



The
COUNTY
HIGH SCHOOL
Leftwich

Achieving Excellence

Document Control Sheet

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POLICY NAME Asbestos at Work
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1. Introduction

- 1.1 The law requires duty holders to identify and eliminate, or otherwise minimise and control, the risks created by hazards in the workplace. Asbestos containing material (ACM) is one such hazard.
- 1.2 Asbestos fibres, if breathed in, can cause asbestosis, lung cancer or mesothelioma, all of which are potentially fatal diseases and none of which are curable. The diseases can take from 15 to 60 years to develop and many of those suffering today were building maintenance workers such as carpenters, fitters, plumbers and installation engineers.
- 1.3 Asbestos is not a hazard if it cannot be breathed in, but if people do not know what or where the hazards are, and the precautions necessary to avoid exposure, they may be at risk. That risk must now be managed.

2. Legal Requirements and Guidance.

- 2.1 The Health and Safety at Work etc. Act requires employers to conduct their undertakings in such a way that their employees are not exposed to health and safety risks, and to provide information to other people about their workplace which might affect their health and safety. Section 3 of the Act imposes general duties on employers (and the self-employed) in respect of people other than their own employees. Section 4 contains general duties for anyone who has control, to any extent, over a workplace.
- 2.2 The Management of Health and Safety at Work Regulations require employers and self-employed people to make an assessment of the risks to the health and safety of themselves, employees and people not in their employment arising out of or in connection with the conduct of their business and to make appropriate arrangements for protecting their health and safety.
- 2.3 The Workplace (Health, Safety and Welfare) Regulations contain duties to maintain workplace premises and buildings to protect occupants and workers.
- 2.4 The Control of Asbestos at Work Regulations (CAW) require employers to prevent the exposure of their employees to asbestos or, where this is not practicable, to reduce the exposure to the lowest possible level. CAW includes a duty on those who have repair and maintenance responsibilities for premises, because of a contract or tenancy, to manage the risks from asbestos in those premises. Where there is no contract or tenancy the person in control of the premises will be the duty holder. There is also a duty of cooperation on other parties. Three Approved Codes of Practice (ACOPs) support CAW:
 - 2.4.1 The Management of Asbestos in non-domestic premises. (Regulation 4 of CAW) ACOP L127 HSE Books 2002 ISBN 0 7176 2382 3

- 2.4.2 Work with asbestos which does not normally require a licence. ACOP L27 (4th Edition) HSE Books 2002 ISBN 0 7176 2562 1
- 2.4.3 Work with asbestos insulation, asbestos coating and asbestos insulating board. ACOP L28 ISBN 0 7176 2563
- 2.5 The Asbestos (Licensing) Regulations require that a contractor, under certain circumstances, and working with asbestos containing materials (ACMs) must hold a valid licence issued by the HSE. The Asbestos (Prohibition) Regulations ban the importation, supply and use of ACMs in the United Kingdom.
- 2.6 The Construction (Design and Management) Regulations require the client (the School in our case) to pass on information about the state or condition of any premises (including the presence of hazards such as asbestos) to the planning supervisor before any work begins and to ensure that the health and safety file is available for inspection by any person who needs the information.

3. Regulation 4 CAW - the duty to manage

- 3.1 The broad requirements on employers and those in control of premises are to:
 - 3.1.1 take reasonable steps to find materials likely to contain asbestos and identify the type, amount and its condition;
 - 3.1.2 presume materials contain asbestos unless there is strong evidence to suppose they do not;
 - 3.1.3 assess the risk of the likelihood of anyone being exposed to asbestos from these materials;
 - 3.1.4 make a written record of the location and condition of the ACMs and keep it up to date;
 - 3.1.5 if necessary, repair or remove any material that contains, or is presumed to contain, asbestos because of the likelihood of disturbance and its location or condition;
 - 3.1.6 prepare a plan to manage that risk and put it into effect to ensure that:
 - 3.1.6.1 information on the location and condition of ACMs is given to those who may disturb them during work etc., activities;
 - 3.1.6.2 material known or presumed to contain asbestos is kept in a good state of repair.
 - 3.1.7 monitor the condition of ACMs and presumed ACMs; and
 - 3.1.8 review and monitor the action plan and the arrangements made to put (and keep) it in place.

