



Glen Hills Primary School

Asbestos Policy, Management Plan and Record of ACMs

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1. INTRODUCTION

Asbestos is a naturally occurring fibrous material, which was used extensively as a building material in the UK from the 1950s through to the mid-1980s. It was used for a variety of purposes and was ideal for fireproofing and insulation. There are three main types that were used in Great Britain; crocidolite (blue), amosite (brown) and chrysotile (white) asbestos.

Asbestos was often mixed with other materials and therefore it can be difficult to identify asbestos containing materials (ACM). It can be found in many products used in buildings including ceiling tiles, pipe insulation, boilers and sprayed coatings.

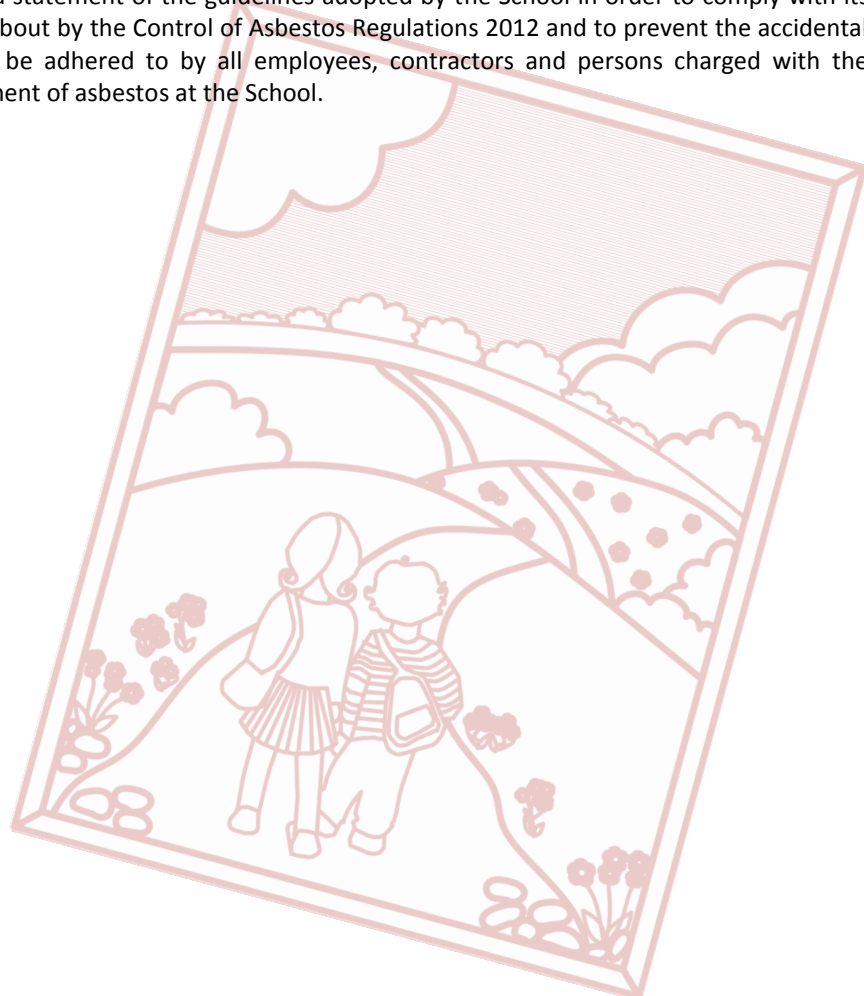
Asbestos can cause four serious diseases; mesothelioma, asbestos-related lung cancer, asbestosis and diffuse pleural thickening. These diseases may not arise immediately; they often take a long time to develop, but once diagnosed, it is often too late to do anything.

The following document outlines Glen Hills Primary School's approach to managing asbestos containing materials within the school building(s).

Glen Hills Primary School ("the School") complies with the HSE's approved code of practice *'The management of asbestos in non-domestic premises' (L127)*. The school is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises

2. STATEMENT OF DOCUMENT PURPOSE

The document that follows is a statement of the guidelines adopted by the School in order to comply with its legal responsibilities brought about by the Control of Asbestos Regulations 2012 and to prevent the accidental release of asbestos. It must be adhered to by all employees, contractors and persons charged with the responsibility for the management of asbestos at the School.



