



The Blue Coat School

ASBESTOS MANAGEMENT POLICY

Approved by the Governors' Safeguarding, Health and Safety Committee

Signed: _____

(H Andrews – Chair of Safeguarding, Health and Safety Committee)

Date: _____

This Asbestos Management Policy was devised by the Bursar and Estates & Operations Manager in consultation with colleagues in the school.

Date of Next Review: Lent 2027

ASBESTOS MANAGEMENT POLICY

1. INTRODUCTION

1.1

The implementation of the Asbestos Management Policy at The Blue Coat School aims to ensure that all Asbestos Containing Material (ACM) in the School buildings is effectively managed to prevent any risk of harm to health.

1.2

The School recognises, however, that occasional accidental or malicious damage to the building fabric, fixtures or fittings may occur and that this may result in an increased risk of release of asbestos fibres into the air. Damage to ACM may also be caused by fire, flood, vandalism or severe weather. ACM may also, on occasion, be encountered unexpectedly by building contractors or maintenance personnel in areas of the School building that were up until then 'hidden' (e.g. behind sealed ducts or within voids) and some damage or disturbance may occur during that initial discovery.

2. IDENTIFICATION AND LOCATION OF ACMS

2.1

The School buildings will be surveyed periodically to identify, where practical, the presence, extent and condition of asbestos products. The surveys will be undertaken and reported by an approved contractor. Surveys will be prioritised to buildings where it is known that capital or major refurbishment works are to be undertaken.

2.2

Buildings constructed prior to 2000 will be subject to a management survey. Buildings constructed after 2000 will require a declaration from the architect stating that no asbestos containing materials were used in the construction. Building users must ensure that any equipment which may contain asbestos (e.g. ovens or incinerators) are identified to the Estates & Operations Manager.

3. PRIORITIES FOR ACTION

3.1

The asbestos risk assessment, carried out during the survey, includes a materials assessment which is then combined with the priority assessment scores to produce the risk assessment score. These scores are assigned using the Health and Safety Executive (HSE) algorithms.

3.2

Asbestos identified is categorised based on the risk assessment score:

Category A: Risk Assessment Scores Equal To or Greater than 17

Materials in this category warrant urgent consideration. Exposure within this category will vary according to local conditions (e.g. the frequency of use of the room or the nature of the airflow and movement around a damaged ACM). In some circumstances, immediate plans for the removal of the asbestos concerned should be implemented, or at least the rapid sealing of the affected area.

Category B: Risk Assessment Scores 13-16 inclusive

Situations in this category still warrant urgent consideration as any slight worsening in any one of several contributory factors will result in deterioration. In these situations, it may be necessary for the asbestos to be removed on a programmed basis. Emergency repair and sealing operations should be undertaken where any deterioration or damage occurs.

Category C: Risk Assessment Scores 8-12 inclusive

Situations within this category do not pose an imminent risk and likelihood of fibre release is low under existing conditions. The situation will be monitored as deterioration may occur over time.

Category D: Risk Assessment Scores less than 8

Situations within this category are low in priority. Materials within this category are inspected on a yearly inspection cycle to ascertain any changes.

4. MANAGEMENT OPTIONS AND TIMESCALES

4.1

The management options described may need to be taken together for some ACMs. Management decisions will be made by using all the relevant information and based on the principles outlined in HSE guidance.

4.2

ACMs which are in good condition, which are sealed, and which are unlikely to be disturbed, will be left in place.

4.3

The time periods between monitoring will vary depending on the type of ACM, its location and the activities in the area concerned. But would not be more than 12 months in most cases. ACMs in remote locations, with little or no routine activity, or materials which pose little likelihood of fibre release such as floor screeds and sink pads, will be inspected infrequently.

4.4

Monitoring involves a visual inspection, looking for signs of damage, scratches, broken edges, cracked or peeling paint and debris. Where deterioration has occurred, a recommendation on the remedial action to be taken will be made. This may be a case of resealing the surface of the ACMs, but if there is evidence that the ACM is being disturbed on a frequent basis, the decision may be made to remove, or at least protect, it by putting up a suitable barrier after clearing any visible debris. The reason for constant disturbance will also be investigated. If staff become aware of any new damage to ACMs this should be reported to the Estates & Operations Manager.

