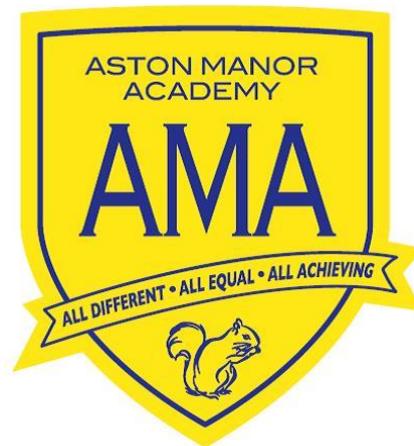


EQUITAS ACADEMIES TRUST



Chilwell Croft
Academy

ASBESTOS POLICY AND CODE OF PRACTICE

Review Date: March 2018
To be Reviewed: March 2020
Agreed: F&GP Board
Policy Lead: Marion Lower & Pravina Patel

1. OVERVIEW

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer, the Trust, and ultimately the School Management and Governors.

The Trust acknowledges its responsibilities to prevent exposure of people to asbestos and the legislative requirements to manage asbestos. The Trust is committed to providing full information to anyone who may be exposed and affected by asbestos within the school.

2 POLICY STATEMENT

The Trust is committed to take appropriate precautions to ensure the health and safety of staff, students and others who may be affected by risks associated with asbestos present in some building structures and equipment.

Consequently a system of survey, encapsulation and/or removal has been put in place. Strict safety protocols have been laid out, which must be adhered to, by those working with or likely to disturb asbestos products, be they trust, staff or contractors. These systems and safety protocols form part of this policy and code of practice thus ensuring that any risk to the health of employees working directly with or within buildings that contain asbestos building products or components is reduced to the lowest level reasonably practicable.

This policy has been drawn up in accordance with the latest Regulations, Approved Codes of Practice and Guidance, on asbestos, from Health and Safety Executive and will be reviewed and updated in the light of any future changes to these Regulations, Approved Code of Practice or Guidance.

The Trust will strongly presume the presence of asbestos until proven otherwise.

3. OVERVIEW – BACKGROUND INFORMATION

Background Information

‘Asbestos’ is the general term for the fibrous silicates listed in the definition in regulation 2 of the Control of Asbestos Regulations 2012 which came into force on 6th April 2012. For any work covered by these Regulations ‘asbestos’ also includes materials containing any of these fibrous silicates or mixtures of these fibrous silicates. Three main types of asbestos were commonly used as follows:

- (a) Crocidolite (commonly known as blue asbestos);
- (b) Amosite (commonly known as brown asbestos); and
- (c) Chrysotile (commonly known as white asbestos).

Large amounts of asbestos were used in new and refurbished buildings before 2000. Usage began to decline in the 1970s and blue asbestos (crocidolite) had a voluntary ban in 1970. Blue and Brown (amosite) asbestos were banned by law in 1985. Use of white asbestos (chrysotile) were banned in 1999. Everything else and most second hand supply (except for very high performance materials) was banned by 2000. Therefore, all supply of materials containing asbestos is banned, including making materials available to a third party in any way, whether or not for any payment.

AREAS OF ASBESTOS

A large number of premises and older plan and equipment still contain some form of asbestos. Much of the asbestos will be hidden in the fabric of the building so not immediately obvious – it is also unlikely to be recorded in the building plans. Workers most likely to come into contact with asbestos-containing products are those in the construction, maintenance, refurbishment and related trades. Area where asbestos is likely to be found in schools include:

- Some ceiling tiles
- Lagging used as thermal insulation on pipes and boilers
- Science laboratories
- Some textured coatings
- Sprayed asbestos or asbestos insulating board used for thermal insulation, fire protection, partitioning and ducts.
- Asbestos cement roofing

TEXTURED DECORATIVE COATINGS

Textured decorative coatings which contain asbestos mean thin decorative and textured finishes such as paints and ceiling plasters used to produce visual effects. These coatings are designed to be decorative and any thermal or acoustic properties are incidental to their purpose. The proportion of asbestos in such coatings is normally between 2% and 5% chrysotile.