4. Management Strategy

4.1 HSG 227, A comprehensive guide to managing asbestos in premises, suggests the following seven steps to managing ACMs:

Step 1: Confirm what you already know about the ACMs on your premises and review how you are currently managing them.

Step 2: Prevent work on premises that may disturb the fabric of the building until measures to control the risk have been implemented.

Step 3: Carry out an initial inspection for damage and disturbance of materials and take immediate action to control these.

Step 4: Develop a strategy for compliance.

Step 5: Carry out a risk assessment of ACMs to set priorities for management.

Step 6: Develop a long-term management plan.

Step 7: Monitor and review the management plan.

4.2 Steps 1 to 4 were put in place several years previously in anticipation of CAW. An asbestos register was created which also proposed the actions to be taken.

4.3 It is important to remember that a Type 2 survey does not necessarily identify all ACMs on site and there may be many more sources in addition to those now listed in the asbestos register. Such sources may be within the fabric of a building or inside an item of plant etc. Management of the risks posed by undetected ACMs includes awareness of this position and arrangements to prevent exposure as a consequence of demolitions or other disruptive works i.e. drilling into walls, floors and ceilings or dismantling structures or boiler plant etc.

4.4 The following pages are devoted to Steps 6 and 7 and the arrangements necessary to control known and presumed sources of asbestos at The County High School, Leftwich.

5. THE MANAGEMENT PLAN

5.1 Rationale

5.1.1 The School, Governors and Senior staff recognise their duties and responsibilities to provide a safe working environment and to protect employees, and others who may be affected, from exposure to hazards to health and safety, including those created by asbestos and asbestos containing materials (ACMs).

5.1.2 This plan follows HSE guidance and best practice and its primary aim is to protect people from exposure to asbestos whilst on School premises.

5.1.3 A Type 2 asbestos survey has been conducted in accordance with current guidelines. The surveyor's report, register, location plans and photographs now form the basis for future actions, notwithstanding the fact that there may be other sources of asbestos, as yet unidentified, on site.

5.1.4 The Senior Leadership Team will review this plan annually. The plan, and any amendments to it, will be communicated to School Governors and all employees by appropriate means.

5.2 Position statement

5.2.1 There are known ACMs on the School premises. Unless, for reasons of health and safety, there are well-founded grounds to remove these materials, they will be left undisturbed and managed in accordance with current guidance and this plan. Many of the buildings, including plant and services, were constructed/ installed before 1999. Unless there is strong evidence to suppose otherwise, materials are to be presumed to contain asbestos.

5.2.2 No person shall be permitted to work with ACMs on site unless competent and, where required, licensed to do so in accordance with reference 2.5 above.

5.2.3 No work shall be permitted where the risk of disturbing ACMs is unacceptable, for reasons of health and safety, for those undertaking the work or for others who may be affected.

5.2.4 All work with ACMs will be controlled in accordance with current legislation, best practice and a permit to work.

5.3 Responsibilities

5.3.1 **Senior Leadership Team.** The SLT is responsible to the Board of Governors for the development, implementation, communication, review and associated training requirements of this asbestos management plan and the arrangements necessary to prevent and control the risks associated with exposure to ACMs.

5.3.2 **Head of Finance.** The Head of Finance is responsible for ensuring that appropriate follow up action is taken, when necessary, and that information regarding ACMs and presumed ACMs on site is communicated to all staff and, where necessary, others, e.g. catering contractor, who share the site and the emergency services i.e. fire brigade.

5.3.3 **Site Manager.** The Site Manager supports the Head of Finance in fulfilling their duties and is to:

5.3.3.1 advise/appraise the Head of Finance of any significant factors that may affect the management of ACMs, including known changes to legislation etc;

