



THE DEANES SCHOOL

POLICY: MANAGING ASBESTOS

Effective From: JUNE 2014

Reviewed JUNE 2016

Authorised by:

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Headteacher

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Chair of the Premises Committee:

Date: 13.6.16

Managing Asbestos Policy

The Deanes School will follow guidance given in HSE's Managing Asbestos in Buildings: A Brief Guide (Leaflet INDG223 (rev 5) revised 04/12). A copy of this Guide is available in the Site Manager's office.

In accordance with this guidance, the School acknowledges the health hazards arising from exposure to asbestos and recognises its responsibilities to protect employees, contractors, students and other third parties from exposure to asbestos, so far as is reasonably practicable.

The school has undertaken a survey of all premises to identify the location and condition of asbestos-containing materials, and has taken steps to ensure that remedial works have been carried out to all areas identified as high and medium risk. The Asbestos Register is available in the Site Manager's office for inspection by any interested parties, and the school will require contractors and staff to sign the Record of Contractors' Inspection of Asbestos Register to confirm that they have consulted it. In accordance with the Code of Practice, the school shall:

- Ensure that managers responsible for premises have a system in place to ensure that work is not undertaken on the buildings without the prior assessment for asbestos-containing materials.
- Provide information, guidance and training for managers responsible for premises and other key managers to ensure that they are aware of their role with regard to the management of asbestos.
- Ensure that premises managers take all practicable steps to eliminate any risks to persons occupying the areas in case of an emergency (i.e. if asbestos is damaged or disturbed by accident).
- Ensure that managers responsible for premises have a written asbestos management plan for premises under their control.

Responsibilities.

Manager Responsible for the Premises:

In accordance with the guidance the Headteacher will be the "manager responsible for the premises." As such, the Headteacher will be responsible for implementing and maintaining a Management Plan for Asbestos on the premises under his/her control. This task has been delegated to the school's Health and Safety Coordinator. It is also the responsibility of the manager responsible for the premises to:

- Ensure that all persons who are to undertake any work on asbestos-containing materials are competent to do so.
- Ensure that all incidents involving the disturbance of or damage to known or presumed asbestos-containing materials are dealt with in accordance with "emergency" procedures, as laid out in the Code of Practice.
- Report any changes to the quantity or condition of asbestos-containing materials to the Governing Body and ensure that this is logged on the Asbestos Management Plan, which will be kept with the Asbestos Register.

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- To cooperate and coordinate with the relevant managers of other agencies/organizations that share the premises with the school.

Employee Responsibilities:

All employees have a duty for their own health and safety, and also to cooperate with the school in the implementation and maintenance of its arrangements to comply with health and safety requirements. They should therefore:

- Ensure that they understand the health risks associated with exposure to the asbestos fibres;
- Familiarise themselves with the location of asbestos-containing materials in their workplace;
- Avoid damaging or disturbing asbestos-containing materials;
- Stop any work that may have damaged or disturbed any known or presumed asbestos-containing materials, and report it to their line manager without delay.

Asbestos Management Plan

In accordance with the Code of Practice, the school will implement and maintain an Asbestos Management Plan. This plan will set out how the risks are managed, and can be found at Appendix One of this document. It also contains an Action Plan, giving a description of each occurrence of asbestos that requires attention. The Asbestos Management Plan will be reviewed at regular six-monthly intervals.

Emergency Procedures

In accordance with the Code of Practice, the following procedure should be followed in the event of damage or disturbance to material containing, or presumed to contain asbestos:

- All work in progress in the area should be stopped immediately;
- The area in question should be closed and access should be prevented;
- Advice should be sought from the school's property consultant;
- The Governing Body should be informed of the incident, as well as ECC Asset Management if this is deemed appropriate;
- Inform your line manager (in the case of exposure, the Senior Leadership Team and the Health and Safety Coordinator should also be informed);
- Retain all documentation relating to the work in progress;
- Compile a list of people present in the area at the time of the incident and of who may have been exposed to dust released from the material;
- Complete an incident report from and return to the Health and Safety Coordinator.

Procedures in the Event of Accidental Exposure

If an individual becomes contaminated with asbestos (or suspected asbestos) dust or debris, exposure and further contamination of the area should be minimised. The following procedure should be followed:

- The person exposed to the asbestos dust should leave the area.