5. ASBESTOS AWARENESS

5.1

Asbestos can cause concern but if it properly managed, ACMs can remain on the School's site without creating a risk to health. **Sealed asbestos cannot release fibres and therefore is safe unless it is disturbed.**

5.2

The Estates & Operations Manager is responsible for defining policy in respect of asbestos management and safe working procedures. The Estates & Operations Manager also maintains the School's Asbestos Register, which identifies the location and condition of known ACMs in School buildings.

5.3

Staff are responsible for ensuring that any work which might disturb asbestos, and work with ACMs is safely managed. The Asbestos Register is made available to all persons whose work might otherwise bring them into contact with ACMs. All staff and contractors have duties under the Control of Asbestos Regulations 2012.

5.4

All staff whose work may bring them into contact with asbestos **MUST** attend asbestos awareness training on an annual basis. Rules for contractors working on School property, including asbestos management procedures, are to be communicated to them by the Estates & Operations Manager.

5.5

If minor alterations are planned in a building such as fixing noticeboards and shelving then the Asbestos Register will be checked and checks will be made to ensure that there are no risks associated with the proposed work before it is agreed as to whether this can be safely managed by School staff.

5.6

Key activities such as building maintenance, improvement and project works must be controlled by a robust permit to work system. The School ensures that asbestos hazards are reflected within their own permit to work system.

6. EMERGENCY PROCEDURES

6.1

An 'Asbestos Emergency' arises when accidental or malicious damage or disturbance to an ACM is likely to liberate asbestos fibres into the air.

6.2

An Asbestos Emergency includes:

- An ACM which is broken, damaged or disturbed by fire, flood, collision (e.g. by vehicle or falling tress) or suffers accidental or malicious damage (e.g. vandalism). It does not include damage to the firmly bonded materials as described above.
- Any drilling, cutting or breaking of an ACM wall or ceiling insulating or acoustic panel other than by authorised professional people.
- Dislodging or damage to ACM wall or ceiling tiles, including any resultant release of dust or debris.
- Discovery of (actual or suspect) asbestos containing insulating material or debris during construction or maintenance work (e.g. window replacement, routine maintenance or emergency works).
- Breaking of an asbestos cement panel where the debris falls inside the building.
- Any accidental disturbance, abrasions (such as sanding or mechanical abrading in preparation for maintenance or decoration), drilling or accidental damage to asbestos insulation board or other asbestos-containing insulation material (as may be found in plant rooms or within pit boxes).

6.3

Where there is any doubt, the material is to be presumed to be an ACM. In most instances the on-site Asbestos Risk Register or the information provided with the contract/work instructions will be immediately available and will provide information as to the nature and type of ACM involved. The Asbestos Register information will be provided by the Estates & Operations Manager.

6.4

Compliance with the procedures to be followed in the event of an asbestos emergency will eliminate or minimise the risk to health posed by possible asbestos fibre release arising from accidental or malicious damage, disturbance or discovery of an ACM in, or on, School buildings.

6.5

In the case of an uncontrolled release of asbestos fibres into the workplace, the Control of Asbestos Work Regulations (CAWR) require that all persons are kept away from the affected area. The following Emergency Action Plan will be followed:

- 1) Initial Response (See also Appendix 2 and Appendix 3)
 - The Estates & Operations Manager (or other Estates Staff) should initially take control of the situation.
 - The Estates & Operations Manager (or other Estates Staff) should arrange to clear the area of all personnel and, where possible, isolate the area by closing and taping doors.
 - The Estates & Operations Manager (or other Estates Staff) should ensure that an individual is responsible for prohibiting the entry to the affected area.
 - The Estates & Operations Manager must inform the Headmaster and Chair of Governors.
- 2) Planned response and remedial works
 - The Estates & Operations Manager (or other Estates Staff) will inform the relevant Asbestos Services, Asbestos Abatement Services Limited, Unit 1, North Street, Walsall, West Midlands, WS2 8AU. (T: 01922 644712 or 07771920574)
 - The Asbestos Services, or a designated specialist consultant, will access the affected area with appropriate personal protective equipment and decide on any remedial actions required.
 - In the event of a major release, the Estates & Operations Manager, in consultation with the Headmaster, should consider implementing the Critical Incident Plan.
 - The Asbestos Services, or the specialist consultant, will organise any necessary remedial work.
 - The Estates & Operations Manager must make arrangements to inform all persons who might have been exposed to the uncontrolled release of asbestos of their potential exposure. A Contact with Asbestos Record Form will be completed where applicable.
 - The Estates & Operations Manager (or other Estates Team staff) must make arrangements to keep the area clear of anyone not involved in the remedial action until air monitoring has confirmed that fibre counts are at acceptable levels.
 - The Estates & Operations Manager must report all incidents to Health and Safety Services, who will, if necessary, make a report under RIDDOR.

