St. Louis Catholic Academy
Asbestos Management Policy

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1. Introduction

This document sets out St. Louis Catholic Academy (STLCA) procedures for managing asbestos containing materials (ACMs) within the premises.

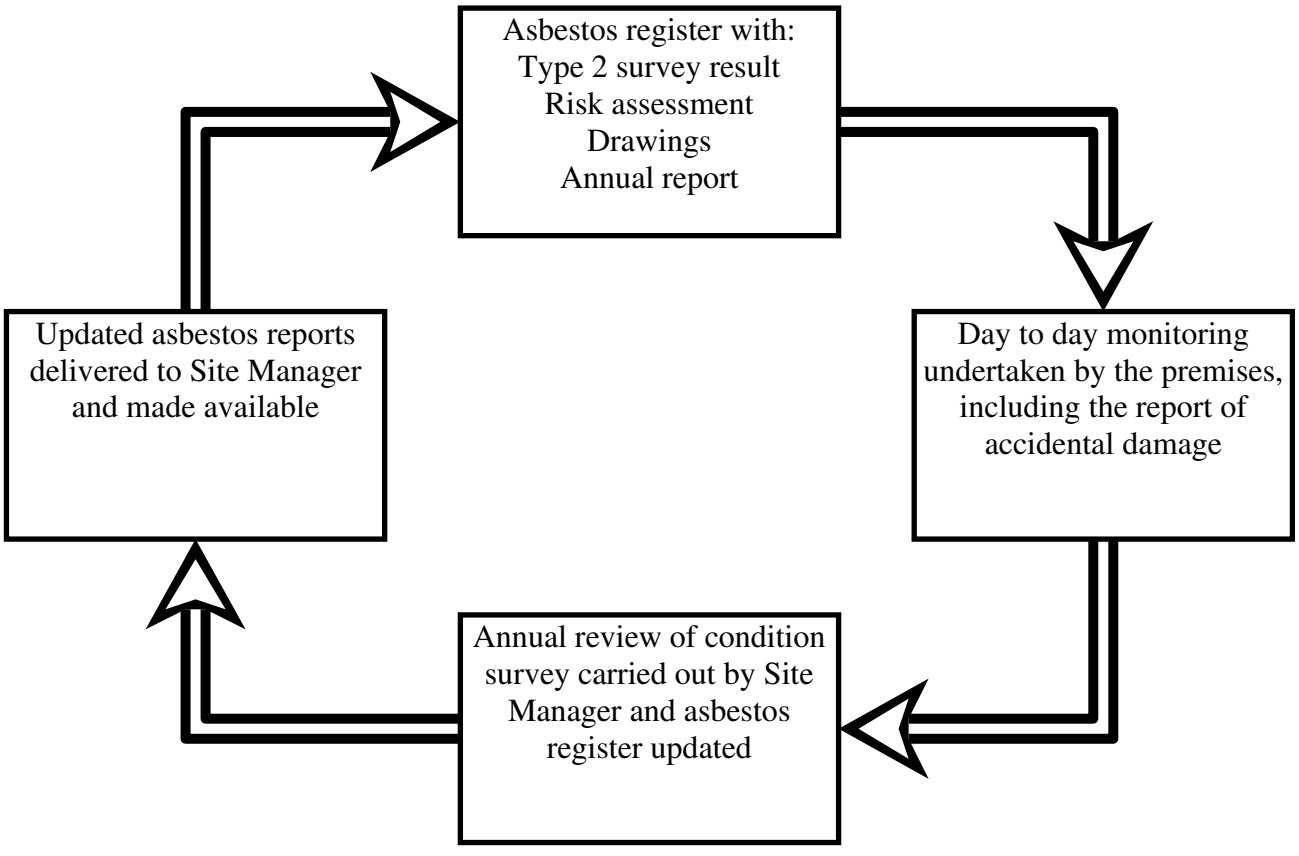
We recognise that asbestos may be present in areas of premises in various forms, conditions and types and that an effective asbestos management plan needs to be in place to manage the risk to contractors, staff, pupils and members of the public using the premises.

