



P5.3 (ISI 11) – MANAGEMENT OF ASBESTOS POLICY

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Revision History

Revision	Paragraph Number	Revision
October 2016		
October 2017		
November 2019		
October 2021	Whole document	Update job title from “Bursar” to “Bursar & COO”
	Paragraph 7 - 9	Change “Bursar” to “Assistant Bursar (Compliance & Estates)”
	Paragraph 11	Add “as necessary” to end of final sentence
	Paragraph 15	Add “and/or Assistant Bursar (Compliance & Estates)”
	Paragraph 18	Minor amendments

Abbreviations, Acronyms and Definitions

Abbreviation / Acronym	Definition
ACMs	Asbestos Containing Materials
CAW	Control of Asbestos at Work Regulations 2012
CPD	Continuous Professional Development
DfE	Department for Education
HSE	Health & Safety Executive
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Aim / Objective / Statement of Intent

1. The School recognises its duty as an Employer under the Health & Safety at Work Act 1974 and Occupier with control of premises under the Occupiers Liability Acts of 1957 and 1984. This policy sets out the how the School fulfils these duties in relation to these Acts and the Control of Asbestos Regulations 2012.
2. The aim of the policy is to provide guidance with regards to the presence of asbestos on our School site. This guidance is applicable to all those on School premises who may come into contact with asbestos.
3. It is the School's policy to ensure that, as far as is reasonably practicable, no persons are exposed to risks to their health owing to the exposure to any Asbestos Containing Materials (ACMs) that may be present within the premises and that suitable and sufficient risk assessments are in place to protect the health, safety and welfare of those who are reasonably expected to be present on the premises.

Introduction

4. Asbestos is usually found in building materials used to construct buildings between 1959 and 1999. Several buildings on the School Site were either constructed during this period or underwent significant refurbishment during this period.
5. Asbestos may be found in buildings as heat and noise insulation or in fire protection material. All types of asbestos are dangerous.

Roles and Responsibilities

6. The School will be the duty holder as specified in the Control of Asbestos at Work Regulations (2012).
7. The Assistant Bursar (Compliance & Estates) will arrange for a specialist surveyor to identify and record location, type and condition of ACMs in its properties in an Asbestos Register and complete an asbestos risk assessment.
8. The Assistant Bursar (Compliance & Estates) will appoint an HSE licensed contractor to undertake any work which is likely to involve contact with ACMs, especially any removal of these materials. She/he will ensure that prior to any major refurbishment or demolition work an ACM survey is undertaken in the affected areas.
9. The Assistant Bursar (Compliance & Estates) will ensure that the Estate Manager is aware of the risks associated with ACMs and is trained in the management of ACMs in the

School.

10. The Bursar & COO will ensure that the Management of Asbestos Policy is reviewed regularly and that it is implemented effectively.
11. The Estate Manager will ensure that she/he undertakes relevant CPD in relation to ACMs as necessary.
12. The Estate Manager will ensure that all locations where ACMs have been identified are clearly marked with an asbestos sticker. Where any school employee, visitor, pupil or contractor, may undertake activities where ACMs could be disturbed, the Estate Manager will ensure that they are made aware of the presence of ACMs, understand the dangers of ACM and the steps to take if they are accidentally exposed.
13. The Estate Manager will provide details of the asbestos register to all contractors working in an area where ACMs are present.
14. The Estate Manager will maintain the asbestos register showing the location, type and condition of the asbestos. She/he will review and record the condition of ACMs annually.
15. All staff, contractors and pupils are required to inform the Estate Manager and/or Bursar & COO and/or Assistant Bursar (Compliance & Estates) immediately if they identify any damage to ACMs so that appropriate action can be taken.

Unplanned disturbance of asbestos or asbestos containing materials (ACMs)

16. Unplanned disturbance of asbestos, or ACMs, can occur for a variety of reasons. Such situations are likely to arise when work is carried out without suitable controls, where those controls fail or the damage is accidental. They often involve:
 - Use of power tools (to drill, cut etc.) on most ACMs
 - Work that leads to physical disturbance (knocking, breaking, smashing)
 - Vandalism or boisterous behaviour
17. In the event of an unplanned disturbance of asbestos or ACMs, the School will:
 - Stop any activity in the affected area immediately
 - Remove everyone from the affected area
 - Ensure that staff, pupils and visitors are not able to access the area and do not remove any items including equipment, books or personal possessions from the area
 - Get advice from an asbestos expert regarding any necessary remedial action
 - Prevent access to the area until any necessary remedial action has been taken
18. **Unless the event is very minor, exposure to asbestos is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) whenever**

there is an accidental release or escape of asbestos fibres into the air. This is known as a Dangerous Occurrence. The Bursar & COO or the Assistant Bursar (Compliance & Estates) will make any report necessary. In their absence, any other member of LT must make this report within 5 working days of the incident.

<http://www.hse.gov.uk/riddor/report.htm>