

PARKSIDE HOUSE SCHOOL

ASBENSTOS MANAGEMENT POLICY

July 2014

THE MANAGEMENT OF ASBESTOS POLICY

Introduction

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

Parkside House 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) legislation.

Parkside House School will make use of information gathered from an asbestos survey carried by ASI environmental that identifies the location, type and condition of ACM within 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 pipes, which do not constitute a hazard, may remain in place 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.

Statement of Intent

It is the policy of Parkside House 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 pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.

Policy Statement

The School's Asbestos Policy conforms with the Health and Safety at Work etc Act 1974, the Asbestos (Licensing) Regulations 1983 and the Control of Asbestos at Work Regulations 2002. The policy and procedures will apply to all buildings and all individuals therein, without exception.

The school's policy on asbestos and ACM is;

- To ensure the prevention of exposure to hazards associated with ACM to pupils, 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 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.
- To annually review the Asbestos Management Policy 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 conditions so as to prevent the possibility of any harm to health occurring.

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.

Provide adequate resources to ensure the provision of appropriate information, instruction and training.

Licensed contractors and/or subcontractors, in accordance with HSE recommendations, must carry out all work to ACM, irrespective of the length of time any job is to take of the type of asbestos to worked on.

Management of Asbestos -Organisation and Arrangements

The school acknowledges the health hazards arising from the exposure to asbestos and therefore it is the policy of Parkside House School to ensure that as far as reasonably practicable that no persons are exposed to risks to their health due to the exposure to any ACM that may be present in any of the buildings.

The policies and procedures will apply to all buildings and all individuals present on the premises without exception.

The policy 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 existing Health and Safety committee shall be tasked with reviewing and revising, where necessary, the policy and procedures to meet with continuing requirements as necessary.

This policy document should be read in the context of Parkside House School Health and Safety Policy. 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. The extent of the legal duty is determined by the terms of any tenancy agreement or contract that applies, and in the absence of any such agreement, on the degree of control the party has over the premises.

Therefore, the Head teacher, in accordance with the Chair of Governors will; take reasonable steps to determine the location and condition of materials likely to contain asbestos;

The school has an asbestos register (last updated 2012) which has not identified any locations on known asbestos containing materials (ACM). The register is kept in the office

The asbestos register is updated following any removal of any suspect alteration of ACMs (e.g. after and construction work).

Anyone (staff or visitors) dealing with the fabric of the building (even putting in cup hooks/notice boards etc.) must first be shown the asbestos register and will be required to sign the visitors book.

In the case of contractors, signatures of people working on school fabric are required to be re-signed each day (if working in the same area). A new signature is needed if they are in a new area. The school proceeds with any building work with the utmost caution.

ASBESTOS IS A DANGEROUS SUBSTANCE, TREAT WITH THE UTMOST CARE.

ASBESTOS EMERGENCY PLAN FOR PARKSIDE HOUSE SCHOOL

Following an uncontrolled release of known or suspected asbestos containing material (ACM), by accidental or deliberate damage, the following controls are to be adhered to:

- Immediately following the event, any work in the area is to cease and casual access is to be denied.
- Ensure that all departments are aware to avoid the area involved, and that it is sealed as quickly as possible.
- Contact the appropriate Facilities Manager and the Health and Safety Office to report the situation and for further guidance.

Facilities Manager:	Belinda Young	07766223814
Health & Safety Officer	Andrew Barnes	01912161051

- They will contact an appropriate specialist firm to sample, and where necessary, repair or remove the asbestos containing material.
- Ensure that there is a plan of work prepared by the contractor prior to the start of work, and that the appropriate licenses have been issued, as per the guidance.
- Once the work is complete, ensure that the visual inspection and the air sampling results are satisfactory.
- Record all work undertaken (including incomplete work) in the asbestos register.
- Continue to monitor and manage any residual asbestos.