



Walter Infant School and Nursery

"To be the best I can be"

ASBESTOS MANAGEMENT POLICY

DOCUMENT HISTORY

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Next review date:

Autumn 2023

ASBESTOS MANAGEMENT POLICY

I CONTEXT OF THE POLICY

This policy defines the School's policy regarding the management of asbestos, together with those roles and responsibilities that ensure that this is effectively carried out.

II RELATED DOCUMENTS AND ABBREVIATIONS

Health & Safety at Work Act 1974
The Control of Asbestos Regulations 2012
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
Wokingham Borough Council's Health & Safety Manual for Schools (Asbestos management)
School Rainbow Plan.
Managing Contractors Policy.
School Lockdown Procedure
Asbestos Management Plan 2019 from WBC

WBC – Wokingham Borough Council
PSD – Property Services Department of Wokingham Borough Council.
HSE – Health & Safety Executive
ACM – Asbestos Containing Material

1 THE LAW ON ASBESTOS

- 1.1 The Control of Asbestos Regulations 2012 introduce a duty to manage the risk from asbestos and that duty applies to people in control of non-domestic premises and those who have maintenance and repair responsibilities for premises.
- 1.2 The duty to manage the risk from asbestos requires that persons in control of non-domestic premises must:
- take reasonable steps to find asbestos on their premises and assess the condition of any ACMs they find;
 - presume that materials do contain asbestos unless there is strong evidence that they do not;
 - prepare and keep up to date records of the location and condition of ACMs or presumed ACMs;
 - assess the risks of anybody being exposed to fibres from those materials;
 - develop and implement a plan for managing the risk from this material;
 - periodically review and monitor the plan; and
 - provide information on the location and condition of the material to anyone who is liable to work on it or disturb it.

2 BACKGROUND

- 2.1 Although its use is now illegal, asbestos was widely used in buildings in the past and much of it is still in place.
- 2.2 ACMs cannot be recognised by the naked eye. Only microscopic examination can give a definitive opinion on whether asbestos is present, therefore, to be certain, suspect materials must be sampled and sent for analysis. A building may contain asbestos in the form of wall boarding or partitioning, particularly when used for fire compartmentation. Lifts and electrical installations are often surrounded by asbestos boarding, pipework and boilers may be coated in asbestos and structural steelwork may be sprayed with it. Ceiling tiles and artex type finishes on both walls and ceilings may contain asbestos and asbestos cement was widely used in the past for roofing sheets and rainwater goods.
- 2.3 There are three main types of asbestos still found in premises, these are:
- Crocidolite (blue asbestos)

- Amosite (brown asbestos)
 - Chrysotile (white asbestos).
- 2.4 All three types are dangerous, however, the blue and brown are the more hazardous. The surface colour of the ACM is not a guide to the type of fibre present.

3 HEALTH RISKS

- 3.1 Damage to health occurs when asbestos fibres present in the air are inhaled.
- 3.2 Asbestos material which is not releasing fibres presents no risk, therefore intact and undamaged bulk asbestos, particularly if painted or sealed, does no harm. Skin contact with asbestos is not harmful and it is believed that asbestos material can be ingested without risk. Only the inhalation of fibres is dangerous. For this reason, control of the risk from asbestos focuses on preventing asbestos fibres being released to air.

4 ROLES AND RESPONSIBILITIES

4.1 WBC

- 4.1.1 It is the policy of WBC that no person to whom they owe a duty of care should be avoidably exposed to asbestos.
- 4.1.2 In the context of a WBC school, the main asbestos duty holder is the Council.
- 4.1.3 Where asbestos is known to be in any of their buildings then WBC will maintain it in a safe state, if this cannot be achieved, have it removed so that there is no risk to users of the buildings.
- 4.1.4 Staff and contractors carrying out work in and on buildings owned or managed by WBC must be informed of the presence of asbestos and required to work in such a way as not to disturb it. This requirement overrides all other instructions that may be given and staff and contractors must not take any action which could result in a release of asbestos fibres to air.
- 4.1.5 The PSD is responsible for ensuring that asbestos surveys are undertaken in WBC buildings, with samples taken for analysis where required, together with an assessment of the risks to anybody being exposed to those materials.
- 4.1.6 Where an ACM is found then either PSD will arrange for its safe removal, or will clearly identify with the appropriate 'sticker'.
- 4.1.7 PSD will establish an Asbestos Register for all WBC properties stating where any asbestos is located. A copy shall be held by the School.
- 4.1.8 PSD will work closely with Head Teacher of the School/s and School Governors to ensure that compliance with the overall duty to manage asbestos is fully secured within WBC schools.

