priorities of the workforce and the management.

Astrea Academy Trust will support its academies in putting in place clear policies that focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

Although overall accountability for health and safety lies with Astrea Academy Trust, the Head Teacher is responsible for the day-to-day health and safety of staff and pupils in individual academies. The Head Teacher will then delegate some functions to other staff, in particular the School Business Managers/School Site Managers/Supervisors/Caretakers etc.

The Local Governing Bodies of academies within Astrea Academy Trust are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Head Teacher and Senior Management Team of the academy and other staff of the Trust to support and promote good health and safety management.

**The following Asbestos Policy, Procedures and Guidance is required for adoption by all Astrea Academy Trust academies.**



Name of Academy:

## ASBESTOS POLICY

### 1. STATEMENT

Astrea Academy Trust acknowledges the health hazards associated from exposure to asbestos and their duty and commitment to manage Asbestos and to protect employees, pupils, contractors, visitors and any other persons with the potential to be exposed to Asbestos Containing Materials (ACM's) and to reduce to the lowest level '*reasonably practicable*' the spread of asbestos from any place where work under the Head Teacher of the academy's control is carried out.

Signature:

**Chair of Governors**

**Academy name:**

Date:

Review date due:

### 2. What is asbestos?

Asbestos is a term used for various forms of naturally occurring fibrous silicate minerals, which were extensively added to building materials used in the UK from the 1950's to 1980's. Any building built before 2000 can contain asbestos. The most hazardous Asbestos Containing Materials (ACM's) were used to insulate or fire protect.

The three most common asbestos types used were CROCIDOLITE (blue), AMOSITE (brown) and CHRYSOTILE (white).

All ACM's should be controlled regardless of type. ACM's can be found in under floor services, floor, ceiling tiles, pipe covering, Artex ceiling and heat deflection materials as well as many other forms.

### 3. Legal Duty

When asbestos fibres are inhaled, they can cause serious diseases and the increased risk of lung cancer for asbestos workers who smoke. To ensure that risks from asbestos in places of work are managed, the **Control of Asbestos Regulations 2012** place duties on those responsible duty holders for the maintenance or repair of work premises.

### 4. Responsibilities

**Governors/Head teacher** are the **duty holders** for Asbestos management at each Academy and an overall legal responsibility for the safe management, maintenance and repair of the Academy buildings under their control.

- **Business Managers** are responsible for ensuring the day-to-day requirements for health and safety in the workplace under their control.
- **The Governors/Head Teacher/Business Managers** are responsible for identifying *an*



- **Appointed Person** (AP's) responsible for the management of Asbestos.

## 5. Training

A Governor representative, Head Teachers, Business Managers and Site Managers / Supervisors from every Academy must complete Astrea Academy Trust mandatory Asbestos Awareness and Management Training. Whether or not the building is pre 2000. The training will include:

- identifying asbestos
- asbestos health risks
- legislation
- dealing with asbestos
- emergency procedures
- risk assessments

The attendance of the Asbestos Awareness and Management Training face-to-face delivery or on-line training Asbestos Awareness does not mean that the person completing the course is deemed competent to review the asbestos register or make an assessment of ACM's.

## 6. Management of Asbestos

- All academies, that were built before 2000 **must** have a current Management Survey (which complies with up to date asbestos regulations).
- If the academy is planning either a demolition or refurbishment, then a Demolition and Refurbishment survey must be carried out before work commences.
- The above surveys must be carried out by Licensed Contractors with UKAS Accreditation.
- The survey must include locations of any potential ACM's. E.g., storerooms, yards, outbuildings, under floor services, pipes, ceiling voids, corridors etc.
- Each Academy must prepare a **written plan** before any work on asbestos is carried out, including details of the work and the appropriate actions to control risk and prevent harm. (Refer to H5a27Asbestos Management Action Plan)
- A **register** of location(s) of any ACM's must be recorded and include:
  - Date of inspection
  - Date of next review
  - Should be supported by a marked floor plan and photographs.
  - Type of asbestos
  - What products it is contained in
  - The condition

The environment around the ACM's is a significant risk factor. ACM's can deteriorate due to age, fire, flood, wear and tear, damage, therefore the register should be reviewed every 12 months by a Licensed Contractor with UKAS Accreditation.