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- Contaminated clothing should be removed as soon as possible (outside, but close to the contaminated area). The person should wash down or shower if possible. The area where the clothing has been removed and stored should also be treated as contaminated.
- Contaminated clothing should be placed in a sealed polythene bag and then placed in a second polythene bag and sealed. This bag should be clearly labelled.
- Areas that may have become contaminated as a result of movement around the premises should be identified and closed off.
- Further advice should be sought about the disposal of contaminated clothing.

In the event of an employee being exposed to asbestos, an appointment with Essex County Council's Occupational Physician should be offered. This can be arranged by contacting the Occupational Health Centre on 0330 139 804 or Occupationalhealth@essex.gov.uk.

Appendix 1

Asbestos Management Plan for an Essex County Council premises

The Control of Asbestos at Work Regulations 2002 requires managers of premises to prepare a written asbestos management plan. The plan should set out how the risks from asbestos are to be managed and the procedure for ensuring that employees or others do not disturb asbestos-containing materials. This plan is based on the recommendations of the Health and Safety Executive's document 'A comprehensive guide to managing asbestos in premises'. Specific guidance on dealing with asbestos in Essex County Council buildings is contained in the ECC code of practice 'Managing Asbestos in Council Buildings' which was revised in 2004. You are strongly advised to familiarise yourself with this document before completing this plan.

The amount of information that needs to be provided in the plan will vary considerably depending on the size and complexity of the building. It must be completed with the assistance of a property consultant. If you do not have an asbestos register or any other information about asbestos the plan will be straightforward and you will not be able to produce an action plan. Advice on the Council's programme of asbestos surveys and the asbestos registers can be obtained from ECC Asset Management (tel. 01245 435521).

1. Name of premises	
The Deanes School	
2. Employee responsibilities	
Name, date and signature of premises manager. <i>The premises manager should sign to show that he or she is aware of the contents of this management plan.</i>	Mr D McKeown (Headteacher) Date: _____
Name of person that produced this plan.	Mr P Sweet (Site Manager)
Name of the person responsible for managing asbestos in the premises, for updating the asbestos register (if any) and for reviewing this plan. <i>These may, of course, be the same person. The purpose of these entries is to clarify that the tasks have been allocated to specific individuals.</i>	Mr P Sweet (Site Manager)
3. Reviewing this management plan	
Date this management plan was first produced.	1 st February 2007

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<p>Date of last review. <i>Asbestos management plans should normally be reviewed every six months but for small, low risk premises an annual review will be sufficient.</i></p>	<p>8th June 2016</p>
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4. How the location and condition of asbestos-containing material is recorded	
<p>State how information about asbestos in the premises is recorded.</p> <p><i>State if there is an asbestos register for the premises. If there isn't, state that any asbestos information you have (including this plan and a copy of the ECC code of practice) is kept together in a file.</i></p>	<p>Asbestos Register present.</p>
<p>State where information about asbestos in the premises is kept.</p> <p><i>State where the asbestos register or asbestos file is kept. A suitable place would be the reception or the site manager's office. This plan should be kept with the register.</i></p>	<p>Asbestos register is kept in the Site Manager's Office at the school. A copy of this Management Plan will be kept with the Register, as well as the Record of Contractors' Inspection of Asbestos Register.</p> <p>The record of asbestos completed by Phelans in May 2014 is kept in the Site Manager's Office</p>

5. Results of the risk assessments and action required (if any)

You should assess the risk from all the asbestos-containing materials that you know about by carrying out a visual inspection with your property consultant and deciding what action (if any) needs to be taken. Your decisions should be based on your assessment of the likelihood of the material being disturbed. Where action is necessary it should be recorded in the Action Plan. If you feel that a lot needs to be done you should prioritise the work. If you are unaware of any asbestos on the premises make a statement to that effect.

If you have an asbestos register it will contain recommendations that are based on the type and condition of the material at the time of the survey and they should be complied with if you think they are still appropriate after considering the likelihood of disturbance. Appendix 5 of the ECC code of practice gives guidance on this.

Note: *If you have an asbestos register it will usually contain a ‘material risk score’ for each material according to its potential to release fibres if disturbed. Older registers that do not contain these scores are being re-issued with scores. Material risk scores together with your assessment of the likelihood of disturbance will help you prioritise any work.*

Briefly state the results of your visual inspection and risk assessment and the approximate date it took place. Any work that you have identified that still remains to be done should be added to the Action Plan.

This assessment should be carried out on all asbestos-containing materials that you know about.

Even if the premises does not have an up to date asbestos register you may have an old register issued in the 1980s (further copies of these may be available from ECC Asset Management – tel. 01245 435521). You may also be aware of asbestos-containing materials in the premises that have been identified in the past as a result of building work. Appendix 6 of the ECC code of practice gives advice on finding out about asbestos in the building.

