

HAZELDENE SCHOOL



**ASBESTOS POLICY
OCTOBER 2016**

SIGNED DATE.....
HEADTEACHER

SIGNED DATE

CHAIR OF GOVERNORS

TO BE REVIEWED JANUARY 2020

ASBESTOS POLICY

Introduction

1.1 The purpose of this policy is to provide advice and instruction for all persons involved in work with asbestos containing materials (ACM) at Hazeldene School.

1.2 Hazeldene School recognises and accepts its responsibilities to ensure the effective and safe management of ACM within its premises in accordance with current health and safety (H&S) legislation.

1.3 Hazeldene School will make use of information gathered from an asbestos survey carried on its behalf that identifies the location, type and condition of ACM within its premises.

1.4 Such information has been recorded on a register 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.

1.5 Only persons who have received adequate information, instruction and training will be authorised to carry out sampling, encapsulation and removal work involving ACM.

1.6 Where the presence of any ACM is found or strongly suspected, the following hierarchy of control measures will be followed;

- Any ACM's that are undamaged (as determined by a competent person on an individual basis) 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 competent 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, may be repaired and/or encapsulated 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 in accordance with the requirements of the Control of Asbestos Regulations 2012 and any Approved Code of Practice and in conjunction with Bedfordshire Borough Council to ensure all necessary precautions are taken and competent persons carry out the work.

2. Statement of Intent

2.1 It is the policy of Hazeldene School 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 on the premises.

3. Policy Statement

3.1 The school's asbestos policy is in accordance with the requirements of the Health and Safety at Work Act 1974 and the Control of Asbestos Regulations 2012 and Approved Code of Practice. This policy and accompanying procedures will apply to all parts of the school and all individuals likely to be in school at all times.

3.2 The school's policy on asbestos and ACM is;

- 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 annually review the Asbestos Management Policy and Procedures.
- To promote awareness of the risks from ACM and the school's management procedures and induction of relevant staff.
- To ensure that all contractors and subcontractors engaged to carry out work on any of the school's buildings are provided with a summary listing

of all locations that contain, or are 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 waste management legislation.

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- Provide adequate resources to ensure the provision of appropriate information, instruction and training.
- Licensed contractors and / or subcontractors, in accordance with HSE recommendations, must 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.

4. Management of Asbestos - Organisation and Arrangements

4.1 The school acknowledges the health hazards arising from the exposure to asbestos and therefore it is the policy of Hazeldene School to ensure that so far as is reasonably practicable that no persons are exposed to risks to their health due to the exposure to any ACM that may be present in any of the school buildings.

4.2 The policies and procedures will apply to all buildings and all individuals present on the premises without exception.

4.3 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.

4.4 The existing Governors Management Committee shall be tasked with reviewing and revising, where necessary, the policy and procedures to meet with continuing requirements as necessary.

4.5 This policy document should be read within the context of Hazeldene Lower School's Health and Safety Policy.

5. Responsibilities

5.1 All those who have responsibility for the control and maintenance and / or repair of the school premises have a duty to manage the ACM present in the premises. The Headteacher will:

- Take reasonable steps to determine the location and condition of materials likely to contain asbestos;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises;
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- Prepare a plan setting out how the risks from the materials are to be managed;
- Take the necessary steps to put the plan into action;
- Review and monitor the plan periodically; and
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

This policy should be read with reference to the Hazeldene Asbestos log and plan which can be obtained by contacting the school office or site agent

Revised by Helen Ward
October 2017

Asbestos Emergency Plan for Hazeldene School

Following any uncontrolled release of known or suspected asbestos containing material (ACM), by accidental or deliberate damage, the following controls are to be followed:-

1. Immediately following the event, any work in the area is to cease and access to the area is to be prohibited, doors shut and locked and no entry signs placed.
2. Ensure that all staff are aware to avoid the area involved, and that it is sealed off as quickly as possible.
3. Contact Jane Harbour, Corporate Safety Manager, 01234 228975, jane.harbour@bedford.gov.uk to report the situation and for further guidance:-
4. Ensure that there is a plan of work prepared by a duly licensed contractor prior to the start of work, and that the appropriate licenses have been issued, in accordance with the Health and Safety Executive requirements.
5. Once the remedial works are complete, ensure that the visual inspection and the air sampling results are satisfactory.

6. Record all work undertaken (including incomplete work) in the asbestos register.
7. Continue to monitor and manage any residual asbestos.