

St. Theresa's Catholic Primary School

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Catholic Primary School



ASBESTOS MANAGEMENT POLICY

“We learn together, we play together, we pray together, we grow together in the love of God”

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Catholic Primary School



Validation Grid

Title	Asbestos Management Policy
Author	Barbara Costa
Associate Author	N/A
Committee	Wellbeing
Target Audience	All Staff
Stakeholders Consulted	Governors
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Statement of intent

St. Theresa's Catholic Primary School (St. Theresa's / school / we) knows that any asbestos-containing materials (ACM) found in our building must be managed properly because our pupils', staff members' and visitors' health and wellbeing is of the utmost importance. The policy abides by the law stated in the Control of Asbestos Regulations 2012.

If there is an incident of asbestos exposure at St. Theresa's, we will take the necessary steps to ensure that everyone is safe, and unless the incident is minor, we will report it to the Health and Safety Executive (HSE).

To ensure the health and safety of those in the school we take the following steps:

- Have a 'management survey' of ACMs
- Assess the risks associated with ACMs
- Devise a plan for managing asbestos
- Make sure staff and visitors know the risks and the precautions they need to take
- Keep the management of asbestos under review

1. Legal Framework

This policy has due regard to legislation and statutory guidance including, but not limited to, the following:

- Control of Asbestos Regulations 2012
- Health and Safety Work Act 1974
- The Hazardous Waste (England and Wales) Regulations 2005
- The Control of Substances Hazardous to Health Regulations 2002
- Environmental Protection Act 1990
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Consultation with Employees) Regulations 1996
- Construction (Design and Management) Regulations 2015
- The Management of Health and Safety at Work Regulations 1992
- DfE (2023) 'Managing asbestos in your school or college'

2. Responsibilities

Duty holder

It is the employer's duty to consult with employees on matters that affect their health and safety, which includes asbestos management.

The legal responsibility for the maintenance and repair of the school, and the safe management of asbestos, lies with the school governors.

The Diocese

The budget for building management is shared between the school and the Diocese. Therefore, the duty to manage asbestos is the joint responsibility of the school governors and the Diocese.

Staff

All staff at St. Theresa's have a responsibility to play their part in the safe management of asbestos.

The school is not legally required to inform parents / carers about the presence of asbestos in the school; however, should parents / carers request such information, the school will be responsive to this.

3. Day-to-day management of asbestos

Step 1: Conducting a management survey of asbestos-containing materials (ACMs)

An asbestos management survey, which records the location and condition of the asbestos in our building, will be conducted in accordance with HSE guidance, and be undertaken by a UK Accreditation Service accredited surveying organisation.

The survey will cover the following:

- All accessible places
- Above the ceilings
- Floor ducting

A management survey will be conducted annually; the survey will consider the condition of the ACMs, whether they are likely to be disturbed and the action that is necessary to manage the risks.

A copy of the survey is forwarded to the Site Manager and the school's Building Consultants (Barkers Associates).

Step 2: Assessing the risks associated with ACMs

The risks associated with each occurrence of asbestos in the school will be assessed by the external surveyors.

The surveyor's assessment will include/take into account these sections:

- *Material assessment* – an assessment of each item of asbestos material identified based upon the type of material, type of asbestos it contains, its surface treatment and the extent of damage.
- *Priority assessment* – this equates to the likelihood of the material being disturbed based on factors such as:
 - The number and type of people (e.g. children or adults).
 - The time spent by those people in the room.
 - The location of the room.
 - The accessibility of the room.
 - The extent of asbestos in the room.
 - The frequency and type of activity that could disturb it.
- *'Total' assessment* – The 'material' and 'priority' assessments are combined to give a total risk assessment.

Items will be graded into risk 'bands': *Very Low, Low, Medium* and *High Risk*

Step 3: Devising a plan for managing ACMs

In this step, St. Theresa's follows the advice from the Building Consultants – Barkers Associates.

All information the school receives regarding asbestos will be forwarded to Barkers Associates.

The school will follow any action or recommendation following the survey outcomes.

The Site Manager will inspect areas where asbestos is present regularly and inform the Headteacher immediately should anything change.

Wherever possible, asbestos will be sealed/encapsulated (i.e. painted/carpeted).

Where this is not possible, the asbestos will be removed and disposed of by licensed asbestos removers.

Step 4: Ensuring staff and visitors know the risks and precautions that need to be taken

Where appropriate, we will inform our staff, other workers in the school, visitors and contractors of all locations of ACMs and how they can be damaged and disturbed. We will ensure that all these people will receive the correct information, instructions and training, and will be clear in what precautions to take.

Step 5: Keeping the management of ACMs under review

We will update our plan if:

- There are changes in the identified responsible people or organisations.
- We receive new information, e.g. from 'refurbishment and demolition' surveys.
- Work is undertaken on ACMs.
- Damage occurs.
- ACMs are removed.
- Significant building works are undertaken which might confuse the documented location of ACMs.

Any changes will be communicated to all relevant staff.

4. Asbestos register

The asbestos register is formed by the combination of the asbestos location register and the asbestos risk assessment to offer an overall picture. The register will include:

- Drawings and photographs, where relevant.
- The location, accessibility, extent and condition of the ACMs.
- The forms and material types of ACMs.
- What the ACMs look like.
- The associated risk assessment of ACMs.
- A clear indication of parts of the building where the presence of ACMs is presumed.
- Any areas which were not captured within the management survey and where the presence of asbestos cannot be ruled out – these areas will undergo a further survey ahead of access.

5. Managing asbestos when building or maintenance work needs to be done

A copy of the school's asbestos survey will be given to any contractor working on the school premises.

As our maintenance survey only covers readily accessible areas, it may not cover all ACMs which are present at St. Theresa's. If we are worried that work may disturb hidden ACMs, we will (in liaison with Barkers) arrange for a 'refurbishment and demolition' survey to be carried out in the area where the work will take place. As this is an intrusive type of survey, it will be carried out under controlled conditions. These surveys will be passed on to those who will eventually take on the work.

Asbestos-containing waste will be properly contained and disposed of in accordance with the Hazardous Waste Regulations 2005, and the school's Health and Safety Policy. Where the work has been contracted out, disposal is the responsibility of the contractor, although the school will have responsibility for obtaining a waste consignment note to confirm that the asbestos was appropriately disposed of.

The school will ensure that all staff and other stakeholders are informed of the proposed works.

6. What to do if things go wrong

If we find that there has been or may have been an unplanned disturbance of asbestos, we will:

- Stop all activities and remove everyone from the affected area.
- Ensure that no staff and pupils can re-enter the affected area until any necessary remedial action has been taken.
- Not move any items, including equipment, books, or personal belongings, from the area.
- Seek advice from an asbestos expert regarding remedial action.

Unless the incident is very minor, we will notify the HSE, as this is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Contractors, appointed by Barkers, will have procedures in place to deal with the unintended or unexpected release of asbestos.

Anyone who has come into contact with asbestos, and is concerned about their exposure, will be advised to contact their GP.