


ASBESTOS MANAGEMENT POLICY	
DATE OF REVIEW: June 2024	
DATE OF NEXT REVIEW: Summer 2026	
TO BE REVIEWED BY: Resources Committee	

The school also refers to the guidance laid down in Devon County Council's Health Safety and Wellbeing Guidance Note on Asbestos Management

This policy sets out the management of asbestos in the school, including responsibilities, training and records.

1. POLICY STATEMENT

The school will undertake to ensure compliance with the relevant legislation to ensure that adequate precautions are being taken against the potentially damaging effects to the health of pupils and staff from exposure to asbestos and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

2. THE LAW

- a. As legislation is often amended and Regulations introduced, the references made in this Policy may be to legislation that has been superseded. For an up to date list of legislation applying to schools, please refer to the Department for Education website at www.education.gov.uk/schools and the Health and Safety Executive website www.hse.gov.uk.
 - i. Health and Safety at Work Act 1974
 - ii. Management of Health and Safety at Work Regulations 1999
 - iii. Control of Asbestos Regulations 2012
 - iv. Management of Asbestos in Non-Domestic Premises (ACoP L127)

3. DEFINITIONS

- a. Asbestos is a generic term for a range of minerals used in construction for their insulation and fire resisting properties. These minerals include crocidolite, crysotile and amosite sometimes which are also known as blue, white and brown asbestos respectively.

4. MANAGEMENT

- a. Asbestos fibres are dangerous to human health if they become airborne in small particles and are inhaled into the lungs. However, when asbestos is undamaged, remains undisturbed or is correctly encapsulated (sealed), it presents practically no risk. Therefore it is the policy of the school that whenever possible, asbestos is to be left undisturbed when it is safely encapsulated or sealed and it will not be removed where it is considered to be of negligible risk.
- b. Responsibility for asbestos management rests with the Headteacher (see Appendix 1 "Key Actions Required" (Devon HS&W Service September 2013) who will ensure that:
 - i. The asbestos register (see below) is properly maintained and up to date.

- ii. The asbestos register is read and signed by all staff (in order that they are aware of the location of materials likely to contain asbestos in their workplace).
 - iii. The asbestos register is read, signed and dated by all contractors prior to starting any work.
 - iv. Asbestos Risk Assessments are carried out and maintained up to date.
 - v. Known sites of asbestos are left undisturbed.
 - vi. Any building work is approved by NPS and a check is made with them as to whether any special precautions are necessary.
 - vii. Any concerns are referred to NPS.
- b. It is understood that NPS will:
- i. Provide an Asbestos Register for the school buildings
 - ii. Organise building/maintenance works with due regard for known location of asbestos
 - iii. Organise asbestos surveys and inspections
 - iv. Arrange any work by specialist contractors.

5. ASBESTOS REGISTER

- a. The school will maintain an Asbestos Register, which is the record book of known and suspected locations of asbestos in the building. It will be kept in the office and be made available for inspection and reference when required. This is required even if no asbestos has been identified on the premises.
- b. All contractors are to be directed to read and sign the Asbestos Register before starting any work in the school. The contractor is to sign and date the Asbestos Register as proof of reading prior to proceeding.
- c. It is the duty of the Headteacher to ensure that relevant school staff read and understand the Asbestos Register.
- d. An update of the Asbestos Register's contents and drawings may be required if:
 - i. Asbestos is removed or subsequently found to be present (following testing of unknown areas)
 - ii. Alterations to the premises structure are made
 - iii. The building is extended or refurbished.

6. RISK ASSESSMENT

- a. Risk assessment will form part of the Asbestos Register preparation
- b. If asbestos is present, or suspected as being present in the school, the Headteacher is to ensure that a risk assessment has been carried out.
- c. Determine day-to-day precautions that must be followed
- d. Determine immediate precautions if a new discovery/suspicion has arisen

7. IN CASES OF EMERGENCY

Following an accidental disturbance of asbestos, the following procedure must be followed:

- i. Cease work immediately
- ii. Evacuate and seal off the immediate area – prevent access to the area
- iii. No attempt should be made to clean up
- iv. The Headteacher and Devon Health & Safety Service must be notified immediately
- v. Form ASB4 (Appendix 2) provides contact details and actions required
- vi. The Headteacher will assess, from the discussion, if the damage meets relevant criteria for the events to be considered “minor” or “major”. It is essential that advice is sought immediately if it is suspected that there has been a release of asbestos fibres to ensure that effective remedial action is taken without delay.
- vii. All work to asbestos material must be carried out only by an HSE licenced contractor or by methods laid down and approved by the HSE by a competent contractor.