6.6

Where there is a potential for contamination of people or their clothing (instances of significant damage or debris) **all persons** suspected of being contaminated shall, wherever practicable:

- Carefully remove outer layers of clothing, including footwear;
- Remove clothing by carefully turning inside out so as to avoid liberating any attached fibres;
- Wash down with damp towels or baby wipes and have a shower, where the facility exists;
- Ensure that the washing facility is thoroughly rinsed after use;
- Leave any suspect items or contaminated clothing, and any used wipes, towels, etc together in the immediate vicinity of the incident, preferably in a polythene bag.

6.7

During normal school hours, it will usually be advisable to await further and detailed instructions from the Estates & Operations Manager. Staff should not leave or go home until instructed. Arranging for a change of clothing will be an immediate priority.

6.8

Staff must not attempt to sweep, vacuum or remove any debris if the nature of the damaged material is not known. Where there is no electrical hazard, smaller damaged areas may be damped down with a fine mist water spray to which a little detergent has been added. This should be applied to allow the spray to 'fall' onto the affected areas. Wet paper towels may also be used to prevent any fibres being release to the air. Damping down should only be done by trained staff.

6.9

Where the contaminated area is within a designated fire escape route, additional contingency measures may be required which will be managed by the Estates & Operations Manager or the person in charge of the building. It may be necessary to close the entire building.

6.10

If the incident is outside normal school hours, then the person on duty for the site must be contacted at the earliest opportunity. This person must contact the Estates & Operations Manager or the Headmaster and the incident details must be fully reported and immediate action taken.

6.11

Buildings should not be re-entered or re-occupied until the 'all clear' has been given by an authorised person.

6.12

Where exposure to asbestos fibres has been confirmed, or cannot be discounted, the Estates & Operations Manager will make a record of personal exposure. This Form should be completed in conjunction with the Headmaster or Estates & Operations Manager and a copy must be given to the employee. Employees should retain their copy indefinitely. Copies of completed Forms will be retained securely and indefinitely by The Blue Coat School.