The Deanes School’s Asbestos Survey was undertaken in February, 2003. The Survey Report identifies a range of asbestos issues, which are categorised by assessment risk (i.e. Minor, Low, Medium, High). All areas categorised as of high risk were addressed in 2003. Other medium and low-risk items have been dealt with in subsequent years. These are listed in the Action Plan at Section 9.

Following a further Survey undertaken in May 2010, in preparation for the Building Schools for the Future programme, areas highlighted as needing to be re-encapsulated were addressed. These are listed in the Action Plan at Section 9.

The Buildings Project Ref J172250 detailed all incidences of asbestos within the school premises affected by the building work undertaken from June 2014 – September 2016. A copy of this report is located within the Site manager’s office and details the removal of all asbestos.

6. Monitoring arrangements for asbestos

All known or presumed asbestos-containing materials should be monitored so they can be maintained in good condition. If you have any doubts about a particular material you should seek advice from your property consultant.

If your premises does not yet have an up to date register, you should presume that any material contains asbestos unless there is strong evidence that it does not (except for material that obviously does not contain asbestos - see Appendix 4 of the ECC code of practice for further information).

State the arrangements for monitoring the known or presumed asbestos-containing materials to ensure that they remain in good condition and that there is no increased risk of disturbance.

The time between inspections will depend on the type of material, where it is and its condition, but it should be at least every six to twelve months. However, some materials may need inspecting more frequently (for example asbestos insulating board panels on the walls of a constantly used corridor may need inspecting monthly).

The Site Manager will undertake a general Health and Safety inspection of the school premises each week on a rolling programme and report any findings to the Health and Safety Coordinator.

Every year, the Site Manager will undertake a detailed inspection of the areas identified in the Asbestos Register and, if necessary, arrange for appropriate repairs to be made. These inspections will take place in June each year.

7. How information about asbestos is passed to those that need it	
<p>Staff need to be made aware of the location of any asbestos-containing materials <u>only</u> if they are liable to disturb them.</p> <p>State how staff have been informed. Staff should also be asked to report any damage.</p> <p><i>If you have no information about asbestos in the premises staff should be informed that an asbestos survey has not yet been carried out and that, in the absence of an up-to-date register, they should presume that any material could contain asbestos unless there is strong evidence that it does not (see above). Take care when communicating with staff – asbestos should be respected but not feared.</i></p>	<p>Staff are given a briefing on asbestos-containing materials during a health and safety training session in September each year. This briefing contains details of to whom any damage or disturbance should be reported. In addition a member of staff in each faculty will be named as the Health and Safety Link person, who will maintain a faculty Health and Safety folder with up-to-date information. Every member of each faculty will be required to sign the Health and Safety folder annually, to confirm that they have read the information therein.</p>

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<p>State here what system is in place to control maintenance or building work. What is the procedure for ensuring that contractors and others check the asbestos register before starting work? Does the procedure allow for staff absence due to illness?</p> <p><i>If the premises does not have a register the arrangements should make sure that no-one does any work without being informed of this and that the materials they are working on <u>may</u> contain asbestos.</i></p> <p><i>Attached to this document are examples of a sheet that those carrying out work could be asked to sign (but other methods of controlling work may be more appropriate depending on the premises – see the ECC code of practice for further guidance).</i></p>	<p>Contractors are asked to consult the Asbestos Register before quoting for or commencing any maintenance or building works to the premises. They will then be asked to complete and sign the Record of Contractors' Inspection of Asbestos Register to confirm that they are aware of the Register's contents.</p> <p>The responsibility for ensuring that this takes place lies with the Site Manager</p>
<p>State here if warning labels have been used to alert workers to the presence of known asbestos.</p> <p><i>Labels are not essential and may not be appropriate (eg in classrooms). The decision to label or not will, in part, depend on whether you are confident that communication with your staff and contractors is effective.</i></p> <p><i>Further warning labels are available from Asset Management (tel. 01245 435521)</i></p>	<p>Due to the high incidence of low-grade asbestos in the buildings, it has been decided not to use warning labels.</p>

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8. Training	
<p>State here who has received training on asbestos management, and approximately when it took place.</p> <p><i>Information about the Council's asbestos training programme can be obtained from the Staff Development Health, Safety and Welfare Team at County Hall (tel. 01245 430506)</i></p>	<p>Paul Sweet: 2014</p>

9. Action plan

Provide here a brief description of each occurrence of asbestos that requires attention. For example an asbestos board wall lining in a classroom may require action because it is damaged by chair backs. The action needed might be to provide a narrow timber rail on the wall at the rear of the room to prevent further damage. The work may not be considered urgent if the damage is slight and therefore can be done during the next convenient school holiday period. Material risk scores together with your assessment of the likelihood of disturbance will help you prioritise any work

Note: Any sealing, protecting or removal of asbestos-containing material must be notified to ECC Asset Management using an Asbestos Record Revision Sheet which can be found on the ECC intranet, the Essex Schools Infolink, or by telephoning 01245 435521.

