



ASBESTOS POLICY

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Created	H&S Officer
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General Statement of Policy



The information in this policy has been written to ensure that all staff members involved with working on building maintenance and project work are aware of the requirements to be observed to prevent uncontrolled release of asbestos fibres.

By following the guidance detailed in this Policy, the risk of serious incident occurring will be low. Also, where asbestos is inadvertently disturbed or discovered, the risks will be minimized if the Policy procedures are followed.

This policy is based upon the Health and Safety at Work etc Act 1974 and the Control of Asbestos at Work Regulations 2002 which requires building owners to complete and agree:

- Risk Assessments
- A survey of the buildings identifying asbestos, its type and condition
- Policy on removal or containment
- Maintenance Procedures
- Appointed Accredited Analysts
- Compile an Asbestos Register

The Asbestos Register contents are:

1. Statement of Policy and School Procedures
2. School staff responsible for asbestos and appointed Analysts
3. Schedule and age of portfolio properties
4. Site Plan indicating location and type of asbestos
5. Details of all areas of asbestos
6. Bulk Sample Certificates
7. Record of removals

Responsible Staff

The School staff that have responsibilities for the management of asbestos are:

- Facilities Manager
- Facilities Assistant

In addition, the Caretaking staff employed by the School know the procedures to follow when asbestos or asbestos looking material is located.

Training

Staff that have asbestos management responsibilities will receive asbestos awareness training and a copy of this Policy. Training records are held in the Asbestos Register.

Contractors

All external contractors who work on site are required to check the Asbestos Register and sign to acknowledge the fact, prior to commencing their work. This is to ensure their planned work does not disturb asbestos. Furthermore, they are instructed to stop work and report to the Facilities Office if they discover any “asbestos-type” material.



Identifying Asbestos

It is the responsibility of the person in charge of the work being undertaken to ensure that a risk assessment has been carried out **prior to work commencing**. This includes arranging an examination of each area for possible sources of asbestos.

If a member of staff inadvertently discovers asbestos or a substance that could be asbestos, work should be stopped immediately and the Facilities Office informed. The following action must be followed if asbestos is suspected.

- Vacate the area
- Close and lock doors or barrier off access
- Display appropriate “Closure” notices
- Prevent further damage or disturbance
- Arrange sampling and air tests
- Obtain a report for the Register.

At weekends or out of hours, the Commercial Director, Facilities Manager or FM Assistant must be contacted.

Working with Asbestos

Only Asbestos Removal Contractors licensed by the Health and Safety Executive will be permitted to operate on any of the School’s premises. Before any work is undertaken, a full set of RAMS should be obtained from the Asbestos Removal Contractor and passed to the Facilities Office for approval. The Asbestos Removal Contractor must notify all planned work to the Enforcing Authority in accordance with the terms of their licence and in accordance with current legislation. The Asbestos Removal Contractor will be expected to provide all plant and equipment to current standards including PPE for use on site.

Review Process

This Policy and the associated Asbestos Register will be reviewed regularly by the School’s H&S Committee, taking into account legislative or School procedure changes.

Records

The required records to be retained will be incorporated into the Asbestos Register.

Audits

The Health and Safety Committee will arrange random School Audits on the various aspects of this Policy to ensure the Policy is being implemented across the School. Any breaches in the Policy implementation will be addressed immediately.



Distribution

This Policy will be issued to all staff and contractors who have asbestos management responsibilities, as well as members of the Health & Safety Committee. A copy will also be held on the School's staff website.