

Saint John Houghton Catholic Voluntary Academy

Managing Asbestos Policy

Date for Next Review: November 2018

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Statement of intent

Saint John Houghton Catholic Voluntary Academy knows that any asbestos found in our building must be managed properly because our pupils', staff members' and visitors' health and wellbeing is of the utmost importance. The policy abides by the law stated in the Control of Asbestos Regulations 2012.

Saint John Houghton Catholic Voluntary Academy follows the advice/guidance of Derbyshire County Council on the management of asbestos.

If there is an incident of asbestos exposure at our academy, we will take the necessary steps to ensure that everyone is safe, and unless the incident is minor, we will report it to the Health and Safety Executive (HSE).

To ensure the health and safety of those in our academy we take the following steps:

- Have a 'management survey' of asbestos-containing materials (ACMs)
- Assess the risks associated with ACMs
- Devise a plan for managing asbestos
- Make sure staff and visitors know the risks and the precautions they need to take to keep the management of asbestos under review

1. Responsibilities

Duty holder

1.1. It is the employer's duty to consult with employees on matters that affect their health and safety, which includes asbestos management.

1.2. The legal responsibility for the safe management of asbestos is the governors/trustees.

1.3. The budget for building management is shared between the Academy and the Trust. Therefore, the duty to manage asbestos is the joint responsibility of the Academy and the Trust.

Union safety representatives

1.4. While conducting regular health and safety inspections, union safety representatives can raise awareness of asbestos and discuss concerns with their members and management.

Staff of the academy

1.5. All staff have a responsibility to play their part in the safe management of asbestos.

2. Day-to-day management of asbestos

2.1. Step 1: Management survey

We will carry out an asbestos management survey which records the location and condition of the asbestos in our building. It will be conducted in accordance with

HSE guidance, and be undertaken by a UK Accreditation Service accredited surveying organisation.

The survey will cover the following:

- All accessible places
- Above the ceilings
- Floor ducting

2.2. Step 2: Assess the risks

We will assess the risks associated with each occurrence of asbestos in the academy.

The assessment includes these sections:

- **‘Material’ assessment** – an assessment of each item of asbestos material identified based upon the type of material, type of asbestos it contains, its surface treatment and the extent of damage.
- **‘Priority’ assessment** – this equates to the likelihood of the material being disturbed based on factors such as:
 - The number and type of people (e.g. children or adults).
 - The time spent by those people in the room.
 - The location of the room.
 - The accessibility of the room.
 - The extent of asbestos in the room.
 - The frequency and type of activity that could disturb it.
- **‘Total’ assessment** – The ‘material’ and ‘priority’ assessments are combined to give a total risk assessment.

2.3. Step 3: Devise a plan for managing ACMs

In this step, our academy will create an Asbestos Management Plan (AMP). Our AMP will include details of:

- Our plan to manage the risks from ACMs on a day-to-day basis.
- Arrangements to inform all our staff and contractors about the location of ACMs.
- Measures we will put in place to prevent disturbing the ACMs.
- Our plan to check for less easily accessible ACMs where intrusive work has been planned.
- The schedule for monitoring the condition of ACMs.

2.4. Step 4: Ensure staff and visitors know the risks and precautions that need to be taken

We will inform our staff, other workers in the school, visitors and contractors of all locations of ACMs and how they can be damaged and disturbed. We will ensure that all these people will receive the correct information, instructions and training, and will be clear in what precautions to take.

2.5. Step 5: Keep the management of ACMs under review We

will update our plan if:

- We receive new information, e.g. from 'refurbishment and demolition' surveys.
- Work is undertaken on ACMs.
- Damage occurs.
- ACMs are removed.

Any changes will be communicated to all relevant staff.

3. Managing asbestos when building or maintenance work needs to be done

3.1. As our maintenance survey only covered readily accessible areas, it may not have covered all ACMs which are present at our academy. If we are worried that work may disturb hidden ACMs, we will arrange for a 'refurbishment and demolition' survey to be carried out in the area where the work will take place. As this is an intrusive type of survey, it will be carried out under controlled conditions. These surveys will be passed on to those who will eventually take on the work.

3.2. Small, short duration tasks may be carried out by non-licensed workers, provided that they have the appropriate information, instruction and training, and the correct measures are taken. However, higher risk work, such as the removal of asbestos, is done by a contractor licensed by the HSE. Saint John Houghton Catholic Voluntary Academy may need to notify the HSE of some types of non-licensed work.

3.3. Waste materials containing asbestos are considered hazardous waste and must be disposed of as such.

4. What to do if things go wrong

4.1. If we find that there has been or may have been an unplanned disturbance of asbestos, we will:

- Stop all activities and remove everyone from the affected area.
- Ensure that no staff and pupils can re-enter the affected area until any necessary remedial action has been taken.
- Not move any items, including equipment, books, or personal belongings, from the area.
- Seek advice from an asbestos expert regarding remedial action.

- 4.2. Unless the incident is very minor, we will notify the HSE, as this is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- 4.3. Contractors should have procedures in place to deal with the unintended or unexpected release of asbestos.
- 4.4. Anyone who has come into contact with asbestos, and is concerned about their exposure, will be advised to contact their GP.
- 4.5. Our academy's AMP will detail the procedures for our staff to follow in the event of an incident, and we will communicate this to our staff.