- 5.3.3.2 hold and maintain the master asbestos file;
 - 5.3.3.3 hold and maintain the master asbestos register;
 - 5.3.3.4 provide caretaking staff (and others where appropriate) with an up-to-date working copy of the asbestos register, adequate information and a safe system of work;
 - 5.3.3.5 undertake and record annually condition inspection surveys of all known and accessible ACMs;
 - 5.3.3.6 where practicable, limit the number of contractors regularly used on site to those who are familiar with school buildings/plant and the procedures necessary to prevent unauthorised disturbance of ACMs;
 - 5.3.3.7 ensure that contractors, and others when appropriate, who may disturb ACMs, are adequately informed as to the presence of ACMs, or presumed ACMs, before work commences;
 - 5.3.3.8 ensure that, as appropriate, only competent or HSE licensed contractors work on ACMs, subject to a written permit to work. Such contractors must satisfactorily show in writing, before work commences, that appropriate precautions and safe working methods will be used which meet or exceed current HSE guidelines;
 - 5.3.3.9 ensure that all appropriate client documentation is completed and retained on file in all cases of ACM removal;
 - 5.3.3.10 investigate incidents and accidents involving ACMs and submit a report to the Head of Finance in timely fashion.
- 5.3.4 **Others.** Staff who engage contractors directly, must notify the Site Manager, in advance, if the work to be undertaken could disturb known or presumed ACMs. Examples of such work are cable laying, intrusive work on plant, drilling or cutting into the fabric of a building or demolitions to any extent. No work is to proceed without the Site Manager or in their Head of Finance, authority.
- 5.3.5 Staff who access plant areas or fix equipment etc. to the fabric of a building must know the location of relevant ACMs and presume, unless there is strong evidence to support otherwise, that all other materials contain asbestos. When undertaking their duties they must comply with a safe system of work, issued by the Site Manager, where appropriate. ***School staff are not authorised to work on ACM or presumed ACM of any description.***
- 5.3.6 Non-employees e.g. the staff of other site users, volunteers and students etc. are not to undertake any work that is likely to disturb ACMs or presumed ACMs.

5.4 Building stock

5.4.1 The following buildings, together with any extensions to them, contain known ACMs:

5.4.1.1 The Main School Buildings

5.5 Location, condition, risk and management intentions

5.5.1 The location, condition, risk levels and management intentions for all known ACMs are contained within the asbestos register.

5.5.2 All other known ACMs on site are low risk and have been left in place. It is important that readers understand that low risk, in this context, does not refer to the asbestos material itself, but to a combination of factors (e.g. location, condition, friability, likelihood of disturbance, number of people potentially exposed etc.) identified in the algorithms. Where appropriate, ACMs have been labelled to ease identification and minimise the risk of disturbance. All of these ACMs, and any new sources found in the future, must now be managed in accordance with Regulation 4 of CAW and this management plan. As previously stated (5.3.4 above), the Site Manager will undertake the day-to-day management functions to meet compliance and eliminate, or otherwise adequately control, the risks associated with known or presumed ACMs on site.

5.6 Work on or near ACMs

5.6.1 Caretaking, technical and contract personnel who risk disturbing ACMs during the course of their routine tasks, must work to a safe system. The flow chart, **Figure 1** below, is to be issued to all such workers together with the Safe System of Work at Annex A. Plan drawings indicating the presence of known ACMs on site are contained in Annex B. In most cases the Site Manager is to ensure this is done, however, it is foreseeable (due to absence etc) that, on occasion, others will have to fulfil this requirement. In these circumstances the school manager engaging the work is to undertake this function or, in his or her absence, the Head of Finance. The duty caretaker, who must know the location of all registered ACMs and have access to a copy of the asbestos register, should be used to point out the location of known ACMs to contractors, when appropriate.

5.6.2 All planned work on known or presumed ACMs is to be undertaken by appropriately competent or licensed persons and in line with current guidance. The level of competence necessary to ensure compliance, safety and health is determined by a number of factors, including the risks posed by the material itself (type), its friability, location and the degree of disturbance anticipated (worst case scenario). Each task needs to be separately assessed, by a competent person, in advance of any work. The flow charts at **Figures 2, 3, 4 and 5** below are designed to assist with this process and point towards the actions to take. The Site Manager, within his level of competence, will

undertake all such assessments. Where expert assistance is required, the services of a competent person, should be used.