7. RELATED POLICIES, MONITORING AND REVIEW

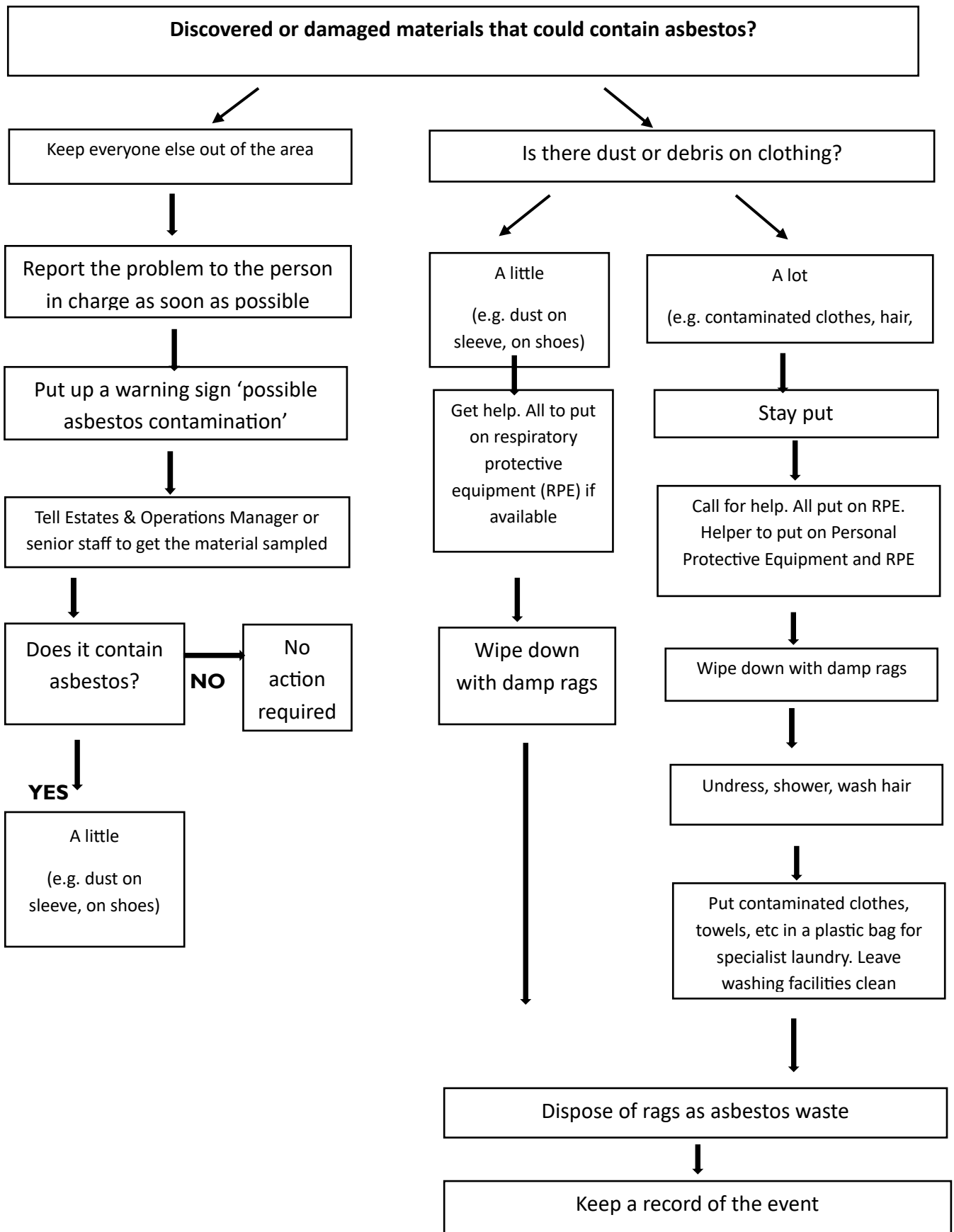
7.1

This Policy should be read in conjunction with other related whole school policies including the Health and Safety Policy.

7.2

This Policy will be reviewed annually, or before if necessary. It will be presented to the Governors' Safeguarding, Health and Safety Committee for approval in the Lent Term. The minutes of this meeting will be presented to the Governors.

Appendix I Emergency Procedure Flow Chart: At a glance



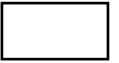
Appendix 2 Asbestos Emergency Checklist

For use by those discovering, or who are immediately in charge of the asbestos-related emergency (See also Appendix 3 – Asbestos Emergency – 10 Steps to Safety)

Have you:

- Checked the Asbestos Risk Register?
- Confirmed that the damage is likely to be an asbestos-related emergency?
- Made the immediate area safe?
(Closing doors – locking them wherever possible; closing windows; switching off any ventilation systems)
- Evacuated any other people and prevented anyone entering the affected area?
- Cleaned yourself down (if you were contaminated) and asked others to do the same?
- Called the appropriate asbestos specialist (normal office hours) or other emergency contact?
- Have you described or confirmed to that contact:
 1. **Who** you are and the phone number you are calling from?
 2. **Where** the School is?
 3. **Where** the affected rooms or areas are?
 4. **What** – whether the damaged material is confirmed as asbestos (with reference to the on-site Asbestos Risk Register), whether it is strongly suspected, or whether you are still unsure?
 5. **What** you have done to make the area as safe as possible?
 6. **Who** has been immediately affected (e.g. number of people – employees/ contractors)?
 7. **What** other action has been taken (e.g. damped down the affected area, replaced a cover, used temporary barriers or tape to prevent access)?

- Made some notes whilst things are fresh in your mind about the time of the incident (or when it was discovered) and the persons involved, etc?



