

ASBESTOS MANAGEMENT

GUIDANCE FOR SCHOOLS



LEGISLATION

- Control of Asbestos Regulations 2012
- Management of Health and Safety at Work Regulations 1999
- Health and Safety at Work etc. Act 1974
- Construction (Design and Management) Regulations 2015

WHAT YOU NEED TO DO

- Ensure that a person/s has been nominated to manage asbestos within the establishment and they are competent to do so
- Ensure that the establishment has a copy of the asbestos survey and register available (electronic, on-line or hard copy)

- Ensure that an Asbestos Management Plan has been prepared for the establishment and is reviewed regularly
- Ensure that staff are made aware of the presence of asbestos containing materials and the control measures required to prevent fibre release
- Ensure that where possible asbestos containing materials remaining in the premises are subject to a visual inspection
- Ensure that any contractors working in the premises review the asbestos register and plan and sign that they have seen it
- Ensure that any works commissioned by the school that involve the removal of asbestos containing materials are done so within the requirements of the Control of Asbestos Regulations 2012
- Ensure that where works are carried out that disturb the fabric of the building a Refurbishment and Demolition Survey is completed where necessary
- Ensure that where any contractors are engaged to undertake work with asbestos containing materials they are competent to do so
- Ensure that if there are any concerns over the condition of asbestos containing materials report this in accordance with the Asbestos Management Plan

INTRODUCTION

Asbestos is a naturally occurring fibrous mineral. When asbestos containing materials are disturbed or damaged, the fibres can be released into the air and people can breathe them in, which creates a risk to human health. Serious, often fatal diseases can be caused when asbestos fibres are inhaled.

The most likely way for asbestos to be disturbed is through construction or maintenance activities, even where the job is small such as installing telephones, computers, electrical equipment, shelving or CCTV.

Vandalism may also result in the release of asbestos fibres (e.g. damage to asbestos panels caused by pupils kicking them).

To ensure that risks in connection with asbestos material are appropriately managed, Children's Services has developed the following procedures. These procedures **MUST** be followed wherever asbestos-containing material may be present.

ROLES AND RESPONSIBILITIES

Responsibilities for managing asbestos are split between the Council and Schools as follows:

Children's Services:

- Undertake asbestos surveys to requirements of HSG264
- Develop asbestos survey reports and registers for establishments
- Develop school Asbestos Management Plans
- Develop programme of encapsulation/removal work in schools

SCHOOL ASBESTOS GUIDANCE

- Undertake regular re-surveys and update asbestos registers
- Respond to and undertake emergency works when necessary

School Governing Bodies/Headteachers:

- Ensure they have the establishments asbestos register/survey report and Asbestos Management Plan
- Have a nominated individual to be responsible for managing asbestos
- Ensure that the individual is aware of the policy and procedures on asbestos management via relevant learning and development
- Have in place a regime of inspection for asbestos containing materials and review of the asbestos management plan
- Ensure that staff and contractors are aware of the location of asbestos containing materials and local management procedures
- Ensure that any asbestos works managed locally are undertaken within the requirements of the Control of Asbestos Regulations 2012
- Have in place procedures for informing the Council of any works carried out locally to remove asbestos containing materials
- Ensure that the Council is informed of any concerns in relation to the condition of any asbestos containing materials

TRAINING

Where staff members responsible for managing asbestos require training, schools must ensure that such training is provided and undertaken.

There are a number of commercial organizations who offer training. These can be sourced via:

www.hse.gov.uk/asbestos/training.htm

Alternatively, training may be provided via Children's Services or Adult Learning

DO WE HAVE ANY ASBESTOS CONTAINING MATERIALS

Not all establishments will have asbestos containing materials (ACM's) but it may be present if the building was constructed or refurbished before blue and brown asbestos were banned in 1985. In some cases ACM's, such as asbestos cement, were used up until 1999.

Hammersmith & Fulham Council will undertake surveys in accordance with legal requirements and to HSE best practice standards to identify, so far as reasonably practicable, all asbestos containing materials.

This information will be made available to all establishments via hard copy, electronic or on-line versions of an asbestos register/survey/management plan.

DAMAGED ASBESTOS CONTAINING MATERIALS

Some ACM's are more vulnerable to damage and more likely to give off fibres than others. In general, the materials which contain a high percentage of asbestos are more easily damaged.

A programme of encapsulation and/or removal works is developed and managed by the Council, based upon the findings of the surveys undertaken.

If material containing, or suspected of containing, asbestos is damaged or disturbed by accident or during maintenance work, or is found to have deteriorated after an inspection, Corporate Safety should be informed immediately.