5.6.3 The flow charts, pages 12 to 15 of the main file (not duplicated here), provide readily accessible guidance on what to do should ACMs be encountered:

5.6.3.1 Figure 1: Unintentional or accidental exposure to ACMs;

5.6.3.2 Figure 2: Materials suspected of containing asbestos;

5.6.3.3 Figure 3: Sprayed asbestos coatings and pipe and vessel insulation;

5.6.3.4 Figure 4: Asbestos insulating board and insulating blocks;

5.6.3.5 Figure 5: Other asbestos materials.

5.6.4 As previously stated, Figure 1 is to be issued to those undertaking works likely to disturb ACMs. Figures 2 to 5 contain simple guidance for use by management when deciding how best to control the risks posed by ACMs and may be found in the Asbestos File. Given the relatively low to medium risks involved on this site, it is believed the charts, and their notes, are adequate and need no further explanation here.

5.6.5 Further guidance is available from the HSE for those involved in building maintenance, repair or refurbishment work, such as plumbers, carpenters and electricians. The guides will also be useful to other workers, not normally associated with the building trade, such as computer installers, alarm installers and telecommunications engineers who may disturb asbestos during their work. The two publications, which contractors should heed, are:

5.6.5.1 HSG 210 'Asbestos Essentials : Task Manual' and

5.6.5.2 HSG 213 'Comprehensive guidance on working with asbestos in the building maintenance and allied trades.

5.7 Regular inspection

5.7.1 The Site Manager is to undertake annual inspections of all known and accessible ACMs on site. (The Safe System of Work at Annex A is to be followed). Any deterioration or relevant change in circumstance is to be noted and, where appropriate, reassessed using the Table 2 and 3 algorithms available from the HSE guidance. The date of inspection is to be recorded in the asbestos register and, if appropriate, reference made to the relevant algorithms which when completed, are to be kept with the register. If, because of inspection, unacceptable exposure to asbestos occurs, action, in accordance with Figures 1 to 5 above, must be taken and the Head of Finance informed.

5.8 Repair or removal of ACMs

- 5.8.1 Where it is safe and possible to do so, ACMs may be repaired and either sealed or enclosed to prevent further damage. If this is done, a Safe System of Work is to be developed and followed for the specific task. The Head of Estates is to ensure the appropriate controls are in place, that competent persons only undertake the work and the material is labelled after repair has been effected. The asbestos register, together with the relevant plan drawing, is to be updated to reflect changes made.
- 5.8.2 Where removal proves necessary, the Site Manager, or main contractor where appropriate, is to engage the services of a competent, and if required, licensed contractor. An appropriate method statement must be made available, by the contractor, together with evidence of competence and/or licensed status. The pre-task risk assessment and method statement must take into account not only the safety of those undertaking the work but also the safety of others who could be affected. In most cases, work of this nature should be undertaken during periods of minimum occupation i.e. during school holidays or at weekends. All ACMs removed from the premises are to be disposed of appropriately by the contractor.
- 5.8.3 Whether repair or removal works are undertaken, the Head of Finance must ensure that all appropriate staff, students and others who could be affected are informed of the following:
- 5.8.3.1 When and where the work is to take place;
 - 5.8.3.2 Any access or movement restrictions to be observed;
 - 5.8.3.3 How the out of bounds areas are to be signed/fenced/guarded etc; and
 - 5.8.3.4 Reassurance that they will not be placed at risk.

5.9 Monitoring and review

- 5.9.1 In accordance with current guidance, this plan, and the arrangements to control asbestos at work, is to be monitored at least every 6 months by the Head of Finance. Monitoring is to include:
- 5.9.1.1 checking that all remedial work has been carried out;
 - 5.9.1.2 checking the frequency of monitoring of known or presumed ACMs;
 - 5.9.1.3 checking the asbestos register etc. is kept up to date;
 - 5.9.1.4 ensuring that ongoing communication/ training of maintenance staff etc. is effective;
 - 5.9.1.5 ensuring that the plan is referred to in specifications for tender, where appropriate;

