

Honiton Community College
Academy Trust



This Policy was adopted by the Governing Body of
Honiton Community College Academy Trust
on 5th October 2016
and will be reviewed every 2 years.

ASBESTOS POLICY

HONITON COMMUNITY COLLEGE

ASBESTOS POLICY AND MANAGEMENT PLAN

Policy Statement

Honiton Community College is committed to ensuring the health, safety and welfare of all its employees, students and visitors. The College therefore promotes a positive workplace culture that:

- Identifies the hazards and effectively manages the risks associated with asbestos containing materials in all its buildings,
- Enables managers and staff to safely manage known asbestos containing materials,
- Manages identified risks with solutions that are reasonably practicable,
- Sees the provision of information and appropriate training as a core element,
- Enables managers to address issues raised by staff, students and visitors,
- Fully supports the active participation of staff representation by recognised Trade Unions in the development and implementation of health & safety related policies and procedures.

Background

The use of asbestos within building materials has been banned since 1999. However, many older buildings, such as some of those within the College, were built when it was legal to use materials containing asbestos.

Over the years considerable legislation has been introduced to protect the public and employees from the effects of asbestos. The latest legislation is the Control of Asbestos Regulations 2006. The impact of asbestos related illness should not be underestimated. However, it must be stressed that materials containing asbestos, in themselves, do not pose a danger provided that they are identified, intact and in good condition.

The County Council commissioned an asbestos survey which was undertaken across the County by a specialist in the field of asbestos identification and management between 2003 and 2006. The survey identified the location of any asbestos, the type of asbestos material involved, the vulnerability of the asbestos (i.e. how likely it is that it could become damaged) and whether it was covered (i.e. protected by paint).

The asbestos survey undertaken for most of the campus was only a Type 2 survey. This means that only readily visible or accessible materials were surveyed and/or sampled.

Copies of all the reports are available in the Director of Finance and Resources office. In addition the information contained within the reports has been copied on to individual building plans for ease of reference.

The report and building plans indicate specific areas within rooms and individual rooms where it was not possible to survey and/or take samples for analysis. In some cases it was not possible for the inspector to gain access to individual rooms. In all such cases it must be assumed that asbestos is present in all materials contained within these areas until such time as they have been inspected and it is confirmed there is no asbestos.

The College Asbestos Management Plan

The purpose of the College Asbestos Management Plan is:

- To ensure that all asbestos containing materials are identified (The asbestos register and plans).
- To ensure that all asbestos containing material is regularly inspected regarding its condition and action taken to rectify any issue identified. (Twice each year a formal inspection is made of the identified asbestos to review its condition. Any issues arising from the inspection are dealt with as a matter of urgency).
- Where necessary and practicable to remove asbestos containing material. (It is College policy to remove any asbestos that poses a threat to staff or students and where major refurbishments are taking place to remove any asbestos within the area being refurbished at that time. In this way the level of asbestos within the college will gradually reduce).
- To review the assessed risk level allocated to elements of the asbestos register should there be a change of use in the room in question. For example a change in the use of the room may result in an area containing asbestos which previously was a low risk becoming a high risk.
- To ensure staff are made aware of the presence of asbestos in the workplace.
- To ensure contractors are made aware of the presence of asbestos in any areas where they are working.
- Where work is required in an area where asbestos has been identified to take all appropriate steps to ensure the asbestos is removed by appropriately licensed contractors or managed effectively during the work.

The Duty Holder

The designated Duty Holder within the College responsible for the management of asbestos containing materials is the Director of Finance and Resources.

Responsibilities of teaching and support staff

All staff must refer to the asbestos plans to identify whether there are asbestos containing materials within the rooms they use and the location of the asbestos within the room.

Where staff are working within rooms which have asbestos containing materials in them they must inform the Premises fault reporting system of any damage to these materials as a matter of urgency. It must be remembered that the formal condition survey is only undertaken twice a year. Staff in daily contact with the rooms are in a far better position to identify damage at an early stage.

When such damage is notified to the Premises fault reporting system the matter **must** be brought to the immediate attention of the Premises Manager or the Director of Finance and Resources who will assess the situation and take appropriate steps to ensure the short and long term safety of students and staff.

Staff intending to disturb any surfaces must refer to the asbestos plans before doing so. This includes simple actions such as inserting drawing pins in to a wall surface or ceiling. If it is identified that where the member of staff wishes to insert the pin (for example) in an asbestos containing material they should refrain from inserting the pin.

Where the member of staff believes it to be essential that the surface is disturbed the matter **must** be referred to the Premises Manager who will meet the individual member of staff to undertake an assessment and complete a form ASB1

Responsibilities of caretaking and handyman staff

All staff have a responsibility to familiarise themselves regarding the potential for there to be asbestos within the rooms where they work. It is recognised that for this group of staff the workplace is the whole of the campus. All caretaking and handyman staff must refer to the asbestos plans to identify locations where there are asbestos containing materials across the campus.

Where caretaking/handyman staff are working within rooms which have asbestos containing materials in them they must inform the Premises fault system of any damage to these materials as a matter of urgency. It must be remembered that a formal condition survey is undertaken twice a year. Staff in daily contact with the rooms are in a far better position to identify damage at an early stage.

Staff intending to undertake any work that is likely to disturb any surfaces must refer to the asbestos plans before doing so. If asbestos containing materials are present they **must** contact the Premises Manager or the Director of Finance and Resources.

