

Newcroft

Primary Academy



Aspiring for Excellence

# **Asbestos Policy, Management Plan and Record of ACMs 2017-2018**

This policy is reviewed every three years and was agreed by the Governing Body of Newcroft Primary Academy in Autumn 2017 **and will be reviewed again in Autumn 2018**

Signed: \_\_\_\_\_ Chair of Premises, Health & Safety

Date: \_\_\_\_\_

***Non-Statutory Policy***

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# 1. Introduction

Asbestos is a naturally occurring fibrous material, which was used extensively as a building material in the UK from the 1950s through to the mid-1980s. It was used for a variety of purposes and was ideal for fireproofing and insulation. There are three main types that were used in Great Britain; crocidolite (blue), amosite (brown) and chrysotile (white) asbestos.

Asbestos was often mixed with other materials and therefore it can be difficult to identify asbestos containing materials (ACM). It can be found in many products used in buildings including ceiling tiles, pipe insulation, boilers and sprayed coatings.

Asbestos can cause four serious diseases; mesothelioma, asbestos-related lung cancer, asbestosis and diffuse pleural thickening. These diseases may not arise immediately; they often take a long time to develop, but once diagnosed, it is often too late to do anything.

The following document outlines Newcroft Primary Academy's approach to managing asbestos containing materials within the school building(s).

Newcroft Primary Academy ("the School") complies with the HSE's approved code of practice *'The management of asbestos in non-domestic premises' (L127)*. The school is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises

# 2. Statement of Document Purpose

The document that follows is a statement of the guidelines adopted by the School in order to comply with its legal responsibilities brought about by the Control of Asbestos Regulations 2012 and to prevent the accidental release of asbestos. It must be adhered to by all employees, contractors and persons charged with the responsibility for the management of asbestos at the School.

## 3. Roles and Responsibilities

### 3.1 **Duty Holder**

- 3.1.1 At the School the following persons have specific roles and responsibilities relating to the management of asbestos on the site.
- 3.1.2 The responsible person or 'duty holder' for asbestos management at the School is the Executive Head / Head of School.

### 3.2 **The Executive Head / Head of School**

- 3.2.1 The Executive Head / Head of School will ensure that adequate systems are in place to manage asbestos on a day to day basis and to communicate information to staff and other relevant persons. This includes a responsibility for ensuring that:
- an asbestos survey is arranged in respect of all buildings under the school's control;
  - a risk assessment is completed and an asbestos management plan prepared for the premises; and
  - this plan is implemented
- 3.2.2 Throughout this document where the Executive Head / Head of School is referred to, in his/her absence the most senior staff member on site will assume the day to day responsibility of the site.

### 3.3 **The Chair of the Governing Body**

- 3.3.1 The Chair of the Governing Body will support the Executive Head / Head of School in ensuring there are adequate systems in place to manage asbestos on site and monitor that relevant reviews of known asbestos containing materials are undertaken.

### 3.4 **All Staff**

- 3.4.1 Following receipt of information all staff must report any concerns relating to known/presumed ACM's to the Executive Head / Head of School immediately.

## 4. Asbestos Management Plan

- 4.1.1 The Control of Asbestos Regulations 2012 outlines a duty to manage non-domestic premises for those with responsibility for protecting others who work in such premises, or use the building in other ways, from the risks to ill health that exposure to asbestos causes.
- 4.1.2 A suitable and sufficient Management Survey will be undertaken to establish if asbestos containing materials are present on the premises. If a contractor is appointed to undertake the survey, they should be assessed to ensure they can demonstrate they have received adequate training, have an adequate quality management system and are carrying out any survey in accordance with HSG 264 Surveying, sampling and assessment of asbestos-containing materials. Only asbestos surveyors, contractors and analysts that are UKAS ISO 17020 certified and are respective members of CHAS, the Asbestos Removal Contractors Association, (ARCA) (Asbestos Removal Contractors only) and Asbestos Testing and Consulting

Association (ATAC) will be employed. The Management Survey shall be reviewed every 5 years, or after any significant changes to the building.

