



King's Academy Ringmer "in pursuit of excellence"

Asbestos Management in the Workplace Policy

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Key Points:

- This Policy has been introduced to ensure that no-one at King's Academy Ringmer will be exposed to asbestos that could adversely affect their health and that work with ACMs will not be undertaken by King's Academy Ringmer employees. The Principal must ensure that the management procedures for asbestos, as defined in this Policy, are complied with and that appropriate precautions are observed and permissions obtained, particularly in respect of Contractors works, or any other works which may disturb the fabric of the building.
- Responsibilities fall on The Principal, employees and the Governing Board.
- Detailed information and guidance on the management of asbestos and action to be taken in case of accidental exposure is given in the attached Appendices.

1. Introduction

- 1.1 It is illegal to use asbestos for new applications in buildings. The HSE has indicated that existing ACMs, e.g. ceiling tiles, floor tiles, pipework insulation, wall partitioning boards, external rainwater pipes and gutters, fluepipes, corrugated roof panels, water tank insulation, door linings and fire protection panels etc., may remain in place provided they have been surveyed, are maintained intact, in good condition and remain undisturbed.
- 1.2 It is not the presence of asbestos which may be a health hazard, rather its condition, location and susceptibility to damage and disturbance which may lead to fibres being released into the air and breathed in. Providing any ACM is sealed (e.g. painted) and/or sufficiently encapsulated e.g. pipework in ducts, is in good condition and remains undisturbed or undamaged, it should not present a health hazard. The precise type and concentration of asbestos can only be confirmed by laboratory analysis. Visual appearance is not an accurate or reliable indicator.
- 1.3 This Policy sets standards, procedures and practices to ensure that King's Academy Ringmer meets its legal and moral obligations in preventing exposure to asbestos fibres.

2. Policy

- 2.1 The King's Academy Ringmer's policy is that no-one on school premises will be exposed to asbestos and that work with ACMs will not be undertaken by King's Academy Ringmer employees.
- 2.2 In order to comply with the Control of Asbestos Regulations 2012 and the associated Approved Code of Practice and Guidance L143 "Work with materials containing asbestos", King's Academy Ringmer requires that:
- 2.2.1 all new applications of ACMs are prohibited, in accordance with the Control of Asbestos Regulations 2012.
- 2.2.2 King's Academy Ringmer is responsible for the maintenance or repair of the premises, formal asbestos management surveys are carried out by an approved surveyor/laboratory (which is accredited by an appropriate body as complying with ISO 17020 and 17025). Asbestos surveys are undertaken on a risk managed basis as detailed below:
- King's Academy Ringmer will have two asbestos surveys to validate the findings of the first.
 - where it is identified that the site has asbestos of a high risk that has not been removed, a three yearly asbestos survey cycle will be implemented.
 - where the site has a medium risk asbestos they will be surveyed on a five year cycle regime.
 - where the site has a low risk or no asbestos they will be surveyed on a ten year cycle regime (excluding buildings built after 1999 where the use of asbestos was outlawed).
 - where King's Academy Ringmer is to have construction or certain maintenance or improvement works, a "refurbishment / pre-demolition (R&D)" survey must be carried out as required by legislation.
- 2.2.3 A hard copy of the most current asbestos management survey records are held at the school.
- 2.2.4 all staff must be informed of the location of any asbestos identified in the asbestos management survey and advised to report any concerns about its condition to their line manager/Premises Manager.
- 2.2.5 work with, or removal, treatment and encapsulation of all ACMs is only carried out by approved Health and Safety Executive (HSE) licensed contractors.
- 2.2.6 King's Academy Ringmer will ensure that the appropriate investigations and reports, such as the R & D survey, have been undertaken to manage any asbestos that may be disturbed as part of the project, where it is intending to progress works that require breaking out of parts of the structure.
- 2.2.7 all ACMs left in place must be visually inspected at least quarterly using a checklist based on the asbestos management survey results of the individual building, to confirm their safe condition. These inspections should be recorded in King's Academy Ringmer's asbestos management plan/file. Further asbestos surveys will be conducted as detailed in 2.2.2 above and will be reviewed by a competent person.