3. ROLES AND RESPONSIBILITIES

3.1 Duty Holder

- 3.1.1 At the School the following persons have specific roles and responsibilities relating to the management of asbestos on the site.
- 3.1.2 The responsible person or 'duty holder' for asbestos management at the School is the Head Teacher.

3.2 The Head Teacher

- 3.2.1 The Head Teacher will ensure that adequate systems are in place to manage asbestos on a day to day basis and to communicate information to staff and other relevant persons. This includes a responsibility for ensuring that:
- an asbestos survey is arranged in respect of all buildings under the school's control;
 - a risk assessment is completed and an asbestos management plan prepared for the premises; and
 - this plan is implemented
- 3.2.2 Throughout this document where the Head Teacher is referred to, in his absence the most senior staff member on site will assume the day to day responsibility of the site.

3.3 The Chair of the Governing Body/Academy Trust

- 3.3.1 The Chair of the Governing Body will support the Head Teacher in ensuring there are adequate systems in place to manage asbestos on site and monitor that relevant reviews of known asbestos containing materials are undertaken.

3.4 All Staff

- 3.4.1 Following receipt of information all staff must report any concerns relating to known/presumed ACM's to the Head Teacher immediately.

4. ASBESTOS MANAGEMENT PLAN

- 4.1.1 The Control of Asbestos Regulations 2012 outlines a duty to manage non-domestic premises for those with responsibility for protecting others who work in such premises, or use the building in other ways, from the risks to ill health that exposure to asbestos causes.
- 4.1.2 A suitable and sufficient Management Survey will be undertaken to establish if asbestos containing materials are present on the premises. If a contractor is appointed to undertake the survey, they should be assessed to ensure they can demonstrate they have received adequate training, have an adequate quality management system and are carrying out any survey in accordance with HSG 264 Surveying, sampling and assessment of asbestos-containing materials. Only asbestos surveyors, contractors and analysts that are UKAS ISO 17020 certified and are respective members of CHAS, the Asbestos Removal Contractors Association, (ARCA) (Asbestos Removal Contractors only) and Asbestos Testing and Consulting Association (ATAC) will be employed. The Management Survey shall be reviewed every 5 years, or after any significant changes to the building.
- 4.1.3 The Management Survey will be kept on site at all times and will be accessible to all staff, contractors and visitors. All contractors are required to sign a register (see appendix 4) on attendance at site, to demonstrate they have read and understand the contents of the asbestos report, and confirm the work they have undertaking will not interfere with asbestos in the building.
- 4.1.4 The condition of asbestos containing material will be assessed and recorded (see appendix 3) annually by the Premises Officer to determine the condition of the asbestos. The Premises Officer shall

receive suitable and sufficient information, instruction and training before this task is undertaken, and at periodic intervals, to ensure his competency. ACM discovered to be in poor condition must be reported immediately to the Head Teacher, and either be repaired or removed by a competent contractor.

- 4.1.5 All types of asbestos will be treated the same, there is no 'less dangerous' type of asbestos. Material suspected of containing asbestos will be presumed to contain asbestos unless there is strong evidence it does not.
- 4.1.6 Where surveys have identified that wall/ceiling panels or similar surfaces within the school contain, or are suspected of being ACM's, staff must no longer use areas for display purposes.
- 4.1.7 Staff must not lift or move any suspended ceiling tiles without authorisation, or knowingly interfere with any identified ACM's.
- 4.1.8 An asbestos management file including survey reports, annual inspections and all other relevant information will be held in the school office, readily available to staff. Anyone visiting the School to carry out repairs/maintenance will be given relevant asbestos information before undertaking any work. This will be provided by the Principal/Head Teacher, Business Manager, Premises Officer or Office Staff.
- 4.1.9 Where the plan indicates that there are known or suspected ACM's which either form part of the planned works or have the potential to be damaged due to the proximity of the working area, no work will take place until an appropriate method statement of work is produced and further surveys are obtained as required.

5. COMMUNICATION OF INFORMATION

5.1 New staff member

- 5.1.1 All new staff members will receive an induction that will include information relating to the whereabouts of known or presumed asbestos within the school and have the content of the asbestos management plan explained to them. This will be recorded and staff will be required to sign to say that they understand their responsibilities (see previous).