2. Asbestos Management Plan

The asbestos management plan details the requirements to effectively manage asbestos so as to minimise the asbestos related health risks to personnel working within the premises. The control of Asbestos Regulations 2006 states that all duty holders with known or presumed asbestos within their premises must have an effective written asbestos management plan in place. The following plan includes details of how we intend to:

- Have clear procedures for the management of asbestos containing materials
- Protect those working within the premises
- Effectively control any works likely to affect ACMs
- Identify and categorise ACMs and to manage these hazards
- Monitor and maintain the condition of identified ACMs
- Develop and maintain a central database recording all information
- Outline the actions required upon discovery of unidentified or damaged ACMs
- Provide an asbestos register which is available on site

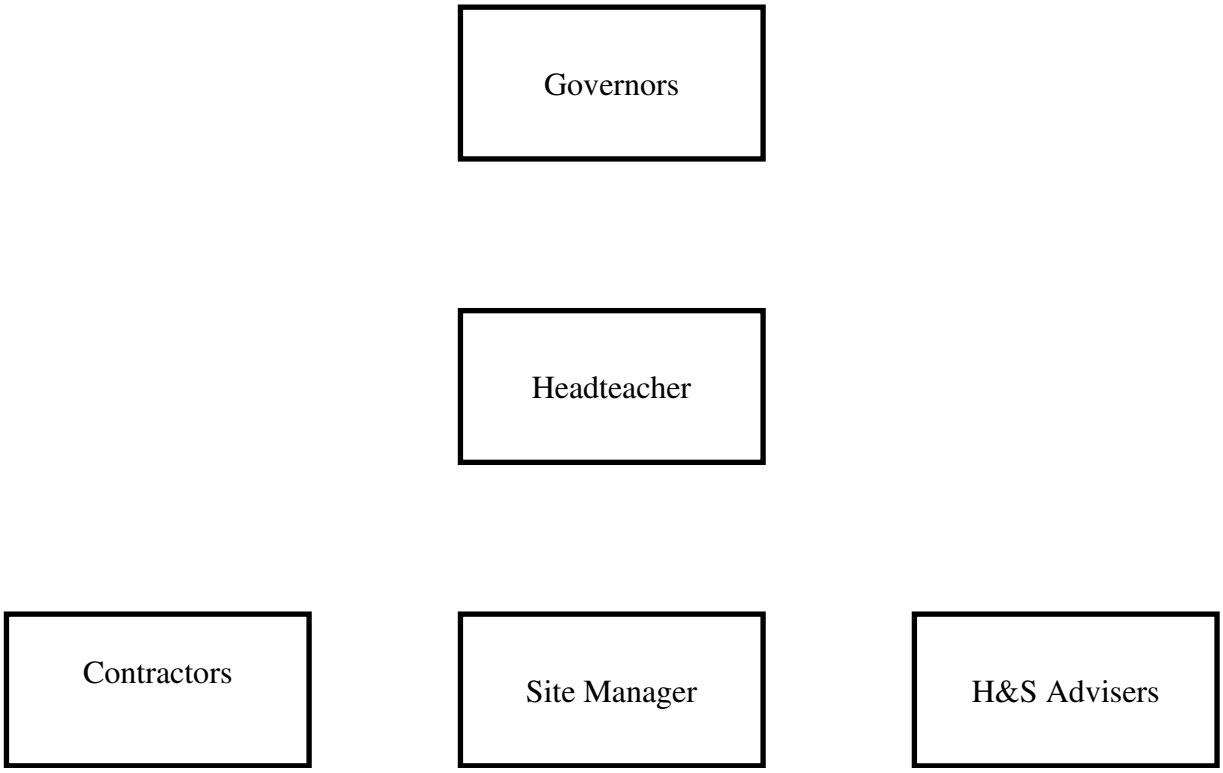
2.1 Flow chart of management plan process