A copy of the register must be provided to **any person** who will be planning to undertake work on the building(s) or any groundwork's which may be contaminated.



It should always be assumed that there is ACM's present when undertaking any work on the fabric and structure of the building, even if/where it has not been identified and included on the register.

- An **assessment** of potential risk from the ACM's must be completed by a Licensed Contractor who is UKAS Accredited.
- Consideration should be given to the condition of the ACM's whether they are likely to be disturbed and what action is necessary to manage the risks.
- From the outcome of the assessment, prioritise and rationalise a Asbestos Management Action Plan (refer to HSa27 Asbestos Management Action Plan).

#### a) Managing asbestos left in place

If the material is in good condition, well protected either by its position or physical protection e.g., encapsulated, reducing the likelihood of damage, and is unlikely to be worked on regularly or otherwise disturbed, it is usually safer to leave it in place and manage it.

This information should be entered on to the record/register including locations and the information kept up to date.

ACM's can be identified easier by e.g., a sticker placed on the location with a number which should cross reference the identify on the register.

- Monitor arrangements
- Emergency Procedures in the event of any person dealing with uncontrolled release of asbestos and spread of contamination need to be in place (refer to HSa28 10 Safety Steps, and HSa29 Asbestos Information and Checklist)

#### b) Removal of Asbestos Containing Materials (ACM's)

Any contractor used for the removal of ACM's must have a current HSE Licence. The current 'Asbestos Licence Holders List' can be found on the [www.hse.gov.uk](http://www.hse.gov.uk).

<http://webcommunities.hse.gov.uk/connect.ti/asbestos.licensing/view?objectId=8516>

On completion of an assessment of potential risk, if it is necessary to remove the ACM's, Astrea Health and Safety Coordinator must be informed immediately: 01283 881117.

[verena@Astrea.org](mailto:verena@Astrea.org). Appropriate actions will be taken in line with this Policy.

Great care must be taken to ensure that ACM's are not brought onto the Academy site e.g., in the form of industrial or residential products, vinyl floor tiles, partition wall panels, loose fill insulation, pipe lagging, roofing felt etc.

## 7. Communication

All information regarding ACM's must be recorded and easily accessible. It is recommend that an Asbestos file is kept by the AP and this can be provided to any relevant persons who potentially could release asbestos e.g.,

- In house staff - who may undertake maintenance work. The Asbestos Awareness and Management training is **not sufficient** for any staff to carryout any work on ACM's.
- Licensed Contractors used (refer to No. 8 below) – should provide the academy (on request), information relating to the work to be completed, e.g., risk assessments,



methods statements, safety systems of work including barriers, signage, Incident Management Procedure.

No one must work on any ACM's unless all of the requirements of the current up to date Asbestos Regulations are complied with.

## **8. Contractor H&S Policy and Pre-contract checks to be made**

All Contractors completing survey's must be UKAS Accredited and contractors undertaking the removal of ACM's must hold a current HSE License, these must be checked by the AP to ensure that they are in currently in date.

A Contractor H&S Policy and Pre-contract Checks form must be completed by the contractor and evidence provided by the contractor should include: Health and Safety Policy, Risk Assessments, Method Statement, Emergency Procedures (as referred to in HS04 the Contractor H&S Pre-contract Checks form).

The above information along with a copy of the Asbestos Policy and associated documentation (*Appendices*) must be provided to relevant authoritative agents when requested e.g., Emergency Services.

## **9. Causes of Damage to ACM's**

Include: Accidental or malicious damage to the building fabric, fixtures or fittings may occur. By building contactors or maintenance personnel where 'hidden' ACM's may be present e.g., behind sealed ducts and within voids.