5.2 All staff

- 5.2.1 All staff will receive an annual update/briefing on the whereabouts of asbestos and individual responsibilities (see previous). This will be recorded.

5.3 General visitors

- 5.3.1 General visitors will only be advised of the whereabouts of asbestos if it is reasonably foreseeable that their visit or any activities in which they may be partaking would result in them coming into contact with known or presumed asbestos containing materials.

5.4 Contractors

- 5.4.1 All contractors that undertake any work on the site will be inducted on the whereabouts of any known or presumed asbestos containing materials, this induction will be relevant and proportionate to the works being undertaken.
- 5.4.2 Any contractor undertaking works whereby they will have direct access to, or contact with, either known or presumed asbestos containing materials must be given detailed information relating to all of the areas in which they will be working. This will include the School's asbestos management plan, any surveys completed and any asbestos removal information. The contractor will be required to sign to verify that they have received and understood the information.

5.4.3 Contractors must inform the School immediately if they are concerned about or there is any accidental damage to any known or presumed asbestos containing material.

6. EMERGENCY PROCEDURES

6.1.1 Appendix 5 outlines the immediate steps to be taken in the event of suspected asbestos disturbance.

6.1.2 All staff, contractors and other relevant persons must inform the Head Teacher immediately of any concerns/damage to any known or presumed ACM's.

6.1.3 The Head Teacher will:

- Make an informed decision on whether an area needs to be immediately vacated and sealed based on severity of concern/damage (i.e. panel damaged with debris visible rather than a small scratch to a surface);
- Contact an external person with relevant knowledge and competence to obtain initial advice on any necessary actions;
- Liaise with the contractor and agree on the course of action necessary and to undertake an investigation as required;
- Act upon the advice obtained from the contractor to ensure that risks to staff, pupils and other persons that may be affected are adequately controlled.

6.1.4 If remedial action is required the Governing Body and Head Teacher will make available the necessary funds and appoint an appropriately experienced Project Manager to manage any necessary project in line with the HSE guidance.

6.1.5 Following any suspected or known release of asbestos fibres, air monitoring will be required.

6.1.6 Releases of asbestos must be reported in line with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

7. PLANNED OR EMERGENCY WORKS

7.1.1 The School will inform all staff, pupils, visitors and contractors of any works that may affect any known or presumed asbestos containing materials or where the presence of asbestos cannot be verified.

7.1.2 The Control of Asbestos Regulations 2012 requires some non-licensed work to be notified to the relevant enforcing authority, the duty holder must ensure medical examinations are carried out and maintain registers of work. The School/ Academy should consult the further web page regarding non-licensed work and how to comply with the requirements:

<http://www.hse.gov.uk/asbestos/licensing/notifiable-non-licensed-work.htm>

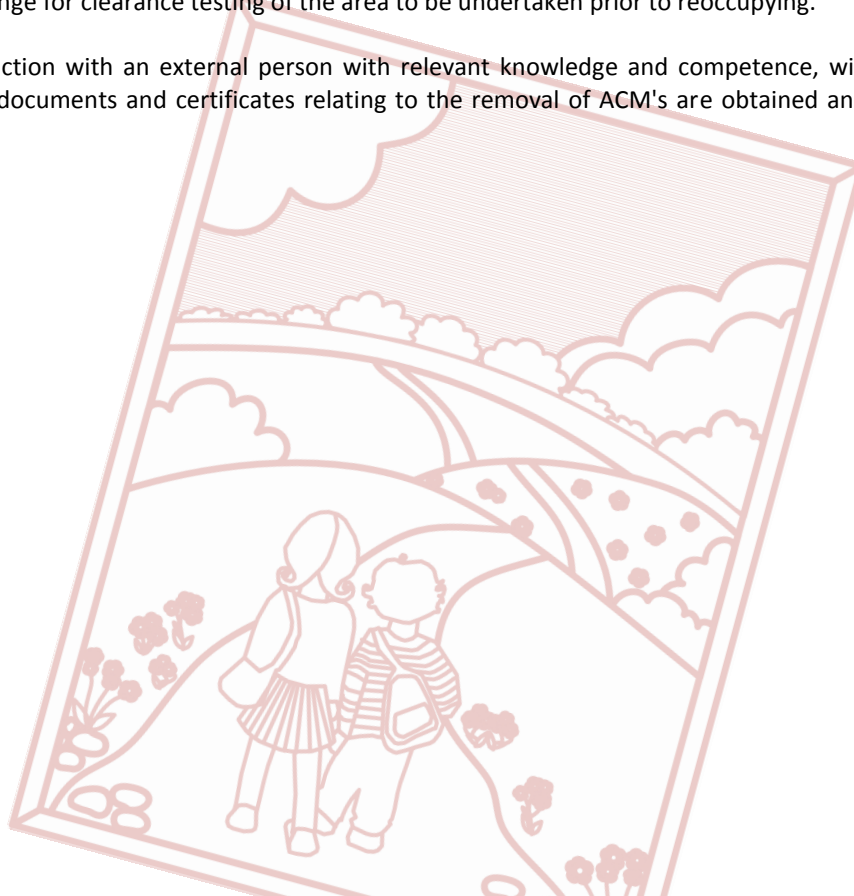
7.1.3 Prior to any planned or emergency works being undertaken, the School will consult the asbestos management plan and asbestos surveys to determine whether there are any confirmed or presumed asbestos containing materials present.