- 4.1.3 The Management Survey will be kept on site at all times and will be accessible to all staff, contractors and visitors. All contractors are required to sign a register (see appendix 4) on attendance at site, to demonstrate they have read and understand the contents of the asbestos report, and confirm the work they have undertaken will not interfere with asbestos in the building.
- 4.1.4 The condition of asbestos containing material will be assessed and recorded (see appendix 3) annually by the Premises Officer to determine the condition of the asbestos. The Premises Officer shall receive suitable and sufficient information, instruction and training before this task is undertaken, and at periodic intervals, to ensure his competency. ACM discovered to be in poor condition must be reported immediately to the Executive Head / Head of School, and either be repaired or removed by a competent contractor.
- 4.1.5 All types of asbestos will be treated the same, there is no 'less dangerous' type of asbestos. Material suspected of containing asbestos will be presumed to contain asbestos unless there is strong evidence it does not.
- 4.1.6 Where surveys have identified that wall/ceiling panels or similar surfaces within the school contain, or are suspected of being ACM's, staff must no longer use areas for display purposes.
- 4.1.7 Staff must not lift or move any suspended ceiling tiles without authorisation, or knowingly interfere with any identified ACM's.
- 4.1.8 An asbestos management file including survey reports, annual inspections and all other relevant information will be held in the school office, readily available to staff. Anyone visiting the School to carry out repairs/maintenance will be given relevant asbestos information before undertaking any work. This will be provided by the Principal/Executive Head / Head of School, Business Manager, Premises Officer or Office Staff.
- 4.1.9 Where the plan indicates that there are known or suspected ACM's which either form part of the planned works or have the potential to be damaged due to the proximity of the working area, no work will take place until an appropriate method statement of work is produced and further surveys are obtained as required.

## 5. Communication of Information

### 5.1 **New staff member**

- 5.1.1 All new staff members will receive an induction that will include information relating to the whereabouts of known or presumed asbestos within the school and have the content of the asbestos management plan explained to them. This will be recorded and staff will be required to sign to say that they understand their responsibilities (see previous).

### 5.2 **All staff**

- 5.2.1 All staff will receive an annual update/briefing on the whereabouts of asbestos and

individual responsibilities (see previous). This will be recorded.

### **5.3 General visitors**

5.3.1 General visitors will only be advised of the whereabouts of asbestos if it is reasonably foreseeable that their visit or any activities in which they may be partaking would result in them coming into contact with known or presumed asbestos containing materials.

### **5.4 Contractors**

5.4.1 **All** contractors that undertake any work on the site will be inducted on the whereabouts of any known or presumed asbestos containing materials, this induction will be relevant and proportionate to the works being undertaken.

5.4.2 Any contractor undertaking works whereby they will have direct access to, or contact with, either known or presumed asbestos containing materials must be given detailed information relating to all of the areas in which they will be working. This will include the School's asbestos management plan, any surveys completed and any asbestos removal information. The contractor will be required to sign to verify that they have received and understood the information.

5.4.3 Contractors must inform the School immediately if they are concerned about or there is any accidental damage to any known or presumed asbestos containing material.

## **6. Emergency Procedures**

6.1.1 Appendix 5 outlines the immediate steps to be taken in the event of suspected asbestos disturbance.

6.1.2 All staff, contractors and other relevant persons must inform the Executive Head / Head of School immediately of any concerns/damage to any known or presumed ACM's.

6.1.3 The Executive Head / Head of School will:

- Make an informed decision on whether an area needs to be immediately vacated and sealed based on severity of concern/damage (i.e. panel damaged with debris visible rather than a small scratch to a surface);
- Contact an external person with relevant knowledge and competence to obtain initial advice on any necessary actions;
- Liaise with the contractor and agree on the course of action necessary and to undertake an investigation as required;
- Act upon the advice obtained from the contractor to ensure that risks to staff, pupils and other persons that may be affected are adequately controlled.

6.1.4 If remedial action is required the Governing Body and Executive Head / Head of School will make available the necessary funds and appoint an appropriately experienced Project Manager to manage any necessary project in line with the HSE guidance.

6.1.5 Following any suspected or known release of asbestos fibres, air monitoring will be

6.1.6 Releases of asbestos must be reported in line with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

## 7. Planned or Emergency Works

7.1.1 The School will inform all staff, pupils, visitors and contractors of any works that may affect any known or presumed asbestos containing materials or where the presence of asbestos cannot be verified.