3. Responsibilities

3.1 The Principal will:

- 3.1.1 Ensure that any existing applications of ACMs are properly managed.
- 3.1.2 Ensure that staff understand that all building materials are presumed to contain asbestos unless there is very strong evidence from the asbestos survey that they do not.

3.1.3

- Take reasonable steps, by means of specific asbestos surveys carried out by an appropriately qualified surveyor that is approved, to determine the amount, type, location and condition of ACMs.
- Ensure there is an up to date record on site, by means of required site staff having access to the asbestos management survey, of the location of any ACMs and presumed.
- Asbestos material. To keep a check on the condition of ACMs and presumed asbestos materials.
- Produce and implement premises-specific Action Plans, drawn up as a result of the survey reports, to assess the risk of exposure from confirmed ACMs and presumed asbestos materials and to record the necessary action (as prescribed in the survey report) to ensure that:
 - a) Any confirmed ACM or material presumed to contain asbestos which may create a risk of exposure because of its state and location is repaired or if necessary removed.
 - b) Any ACM or material presumed to contain asbestos is maintained in a good state of repair, and that.
 - c) The premises-specific Asbestos Advice Note for Contractors (Appendix 1), about the location and condition of ACMs, or material presumed to contain asbestos, is given to anyone likely to encounter or disturb it (particularly contractors and the emergency services).

3.1.4 Instruct the Premises Manager to implement the action outlined in sections 3.4 and 3.5 below.

3.1.5 Ensure that adequate information, instruction and guidance is provided to ensure that all relevant staff are aware of the location of any asbestos and that staff and managers fulfil their duties in the effective implementation of this Policy.

3.1.6 Ensure that all staff who are liable to disturb the fabric of the building during the course of their normal everyday work, or who may influence how such work is carried out, receive asbestos awareness training, to the standard defined within the Approved Code of Practice and Guidance L143. Such training must include, by means of both written and oral presentation:

- The properties of asbestos and its effects on health.
- The types, uses and likely occurrence of asbestos and ACMs in buildings and plant.
- The general procedures to be followed to deal with an emergency, for example, an uncontrolled release of asbestos dust into the workplace.
- How to avoid the risks from asbestos.

3.1.7 Ensure that King's Academy Ringmer supplies documented/electronic asbestos management survey records, drawings and specific action plans and provide the information needed to take the appropriate remedial action and develop their site asbestos management plan/file.

3.1.8 To ensure any asbestos that may be disturbed as part of a works project is managed in accordance with this policy. Changes to asbestos made by any works must be recorded via an update to the existing survey or a new survey.

3.1.9 Ensure that arrangements are in place for ACMs to be visually inspected at least quarterly and after work has been carried out on or in the vicinity of ACMs, to ensure their continued safe condition. Records of these inspections must be kept in the site's asbestos management plan/file by the Principal or others as relevant.

3.1.10 Ensure that (term) contractors involved with any maintenance or building work at King's Academy Ringmer, which could involve disturbing the fabric of the building, are informed by the officer placing the contract about the presence of ACMs on those premises at the onset of their contract; and that when they arrive on site they contact the Principal before commencing work.

3.1.11 Ensure that accurate and detailed records are kept for 40 years (see Appendix 2) and are easily

accessible, of employees known or suspected to have been exposed to asbestos fibres whilst at work and, subject to the individual's consent, make them available to the appropriate safety representative.