7.1.4 For any works where the fabrication of the building will be penetrated or disturbed where the presence of asbestos cannot be verified, the School will arrange through an external person with relevant knowledge and competence for a further refurbishment and demolition survey to be undertaken.

7.1.5 In the exceptional circumstances where it can be confirmed/verified that there are no asbestos containing materials present i.e. either by a previous survey whereby analysis has been undertaken or based on competent knowledge of materials i.e. solid brickwork with no render/plaster or solid wood

where penetration will not go beyond the known material the work can progress.

- 7.1.6 If in any doubt the School will arrange through an external person with relevant knowledge and competence for a further refurbishment and demolition survey to be undertaken.
- 7.1.7 Where works are proceeding on, or in an area where there are known asbestos containing materials, no works will start until a competent person has determined whether the asbestos containing materials need to be removed.
- 7.1.8 Most asbestos removal work must be undertaken by a licensed contractor; any decision on whether particular work is licensable is based on the risk. The School does not consider they are competent in making this assessment and will consult an external person with relevant knowledge and competence for advice.
- 7.1.9 If the removal of ACM's is required, the school will request an external person with relevant knowledge and competence to make the relevant arrangements to appoint a UKAS accredited and/or licensed contractor and to ensure that the relevant health and safety arrangements are undertaken on the School's behalf.
- 7.1.10 Relevant method statements and risk assessments on how the work will be undertaken must be provided prior to the work starting. The School will ask an external person with relevant knowledge and competence to review these documents on their behalf to ensure suitable and sufficient.
- 7.1.11 In the event of asbestos being removed from the site, a copy of the consignment note will be kept at the school. Consignment notes will be kept in the School office. Following removal of asbestos containing materials the School, in conjunction with an external person with relevant knowledge and competence, will arrange for clearance testing of the area to be undertaken prior to reoccupying.
- 7.1.12 The School, in conjunction with an external person with relevant knowledge and competence, will ensure that relevant documents and certificates relating to the removal of ACM's are obtained and kept on site.



Policy	Asbestos Policy
Reviewing Committee	Management Committee
Last Reviewed	September 2018

APPENDIX 1**Glen Hills Primary School: Register of all identified asbestos containing materials (ACMs)**