Appendix 1 – emergency flowcharts

2.2 Asbestos Management Plan Implementation Chart

Key roles within STLCA for the implementation of the asbestos management plan are represented as follow:



3. Responsibilities

3.1 Governors

- Facilitate H&S policy development and implementation, including the management of asbestos containing materials within the premises
- Adequate resources are provided and allocated to implement the Asbestos Management Plan

3.2 Headteacher

- Holds the responsibility for ensuring that the Asbestos Policy is implemented and managed effectively in accordance with this Asbestos Management Plan
- Ensure relevant persons are adequately trained to perform their responsibilities

3.3 Approved contractors

- Complete type 2 and type 3 asbestos surveys when requested and to update or provide the resultant risk assessment
- Advising the Site Manager of the outcome of any inspection and area of concern so that recommended preventative work can be implemented to maintain appropriate standards

3.4 Site Manager

- Arranging for the premises to be professionally risk assessed in sufficient detail so as to identify and assess the risk of ACMs from work activities
- Implement the necessary control and precautionary measures
- Managing building or maintenance projects to ensure that any risk from ACMs is suitably controlled and meets approved standards
- Ensure that all records within the premises are maintained effectively
- Ensure compliance with legislation in conjunction with appropriate good practise
- Ensure that STLCA employees are not exposed to significant risk to their health and safety due to exposure of ACMs
- Ensure that any persons carrying out work on the premises sign in the Asbestos Sign in Book before works commence
- All records are maintained and kept in the Asbestos Register book
- Inform the Diocese of any work to be completed in the premises by using the relevant form if required
- Ensure emergency procedures relating to ACMs are followed at all times
- Ensure that the removal of ACMs is authorised and comply to legislation

3.5 Health & Safety Adviser

- Provide advice in reducing the risks associated with ACMs and advising on legal duties placed on STLCA staff when required

3.6 Employees

- Notify Site Manager of any damage to suspected or actual ACMs
- Ensure that they are aware of the procedures to follow when contractors are working on the premises

4. What is asbestos

Asbestos is the name used for a range of natural minerals. There are three main types of asbestos, none of which can be identified just by its colour:

- Blue – crocidolite
- Brown – amosite
- White – chrysotile

4.1 Why is asbestos dangerous?

Asbestos is made up of thin fibres, which can be broken down into much smaller and thinner fibres; these fibres cannot be seen by the naked eye.

4.2 Where can asbestos be found?

Asbestos is most likely to be found in buildings, which were either built or refurbished before 2000. Many thousands of tonnes of asbestos products were used before this time, much of which are still in place and are not easily identified by their appearance.

The most common uses of asbestos in buildings were:

- Sprayed fire insulation on structures, beams, girders

- Lagging e.g. on pipe work, boilers, calorifiers, heat exchangers, insulating jackets for cold water tanks and around ducts
- Asbestos insulation boards, e.g. ceiling tiles, partition walls, soffits, heater cupboards and door panels
- Asbestos cement e.g. roof sheeting, wall cladding, bath panels, gutters
- Texture decorative coatings (artex)
- Other products include floor tiles, adhesives, wallpapers, fire doors

4.3 Who is likely to be exposed to asbestos fibre?

Anyone who disturbs ACMs by working on or near them. Groups that are more likely to be at risk are those who carry out building maintenance or refurbishment work, for example:

- Demolition contractors
- Electricians
- Plumbers
- IT engineers
- Plasterers

4.4 Health Effects

Asbestos related diseases are currently responsible for at least 3500 deaths a year in Britain. There is usually a long delay between first exposure to asbestos and the first symptoms of disease. This can vary between 15 and 60 years. The diseases most commonly associated with asbestos include:

- Asbestosis or fibrosis (scarring) of the lung
- Lung cancer
- Mesothelioma, a cancer of the inner lining of the chest wall or abdominal cavity

There is no cure for asbestos related diseases.