- 3.2 The Principal is additionally responsible, for ensuring that King's Academy Ringmer complies with the duty to manage asbestos under regulation 4 of the Control of Asbestos Regulations 2012. King's Academy Ringmer ensures that all contractors are approved by the HSE.
- 3.2.10 Any contract placed for asbestos removal requires the contractor to comply fully with the requirements of the Special Waste Regulations 1996 with reference to the storage, removal and disposal of ACMs; and the necessary notification to the Environment Agency.
- 3.2.11 Information on the location and condition of ACMs is made available to the East Sussex Fire and Rescue Service Brigade in preparation for when they attend an incident.
- 3.3.1 Agree the appropriate method of dealing with the ACM by an approved contractor.
- 3.3.2 Examine and approve, prior to work commencing, the risk assessment and method statement produced by that contractor to ensure that it is suitable and sufficient.
- 3.3.3 Supervise and monitor that the work is being carried out by the contractor in accordance with the method statement, including their use of personal protective equipment.
- 3.3.4 Be satisfied that any asbestos waste is stored and disposed of in accordance with the method statement.
- 3.3.5 In the event of any possible exposure of employees to asbestos fibres follow the instructions set out in Appendix 4 of this document.
- 3.4 The Premises Manager is responsible for ensuring an asbestos management plan/file is in place including:
 - 3.4.1 Familiarising themselves with the location and condition of ACMs and any materials presumed on their premises, by reference to the asbestos management plan/file, any document asbestos survey records. They must be familiar with the detail, scope and limitations of all asbestos surveys relating to the premises.
 - 3.4.2 Ensuring that they attend relevant training in asbestos awareness, to the standard defined in paragraph 3.1.6 above.
 - 3.4.3 Ensuring that everyone on the premises, and others who need to know such as contactors, understand that all building materials are presumed to contain asbestos unless there is documented evidence e.g. the asbestos survey, that they do not.
 - 3.4.4 Not allowing anyone to commence any work on the premises, e.g. wall/ceiling panel removals, cabling, plumbing, drilling, screwing, fixing nails, pictures or decorations, or sawing, sanding, painting, demolishing which might involve ACMs, or suspected ACMs.
 - 3.4.5 Completing and issuing to contractors the "Asbestos Advice Note for Contractors" (Appendix 1) as a quick reference guide to them setting out how the risks from asbestos will be managed and the necessary safe systems of work to be observed, before any building alterations or work involving disturbing the fabric of the building is authorised to commence.
 - 3.4.6 Suspending any work if it seems likely that it might deliberately or accidentally interfere with or damage ACMs, until they have consulted the Health and Safety Team for advice as to the appropriate course of action.

- 3.4.8 Planning the progress of the work in accordance with the Flow Chart and associated Explanatory Notes (Appendix 3), including making allowance for any appropriate treatment or removal of ACMs if necessary.
- 3.4.9 advising the fire brigade of the presence, or otherwise, of asbestos should they attend the premises in the event of a fire.
- 3.5 Specific action to be taken by the Premises Manager following (possible) inadvertent exposure to asbestos, or concerns about materials or equipment which may contain asbestos, is outlined in Appendix 4. In particular they should:
 - 3.5.2 Ensure that any trade union safety representative, all staff and other persons using or likely to use the area or equipment in question are given all the relevant information about the suspected substance without undue delay. This will include the results of any analysis and/or survey and the action taken or proposed.
 - 3.5.3 If inadvertent exposure to asbestos is suspected a formal incident investigation must be carried out, including determining the type of asbestos, duration of exposure and likely exposure levels. An accurate and detailed record of the incident and those involved must be kept for 40 years, using the form given in Appendix 2.
 - 3.5.4 All persons possibly exposed should be given the information outlined in Appendix 4 and a note to made in their personal file of the possible exposure including date(s), duration, type of fibre and likely exposure levels (if known).
 - 3.5.5 If any material suspected to be asbestos is friable, damaged or liable to release (asbestos) fibres into the atmosphere then the area must be adequately secured to prevent inadvertent access and an out of bounds notice fixed. King's Academy Ringmer must arrange for an approved contractor to be contacted to arrange for a survey to be undertaken as a matter of urgency and until the survey results have been received and analysed, ensure that it is clearly marked as suspected asbestos and that no unauthorised persons are allowed to enter the affected area.
 - 3.5.6 Arrangements should be made by an approved contractor for any equipment that might be liable to release asbestos fibres to be made safe and removed.
 - 3.5.7 Decisions about the possible closure of any premise affected can only be taken after consultation and advice has been obtained from the Principal. Any departmental procedures for the closure of premises in emergencies should be followed.
 - 3.5.8 Such incidents may be reportable to the HSE as a Specified Dangerous Occurrence under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), and advice must be sought from the Health and Safety Team in this regard.

4. Review

- 4.1 King's Academy Ringmer in conjunction with the ESCC Health and Safety Team will monitor this policy and after consultation make any necessary revisions.