Survey references: LCC/T2/4611

Survey room location (CAD ref if available)	Plan Ref	School room identifier	Asbestos containing material	Asbestos Type	Accessibility
AGF005	39	Year 1 Cloaks	Boards above door	Amosite	Not readily accessible
AGF008	41	Year 1 Classrooms	Boards above door	Amosite	Not readily accessible
AGF015	46	Electricity Cupboard	White floor tiles	Chrysotile	Visible – low access area
AGF015	46	Electricity Cupboard	Board above door	Amosite	Visible – low access area
AGF017	47	Staff / Office Corridor	Board above door	Amosite	Not readily accessible
AGF020	50	Studio	Board above door	Amosite	Not readily accessible.
AGF024	53	Pottery	Pad to base of sink (x2)	Chrysotile	Encapsulated (August 2013)
AGF026	55	KS1 Circulation Area	Pad to base of sink	Chrysotile	Encapsulated (August 2013)
AGF026	55	KS1 Circulation Area	Boards above door (x3)	Amosite	Not readily accessible
AGF040	66	Boiler Room	High level fire break	Amosite	Visible – low access area
AGF040	66	Boiler Room	Debris to high level conduit	Amosite	Visible – low access area
AGF042	67	Chair & Table Store	Fire break	Amosite	Not readily accessible
AGF043	68	Locker Room (off kitchen)	Fire break	Amosite	Not readily accessible
AGF045	70	Kitchen	Board to fryer	Amosite	Visible – high access area
AGF045	70	Kitchen	Fire break	Amosite	Not readily accessible.
BGF017	83	4+ Kitchen	Pad to base of sink	Chrysotile	Encapsulated (August 2013)
BGF007, BGF010, BGF011, BGF012	96	4+ Teaching Area	Pad to base of sink	Chrysotile	Encapsulated (August 2013)

Due to the limitations of the management survey available, there are a number of areas within the school/academy that may not have been accessed. It must be presumed that these areas contain ACM's until confirmed otherwise by the undertaking of a more detailed refurbishment and demolition survey. Areas include but are not exclusively:

- Beneath solid/wooden/carpeted floors

- Through or behind any suspected asbestos containing materials
- Within electrical boxes/installations
- Live machinery/plant/boilers
- Above suspended ceilings
- In any rooms/areas not accessed as part of the surveys held.

Prior to any works being undertaken on or in these areas, a further survey will be arranged.



APPENDIX 2**Glen Hills Primary School: Items unable to visually inspect as encapsulated or in areas that cannot be accessed**

Survey room location (CAD ref if available)	Plan Ref	School room identifier	Asbestos containing material	Asbestos Type	Accessibility
AGF005	39	Year 1 Cloaks	Boards above door	Amosite	Not readily accessible
AGF008	41	Year 1 Classrooms	Boards above door	Amosite	Not readily accessible
AGF017	47	Staff / Office Corridor	Board above door	Amosite	Not readily accessible
AGF020	50	Studio	Board above door	Amosite	Not readily accessible.
AGF024	53	Pottery	Pad to base of sink (x2)	Chrysotile	Encapsulated (August 2013)
AGF026	55	KS1 Circulation Area	Pad to base of sink	Chrysotile	Encapsulated (August 2013)
AGF026	55	KS1 Circulation Area	Boards above door (x3)	Amosite	Not readily accessible
AGF042	67	Chair & Table Store	Fire break	Amosite	Not readily accessible
AGF043	68	Locker Room (off kitchen)	Fire break	Amosite	Not readily accessible
AGF045	70	Kitchen	Fire break	Amosite	Not readily accessible.
BGF017	83	4+ Kitchen	Pad to base of sink	Chrysotile	Encapsulated (August 2013)
BGF007, BGF010, BGF011, BGF012	96	4+ Teaching Area	Pad to base of sink	Chrysotile	Encapsulated (August 2013)

Survey room location (CAD ref if available)	Plan Ref	School room identifier	Building element that could not be accessed for inspection
CGF003	03	Female staff toilets (KS2 end)	Riser – no access inside
CGF005	05	Cleaners' cupboard	Riser – no access inside
CGF006	06	Male staff toilets (KS2 end)	Riser – no access inside
AGF018	48	Assistant Head office	No access
AGF040	66	Boiler room	Cylinders – No access below ali-cladding
AGF055	03	1 st aid room	Riser – no access inside
BGF013	87	4+ staff room	Riser – no access inside
BGF002	91	4+ canopy over courtyard	Ceiling – no access above
BGF009	95	4+ canopy at exit to playground	Ceiling – no access above
External			Canopies – no access above
Whole School		All except Year 6	Underneath carpets / vinyl floor coverings and behind boxing, plaster walls and plaster ceilings. All fire doors may contain concealed ACMs. Gaskets used to seal pipe and ducting points may contain asbestos. Skylights may contain sealed asbestos rope seals.