ASBESTOS CEMENT

Asbestos Cement is mainly a mixture of chrysotile and cement, which is moulded and compressed to produce a range of asbestos products such as profiled roofing sheets and sidings, flat sheet, gutters, drainpipes and flues. Asbestos cement was widely used on the exterior of buildings and for drainage products and as it is weatherproof and waterproof will absorb less water. Amosite and/or crocidolite asbestos has also been used in asbestos cement and may sometimes be present along with the chrysotile but in smaller quantities.

ASBESTOS INSULATING BOARD

Asbestos Insulating Board (AIB) means any flat sheet, tile or building board consisting of a mixture of asbestos and other materials except –

- (a) asbestos cement; or
- (b) any article of bitumen, plastic, resin or rubber which contains asbestos, and the thermal or acoustic properties of which are incidental to its main purpose.

AIB is a lightly compressed board made from asbestos fibre and hydrated Portland cement or calcium silicate with other filler materials. AIB is covered by this definition whether or not the board is used for insulation. For instance this definition will still apply to asbestos insulating board when its main purpose is structure, e.g. as a wall partition. Asbestos wallboard (a more compressed variety of AIB) will also fall into this category.

ASBESTOS COATING

Asbestos coating means a surface coating which contains asbestos for fire production purposes or as both heat and sound insulation.

‘Asbestos coating’ describes the various mixtures containing asbestos, which were widely used as surface coatings for fire protection purposes or as both heat and sound insulation. Most of these coatings were applied by spray but some were applied by hand.

4 MANAGEMENT OF ASBESTOS

THE TRUST AS THE DUTY HOLDER

The control of Asbestos Regulations 2012 identify in regulation 4 that “the duty holder” means-

- (a) every person who has, by virtue of a contract or tenancy, an obligation of any extent in relation to the maintenance or repair of non-domestic premises or any means of access or egress to or from those premises: or
- (b) in relation to any part of non-domestic premises where there is no such contract or tenancy, every person who has, to any extent, control of that part of those non-domestic premises or any means of access or egress to or from those premises.

Therefore the duty requires the Trust to:

- find out if there is any asbestos in the premises, its amount and what condition it is in; make a record of its location and condition;
- assess the risk from the material and prepare an action plan.
- alert everyone who needs to know e.g. maintenance workers, about its presence and condition.

If the asbestos is in good condition and is not likely to be damaged, worked on or disturbed then it does not present a significant risk and it is usually safer to leave it in place and manage it. If the material’s disturbed or becomes damaged then asbestos fibres may be released into the air and could present a risk to people who breathe them in. Some damaged asbestos can be made safe by repairing it and either sealing or enclosing it to prevent further damage. Where asbestos cannot be easily repaired and protected it should be removed by someone who is competent to carry out the task.

The most likely way for the asbestos containing materials in schools to be disturbed or damaged is through maintenance and construction activities, even where the job is small such as installing telephones, computers or any electrical equipment, shelving and CCTV. Anyone

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carrying out such work will need to know that the building contains or may contain asbestos, where it is located and its condition.

There may well be pressure to remove asbestos unnecessarily, particularly in schools. However, it is important that a proportionate approach is taken to managing the risk from asbestos in all cases.

ASBESTOS MANAGEMENT

The HSG264 Asbestos (the survey guide) has been developed to help people carrying out asbestos surveys and those with specific responsibilities for managing the risks from asbestos in non-domestic premises under regulation 4 of the Control of Asbestos Regulations 2012 (CAR 2012). It complements and supports other guidance on managing asbestos.

The purpose of the survey is to help manage asbestos in the duty-holder's premises. The survey has to provide sufficient information for: an asbestos register and plan to be prepared a suitable risk assessment to be carried out and a written plan to manage the risks to be produced.