viii. In the case of a fire, the fire brigade may need to disturb ACMs (Asbestos Containing Materials) in order to fight a fire or to prevent it spreading. It is essential in such circumstances that where a suspected asbestos material has been disturbed or there has been a suspected release of asbestos fibres, the Headteacher should immediately notify NPS.

ix. It may be necessary to employ the services of a contractor licensed by the HSE to thoroughly clean the affected area and for air monitoring to be carried out before it is reoccupied.

x. If it is suspected that any person may have been exposed to airborne asbestos fibres, form PD79 "Report of Suspected Asbestos Exposure" should be completed and sent electronically to the Devon Health Safety and Well Being Service. (Appendix 3)

8. INFORMATION & TRAINING

a. All staff are to be made aware of this policy as part of their induction training.

c. Further training of relevant staff will be provided based on control measures identified in risk assessments.

d. A record of all training is to be maintained in the Asbestos Register by the Headteacher/School Business Manager.

APPENDIX 1

Key Action Note Asbestos

Devon Health, Safety and Wellbeing Service

Title of Main Guidance Note: Asbestos

Reference Number: HS0004

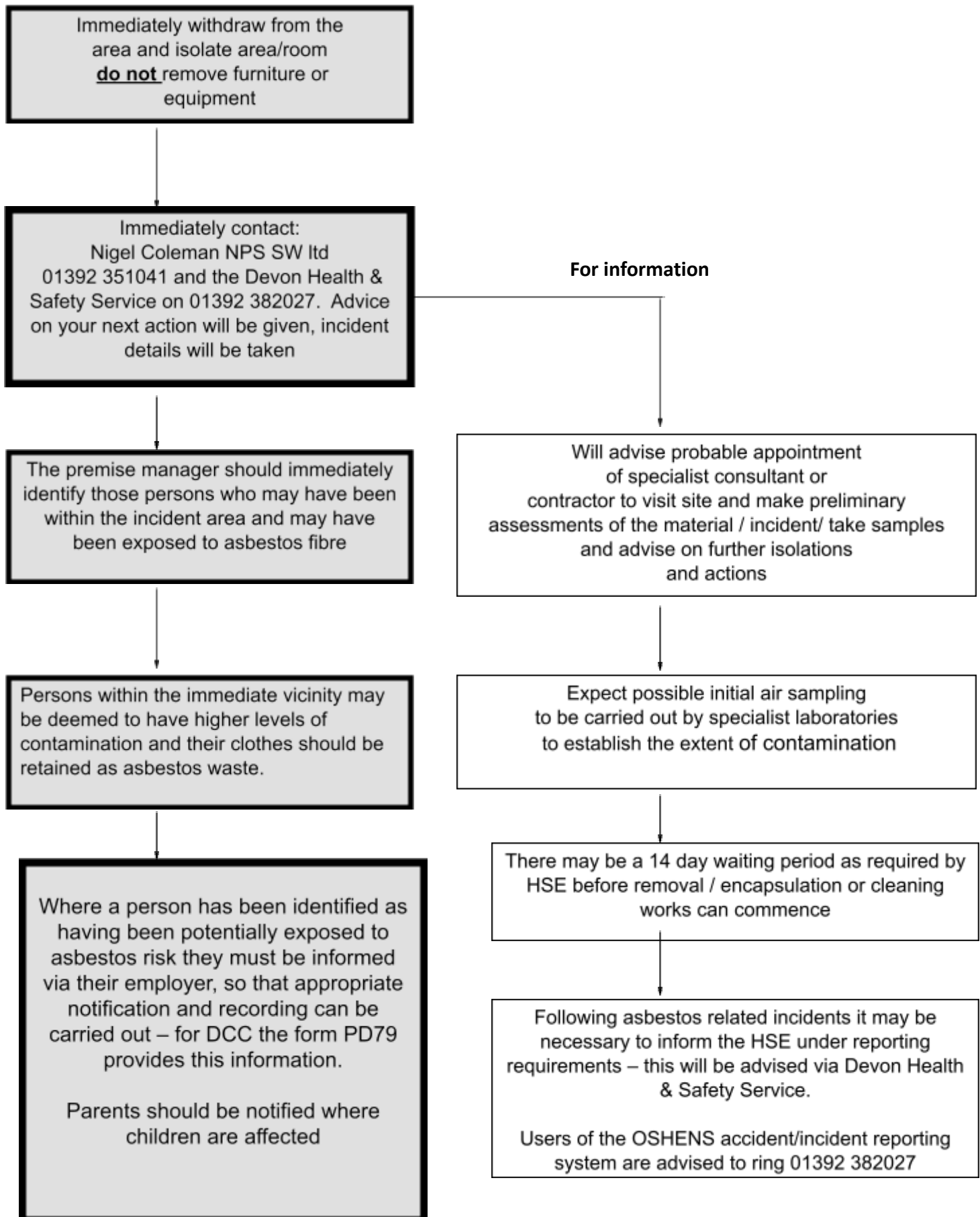
Issued by: Devon HS&W Service

Key Actions Required:

- Ensure that the person responsible for buildings, buildings maintenance and/or building contractors has a copy of the full guidance document
- Check the buildings under your remit have an asbestos register and that it is available for review
- Check that you and your staff know where asbestos is within the building
- Ensure that there is an asbestos management plan in place
- Ensure before any building work is undertaken, irrespective how small, that the asbestos register has been checked. **Remember:** The asbestos register highlights visually inspected asbestos only therefore there can be asbestos present that is hidden from view
- Check that all parties (managers, staff, contractors etc) know of ALL asbestos hazards before any work commences and that the correct controls can be established
- Check that the correct asbestos surveys are undertaken during any building work planned
- Check that form ASB1 is completed before any work is conducted
- Check that the people responsible for buildings, buildings maintenance etc has attended the DCC asbestos training session
- Check that where disturbance of asbestos forms any part of building maintenance that ONLY approved HSE licensed contractors are used
- Check that a safe system of work is established before any work involving asbestos is undertaken and a record of this is kept
- Check that where asbestos has to be removed from site that the correct procedures are in place (licensed waste disposal records)
- Check that adequate security is established so asbestos cannot be disturbed unintentionally
