

## **Earlscliffe (Sussex Summer Schools Ltd)**

### **ASBESTOS POLICY**

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

#### *Background*

Asbestos and asbestos containing materials (ACMs) may be found in schools built or refurbished before blue and brown asbestos were banned in 1985. Some asbestos containing materials such as asbestos cement were used up until 1999. Areas 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

The duty requires the School 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 eg 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 is 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 ACM's 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 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.

#### **Policy Statement**

The school acknowledges its responsibilities to prevent exposure of people to asbestos and the legislative requirements to manage asbestos within the site.

follows current best practice in asbestos management and is committed to providing full information on asbestos to anyone who may be exposed and affected by asbestos within the School.

### **Register**

See separate Asbestos reports

### **Management**

ACM 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 ACM within School site: leave, remove, repair or encapsulate. The condition of ACM left *in situ* will be inspected and recorded regularly. The frequency of inspection will be based on risk assessment, or at intervals not greater than 3 years.

### **Labelling**

All ACMs within the School have been labelled appropriately and should be left undisturbed.

### **Work**

Before any work is carried out on building fabric or fixtures the Asbestos Register must be checked for the presence of ACM. In the event of suspected ACM being discovered during work, that work should cease immediately.

Only essential work may be carried out on ACM following risk assessment:

#### **Low risk, licence not required, but full precautions taken**

Generally this includes work with asbestos cement and simple tasks such as removing a screwed on panel of asbestos insulation board (AIB), drilling less than 20 holes in AIB, or removing a fire stopping door seal. For unlicensed work with AIB the duration of the work must be less than 2 man hours in a 7 day period, with an individual worker limited to 1 hour in 7 days.

#### **High risk, licence required**

Only a licensed contractor can carry out this work. The contractor is responsible for HSE notification and compliance with legislation.

#### **Instruction, information and training,**

The school will contract an external expert who will provide appropriate instruction, information and training to ensure staff are aware of the hazards of asbestos and the safeguards used to minimise exposure to asbestos dust.