4.5 What do ACMs look like?

Asbestos cement roof

Asbestos panelling

Asbestos floor tiles

For further images of ACMs, you can go on the HSE website:

http://www.hse.gov.uk/asbestos/gallery.htm

4.6 The importance of managing ACMs

Below are some key facts about managing asbestos within premises:

- If you don't manage asbestos employees and other people could be put at risk
- Asbestos in good condition can be left in place and managed
- A bad survey is worse than no survey
- Managing asbestos means maintaining the ACMs in good condition to protect:
  - Those who work on the fabric of the building
  - Those who work and frequent the premises
- Damaged or deteriorated ACMs should be repaired, or isolated until remedial action can be taken
- The asbestos Management Plan is a way to ensure that employees and others do not disturb the ACMs located in the premises.

4.7 Asbestos surveys

There are three types of surveys used to identify ACMs:

- Type 1 – location and assessment survey. The purpose of this survey is to locate the presence of ACMs, as far as reasonably practicable, in all areas of the premises that are assessed including above false ceilings, inside runners, risers, services ducts and lift shafts etc. No samples are taken this point. Any material that can be expected to contain asbestos must be presumed to contain asbestos.

- Type 2 – standard sampling, identification and assessment survey. The purpose and procedure used in this survey are the same as for type 1 except samples are also collected and analysed for the presence of asbestos.
- Type 3 – full access sampling and identification survey. This type of survey is designed to identify all types of ACMs within a building before demolition or major refurbishment takes place.

If ACMs have been identified and are seen to be in good condition and unlikely to be damaged or disturbed, the asbestos will not be removed unnecessarily but a management system will be introduced. Control measures will be identified in the premises risk assessment, which can include:

- Removal
- Enclosure
- Seal or encapsulation
- Monitor

5. Background

Asbestos type 2 surveys were undertaken by SCC from 1995 until 2012 when we moved away from their management.

The survey reports provided the following minimum information:

- Purpose and date of the survey
- Annotated floor/site plans indicating sampling points and references
- Asbestos material assessment
- Priority assessment
- Asbestos risk assessment
- Recommendations

Annual asbestos condition surveys were completed by the property advisor to update all existing information already present to ensure the compliance with MDHS 100 “method for determining hazardous substances – surveying, sampling and assessment of asbestos containing materials”.

6. Condition Monitoring

The Site Manager will annually inspect accessible suspected and/or known ACMs against the asbestos register to look for damage or deterioration.

The results will be put into the asbestos register and an up to date Asbestos Report will be produced. This will identify any areas of ACMs which have been removed or which have deteriorated. The asbestos risk assessment score will be used to identify the long or short term actions required to manage and control the ACMs.

Example:

ACMs with higher risk scores will be identified for remedial work whilst those with lower scores will be retained within the management scheme and monitored as before.

The updated asbestos schematic drawing will show:

- Red sample points indicating asbestos detected/presumed
- Blue sample points indicating asbestos not detected

- The location of similar materials which have not been sampled but are assumed to be ACMs

Table 1: Asbestos Risk Assessment Score

Risk rating	Action required	Priority
22-23	Unacceptable risk, isolate/removal action required	High risk
17-21	Requires immediate action to reduce risk and maintain at an acceptable level	Medium risk
9-16	ACM to be maintained and managed. Further action to reduce the risk to be taken only if cost effective	Low risk
1-8	ACM to be maintained and managed. Further action unlikely to be necessary at this time	Very low risk

7 Premises Monitoring

The condition monitoring carried out by the Site Manager on an annual basis is considered a snap shot in time. The Site Manager is also responsible to the day to day monitoring when possible.

Every member of staff will be responsible for reporting accidental damage to ACMs to the Site Manager.

8 Premises Log Book

All the entries have now been moved into the Asbestos Book. This contains any information regarding asbestos, surveys and any relevant information.

This must include:

- An up to date asbestos condition survey
- Asbestos management plan
- Asbestos sign in log records
- Training records
- Any work carried out o ACMs
- Asbestos reports

The Site Manager must ensure that the relevant books are kept complete and readily accessible on site and that relevant employees are aware of where the information is kept.