- Check that visitors (contractors etc) to buildings sign to accept that they have been made aware of the contents of the asbestos register
- Check that there is a process established to periodically check the condition of asbestos and that form ASB2 is completed
- Check that where known asbestos is removed or encapsulated, that form ASB3 is completed and returned to NPS (South West) Ltd
- Check that where asbestos has been found to be disturbed that the DCC competent person (Nigel Coleman) has been contacted and form ASB4 followed
- Check that if asbestos disturbance has been found that controls to isolate the area have been undertaken immediately
- Check that people cannot at anytime gain access to a disturbed area unless they are authorised
- **Remember:** As duty holder you have a responsibility for controlling asbestos - in situ, its removal and final disposal (Cradle to Grave Regime)

APPENDIX 2

ASB4: ACTIONS IN THE EVENT OF AN UNPLANNED RELEASE OF ASBESTOS FIBRES



APPENDIX 3

**DEVON COUNTY COUNCIL
REPORT OF SUSPECTED ASBESTOS EXPOSURE - FORM PD79**



Employee obtain PD79 from Manager: Complete section A & B and return to your Manager
 Line Manager: Complete section C and forward to Devon Health & Safety Service
 Competent person: Complete section D and forward to County Personnel.
 County Personnel dept: Complete section E and record/action as appropriate

SECTION A	Surname Forename(S) Date Of Birth Job Title Employee Number Directorate Work Location Contact telephone Premises where you were exposed to asbestos Completed by Employee
SECTION B	I believe I have been exposed to airborne asbestos fibre in the course of my employment with this Authority Date exposure occurred From (date/time) To (date/time) Activity at time of exposure Building and exact location where exposure occurred Source of asbestos To whom was incident reported Other Information Signed Date Completed by Employee

SECTION C	Name of Building Officer dealing with Incident Name of independent Specialist dealing with incident (where applicable) Contact Telephone no Please attach details of specialist reports / laboratory analysis where possible Signed (Manager) Date Print Name Dept
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SECTION D	BIS reference number Item number Description of material Following analysis does the material contain asbestos Was the material painted/sealed and/or protected in any other way? Asbestos type and % content Result of air sample taken Date (i) Action taken by Property Dept: NONE/REPAIRED/RESEALED/REMOVED Signed Date
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SECTION E	Date received from Competent Person Action taken by DCC HR Department Signed Date Job title To be completed by the Hr Department and the final document held on the employee's personnel record
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THIS RECORD TO BE RETAINED BY THE EMPLOYER FOR FORTY (40) YEARS FROM DATE EMPLOYEE CEASED EMPLOYMENT WITH THE AUTHORITY IF CASE IS PROVEN.