Appendix 3 Asbestos Emergency – 10 Steps to Safety

1. STOP and COMMUNICATE	Stop the work or activity, tell others in the vicinity there may be a problem and prevent further disturbance in the meanwhile.
2. CHECK and CONFIRM	Refer to the Asbestos Risk Register, work instructions or other data. If any doubt, assume the worst.
3. MAKE TEMPORARILY SAFE	Close off the area, erect barriers, wet down or carefully cover up the damaged or suspect area.
4. AVOID and REDUCE CONTAMINATION	Wherever practical, leave tools, equipment and personal belongings suspected of contamination alone. See below for details of personal decontamination.
5. COMMUNICATE	With the person in charge, your supervisor or contract administrator and Call the specialists identified in this Policy who will take steps to deal with the emergency. (Asbestos Abatement Services Limited – 01922 644712
6. CO-OPERATE	With authorised personnel, specialist consultants and contractors, obeying all reasonable instructions.
7. MAKE PERMANENT REPAIR	Authorised personnel will arrange for specialists to make an assessment and carry out effective permanent repair, including removal and clean-up of dust and debris.
8. RECORD	Ensure that all confirmed instances of asbestos disturbance or unexpected discovery of asbestos-containing materials is recorded in the School's Accident records.
9. INVESTIGATE	ALL confirmed asbestos-related emergencies are to be fully investigated and records kept – all in accordance with the Accident Reporting and Investigation Procedure.
10. REVIEW and LEARN LESSONS	Share the findings arising from any emergency as this will help to ensure that measures are in place elsewhere to stop it happening again somewhere else.

Appendix 4 Key Definitions

ACM/ACMs – Asbestos Containing Material(s). Any material containing asbestos fibres, irrespective of the type, quantity or nature of the asbestos fibre. This includes some floor tiles and other bonded materials, asbestos cement, asbestos insulation and Asbestos Insulation Board (AIB).

Asbestos Cement – a material which is predominantly a mixture of cement and chrysotile and which when in a dry state absorbs less than 30% water by weight. Often used for external cladding, commonly moulded in corrugated sections for roof panels. It has the potential to release fibres if worked on, abraded or broken.

Asbestos insulation – used loose or bagged for insulation purposes, sprayed or applied in moulded sections to pipework and steelwork, etc. It contains a very high percentage of asbestos material (up to 100%) and will readily release a large amount of asbestos fibres if damaged or disturbed.

Asbestos Insulating Board (AIB) – any flat sheet, tile or building board consisting of a mixture of asbestos and other material except:

- Asbestos cement;
- Any article of bitumen, plastic, resin or rubber which contains asbestos, and the thermal or acoustic properties of which are incidental to its main purpose.

AIB will readily release asbestos fibres if worked on, abraded or broken.

Asbestos Emergency – as defined above in Section 6.

Contractor – all or any persons who undertake work on behalf of the School either in the School premises, or elsewhere, and in this context, this includes sub-contractors and all relevant personnel.

Dangerous occurrence – exposure to asbestos is reportable under RIDDOR when activity (usually work-related) causes the accidental release of escape of asbestos fibres into the air in a quantity sufficient to cause damage to the health of any person. Such situations are likely to arise when work is carried out without suitable controls, or where those controls fail such as:

- Use of power tools to drill, cut, etc on most ACMs;
- Work that leads to physical disturbance (e.g. knocking, breaking, smashing) of an ACM that should only be handled by a licensed contractor (e.g. sprayed, coating, lagging, asbestos insulating board (AIB));
- Manually cutting or drilling AIB;
- Work involving aggressive physical disturbance or asbestos cement (e.g. breaking or smashing).

If these activities are carried out without suitable controls, or the precautions fail to control exposure then these would be classed as a dangerous occurrence under RIDDOR and must be reported.

Person in Control (PIC) – This will usually be the Estates & Operations Manager, who has responsibility for the day-to-day health and safety management for the School.

Appendix 5 Asbestos Awareness Trained Staff

The following staff are trained in Asbestos Awareness (expiring 19.12.26):

Jonas Woodward

Bailey Kirby

Charlie Isherwood

Frankie Paterson – Also holds a P405

John Dury

Anthony Knight

Helen Walker

Kurt Finglas

Vincent Kay

Will Sherriff