9 Labelling asbestos

The benefit of warning signs might be beneficial in decreasing the chance of inadvertently damage to or expose ACMs. However, signs might not be appropriate in certain environments due to vandalism or because it would cause concern especially in public areas.

Therefore, in discrete or high risk areas such as loft space and boiler rooms, signs are more likely to be found.

STLCA signs used are:

In environments where it is believed that signs are unsuitable the Site Manager must ensure that relevant staff are aware of:

- The presence of ACMs
- The procedure for responding to changes in condition or damage to such materials
- The records containing information must be available to those involved in the maintenance or building works

10 Removal of ACMs

The removal of ACMs is usually carried out as a result of:

- Such work being stated within the premises asset management plan
- Recommended works related to planned projects
- Unplanned circumstances
    - Identification of high risk ACMs
    - Damage to ACMs
    - ACMs subject to maintenance or building works not foreseen during the asset management plan review

The option to remove ACMs must be authorised by the Headteacher.

The removal of ACMs is an operation with risks and require effective management, consideration of building occupation as well as co-ordination with other projects.

Once the removal has been completed the asbestos register and schematic drawings will be updated by the Site Manager.

Any work to ACMs, apart from re-encapsulation (example: re paint of a slightly worn out surface that is NOT damaged) will have to be carried out by a licenced contractor under the Control of Asbestos Regulations 2006.

Only those contractors listed by the Approved Licensing Unit (ALU) on the HSE website are to be used for work with asbestos.

www.hse.gov.uk/asbestos/licensing

11 Asbestos Register

Data contained within the asbestos register will include schematic drawings used to illustrate the registered information where the ACMs can be found. Photos may be used for record purposes. The asbestos register must be updated after:

- Identification of further ACMs
- Surveys
- Removal of ACMs
- Inspections/monitoring exercises
- Changes in building layout

The current use of type 2 surveys is now obsolete and all information is being transferred to the new asbestos register.

12 Control of Contractors

Contractors must be informed of the presence of ACMs relevant to their works. There are 2 stages at which this information is normally provided:

- During the planning stage of a project
- When contractors arrive on site

In advance of all major refurbishment and demolition work a type 3 survey must be carried out as recommended in MDHS 100.

13 Emergency procedures if asbestos found during building works

If suspected asbestos is discovered once work has commenced and the material is undamaged, no further work should be undertaken that could cause the deterioration of the material or harm those present.

If the material is damaged the area must be evacuated and sealed off to prevent further access.

The Site Manager will contact an approved asbestos specialist so that samples can be taken.

If the material is confirmed as containing asbestos, an assessment will be undertaken to determine the scope of works. If none is detected works can be resumed.

If the assessment indicates that the actions may cause likely exposure, further action will be required, this may include removing the asbestos so that works can be continued.

The asbestos register must be updated when work has been completed.

13.1 Actions in the event of asbestos release due to ACM damage

In the event of any member of staff or contractor inadvertently damaging suspected or actual ACMs, the following procedure will apply:

- Leave the room immediately, closing all doors, windows and switching off all ventilation equipment. Ensure the area is sealed off to prevent further disturbance or entry
- Report the incident to the Site Manager
- The Site Manager will refer to the asbestos report to determine if the material contains asbestos. If there is any doubt the Site Manager must contact an approved licensed contractor for advice
- If the material is an identified ACM, the Site Manager must contact an approved licensed contractor to carry out testing

All emergency procedure should be reviewed on a regular basis and all staff informed to ensure that everyone is aware of what to do in case of an emergency.

13.2 Reporting asbestos related incidents

Where there has been damage to ACMs, or an incident where people may have been exposed to airborne asbestos fibres, the Site Manager should be notified as quickly as possible and an incident form must be completed as soon as practicable and sent to the Health & Safety Executive.

13.3 Record of potential exposure

If an employee has been potentially exposed to asbestos fibres, HR advice must be sought and the Incident Form sent to the Health & Safety Executive.

13.4 Training

It is acknowledged that effective asbestos management requires knowledge of a specialised area of Health and Safety and construction work.