7.1.2 The Control of Asbestos Regulations 2012 requires some non-licensed work to be notified to the relevant enforcing authority, the duty holder must ensure medical examinations are carried out and maintain registers of work. The School/ Academy should consult the further web page regarding non-licensed work and how to comply with the requirements:

<http://www.hse.gov.uk/asbestos/licensing/notifiable-non-licensed-work.htm>

7.1.3 Prior to any planned or emergency works being undertaken, the School will consult the asbestos management plan and asbestos surveys to determine whether there are any confirmed or presumed asbestos containing materials present.

7.1.4 For any works where the fabrication of the building will be penetrated or disturbed where the presence of asbestos cannot be verified, the School will arrange through an external person with relevant knowledge and competence for a further refurbishment and demolition survey to be undertaken.

7.1.5 In the exceptional circumstances where it can be confirmed/verified that there are no asbestos containing materials present i.e. either by a previous survey whereby analysis has been undertaken or based on competent knowledge of materials i.e. solid brickwork with no render/plaster or solid wood where penetration will not go beyond the known material the work can progress.

7.1.6 If in any doubt the School will arrange through an external person with relevant knowledge and competence for a further refurbishment and demolition survey to be undertaken.

7.1.7 Where works are proceeding on, or in an area where there are known asbestos containing materials, no works will start until a competent person has determined whether the asbestos containing materials need to be removed.

7.1.8 Most asbestos removal work must be undertaken by a licensed contractor; any decision on whether particular work is licensable is based on the risk. The School does not consider they are competent in making this assessment and will consult an external person with relevant knowledge and competence for advice.

- 7.1.9 If the removal of ACM's is required, the school will request an external person with relevant knowledge and competence to make the relevant arrangements to appoint a UKAS accredited and/or licensed contractor and to ensure that the relevant health and safety arrangements are undertaken on the School's behalf.
- 7.1.10 Relevant method statements and risk assessments on how the work will be undertaken must be provided prior to the work starting. The School will ask an external person with relevant knowledge and competence to review these documents on their behalf to ensure suitable and sufficient.
- 7.1.11 In the event of asbestos being removed from the site, a copy of the consignment note will be kept at the school. Consignment notes will be kept in the School office. Following removal of asbestos containing materials the School, in conjunction with an external person with relevant knowledge and competence, will arrange for clearance testing of the area to be undertaken prior to reoccupying.
- 7.1.12 The School, in conjunction with an external person with relevant knowledge and competence, will ensure that relevant documents and certificates relating to the removal of ACM's are obtained and kept on site.



## Appendix 1

**Newcroft Primary Academy: Register of all identified asbestos containing materials (ACMs)**

Survey references: LCC/T2/4611

Survey room location (CAD ref if available)	Plan Ref	School room identifier	Asbestos containing material	Asbestos Type	Accessibility
	AGF001	Base 3	Pad to Sink	Chrysotile	
	AGF004	Base 3 Girls WC	Low-level boxing – Wood – No access to inspect inside	Query – May be asbestos	
	AGF009	Base 2 Girls WC	Boxing – Wood – No access to inspect inside	Query – May be asbestos	
	AGF011	Base 3 Internal Cloakroom	Electrical switchgear – Appears modern – No access to inspect - Live	Query – May be asbestos	
	AGF011	Base 3 Internal Cloakroom	Floor ducts – No access to inspect – Cannot lift	Query – May be asbestos	
	AGF013	Base 2 Internal Cloakroom	Floor ducts – No access to inspect – Cannot lift	Query – May be asbestos	
	AGF015	PPA / Music Room	Bulkhead cladding to divide – Wood and fibreboard – No access to inspect behind	Query – May be asbestos	
	AGF016	SENCO Office	Electrical switchgear – No access to inspect - Appears modern	Query – May be asbestos	
	AGF022	Library	Skylight – No access to inspect – Over 4 meters high	Query – May be asbestos	
	AGF023	Base 4	Pad to Sink	Chrysotile	
	AGF023	Base 4	Floor ducts – No access to inspect – Cannot lift	Query – May be asbestos	
	AGF025	Base 2	Pad to Sink	Chrysotile	
	AGF029	Staffroom	Pad to Sink	Chrysotile	
	AGF031	Accessible WC	Bulkhead cladding – Wood – No access to inspect behind	Query – May be asbestos	
	AGF035	Base 4 Internal Cloakroom	Electrical switchgear –	Query – May be asbestos	