- 5.9.1.6 the continued awareness of employees and others as appropriate; monitoring of any implementation timetable; and
 - 5.9.1.7 lessons learned following incidents and accidents involving ACMs.
- 5.9.2 This Management Plan is to be reviewed annually by the SLT which should critically review all management processes, their effectiveness and the overall progress made against any implementation timetable. Review is to include:
- 5.9.2.1 the safe system of work, which must be referred to in the plan;
 - 5.9.2.2 how the plan is communicated to maintenance staff, others working in the vicinity of asbestos and external contractors;
 - 5.9.2.3 that, where appropriate, the plan is referred to in specifications to tender;
 - 5.9.2.4 if emergency plans/contingency procedures refer to the management plan;
 - 5.9.2.5 if local emergency services e.g. Fire Brigade, are aware of the presence of asbestos in school buildings;
 - 5.9.2.6 organisational or personnel changes which may require changes to the plan, other policies or procedures or staff training etc;
 - 5.9.2.7 changes in building use/occupancy/refurbishment etc. plans
 - 5.9.2.8 all significant failures:
 - 5.9.2.8.1 where exposure to airborne asbestos has occurred;
 - 5.9.2.8.2 where procedures have not been adequate and why;
 - 5.9.2.8.3 where procedures have not been followed and why.

APPENDIX:

- Figure 1. Immediate Action Drill in the event of accidental exposure
2. Safe System of Work (internal)
 3. Plan drawings of known ACMs on site (Annex B1 to B4)

Figure 1: One course of action you can take if you realise that you may be working on asbestos materials that you had not been warned about, or they are accidentally damaged during the job



CONTROL OF ASBESTOS AT WORK

1. Safe system of work for school employees and contractors not engaged to undertake work with asbestos containing materials

2. Asbestos and asbestos containing materials (ACMs) are potentially hazardous to health. There is no cure for diseases caused by asbestos which, in the long term, can be fatal. It is vital that you do not disturb ACMs during the course of your work and you must therefore comply with this safe system of work:

3. You must know that:

- 3.1. there is a management plan, available electronically via VLE or from the Head of Estates, which you may access when required;
- 3.2. you are not authorised to work on any ACMs;
- 3.3. there may be, as yet, unidentified sources of ACM hidden within the fabric of school buildings and/or plant;
- 3.4. without laboratory analysis, it is not possible to identify ACMs. You cannot tell what it is simply by appearance i.e. colour and texture;
- 3.5. you must assume the presence of ACM unless there is strong evidence to suggest there is none i.e. the building was built after 1999 or the material is glass, brick, stone or solid wood;
- 3.6. the school site has undergone a limited (Type 2) asbestos survey and ACMs have been found in several locations. The survey report, asbestos register, site plans and photographs of known ACMs are held by the Site Manager and can be made available for inspection.
- 3.7. If your work is near to and could disturb these ACMs, you must know where they are and the precautions to be taken – see below;
- 3.8. if you accidentally disturb ACMs you must STOP WORK, evacuate and secure the immediate area and notify the Site Manager or, in his absence, a Senior Manager immediately.

4. What you must do before and during works:

- 4.1. Check with the Site Manager (caretakers may refer directly to the Asbestos register) if there are known sources of asbestos in the area(s) you intend to work (work being any work likely to disturb ACMs and includes: drilling, sawing, sanding, breaking-out, dismantling etc.).
- 4.2. If there are known sources of ACMs in the area and there is a likelihood that you could disturb them, you must first undertake a visit to the area, with the Site Manager, in order that you are completely sure of the ACMs location and the viability of the work to be done. The work may only proceed if it is safe to do so and appropriate precautions are taken to avoid disturbing ACMs.
- 4.3. Keep in mind throughout the work that unless you know for certain that materials do not contain asbestos, you must treat them as ACMs until proved otherwise.

- 4.4. If you discover new, suspected sources of ACM or damaged ACM - STOP WORK, evacuate and secure the area. Report immediately to the Site Manager or, in his absence, the Head of Finance.
- 4.5. Remember, you must not work on ACMs of any kind. The School will engage the services of trained specialists where such works are necessary.

5. What you must not do:

- 5.1. Do not take risks.
- 5.2. Do not eat, drink or smoke in close proximity to ACMs.
- 5.3. Do not disturb known or suspected ACMs.
- 5.4. Do not assume materials are safe unless it is obvious i.e. wood, brick, stone etc.
- 5.5. Do not attempt to hide accidental damages to ACMs. Accidents happen. It is much more important to report the matter immediately so that appropriate action may be taken to remove the hazard safely.

6. This safe system has been designed to be simple and easy to follow/remember. It does not attempt to cover every eventuality. If, however, it appears inadequate in any way, please report your concerns to the Site Manager or, in his absence, the Head of Finance.

Name	Company	Signature	Date