The actions to take in the event of this situation are detailed in the Asbestos Management Plan.

ASBESTOS REGISTERS

The survey summary in the asbestos register/survey will provide establishments with the following information:

- Details of the location of the suspected ACM
- Description of the materials being surveyed
- The method used to determine if it is a ACM (sampling, visual inspection)
- The type of asbestos involved
- The material risk associated with the ACM

The management actions and control actions required to effectively reduce the risks of exposure from particular asbestos containing materials will also be detailed in the asbestos register. This may include the need to remove ACM's, encapsulate and label ACM's or monitor the condition of any ACM's left in place.

The survey report may also contain the more detailed survey findings, including photographs of the ACM's that have been identified.

ASBESTOS MANAGEMENT PLAN

The presence of asbestos containing materials in a building is not a health hazard. ACM's are only harmful if they are in such a condition as to release fibres that are capable of being inhaled.

To prevent this from occurring, any asbestos containing materials that are not required to be removed or encapsulated must be managed so as to ensure they do not become damaged, disturbed or deteriorate in condition.

To ensure the management of asbestos in schools, all establishments will have an asbestos management plan developed by LBHF.

With this plan, the following information will be kept:

- Asbestos surveys for all the buildings in the school
- Copies of any advice and guidance issued by the local authority/HSE
- Details of any works undertaken in the school involving asbestos
- Details of any inspections undertaken including air monitoring
- Details of asbestos disposal certificates
- Method statements and risk assessments from contractors that may involve asbestos removal undertaken by the school

INFORMATION TO STAFF

Staff within the school should be given the appropriate and relevant information in relation to the risks from asbestos containing materials and how the establishment is intending to control those risks.

The information to be provided should be determined, based upon the needs of staff, their roles and responsibilities and the location of any ACM's. This information can be detailed in the asbestos management plan.

Awareness and information training can be provided during staff briefings, induction training, INSET days, one-to-ones etc.

In addition, ACM's can be clearly labelled with the asbestos warning sign, or by using some other warning system (e.g. colour coding).

CONTROL OF CONTRACTORS

Contractors, when undertaking work in schools can disturb asbestos containing materials. There must be a method in place that will ensure anyone who wishes to carry out work on the premises does not start before they are given the relevant information on any asbestos containing materials present.

In some circumstances, it may be necessary for additional asbestos surveys to be undertaken when contractors are undertaking works that the school has commissioned (including Refurbishment and Demolition Surveys).

Contractors must be given access to the asbestos register and management plan and be requested to sign that they have viewed the necessary details and are taking the necessary precautions to prevent any ACM's from being disturbed.

To prevent disturbance, a permit-to-work system should be used. This means that no one is allowed to work on the premises, unless they have a permit that details what they are working on and where to prevent asbestos being accidentally disturbed.

REMOVAL OF ASBESTOS CONTAINING MATERIALS

Children's Services will undertake a programme of removal works where deemed necessary, based upon the findings of the surveys.

However, there may be occasions when schools commission or undertake repair or construction works themselves that may require the removal of asbestos containing

materials. Anybody undertaking any sort of work on ACM's must be competent, adequately trained and aware of safe working methods.

Where asbestos containing materials are removed during repair or construction works, Corporate Health & Safety must be consulted prior to any removal works taking place.

The Control of Asbestos Regulations 2012, make specific requirements in relation to work with asbestos. These regulations apply to ANY work and ALL types of asbestos containing materials.

Under the Regulations, there is an exemption from certain regulatory requirements for particular, specified types of work with asbestos where any worker exposure will only be sporadic and of low intensity and the exposure level is below the control limit. Such work will not require a licence. All other work with asbestos will require a licence.

Further information on safe working can be found on the HSE website at:

www.hse.gov.uk/asbestos/index.htm

Asbestos waste, whether in small or large amounts, is subject to the Hazardous Waste Regulations 2005 and must be transported and disposed of within the requirements of these regulations.

INSPECTION OF ASBESTOS CONTAINING MATERIALS

Asbestos containing materials that are left in place should be subject to periodic inspection to ensure that they remain in good condition.

As part of the asbestos management plan, schools should have in place a process to ensure that regular inspections are undertaken of any ACM's that are easily accessible and/or that are in a location that could result in them becoming damaged.

The asbestos register will identify any recommendations made in relation to inspections.

Any inspection procedures, when undertaken should be recorded in the asbestos management plan for the school.

FURTHER INFORMATION

The Health and Safety Executive have many free publications that can be downloaded from the following website:

www.hse.gov.uk/asbestos/index.htm

The Department for Education have also published guidance that is available from: <https://www.gov.uk/government/publications/asbestos-management-in-schools--2>