Appendix 1: Asbestos Advice Note for Contractors

Department:

Premises:

Contact Name:

If you intend to carry out work which may disturb the fabric of this building, you must study the enclosed plan of the building, read these notes, and sign below to confirm your agreement to these arrangements.

This is to reduce any possible risks to your health and to enable King's Academy Ringmer to comply with its responsibilities under the Control of Asbestos Regulations 2012.

Who is at risk?

If you are a carpenter, joiner, plumber, electrician etc. and if you carry out maintenance, repair or refurbishment work on older buildings containing asbestos, you could be at risk from inhaling asbestos dust and contracting an asbestos-related disease. This risk is particularly related to *drilling, cutting, sanding or disturbing materials made from asbestos*.

You must not work with asbestos on these premises, such work will only be carried out by approved and HSE licensed contractors.

REQUIRED ACTION

- This building has been surveyed as detailed in the Asbestos Survey dated..... and to the best of our knowledge no asbestos products are present. However, you should proceed with caution and report any suspect materials to your contact above.
- This building has been surveyed and asbestos is known to exist in accordance with the Asbestos Survey dated..... You must not work in these areas without your contact obtaining prior authorisation from the Premises Manager, King's Academy Ringmer.
- No asbestos survey has been carried out on this building and no knowledge is available about the presence of asbestos. Therefore, you must presume asbestos is present. You must not proceed with your work without obtaining prior authorisation from your contact above.

(Note: Premises Manager to complete the above*)

Contractor's Name:

Intended Work:

Signatures of all Contractors on Site:

Date:

Appendix 2: Record of Suspected Exposure to Respirable Asbestos Fibres

A copy of this form must be given to the employee and the original kept on their personal file for 40 years.

Employee to Complete:

Personal Details

Name: _____ Date of Birth: _____

Address: _____ Department: _____

_____ Job Title: _____

During the course of my work on(date), I believe I may have been exposed to respirable asbestos fibres, the details being as follows:

Name of Address/Establishment where suspected exposure occurred:

Name:
Address:

Location of suspected asbestos:

Asbestos Survey dated:
Precise Location:
Specify Use, if known:
Asbestos Accidentally Damaged/Disturbed by you: <input type="checkbox"/>
Type of work that damaged asbestos:
Equipment being used:

Signature of Employee: _____

Line Manager to Complete:

Follow-up action required:	
Name of supervisor:	
Signature of supervisor:	

Appendix 3: Flowchart – Managing works that could disturb the fabric of the building

To be read in conjunction with explanatory notes overleaf

Define the extent of the proposed works

Ensure all parties examine site's asbestos survey

Discuss work proposals with King's Academy Ringmer and obtain agreement that proposals are acceptable

Where works proposals are likely to disturb the building fabric, commission a Refurbishment/Demolition (R&D) Asbestos Survey

R&D Asbestos Survey to be undertaken by a competent surveyor

Any removal or alterations to ACMs can only be undertaken by an approved/licenced contractor

Site asbestos management survey and local management plan must be updated to reflect changes to the on-site ACMs

Work should only be carried out by prior arrangement

Contractor is required to report to Reception

Credentials confirmed and recorded (e.g. sign Visitors Book and if appropriate issue Visitors Badge) and the Premises Manager informed

Premises Manager confirms work is authorised/expected/appropriate at the time.

Premises Manager informs contractor of the domestic and general safety arrangements, e.g. Emergency Fire/Bomb Procedures, Welfare Facilities including first aid, washing, and toilet facilities.

Premises Manager hands the "Asbestos Advice Note for Contractors" to the contractor for their joint completion, and assesses and agrees the method of work.

(Note: Work with, or in the vicinity of, presumed or known ACMs, must NOT proceed without prior authorisation from King's Academy Ringmer, who will approve the contractor's method statement(s) and risk assessment(s). King's Academy Ringmer must ensure before any works that involve breaking out the structure or demolition works, the appropriate R&D survey has been undertaken to identify any hidden asbestos that may be disturbed during works, is managed in accordance with Asbestos regulations

Premises Manager agrees any particular precautions required and ensures contractor complies with King's Academy Ringmer's health and safety policies

Contractor completes work and reports to Premises Manager who carries out a basic safety clearance visual check to confirm that the work area is left in a safe condition

Explanatory notes for managing works that could disturb the fabric of the building

These notes outline the arrangements for the management of contractors working on County Council owned or occupied premises and complement the attached flowchart.