			Appears modern – No access to inspect - Live		
	AGF035	Base 4 Internal Cloakroom	Floor ducts – No access to inspect – Cannot lift	Query – May be asbestos	
	AGF036	Base 4 Girls WC	Low-level boxing – Wood – No access to inspect inside	Query – May be asbestos	
	AGF042	Hall	Bulkhead cladding – Wood – No access to inspect behind	Query – May be asbestos	
	AGF042	Hall	Floor ducts – No access to inspect – Cannot lift	Query – May be asbestos	
	AGF047	PE Store	High-level access doors – No access to inspect – Over 3 meters high	Query – May be asbestos	
	AGF047	PE Store	Floor ducts – No access to inspect – Cannot lift	Query – May be asbestos	
	AGF047	PE Store	Bulkhead cladding – Wood – No access to inspect behind	Query – May be asbestos	
	AGF048	Servery / Chait & Table Store	Bulkhead cladding – Wood – No access to inspect behind	Query – May be asbestos	
	AGF048	Servery / Chait & Table Store	Servery cladding – Wood – No access to inspect behind	Query – May be asbestos	
	AGF049	Plant / Electric Room	Electrical switchgear – May contain asbestos – No access to inspect – Backboard wood/metal	Query – May be asbestos	
	AGF049	Plant / Electric Room	Boilers x2 - May Contain Concealed Asbestos Rope & Gaskets	Chrysotile	
	AGF049	Plant / Electric Room	Gaskets to Pipework	Chrysotile	
	AGF049	Plant / Electric Room	Electrical Switchgear - May Contain Concealed Asbestos Flash Guards	Chrysotile	
	AGF050	Top Studio	Pad to Sink	Chrysotile	
	AGF050	Top Studio	Limited access to inspect ceiling void due to height	Query – May be asbestos	
	AGF052	Full Production Kitchen	Roller shutter boxing – Wood – No access to inspect inside	Query – May be asbestos	
	AGF052	Full Production Kitchen	High-Level boxing – Wood - No access to inspect inside	Query – May be asbestos	
	AGF052	Full Production Kitchen	Electrical switchgear in wooden cupboard – Appears	Query – May be asbestos	

			modern – No access to inspect inside – Live		
	AGF052	Full Production Kitchen	Kitchen equipment – Appears modern – No visible asbestos - No access to inspect	Query – May be asbestos	
	AGF052	Full Production Kitchen	Limited access to inspect ceiling void due to height	Query – May be asbestos	
	AGF052	Full Production Kitchen	Pad to Sink	Chrysotile	
	AGF053	PE Store	Wall panel around ducting – Wood – No access to inspect behind	Query – May be asbestos	
	AGF057	Store Room Off PE Store	No access to inspect – No key available	Query – May be asbestos	
	BGF001	4+ Art Area	Pad to Sink	Chrysotile	
	BGF001	4+ Art Area	Boxing above door – Wood – No access to inspect inside	Query – May be asbestos	
	BGF002	4+ Classroom	Boxing above door – Wood – No access to inspect inside	Query – May be asbestos	
	BGF003	4+ Classroom	Floor ducts – No access to inspect – Cannot lift	Query – May be asbestos	
	BGF004	4+ Kitchen	Pad to Sink	Chrysotile	
	BGF009	4+ Classroom	Floor ducts – No access to inspect – Cannot lift	Query – May be asbestos	
	BGF009	4+ Classroom	High level cupboard – No access to inspect – Over 3 meters high	Query – May be asbestos	
	BGF015	4+ WC	Floor ducts – No access to inspect – Cannot lift	Query – May be asbestos	
	XA	External Areas	No access to floor ducts throughout the school	Query – May be asbestos	

Due to the limitations of the management survey available, there are a number of areas within the school/academy that may not have been accessed. It must be presumed that these areas contain ACM's until confirmed otherwise by the undertaking of a more detailed refurbishment and demolition survey. Areas include but are not exclusively:

- Beneath solid/wooden/carpeted floors
- Through or behind any suspected asbestos containing materials
- Within electrical boxes/installations

- \*-Live machinery/plant/boilers
- Above suspended ceilings
- In any rooms/areas not accessed as part of the surveys held.

Prior to any works being undertaken on or in these areas, a further survey will be arranged.