Asbestos awareness training sessions for premises managers and caretakers should be completed by the relevant persons.

If a building contains asbestos, those who have a key role should attend suitable training.

15 Record Keeping

All relevant information must be kept in the asbestos book at all times and available to those who may require it.

Confidential completed Incident forms to be kept with Main First Aider in Finance Office.

16 Useful Contacts

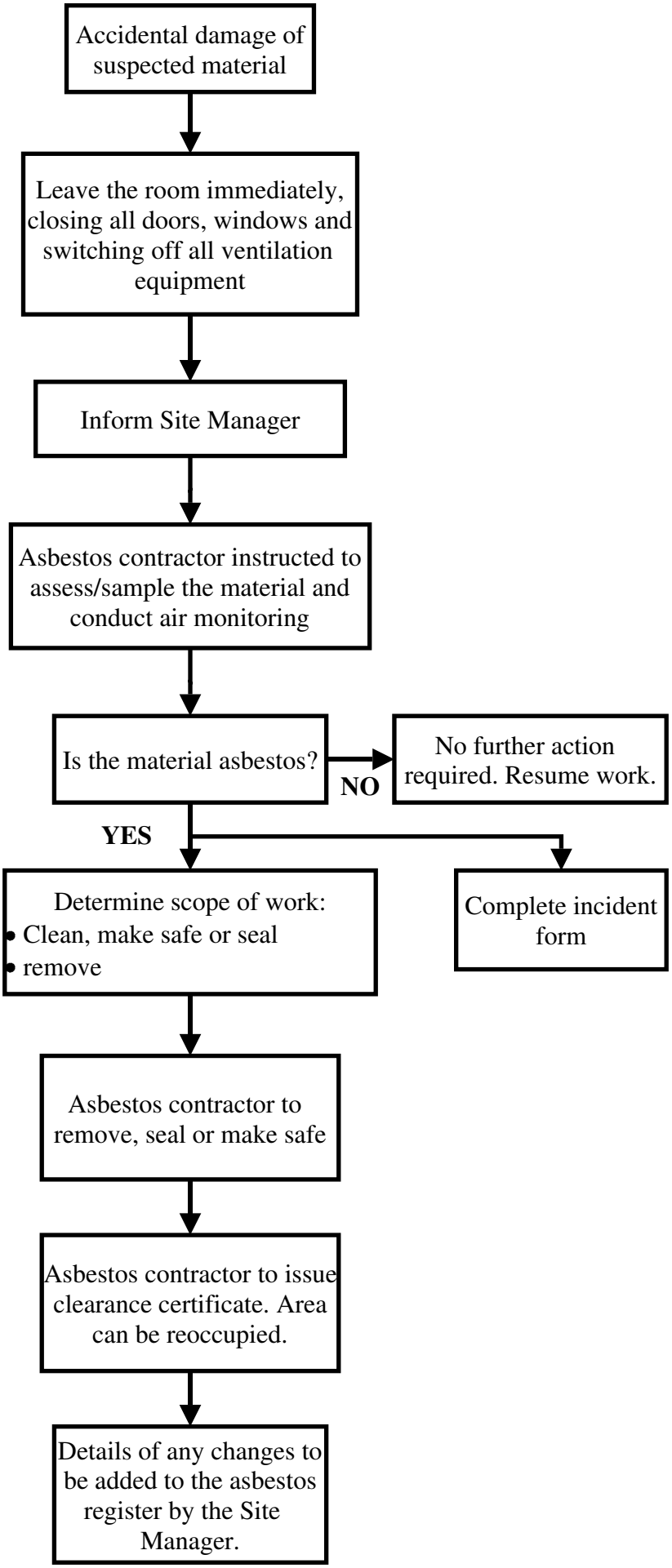
Health and safety executive website:

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

HSE info online – 0845 345 0055

Appendix 1- Emergency flowchart 1

Asbestos found during building work



Appendix 2- Emergency flowchart 2

Actions in the event of asbestos release due to ACM damage