

Aylesford School

and Sixth Form College



wonder aspiration respect discipline

ASBESTOS MANAGEMENT POLICY

Written/updated: **April 2018**
Review Date: **April 2019**
Lead: Business Manager
Via: Finance and Premises

'from potential to reality'

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1.0 Policy Statement

This Policy has been produced in accordance with Aylesford School and Sixth Form College Health and Safety Policy and relevant environmental legislation to ensure that all health, safety and environmental issues relating to asbestos are adequately managed and controlled and thereby minimise the risk to people of the exposure to asbestos.

The school is committed to protecting the health, safety, welfare and wellbeing of its students, staff and visitors. It is essential therefore that everyone who works for, or undertakes work on behalf of Aylesford School and Sixth Form College adheres to the requirements of this Policy.

It is Aylesford School and Sixth Form College's Asbestos Management Policy to ensure that:-

- A good standards of asbestos management are maintained on the Aylesford School and Sixth Form College's site to minimise the risk of exposure to asbestos fibres to employee's and others;**
- B asbestos, or suspected asbestos containing materials, will be managed by regular surveillance, encapsulation and removal where appropriate and reasonably practicable.**
- C asbestos containing material is identified and assessed. If a material is unknown then it will be presumed to be an asbestos containing material until a specialist survey is commissioned.**
- D all relevant legislation for all of its buildings is complied with;**
- E all relevant statutory requirements and, where reasonably practicable, best practice guidance is adhered to;**
- F access to all available relevant information to enable this policy to be implemented is provided;**
- G Aylesford School and Sixth Form College will only commission and engage with approved HSE licensed contractors to carry out work on asbestos, or suspected asbestos containing materials.**

This policy describes how Aylesford School and Sixth Form College will fulfil its obligations in this respect.

The procedures and documentation used to guide and assist with the compliance with this policy are:

- ESFA Asbestos in schools: Where it may be located (Feb. 2017)
- ESFA Managing Asbestos in your school (Feb 2017)
- HSE L143 Managing and Working with Asbestos

2.0 Scope

This policy applies to all buildings owned and maintained by Aylesford School and Sixth Form College and also covers all employees and others who work within those buildings.

3.0 Roles and Responsibilities

Aylesford School and Sixth Form College is committed to working in accordance with the Control of Asbestos Regulations 2012, and will take responsibility for the management of asbestos containing materials in circumstances as described in 2.0 Scope above.

The legal responsibility for the safe management of asbestos lies with the 'Statutory Duty Holder'. The duty holder is the person responsible for maintenance and/or repair of Aylesford School and Sixth Form College namely the employer. In the case of Aylesford School and Sixth Form College this is the trustees of the Academy Trust i.e. the school governors. It is recognized that Aylesford School and Sixth Form College has a duty of care to its students, staff and visitors and that adequate control measures are in place to minimize the risk of asbestos exposure.

Responsibility for the day to day activities is delegated to the Business Manager. All site staff carry a duty to ensure they are aware of the asbestos management plan and the procedures associated with this. In addition, site staff must ensure that where possible any damage or change in condition to known or suspected containing materials is reported immediately to the Business Manager.

4.0 Organisation and Arrangements

All Aylesford School and Sixth Form College staff must comply with the accompanying WCC guide for 'Asbestos Management Procedures' which has detailed compliance arrangements with regard to:

- control, communication, competence and cooperation requirements (which are covered within the specified roles and responsibility requirements against posts);
- risk assessments, method statements and actions taken to prevent and minimise against the risk of asbestos exposure;
- independence required between the removal contractor and the analyst
- record keeping;
- maintenance works, monitoring and suspect material sampling;
- action to be taken in the event that asbestos is discovered;
- disposal arrangements.

5.0 Monitoring and Review

Aylesford School and Sixth Form College will be subject to an annual asbestos management survey by a qualified and experienced asbestos surveyor. This is arranged through subscription to the Warwickshire Education Services (WES) 'Property Risk management Service – Academy Asbestos Management Service'.

Successful monitoring and review relies on commitment from staff at all levels and should therefore be included as an integral part of the premises asset management plan.

It is imperative that all work to materials containing asbestos is reported to Aylesford School

and Sixth Form College's WCC Property Building Surveyor who is responsible for advising the Physical Assets, Property Risk Team so that the Asbestos Management Plan can be kept up to date.

6.0 Policy Review

This policy will be reviewed and developed by the responsible person whenever there is a change to a piece of relevant legislation or guidance, when a new piece of relevant legislation or guidance is introduced, the policy proves to be inadequate or every three years, whichever is the soonest.

7.0 Further References and Associated Documents

The principle legislation to which Aylesford School and Sixth Form College aims to discharge its legal duties are:-

- The Health & Safety at Work etc. Act 1974
- The Control of Asbestos Regulations 2012
- The Management of Health & Safety at Work Regulations 1999
- The Environmental Protection (Duty of Care) Regulations 1991
- The Hazardous Waste (England and Wales) Regulations 2005
- The Construction (Design and Management) Regulations 2015
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Defective Premises Act 1972
- The Control of Substances Hazardous to Health Regulations 2002

Additional legislation and Approved Codes of Practice/Guidance are:-

- WCC's Asbestos Management Procedures
- HSE Approved Code of Practice L143 'Managing and working with asbestos'
- ESFA Asbestos in Schools, where may it be located (Feb 2017)
- ESFA Managing Asbestos in your school (Feb 2017)