4.2 HEAD TEACHER

- 4.2.1 The day to day responsibility for the management of the school and its buildings is delegated to the Headteacher, hence the Headteacher is responsible for ensuring that this policy is strictly adhered to.
- 4.2.2 The Headteacher must work closely with PSD to ensure that compliance with the overall duty to manage asbestos is fully secured within the School.
- 4.2.3 The Headteacher must inform all staff where asbestos is located.
- 4.2.4 The Headteacher must ensure that all staff, visitors and contractors are aware of this policy and in particular the contents and location of the Asbestos Register.
- 4.2.5 The Headteacher must ensure a full asbestos survey is completed by WBC prior to beginning any work that involves drilling, sawing or hammering in school.

4.3 SCHOOL GOVERNORS

- 4.3.1 It is the duty of the school governors to support the Head Teacher and PSD to ensure that this policy is strictly adhered to.

4.4 STAFF

- 4.4.1 School staff must be familiar with this policy, together with the contents and location of the asbestos file.
- 4.4.2 If any member of staff suspects that any material might contain ACM, or they observe any deterioration in the condition of any of the clearly marked ASM's they shall immediately inform the School's management and the School Office.

4.5 PSD

- 4.5.1 PSD is responsible for ensuring that asbestos surveys are undertaken in the School, with samples taken for analysis where required, together with an assessment of the risks to anybody being exposed to those materials.
- 4.5.2 When asbestos is identified, the decision on what to do about it will be based upon the risk in terms of its type, condition, amount and location. Following the risk assessment, the action taken by Property Services could involve:
- Leaving it undisturbed and labelled with a warning sign.
 - Repairing it and either sealing or encapsulating the ACM to prevent further damage.
 - Arranging for a contractor licensed by the HSE to remove it.
- 4.5.3 The surveys form part of the asbestos file that Property Services issue to the School, which includes drawings of the premises with ACMs / potential ACMs clearly marked and an asbestos risk assessment.
- 4.5.4 Where it was not possible for the PSD surveyor to access an area where asbestos could be present, this will be shown on the drawings and the area should be treated as if asbestos was present for the purposes of planning any work for the future.
- 4.5.5 Where asbestos is retained, Property Services will visually inspect the ACM during the School's annual building condition survey to ensure that its condition has not deteriorated and to check that it hasn't been damaged.

5 ASBESTOS FILE AND INSPECTIONS

- 5.1 The School's asbestos file shall be kept in the office place and be accessible at all times. All staff shall be made aware of the file and its location.
- 5.2 The School shall carry out regular visual inspections of main areas with the aim of identifying any obvious deterioration or damage to ACMs and reporting them to PSD.

6 CONTRACTORS

- 6.1 Before beginning any work on the School premises all Contractors/persons shall sign in the appropriate file that they have seen and are fully aware of contents of the asbestos register. They are required to examine the Register in order to ensure that they or any persons within the vicinity of the work to be carried out are not exposed to any ACMs.
- 6.2 Contractors shall be instructed to stop work immediately and report to the school's nominated contact and the supervisor/manager of their own company if they suspect unidentified asbestos or have inadvertently disturbed asbestos and not to resume work until they are clearly told that it is safe to do so.
- 6.3 Where there are plans to undertake extensive work on the School premises and there is a possibility that the contractors carrying out the work could come in contact with asbestos, PSD shall be requested to carry out a full asbestos survey with sampling by verified, qualified persons must always be carried out before the work commences.
- 6.4 Only contractors licensed by the HSE are legally permitted to remove asbestos.

7 EMERGENCY PROCEDURES

- 7.1 When a disturbance of asbestos is discovered the School shall:
- evacuate the immediate area and barrier area off;
 - seal the area if possible; and
 - immediately contact PSD.
- 7.2 PSD will take control of the situation and only release the area back to the School only after the appropriate checks and the de-contamination processes have been completed.

8 CONTAMINATION

- 8.1 If people have asbestos material and fibres on their clothes, skin and/or hair, the safest course of action is to wet them immediately and thoroughly to stop the fibres becoming airborne and being inhaled, therefore:
- Usher all people involved into showers, fully clothed.
 - If contaminated people have to wait for shower facilities, get them to wait outside in the fresh air where fibre levels will be diluted as far as possible.

9 REPORTING

- 9.1 Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), any unplanned release of asbestos fibres to air such as might seriously damage the health of any individual must be reported to the HSE as a dangerous occurrence.
- 9.2 Once PSD has been notified of an incident they will then notify the Corporate Health and Safety Advice Service. A corporate investigation will be initiated; the Corporate Health and Safety Advice Service will take the lead with participation from Property Services and the Headteacher, or their management representative.
- 9.3 Once the key facts have been established and the significance of the incident determined, where appropriate, the Corporate Health and Safety Advice Service will notify the HSE on behalf of the school.

10 FURTHER INFORMATION

- 10.1 For asbestos issues contact the Property Services Buildings Unit Help Desk on telephone (0118) 974 6789 or email: [buildingsunit @wokingham.gov.uk](mailto:buildingsunit@wokingham.gov.uk).
- 10.2 For risk management issues, email: HREnquiries@wokingham.gov.uk or telephone HR Enquiries on (0118) 974 6116