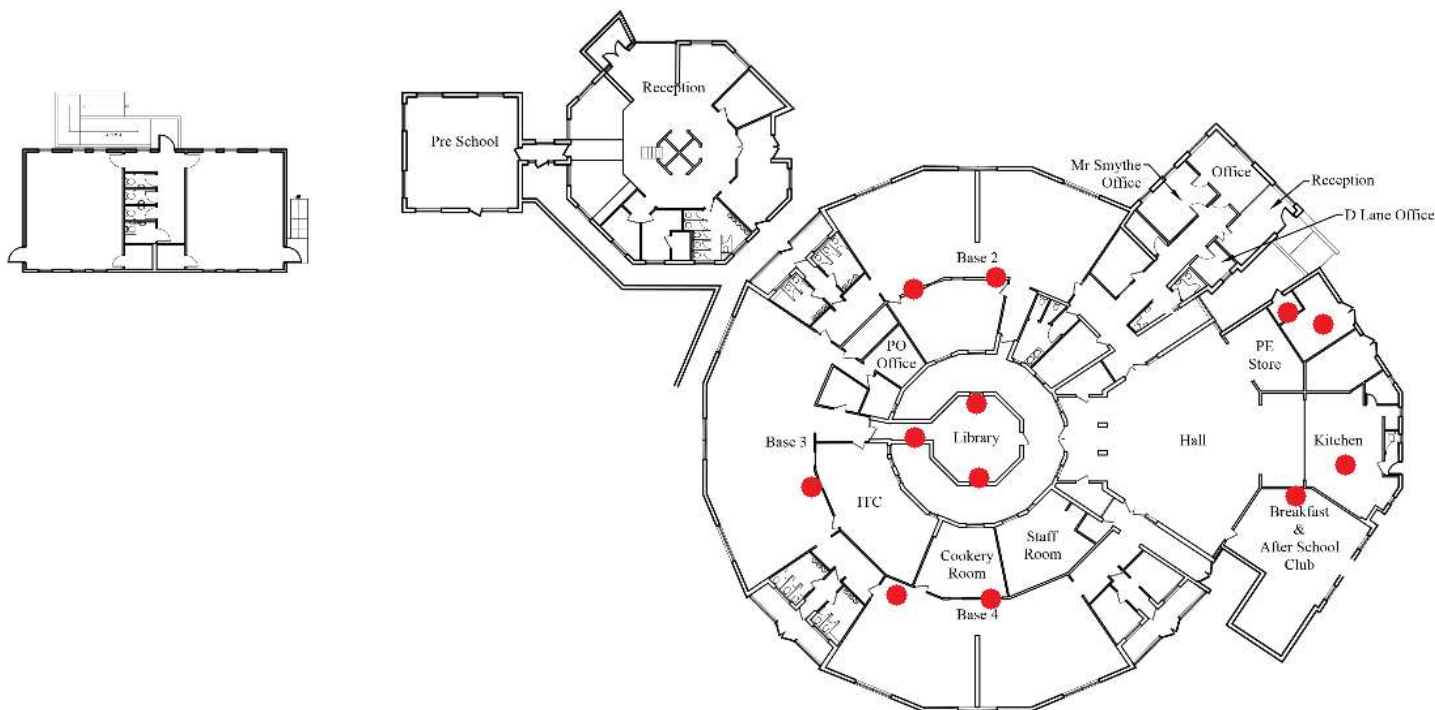
## Appendix 2

**Newcroft Primary Academy: Items unable to visually inspect as encapsulated or in areas that cannot be accessed**

Survey room location (CAD ref if available)	Plan Ref	School room identifier	Asbestos containing material	Asbestos Type	Accessibility
	AGF004	Base 3 Girls WC	Low-level boxing – Wood – No access to inspect inside	Query – May be asbestos	
	AGF009	Base 2 Girls WC	Boxing – Wood – No access to inspect inside	Query – May be asbestos	
	AGF011	Base 3 Internal Cloakroom	Electrical switchgear – Appears modern – No access to inspect - Live	Query – May be asbestos	
	AGF011	Base 3 Internal Cloakroom	Floor ducts – No access to inspect – Cannot lift	Query – May be asbestos	
	AGF013	Base 2 Internal Cloakroom	Floor ducts – No access to inspect – Cannot lift	Query – May be asbestos	
	AGF015	PPA / Music Room	Bulkhead cladding to divide – Wood and fibreboard – No access to inspect behind	Query – May be asbestos	
	AGF016	SENCO Office	Electrical switchgear – No access to inspect - Appears modern	Query – May be asbestos	
	AGF022	Library	Skylight – No access to inspect – Over 4 meters high	Query – May be asbestos	
	AGF023	Base 4	Floor ducts – No access to inspect – Cannot lift	Query – May be asbestos	
	AGF031	Accessible WC	Bulkhead cladding – Wood – No access to inspect behind	Query – May be asbestos	
	AGF035	Base 4 Internal Cloakroom	Electrical switchgear – Appears modern – No access to inspect - Live	Query – May be asbestos	
	AGF035	Base 4 Internal Cloakroom	Floor ducts – No access to inspect – Cannot lift	Query – May be asbestos	
	AGF036	Base 4 Girls WC	Low-level boxing – Wood – No access to inspect inside	Query – May be asbestos	
	AGF042	Hall	Bulkhead cladding – Wood – No access to inspect behind	Query – May be asbestos	
	AGF042	Hall	Floor ducts – No access to inspect – Cannot lift	Query – May be asbestos	
	AGF047	PE Store	High-level access doors – No access to inspect – Over 3 meters high	Query – May be asbestos	
	AGF047	PE Store	Floor ducts – No access to inspect – Cannot lift	Query – May be asbestos	
	AGF047	PE Store	Bulkhead cladding – Wood – No access to inspect behind	Query – May be asbestos	
	AGF048	Servery / Chait & Table Store	Bulkhead cladding – Wood – No access to inspect behind	Query – May be asbestos	
	AGF048	Servery / Chait & Table Store	Servery cladding – Wood – No access to inspect behind	Query – May be asbestos	
	AGF049	Plant / Electric Room	Electrical switchgear – May contain asbestos – No access to inspect – Backboard wood/metal	Query – May be asbestos	