It must be remembered that for most of the site only a **Type 2** survey has been undertaken. Therefore, unless the individual can be certain that the area does not contain asbestos (for example, they put up a partition wall themselves using plaster board or the building was built after the year 2000) for any work where, for example, walls or ceilings have to be drilled or removed a **Refurbishment and Demolition Asbestos survey will be required.**

Caretaking and Handyman staff must also refer to the section below relating to the responsibilities of those instructing contractors

Where the member of staff believes it to be essential that the surface is disturbed the matter **must** be referred to the Premises Manager or the Director of Finance and Resources who will meet the individual member of staff to undertake an assessment and complete a form ASB1

Responsibilities of those instructing contractors

It is the responsibility of those instructing contractors to highlight the presence of any asbestos containing material in areas where work is due to take place with the contractor before the start of any work. In such circumstances the contractor must be provided with a copy of the appropriate asbestos plan. It is **not** sufficient to simply give the contractor the asbestos plan and let him/her inspect it on his/her own. It is ultimately our responsibility and not theirs.

If the area where work is planned has not been inspected an inspection **must** be undertaken before any work is commissioned from the contractor. This **must** be arranged by the Premises Manager or the Director of Finance and Resources.

In some instances the contractor will not be working directly in the area with the asbestos containing material. However, they should be made aware of any asbestos containing material within the immediate vicinity and told to take care not to disturb the asbestos containing material.

In some instances where work is due to be undertaken directly with asbestos the contractor may be suitably equipped and qualified to work with the asbestos containing material. For example when required to drill in to such material they may have the necessary extraction equipment attached to their drill that enables them to operate safely. This must be checked with the contractor prior to an order being placed. Proof must be obtained that the contractor is suitably qualified to work with asbestos in this way. This **must** be arranged in conjunction with the Premises Manager or the Director of Finance and Resources.

Alternatively the contractor may have a different means of attaching the item to the wall or ceiling.

If there is asbestos containing material directly involved with the work requested there must be reference to this included on the official order from the College. The official order must also contain an instruction for the contractor's staff to report to the reception upon their arrival at the College and before they start work. Even though steps will have been taken to identify the presence of asbestos containing material it must not be assumed that this information has been passed down the line to the contractor's staff actually undertaking the work

In the case of work being required with asbestos containing material where the contractor is unable to manage the asbestos it will be necessary to arrange for a licensed asbestos removal company to remove the asbestos material. This **must** be arranged by the Premises Manager or the Director of Finance and Resources.

The removal process will generally include a thorough cleaning of the area and a subsequent air test to ensure no asbestos particles have been left behind. The air test should be undertaken by an independent company. That is to say the company undertaking the asbestos removal must not also undertake the air test.

In all cases where work is planned that will involve direct contact with asbestos form ASB1 must be completed. It is the responsibility of the instructing member of staff to ensure that the form ASB1 is completed correctly in conjunction with the contractor. This **must** be arranged in conjunction with the Premises Manager or the Director of Finance and Resources. The form should then be discussed with the Premises Manager before any work commences.

As for the majority of rooms only a Type 2 survey was undertaken (see Introduction for further details) further examination will be required for more intrusive work. For example if taking down a wall there may be asbestos containing materials behind the outer coating which would not have been identified by the Type 2 survey. In such circumstances a Refurbishment and Demolition Asbestos survey must be undertaken. This will be commissioned by the Premises Manager.

Another example is the removal of carpets. There may be asbestos containing tiles on the floor beneath the carpet. This should be inspected as far as is practical before the carpet is removed. In this example the tiles will not present a danger if they are not damaged. However, this may not be possible to determine until such time as the carpet has been removed. If the contractor is made aware of this possibility he can raise the matter if appropriate.

As a general rule, if in doubt assume the material contains asbestos and act appropriately. Any doubts or issues should be reported to the Premises Manager or the Director of Finance and Resources immediately.

Responsibilities of those instructing caretaking and handyman staff

It is the responsibility of those instructing caretaking and handyman staff to highlight the need to consult the asbestos register/building plans before undertaking any work to look for the presence of any asbestos containing material in areas where they are due to work before the start of any work.

Much of the content of the above section will also apply here.

Responsibilities of the contractor

Contractors who are likely to undertake work where asbestos may be present and/or detected should only be employed if they are registered with the County Council. In this way we can be assured that they have processes in place to enable their staff to identify asbestos containing material. If the contractor's staff believe they have discharged asbestos containing material into the atmosphere or found asbestos they must stop work immediately and report this to the Premises Manager or the Director of Finance and Resources.

The contractor must instruct their staff to report to reception and to read all appropriate documentation before they start working on site.

The contractor must co-operate in the completion of form ASB1 where appropriate.

Recording

Whenever a contractor is working in an area where asbestos is present, whether working directly with the asbestos, or simply in the same room, a record must be kept of

the fact that the appropriate information has been provided and a signature obtained to confirm the fact.

In the case of a one-off instruction the details must be recorded prior to the start of the contract.

In the case of contractors who regularly undertake work across the whole College a one off annual record is sufficient. This **must** include the provision of a set of asbestos plans for each building and an acknowledgement that the company has received the plans and that it will ensure that any of its employees working on the site will be made aware of any asbestos containing material within the area they are due to work.

Copies of all forms used, whether those specific to the College or ASB forms must be retained on the asbestos register file held by the Premises Manager.

Regular Scheduled Inspections

The Premises Manager is responsible for ensuring that regular inspections are carried out of all known asbestos containing material to monitor its condition. The Asbestos Inspection Log is used to record the findings and the action proposed to resolve any issues identified.

Any degrading or damage to asbestos containing materials will be rectified by appropriate contractors as a matter of urgency.

Discovery of any disturbance or damage to any suspected asbestos containing material

The discovery of any disturbance or damage to any suspected asbestos containing material must be reported to the Premises Manager or the Director of Finance and Resources immediately.

The Asbestos Database

The County Council's central database was maintained by NPS (South West Ltd). As the College is now an Academy this facility is no longer available. As a result the College maintains its own database and asbestos plans which are maintained by the Director of Finance and Resources.