APPENDIX 3

Glen Hills Primary School: Asbestos containing materials (ACMs) inspection records - Items visible to inspect

A copy of this inspection record will be completed, as a minimum, every 12 months and retained. Photographs ACM should be taken and recorded to aid inspections.

Inspected by:

Date:

Survey room location (CAD ref if available)	Plan Ref	School room identifier	Asbestos containing material	Asbestos Type	Damage/Concern Yes / No	Details if Yes	Reported to Name / Date	Photograph (insert)
AGF015	46	Electricity Cupboard	White floor tiles	Chrysotile				
AGF015	46	Electricity Cupboard	Board above door	Amosite				
AGF040	66	Boiler Room	High level fire break	Amosite				
AGF040	66	Boiler Room	Debris to high level conduit	Amosite				
AGF045	70	Kitchen	Board to fryer	Amosite				
Actions taken								

APPENDIX 4

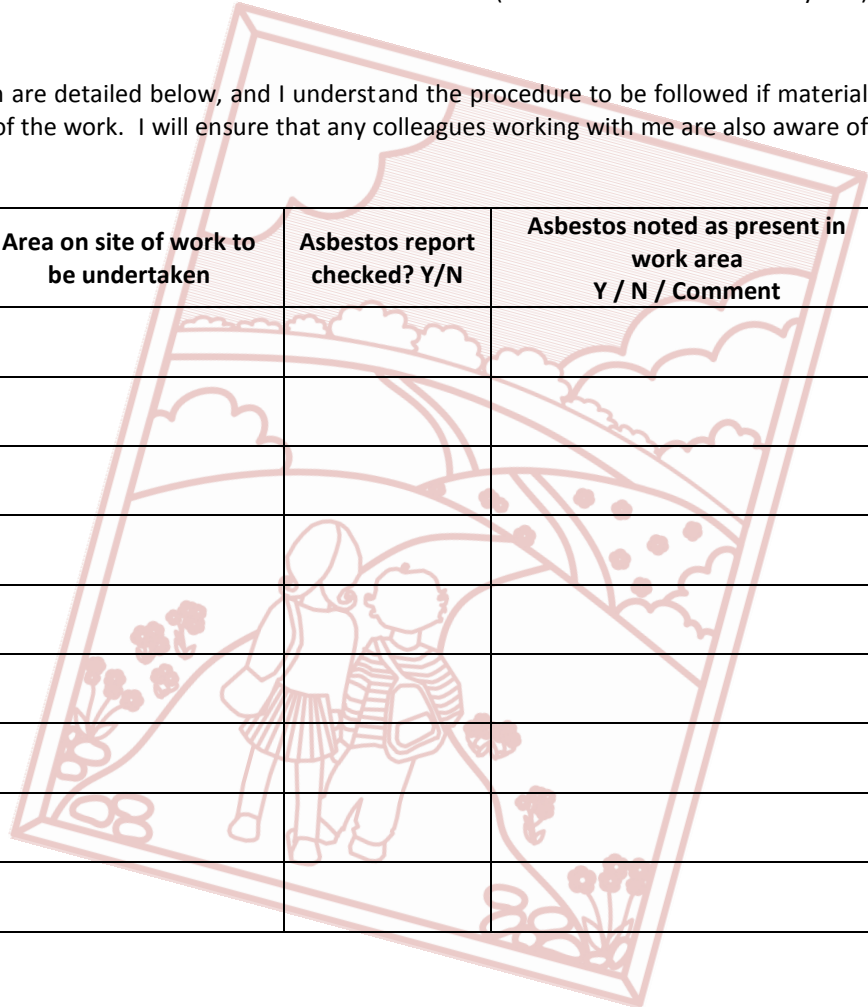
Register of Persons Checking Asbestos Report

(To be retained on site for 2 years)

Property: Glen Hills Primary School

I have checked the Asbestos Survey for the area(s) on site in which I intend to work, which are detailed below, and I understand the procedure to be followed if material suspected as being asbestos or an asbestos-based product is discovered during the course of the work. I will ensure that any colleagues working with me are also aware of the procedure.

Date	Contractor (Company)	Name (Please Print)	Signature	Area on site of work to be undertaken	Asbestos report checked? Y/N	Asbestos noted as present in work area Y / N / Comment



APPENDIX 5

Asbestos Disturbance Contingency Procedure