	AGF050	Top Studio	Limited access to inspect ceiling void due to height	Query – May be asbestos	
	AGF052	Full Production Kitchen	Roller shutter boxing – Wood – No access to inspect inside	Query – May be asbestos	
	AGF052	Full Production Kitchen	High-Level boxing – Wood - No access to inspect inside	Query – May be asbestos	

Newcroft Primary Academy – Asbestos Register

	AGF052	Full Production Kitchen	Electrical switchgear in wooden cupboard – Appears modern – No access to inspect inside – Live	Query – May be asbestos	
	AGF052	Full Production Kitchen	Kitchen equipment – Appears modern – No visible asbestos - No access to inspect	Query – May be asbestos	
	AGF052	Full Production Kitchen	Limited access to inspect ceiling void due to height	Query – May be asbestos	
	AGF053	PE Store	Wall panel around ducting – Wood – No access to inspect behind	Query – May be asbestos	
	AGF057	Store Room Off PE Store	No access to inspect – No key available	Query – May be asbestos	
	BGF001	4+ Art Area	Boxing above door – Wood – No access to inspect inside	Query – May be asbestos	
	BGF002	4+ Classroom	Boxing above door – Wood – No access to inspect inside	Query – May be asbestos	
	BGF003	4+ Classroom	Floor ducts – No access to inspect – Cannot lift	Query – May be asbestos	
	BGF004	4+ Kitchen	Pad to Sink	Chrysotile	
	BGF009	4+ Classroom	Floor ducts – No access to inspect – Cannot lift	Query – May be asbestos	
	BGF009	4+ Classroom	High level cupboard – No access to inspect – Over 3 meters high	Query – May be asbestos	
	BGF015	4+ WC	Floor ducts – No access to inspect – Cannot lift	Query – May be asbestos	
	XA	External Areas	No access to floor ducts throughout the school	Query – May be asbestos	





# Appendix 4

## Register of Persons Checking Asbestos Report

(To be retained on site for 2 years)

**Property: Newcroft Primary Academy**

I have checked the Asbestos Survey for the area(s) on site in which I intend to work, which are detailed below, and I understand the procedure to be followed if material suspected as being asbestos or an asbestos-based product is discovered during the course of the work. I will ensure that any colleagues working with me are also aware of the procedure.

Date	Contractor (Company)	Name (Please Print)	Signature	Area on site of work to be undertaken	Asbestos report checked? Y/N	Asbestos noted as present in work area Y / N / Comment



# Appendix 5

## Asbestos Disturbance Contingency Procedure

