



The Management of Asbestos Containing Materials (ACMs)

Summary

The control of Asbestos at Work regulations 2012 imposes an implicit duty to manage asbestos risks within the premises. These regulations aim to prevent building and maintenance workers, together with the users of the premises from exposure to Asbestos Fibres.

Anyone who has a responsibility for the maintenance, repair, renovation and alteration of non-domestic premises, including schools, is defined as a 'Dutyholder' (regulation 4 of the Control of Asbestos Regulations). The extent of that duty is determined by the degree of control over the premises. All Dutyholders must ensure that any ACMs are managed properly. The Governing Body of Frances Olive Anderson C of E (aided) Primary School is a Dutyholder.

The management of asbestos containing materials guidance has been reviewed in light of advice received from the Department of Education – February 2017.

Duty to Manage

The duty to manage requires those in control of the premises to:

- Take reasonable steps to determine the location and condition of materials likely to contain asbestos. AT FOA an asbestos survey has been undertaken.
- Presume materials contain asbestos unless there is strong evidence to the contrary.
- Make and keep an up to date record of the location and condition of ACMs and presumed ACMs in the premises.
- Assess the likelihood of exposure to fibres from these materials.
- Prepare a plan setting out how the risk is to be managed.
- Take the necessary steps to put the plan into action.
- Periodically review and monitor the plan.
- Provide information on the location and condition of ACMs to anyone who is liable to work on or disturb them.

The Health and Safety Executive (HSE) have provided the following information about managing asbestos in schools.

Asbestos Containing Material that is in good condition and unlikely to be damaged or disturbed is not a significant risk to health and need not be removed as long as it is properly managed. An asbestos survey will identify the appropriate measures to control the risk.

This means that teachers and pupils are unlikely to be at risk in the course of their normal activities. However, they should not undertake activities that damage ACMs, such as pinning or tacking work to insulation boards or ceiling tiles.



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ASBESTOS MANAGEMENT PLAN GENERAL

The school has a full asbestos survey, it is freely available for inspection and provides information on the location of ACMs to anyone who is liable to disturb any ACM during the course of their work.

The survey must be brought to the attention of contractors when they first arrive on site. They are required to check this to ensure their work will not disturb any of the ACMs. They are also required to report any potential ACMs that they discover that are not listed on the site survey and be made aware that only specially trained external contractors are allowed to work on ACMs.

All staff will be made aware of the asbestos survey and that it is freely available for inspection. The head teacher will also raise awareness of the issue at the annual staff meeting that takes place at the beginning of each new school year. This is revisited when the Health and Safety Policy is reviewed each April. All staff are reminded of the requirement not to disturb known or potential ACMs and be made aware that only specially trained external contractors are allowed to work on the ACMs.

The head teacher, caretaker or the person organising work must ensure that ACMs are not disturbed during maintenance work.

The condition of ACMs indicated in the survey must be monitored on a routine basis to ensure that no disturbance has taken place and fibres are not being released.

Should ACMs be inadvertently or accidentally damaged the Health and Safety Executive procedures will be followed. EM1 asbestos essentials equipment and method sheet describes the procedure. www.hse.gov.uk/asbestos/essentials/index.htm

Where damage of ACMs has occurred advice from the Local authority contracted Asbestos Project Manager must be sought, currently this is through Vinci (Lincolnshire County Council's property management services:

Contact: Vinci Property Services 01522 555555 Option 3

SEMS@vincimouchel.com

Where disturbance of ACMs is necessary, advice from the above must be sought prior to commencement of work.

This Asbestos Management plan will be reviewed annually by the Finance, Health and Safety Committee.

