



LAUNDE PRIMARY SCHOOL

Asbestos Management Policy

Written June 2022

Review June 2024

Signed*[Signature]*.....(By Chair of Launde Governing Body)

Date.....*6/9/22*.....

Introduction

- 1.1 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 was used in Great Britain; crocidolite (blue), amosite (brown) and chrysotile (white) asbestos.
- 1.2 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.
- 1.3 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.
- 1.4 The following document outlines Launde Primary School's approach to managing asbestos containing materials within the school building(s).
- 1.5 Launde Primary School complies with the HSE's approved code of practice L143 Managing and working with asbestos Control of Asbestos Regulations 2012. Approved Code of Practice and guidance. Launde Primary School is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises.

Statement of document purpose

- 2.1 The document that follows is a statement of the guidelines adopted by Launde Primary 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 within Launde. It must be adhered to by all employees, contractors and persons charged with the responsibility for the management of asbestos at Launde Primary School.

Roles and Responsibilities

- 3.0 At Launde the following persons have specific roles and responsibilities relating to the management of asbestos on the site.
- 3.1 The responsible person or 'duty holder' for asbestos management at Launde is the Headteacher.
- 3.2 The Trust, COO and the Executive team 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 arranging an asbestos survey of all buildings under the school's control, completing a risk assessment and preparing an asbestos register and management plan for the premises.
- 3.3 The Head Teacher will be responsible for the implementation of this plan and ensuring that the register is kept up to date.
- 3.4 Throughout this document where the headteacher is referred to, in his/her absence the most senior staff member on site will assume the day to day responsibility of the site.
- 3.5 The Chair of the Governing Body will support the Headteacher 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.
- 3.6 The Trust COO will be responsible for the communication of the location of asbestos to all parties and the maintenance of the asbestos register and plan.
- 3.7 The Premises Officer will support the Headteacher and Trust COO in the management of asbestos by:
- undertaking and recording a visual quarterly inspection of all ACM
 - assisting with the induction of contractors on the whereabouts of known or presumed ACM's as part of any works being undertaken.
 - reporting any concerns immediately to the Head Teacher.
 - Provide an annual map/briefing containing asbestos locations.
- 3.8 All staff following receipt of information must report any concerns relating to known/presumed ACM's to the Head Teacher immediately.

Asbestos Management Plan

- 4.0 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 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, they 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.
- 4.2 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 year, or after any significant changes to the building.
- 4.3 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 Local Asbestos Management Plan) on attendance at site, to demonstrate they have read and understand the contents of the asbestos report, and confirm the work they have undertaking will not interfere with asbestos in the building.
- 4.4 The condition of asbestos containing material will be assessed and recorded (see LAMP) quarterly 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 their competency. ACM discovered to be in poor condition must be reported to the Head Teacher, and either be repaired or removed by a competent contractor.
- 4.5 All types of asbestos will be treated the same, there is no 'less dangerous' type of asbestos. Material will be presumed to contain asbestos unless there is strong evidence it does not.
- 4.6 Where surveys have identified that wall/ceiling panels or similar surfaces within the Launde Primary School contain, or are suspected of being ACM's, staff must no longer use areas for display purposes.
- 4.7 Staff must not lift or move any suspended ceiling tiles if they are in doubt about whether there is asbestos in the ceiling void or knowingly interfere with any identified ACM's.
- 4.8 An asbestos management plan including survey reports, periodic inspections and all other relevant information will be held in the Reception Office, readily available to staff. Anyone visiting Launde Primary School to carry out repairs/maintenance will be given relevant asbestos information before undertaking any work. This will be provided by the Head Teacher, Premises Officer or the School Business Manager.
- 4.9 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.

COMMUNICATION OF INFORMATION

New staff member

- 4.10 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.

All staff

- 4.11 All staff will receive an annual update/briefing on the whereabouts of asbestos and individual responsibilities. This will be recorded in the asbestos briefing section of the LAMP (Local Asbestos Management Plan).

General visitors

- 4.12 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.

Contractors

- 4.13 **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.
- 4.14 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 and that they will not carry out any works which will disturb asbestos.
- 4.15 Where it is found that the works proposed cannot be carried out without disturbance to asbestos the asbestos must be removed in a suitably controlled manner compliant with requirements of the Control of Asbestos Regulations. Academies should seek suitable professional advice if this is the case before proceeding.
- 4.16 Contractors must inform the Head Teacher immediately if they are concerned about or there is any accidental damage to any known or presumed asbestos containing material.

EMERGENCY PROCEDURES

- 4.17 All staff, contractors and other relevant persons must inform the Head Teacher immediately of any concerns/damage to any known or presumed ACM's.
- 4.18 The Head Teacher 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).

- 4.19 The Head Teacher will contact an external person with relevant knowledge and competence to obtain initial advice on any necessary actions.
- 4.20 The Head Teacher will liaise with the contractor and agree on the course of action necessary and to undertake an investigation as required.
- 4.21 The Head Teacher will 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.
- 4.22 If remedial action is required the Governing Body and Head Teacher make available the necessary funds and appoint an appropriately experienced Project Manager to manage any necessary project in line with the HSE guidance.
- 4.23 Following any suspected or known release of asbestos fibres, air monitoring will be required.
- 4.24 Releases of asbestos must be reported in line with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

PLANNED OR EMERGENCY WORK

- 4.25 Launde Primary 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.
- 4.26 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 will 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>

- 4.27 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.
- 4.28 For any works where the fabric of the building will be penetrated or disturbed where the presence of asbestos cannot be verified, Launde Primary School will arrange through an external person with relevant knowledge and competence for a further 'refurbishment and demolition survey' to be undertaken of the area to be worked on.
- 4.29 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.
- 4.30 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.

- 4.31 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.
- 4.32 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.
- 4.33 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.
- 4.34 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 they are suitable and sufficient.
- 4.35 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. A 'certificate of reoccupation' will be obtained.
- 4.36 The school in conjunction with an external person with relevant knowledge and competence will ensure that all relevant documents and certificates relating to the removal of ACM's are obtained and kept on site. After any changes the school will ensure that the asbestos register and plan are kept up to date.

LAMP Local Asbestos Management Plan

This document is produced in conjunction with the local asbestos management plan (LAMP). The LAMP contains the following:

- Roles and responsibilities
- Guidance
- Areas for storing the asbestos survey and register
- The asbestos monitoring record form
- The asbestos briefing record form
- The asbestos contractor briefing form
- The contingency procedure and flow diagram for accidental disturbance of asbestos

Copies of the LAMP can be obtained from the school office.