It covers all work by contractors (e.g. capital work, maintenance) under any type of “contract” (e.g. term contracts, formal contracts, local orders) which may disturb the fabric of the building and therefore potentially disturb ACMs or presumed ACMs.

All approved contractors have been issued with this procedure and are required to adhere to it and ensure that when they visit sites, they are fully acquainted with the site’s ACMs.

Work should be carried out by prior arrangement

Contractors should make prior arrangements and appointments before arriving at the premises. Managers can refuse access if the work is not convenient and/or would conflict with operational requirements.

Contractor to Report to Reception

Contractors will report to Reception (or the main entrance of smaller premises) to report to the Premises Manager or person in charge, and be required to produce valid identification before being granted entry.

Credentials confirmed and recorded (e.g. sign Visitors Book and if appropriate issue Visitors badge) and Premises Manager informed

Contractors must record their name and address in a Visitors Book (or equivalent), including Time In and Time Out, and where appropriate be issued with a Visitors Badge. This must also be done whenever the contractor temporarily leaves the premises, e.g. to collect materials or return next day.

The Premises Manager, or similar responsible person in charge must be contacted before entry is granted and/or work commences. Managers must ensure that this person always nominates a substitute during their absence from the premises e.g. annual leave, sickness who is acquainted with the location of all relevant contract documentation (e.g. method statement) and any asbestos survey records.

Premises Manager confirms work is authorised/expected/appropriate at the time etc.

Contractors will only be granted entry if their work has been authorised (e.g. under a term contract, local order), prior arrangements have been made and it is appropriate at the time taking into account the needs of service users, pupils, visitors, members of the public etc.

Contractor informed regarding domestic and general safety arrangements, e.g. Emergency Fire/Bomb Procedures, Welfare Facilities including first aid, washing, and toilet facilities.

The Premises Manager must explain (orally if appropriate, or preferably in writing by means of a standard leaflet) the relevant fire safety, first aid, washing and toilet arrangements etc.; together with any restrictions on the consultant’s/contractor’s access around the premises (e.g. in the vicinity of service users, pupils).

Premises Manager hands the “Asbestos Advice Note for Contractors” to the contractor for their joint completion, and assesses and agrees the method of work. (Note: Work with, or in the vicinity of, ACMs or presumed ACMs must NOT proceed without prior authorisation from King’s Academy Ringmer who will approve the contractor’s safety method statement and risk assessment)

The Premises Manager must discuss and agree the appropriate method of work with the contractor, and if in any doubt consult their manager for advice.

Premises Manager must be familiar with any Health and Safety File or Log Book for their premises; and refer to any asbestos survey records and details of any presumed or known asbestos-containing materials (ACMs).

The contractor's method statements and risk assessments for such resulting work must be approved by King's Academy Ringmer and agreed with the Premises Manager, who must arrange for all staff affected to be advised of the work arrangements.

GENERAL CONTRACTORS MUST NOT BE PERMITTED TO INTERFERE WITH, OR WORK ON, ANY ASBESTOS-CONTAINING MATERIALS – ONLY APPROVED CONTRACTORS CAN WORK ON OR WITH ACMs

Agree any particular precautions required and ensure contractor complies with King's Group Academies health and safety policies

The Premises Manager can allow work to proceed provided all relevant precautions have been agreed, and that the contractor complies with the relevant health and safety policies.

Contractor completes work and reports to the Premises Manager who carries out a basic safety clearance check to confirm that the work area has been left in a safe condition

When the work is completed, the contractor must report to the Premises Manager who will arrange for a basic safety clearance check to confirm that the work area is safe. (In the case of asbestos a final air clearance sample, carried out by an independent laboratory on behalf of the contractor who removes the ACMs, must be taken prior to re-occupation).

If the work is only partially completed, the contractor must agree with the Premises Manager that it is left in a safe condition and will not adversely impinge on the normal activities on the premises.

Changes to asbestos made by the works are recorded via an updates to the existing survey or new survey.