Agreed and adopted by the Full Governing Body in September 2019

Signed:

Date



IMPLEMENTATION OF ASBESTOS MANAGEMENT PLAN

Requirement	Arrangement
Make all staff aware of ACMs and to make the school asbestos survey available.	Head teacher to raise awareness at annual meeting at the beginning of the year and revisited on review of the Health and Safety Policy which is also yearly.
Provide Asbestos awareness training for the caretaker. All staff are prohibited from working on ACMs.	Training provided 15.01.14
Inform all visiting contractors of the presence of Asbestos containing materials. Visiting contractors to confirm they have been informed of the presence of ACMs and that their work will not disturb them.	The school asbestos survey is located in the school office. Contractor to sign record sheet: appendix 2. Contractor to be issued with Asbestos alert leaflet: appendix 3. Advise contractor that HSE em 1 essentials sheet can be accessed if required.
Building works to be planned in advance and checks made to ensure known ACMs are not affected	To be agreed with Dutyholder/s and head teacher
Building works to be monitored to ensure contractors are working safely.	To be agreed with Dutyholder/s and head teacher
If ACMs have been disturbed or need to be disturbed, specialist advice and assistance is to be obtained from the Local Authority.	Vinci Property Services 01522 555555 Option 3
If ACMs are removed or treated in any way by specialists, check that the Local authority contracted Asbestos project Manager has arranged for the school asbestos survey and management plan to be updated.	
Inspect the condition of known ACMs to ensure no damage or deterioration has taken place. Frequency: weekly Record on form: appendix 1	To be carried out by the caretaker, monitored by the head teacher / Duty holder. Site diagram shows the extent and location of asbestos containing materials as at 20.02.13. Appendix 1 is kept in the caretakers cupboard – health and safety checks file.
Prohibit the use of any area where deterioration, damage or disturbance of ACMs has taken place and advise the Local authority contracted Asbestos Project Manager.	Head teacher / Caretaker / Duty holder Any member of staff can prohibit the use of an area if they suspect that deterioration, damage or disturbance has taken place. They should inform the above as soon as possible so that appropriate action can be initiated.



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APPENDIX 1

Asbestos Condition Monitoring Record Sheet

Informal checks should be carried out during daily activities, formal monitoring recorded below takes place on a regular basis.

Date	Location of ACMs	Condition OK (yes/no)*	*Actions taken	Carried out by



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APPENDIX 2

Contractors Record Sheet

1. I acknowledge receipt of the 'Asbestos Alert for Maintenance Workers' leaflet. I am aware that a copy of the HSE **em1 asbestos essentials sheet** is available if required.
2. I confirm that the Asbestos Survey Report and the location of any presumed Asbestos Containing Material has been brought to my attention and that my work will not damage or disturb these materials.
3. I confirm that I will not disturb any potential ACMs I discover that are not recorded and I will report these immediately to:
Head teacher: Mrs Sarah Woolley Caretaker: QEHS

Date	Print name of business and contractor	signature



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APPENDIX 3

Asbestos Alert for Maintenance Workers

ASBESTOS DUST KILLS

When asbestos materials are damaged or disturbed they can release dangerous fibres which if breathed in can cause serious diseases. Around four and a half thousand people die in Great Britain every year from asbestos related diseases. Making asbestos the single greatest cause of work related death.

THE DANGER

A large number of premises and older plant and equipment still contain some form of asbestos. Much of the asbestos will be hidden within the fabric of the building so not immediately obvious. Workers most likely come into contact with asbestos containing products are those in the construction, maintenance, refurbishment and related trades.

The danger to you and your own family and the users of this school comes from inhaling the dust and fibres caused by the drilling, cutting, sanding, damage to and / or disturbance of asbestos containing materials.

YOU MAY FIND ASBESTOS

As sprayed insulation coatings on steel and concrete.

As lagging on pipe work and boilers.

As insulation board on and within doors, ceilings, walls and heating ducts.

As asbestos cement wall and roof coverings, pipes, tanks and chimney flues.

As asbestos textiles, gaskets and rope.

As decorative plasters eg Artex

As vinyl floor tiles and asbestos reinforced plastic and resin composites.

WHAT YOU SHOULD DO

Ask whether there has been a check for asbestos where you are working. If there has not been a check, treat any insulation board etc as presumed asbestos containing materials.

If you are uncertain how to proceed, stop work and seek advice.

You must not disturb any confirmed or presumed asbestos containing materials.

Should ACMs be inadvertently or accidentally damaged, the Health and Safety Executive **em 1 asbestos essentials equipment and method sheet** procedure must be followed. This is available on line

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