Any work on asbestos-containing materials must only be carried out by a contractor who is trained and competent to carry out the task. Normally, only a contractor licensed by the Health and Safety Executive should work on asbestos insulation, asbestos insulating board and lagging, including sealing and removal.

Survey Ref No.	Location and brief description of the asbestos-containing material	Action decided (after taking advice from your property consultant)	Date work proposed (approx.)	Date completed
23	Classroom E4– Infill Panel	Re-encapsulate		2003
29	English Dept Office – Infill Panel	Re-encapsulate		2003
30	Classroom E2 – Infill Panel	Re-encapsulate and debris removed		2003
31	Classroom E2 – Debris under infill panels	Decontaminate		2003
68	SIMS Office – Infill Panel	Re-encapsulate		2006
69	Library – Panel, Ceiling surrounding pipes	Re-encapsulate		2006
70	SIMS Office – Panels x2 surrounding pipes	Re-encapsulate		2006
74	Art Corridor – High level infill panels above fire doors	Re-encapsulate		2003 2006
78	Classroom FD1 – Cooker divider partitions x 5	Remove		2005
80	Classroom FD2 – Cooker divider partitions x 5	Remove		2005

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Survey Ref No.	Location and brief description of the asbestos-containing material	Action decided (after taking advice from your property consultant)	Date work proposed (approx.)	Date completed
97	Classroom S6 - Fume Cupboard panels	Remove		2003
98	Classroom S6 – Cement Fume Cabinet Flue	Remove		2003
103	Science Prep Room – Fume Cupboard panels	Remove		2003
104	Science Prep Room – Fume cabinet flue	Remove		2003
115	Classroom S1 – infill panel low level	Re-encapsulate		2003
121	Science Prep Room 2 – Fume cabinet panels	Remove		2003
122	Science Prep Room 2 – Fume cabinet flue	Remove		2003
124	Classroom S5 – Fume cabinet panels	Remove		2003
125	Classroom S5 – Fume cabinet flue	Remove		2003
142	Classroom A3 - Table cement tops	Remove		2003
144	Kiln Area – Cable sheathing above kiln	Remove		2005
159	Main Hall – Infill Panel high level	Re-encapsulate		2004
160	Main Hall – Balcony – Infill Panel	Re-encapsulate		2004
162	Main Hall seating area – Infill panel – High level	Re-encapsulate		2004
164	Main Hall seating area – stair nosing	Remove		2004
194	1 st Floor Deputy Head's Office – Infill Panel	Re-encapsulate		2006
195	1 st Floor Deputy Head's Office – Infill Panel	Re-encapsulate		2006

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Survey Ref No.	Location and brief description of the asbestos-containing material	Action decided (after taking advice from your property consultant)	Date work proposed (approx.)	Date completed
196	1 st Floor Committee Room – infill panel	Re-encapsulate		2005
206	First Floor Corridor 2 – infill panel	Re-encapsulate		2005
209	Classroom L3 Infill Panel	Re-encapsulate		2005
210	Classroom L2 – Infill panel	Re-encapsulate		2005
245	Ground Floor Assistant Head's Office – Infill Panel	Re-encapsulate		2005
309	Classroom D5 – Infill Panel	Re-encapsulate		2005
338	External all elevations – Cement Slats	Re-encapsulate		2006
349	External All Elevations – Cement Slats – High level	Re-encapsulate		2006
143	Classroom A3 worktop	Removed		Summer 2009
152	Classroom A2 Worktop	Removed		Summer 2009
39	Classroom M3 Infill Panel	Re-encapsulate	May 2010	
38	Classroom M4 Infill Panel	Re-encapsulate	May 2010	
32	Classroom M6 Infill Panel	Re-encapsulate	May 2010	
	Other infill panels – to be advised by consultant	Re-encapsulate	May 2010	
SEPTEMBER 2016	Report from Phelans detailing the location of asbestos within the areas to be affected by building work	All removed	June 2014- June 2015	Project sign off September 2016