Damage to ACM's can also be caused by fire, flood, or severe weather, people accidentally damaging e.g., by moving furniture and hitting walls, pipework etc., or by a person(s) deliberately causing damage e.g., vandalism, or an act of violence.

## **10. Emergency Procedures - for dealing with uncontrolled release of asbestos and spread of contamination.**

### **a) Planning – for emergency procedures**

- Name of AP, each incident should have only one single point of contact from the list of AP(s). A list of more than one AP is recommended to allow for annual leave, sickness of the main AP, so that they can be called upon to take control if/when required.
- Appointed person(s) contact number(s)
- Contact details of AP's to be recorded and distributed to all relevant persons e.g., Contractors, Governor, Head Teacher, Business Manager, and Astrea inspiration Ltd., H&S Coordinator
- Contact details of all of the above to be distributed amongst all relevant people and updated as and when required.

### **b) Appointed Person (AP) Management of Emergency Procedures**

The AP is responsible for managing the incident. Management must include:





- A 'call-off' contract with an Asbestos Removal Contractor (specialist please refer to No. 8) for every case of suspected, (if in doubt, presume it is ACM) uncontrolled release of asbestos and spread of contamination.

If in doubt, it must be presumed to be an ACM and follow HSA28 10 Safety Steps Procedure. This should be easily accessible to the 'AP's' in case of an emergency.

## 11. Action Plan

A procedure to review the plan every 12 months, or if earlier if there has been any incident involving ACM's.

To be completed by AP to include e.g., all items, which require action, should be noted and listed within a timetable with target dates set. These should include dates when the inspection programmes will be complete, dates when contractor consultation will be complete, dates for training etc. (HSA27 Asbestos Management Action Plan)

## 12. Audit and Review

The system should be regularly audited i.e., every 12 months to ensure that it remains compliant with the current regulations. Audits will also identify whether the process is effective and appropriate actions can to be taken.

## 13. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Under the above regulations any of the following diseases occurring from an activity involving the working or handling of asbestos or any admixture of asbestos is reportable:

- Mesothelioma
- Lung Cancer
- Asbestosis

If you are concerned about possible exposure to asbestos from work activities, you are advised to consult your GP and ask for a note to be made in your personal record about possible exposure, including date(s), duration, type of asbestos and likely exposure levels (if known). In some circumstances, your GP may refer you to a specialist in respiratory medicine.

HSE does not advocate routine X-rays for people who have had an inadvertent exposure to asbestos. Asbestos-related damage to the lungs takes years to develop and become visible on chest X-rays. X-ray examinations cannot indicate whether or not asbestos fibers have been inhaled.

Any exposure to ACM's must be reported to the Astrea Inspiration Ltd, Health and Safety Coordinator as soon as possible. [verena@Astrea.org.uk](mailto:verena@Astrea.org.uk). 01283 881117.



## Appendices for Asbestos Policy, Procedures and Guidance

Appendix form number and name	Section/heading Numbers	Rolled out
HS04 – Contractor Health and Safety Pre-Contract Checks	8	<input type="checkbox"/>
HSa27 – Asbestos Management Action Plan	6, 11	<input type="checkbox"/>
HSa28 – Asbestos 10 Safety Steps	10, 6	<input type="checkbox"/>
HSa29 – Asbestos Emergency Information and Checklist	6	<input type="checkbox"/>
The current ' <i>Asbestos Licence Holders List</i> ' can be found on the <a href="http://www.hse.gov.uk">www.hse.gov.uk</a> . <a href="http://webcommunities.hse.gov.uk/connect.ti/asbestos.licensing/view?objectId=8516">http://webcommunities.hse.gov.uk/connect.ti/asbestos.licensing/view?objectId=8516</a>	6	<input type="checkbox"/>
<b>Any of Astrea Academy Trust H&amp;S forms must not be amended in any way, either to add to or delete any part of the form. If required, an additional form can be attached to any one of the above forms so long as it is clearly stated that this is in addition to the Astrea form.</b>		