



**Hayes School  
(Part of the Impact Multi Academy Trust)**

**Policy Document**

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|----------------------|---------------------------------|
| Policy Name          | Asbestos Management Plan        |
| Date of Last Review: | Spring 2023                     |
| Date of Next Review: | Spring 2024                     |
| SLT Responsible:     | Principal<br>Facilities Manager |



## Introduction

The purpose of this plan is to provide advice and instruction for all persons involved in work with asbestos containing materials (ACM) in connection with Hayes School.

The management of the school recognises and accepts its responsibilities to ensure the effective and safe management of ACM within its premises in accordance with current Health and Safety (H&S) legislations.

The school will make use of information gathered from the latest asbestos survey that identifies the location, type and condition of ACM with the premises. Such information has been recorded on a register and will be relayed to employees, contractors and occupiers as necessary to ensure the Health, Safety and Welfare of all persons who may be affected by work that may present a risk of asbestos fibre release.

Only persons who have received adequate information, instruction and training will be authorised to carry out sampling, encapsulation and removal work involving ACM. Where the presence of ACM is found or strongly suspected, a hierarchy of control measures will be followed:

- Any asbestos products that are undamaged (as determined by a suitably qualified person on an individual basis), such as roofing sheets, guttering and flue pipe, which do not constitute a hazard, may remain in place and encapsulated where appropriate but their condition must be monitored on a regular basis by the person(s) nominated as responsible for the building.
- If the material is slightly damaged, but otherwise in a sound condition (as determined by a suitably qualified person on an individual basis) or located in such a position that it may present a future risk to health if it is left untreated, it may be repaired and/or sealed by an approved method and periodically re-inspected to ensure its condition has not deteriorated. All work carried out must be recorded in the register.
- If the material is in such a condition that it presents a risk to health, or may be disturbed by maintenance work, it should be removed by an approved method.

All work involving such materials will be subject to a Permit to Work system to ensure all necessary precautions are taken and qualified persons carry out the work.

## Statement of Intent

It is the plan of the school to ensure that, as far as is reasonably practicable, no persons are exposed to risks to their health due to the exposure of any ACM that may present within the premises. This includes students, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.



The school's Asbestos Plan conforms with the Health and Safety at Work etc. Act 1974, the Asbestos (Licensing) Regulations 1983, the DfE document Managing Asbestos in your school (October 2020) and the Control of Asbestos at Work Regulations 2006. The plan and procedures will apply to all buildings and all individuals therein, without exception. The plan will ensure a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Guidance Notes, and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.

The Governing Body shall be tasked with reviewing and revising, where necessary, the plan and procedures to meet with continuing requirements as necessary.

This plan document should be read in the context of the School Health and Safety Policy.

## **Management of Asbestos – Responsibilities**

All those who have responsibility for the control and maintenance and/or repair of the school premises have a duty to manage the ACM present in the premises.

Therefore the Principal, on behalf of the Governing Body will ensure that:

- Reasonable steps are taken to determine the location and condition of materials likely to contain asbestos;
- In all cases where works are proposed, it will be presumed materials contain asbestos unless there is strong evidence that they do not;
- An up to date record of the location and condition of the ACMs or presumed ACMs in the premises is created and maintained;
- The risk of the likelihood of anyone being exposed to fibres from these materials is assessed and the risk managed safely;
- A plan is prepared setting out how the risks from the materials are to be managed;
- The necessary steps are taken to put the plan into action;
- The plan is reviewed and monitored periodically; and
- Information on the location and condition of the materials is provided to anyone who is liable to work on or disturb them.

## **Management of Asbestos – Organisation and Arrangements**

The Principal will ensure robust systems are in place:

- To ensure the prevention of exposure to hazards associated with ACM to students, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.
- To ensure that all buildings are surveyed to identify any ACM that may be present therein and to prepare and maintain an asbestos register for all buildings (including regular reviews and to update records of any treatment and/or removal works undertaken).



- All buildings constructed prior to 2000 will be assumed to contain ACM unless there is evidence to prove otherwise.
- To ensure that an appropriate system is installed, maintained and implemented for the management of all ACM identified in the register.
- To implement an effective management strategy in order that appropriate measures such as encapsulation, labelling, inspection and working with or removal of the material can be undertaken.
- To provide information on ACM to contractors and others who may be working in areas with, or near, asbestos as identified in surveys or assumed to be present. This may include a separate signing in book for contractors that requires them to consult the ACM register.
- To annually review the Asbestos Management Plan and Procedures.
- To promote awareness of the risks from ACM and the school's management procedures and induction of relevant staff.
- To ensure that all contractors and subcontractors engaged to carry out work on any of the school's buildings are provided with a summary listing of all locations that contain, or are strongly suspected of containing, asbestos to ensure that the appropriate procedures and precautions are followed.
- To ensure that any ACM that may be present in any of the buildings are maintained in a condition so as to prevent the possibility of any harm to health occurring.
- To ensure a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Guidance Notes and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.
- To provide adequate resources to ensure the provision of appropriate information, instruction and training.
- To ensure that only licensed contractors and/or subcontractors, in accordance with HSE recommendations, carry out all work to the ACM, irrespective of the length of time any job is to take or the type of asbestos to be worked on.

The day to day management of this is delegated to the Facilities Manager.

## **Asbestos Incidents – Emergency Action**

### Suspected disturbance

If during the course of a work activity, suspect material is encountered, work should be stopped immediately. When in doubt one must assume the material contains asbestos and the area should be secured to prevent other people entering it. The Facilities Manager should be contacted immediately to assess the situation and take appropriate action with advice from consultants and in the light of the risk set out in the register.

### Potential contamination

In the case of a known or potential exposure to asbestos fibres, the following procedure should be followed.

- Stop the work immediately and all affected employees should stay in the work area.
- Raise the alarm, warn others and prevent anyone from entering the area.



- Wait for help to arrive from an approved Asbestos Removal Contractor (ARC)
- Supply masks to be worn to prevent inhalation of any fibres.

#### Emergency procedures

Once help arrives, decide on what actions are needed.

These actions could include:

- Minimising the spread of contamination to other areas (closing windows, doors and shutting down air conditioning).
- Dealing with any contaminated clothing, which will have to be disposed of due to the contamination. Clothing should be disposed off in accordance with the asbestos material.
- Wiping down with damp cloths and disposing of these as asbestos waste.
- Any affected employees should shower and wash their hair, as fibres can attach to body and hair.
- Organise for a specialist to take a sample for analysis.
- Call in specialist assistance. Specialists may be required to undertake a deep clean of the contaminated areas to make them safe.
- Once the area has undergone a deep clean, further sampling should be undertaken to ensure that the fibre count is minimal before allowing anyone back into the area.

The Principal and Facilities Manager will investigate the circumstances of the uncontrolled release of asbestos fibres to ascertain that the Asbestos Plan has been adhered to.

#### Record of exposure and health checks

Should it become necessary, the Principal will maintain a health record and medical surveillance/screening programme approved by the HSE, in the event that person/s are exposed to asbestos fibres due to an uncontrolled escape; in accordance with the guidelines set out in the Control of Asbestos at Work Regulations 2006 – where exposure to asbestos exceeds the action levels.

Screening and counselling will be arranged by the Principal for staff known or suspected to have been exposed to asbestos materials.

The school's insurers should be notified of any such incidents at an early stage.