Before leaving the premises, the contractor must report to Reception and sign out.

Appendix 4: Guidance note for Premises Manager, staff etc. Action to be taken on discovering suspected asbestos materials

Note: In an emergency, when a substance presumed or known to be asbestos has been damaged or deteriorated to the extent where dust or fibres are being released:

1. Existing (ACMs), e.g. ceiling tiles, floor tiles, pipework insulation, wall partitioning boards, external rainwater pipes and gutters, fluepipes, corrugated roof panels, water tank insulation, door linings and fire protection panels, may remain in place providing they are maintained intact and in good condition, and remain undisturbed. The HSE has indicated that unnecessarily removing ACM could create greater problems than leaving it in place, exacerbate difficulties connected with disposal and represent a very costly option and may not be necessary.
2. Breathing in air containing asbestos fibres may lead to asbestos-related diseases, mainly cancers of the chest and lungs. Providing any ACM is intact, sealed (e.g. painted) or encapsulated (e.g. pipework in ducts), and does not deteriorate or become damaged, it should not pose a risk to health. The precise identification of asbestos can only be confirmed by laboratory analysis, which will establish the type of asbestos and its concentration.
3. HSE advice on the health effects of inadvertent exposure to asbestos is given overleaf.
4. King's Academy Ringmer will comply with all legislative requirements and Health and Safety Executive Guidance with regard to the treatment, encapsulation, repair or removal of ACM. There is no obligation to remove asbestos which does not present a risk to health.
5. Procedure in the event of discovery of ACMs or suspected ACMs:
 - 5.1 Report the location of the suspected material to your line manager, to the Premises Manager and presume it does contain asbestos unless there is a very strong reason to believe it does not or until it is confirmed by laboratory analysis.

Inadvertent Exposure to Asbestos for Employees

1. This Information Document contains HSE advice following inadvertent, or possible inadvertent, exposure to asbestos. People who may have been exposed to asbestos are understandably anxious and concerned about possible effects on their health.
2. Breathing in asbestos fibres can eventually lead to a number of diseases, including:
 - asbestosis or fibrosis (scarring) of the lungs
 - lung cancer
 - mesothelioma, a cancer of the inner lining of the chest wall or abdominal cavity.

It is possible that repeated low-level exposures may lead to asbestos-related diseases, although high exposure for long periods is linked more clearly to these diseases. There is usually a long delay between first exposure to asbestos and the first symptoms of disease and this can vary between 15 and 60 years.

3. It is unfortunately not uncommon for people to be accidentally exposed to asbestos fibres, usually in small quantities, during building operations, maintenance work or following damage to ACMs. Many of those suffering today from asbestos-related diseases worked in the building trades and were exposed to asbestos in their day-to-day work with ACMs or because the work with asbestos was carried out near them.
4. Asbestos exposure incidents understandably cause anxiety about the possible effects, both short and long term, of the exposure. In many cases exposure will have been low, with little likelihood of any long-term side effects. Unfortunately, although the type of asbestos involved may be known, there is often little, if any, reliable information concerning the amount of asbestos which may have

been inhaled, so it is often difficult to be certain exactly how much long-term risk to health may have been caused.

5. King's Academy Ringmer will obtain information on the type of asbestos, the potential exposure time and the likely exposure levels and will keep accurate and detailed records concerning the incident and those people involved. You may wish to request a copy of your record, or to ask your manager to send a copy to your GP.
6. Your manager may arrange for you to have an opportunity to see the King's Academy Ringmer Occupational Health Provider for further advice, or may suggest that you consult your GP. Your GP should be given details about the possible exposure including date(s), duration, type of asbestos and likely exposure levels (if known) and you should ask for a note of these details to be made in your personal (medical) record. Your GP will decide whether you should be referred to a chest specialist (although this is not usually necessary) or whether you should undergo any tests such as a chest X-ray. Again this is not usually necessary or helpful because in the short-term a chest X-ray would not show anything wrong, even after heavy exposure to asbestos as a chest X-ray cannot show whether or not asbestos fibres have been inhaled.
7. King's Academy Ringmer will also consider carefully what went wrong to cause you to be exposed to asbestos on this occasion and how this can be prevented from happening again.