A Management asbestos survey of the Trust has been prepared by Solihull MBC in November 2012. Inaccessible areas that were excluded from the survey must be presumed to contain asbestos and sampled if work has to be done on them. The survey has been used to compile a register of the Trust's asbestos containing materials which is held by the Site Manager. A full copy of the register is available for inspection.

SITE MANAGENET

Asbestos containing materials management will be based on a risk assessment. Depending upon factors such as location, condition, type of material and number of people exposed, one of the following actions will be taken for all asbestos containing materials within School site: leave, remove, repair or encapsulate. The condition of the asbestos containing materials left in situ will be inspected and recorded regularly. The frequency of inspection will be based on risk assessment, identified in the Asbestos Register/Survey.

The guidance for this will be sought from the Solihull MBC Property Services Team who will carry out an annual review of the asbestos within the school.

ASBESTOS REGISTER

A copy of the Asbestos Register is kept on the Trust and Solihull MBC database as well as physical copy at the reception. This is accessible to all contractors/staff who may carry out work on the site. No work is carried out without referral to the register. All Contractors and

visitors who may come into contact with asbestos during their visit are made aware of the relevant dangers.

All asbestos containing materials within the Trust have been labelled appropriately and should be left undisturbed.

5. PROCEDURE

BEFORE COMMENCING WORK

Before any work is carried out on building fabric or fixtures the Asbestos Register must be checked for the presence of asbestos containing material. If there is a reason to suspect that Asbestos exists within the area of work the following must be carried out.

- Prior to any refurbishment being carried out a refurbishment survey of the area will be undertaken by a specialist contractor (provided by Solihull MBC) to determine the presence, or otherwise, of asbestos.
- The resulting survey will allow for a risk assessment to be produced to identify the method in dealing with the asbestos if found during the refurbishment survey. This may include the safe removal of asbestos prior to the work commencing. If there is any doubt as to the composition of materials uncovered during building works a sample will be removed by an approved/competent person and sent to a suitable laboratory for analysis before work proceeds. This may need the requirement to employ a competent licensed contractor to remove asbestos material. Advice for this will be sought from Solihull MBC Property Services Team.

PROCEDURES DURING REFURBISHMENT/REPAIRS

Contractors/in-house maintenance staff will be fully informed of any known or suspected asbestos material in the vicinity prior to carrying out any work, which may result in damage/fibre release. They must follow the permit to work system for work areas where asbestos is or may be present. All contractors involved in any work within school will be expected to have received Asbestos Awareness training. They will need to prove that this has taken place.

In the event of asbestos (or suspected asbestos) material being discovered unexpectedly or being damaged all work must cease and: (a) the area will be sealed off until it has been inspected by a specialist asbestos contractor or analyst: (b) if the presence of asbestos in a

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condition likely to lead to a health risk is confirmed the area will remain sealed and warning notices will be posted until the asbestos has been removed or sealed.

Where asbestos has been positively identified as hazardous and as a result of a risk assessment, sealing or encapsulation is the preferred option this will be carried out by approved licensed contractors under the guidance of Solihull MBC.

Some types of asbestos containing materials may be removed by unlicensed contractors, however this should not be carried out until the material has been identified and removal methods have been agreed with Solihull MBC property services team.

No new asbestos building materials will be used. Asbestos waste, resulting from works carried out by licensed contractors, will be directly disposed of by the licensed contractor as an integral part of the contract. Non-compliance with any of the requirements of this Policy will be deemed a breach of contract and may be subject to disciplinary procedures.

Asbestos plans are located in the Site Managers Office.

6. REVIEW

This policy will be reviewed bi-annually by the Premises and Health & Safety committee.

Date of next review March 2020

I agree to the terms of this code of conduct:

PRINT NAME: _____

SIGNATURE: _____

DATE: _____