

REDFIELD EDGE PRIMARY SCHOOL



ASBESTOS MANAGEMENT POLICY

Date reviewed	November 2023	Next review	November 2024
Policy type	Non- Statutory	Review frequency	Annually
Responsibility	Finance & Premises Committee		
Date approved by Committee:			
Signed (Chair of F&P Committee)	Name (Chair of F&P Committee) Tom Sharp	Signed (Head Teacher) <i>L Robinson</i>	Name (Head Teacher) Lisa Robinson
Ratified by FGB on	Signed (Chair of Governors) <i>D Taylor</i>	Name (Chair of Governor) David Taylor	

Introduction

The purpose of this policy is to provide advice and instruction for all persons involved in work with asbestos containing materials (ACM) in connection with Redfield Edge Primary School.

The management of the school accepts its responsibilities to ensure the effective and safe management of ACM within its premises in accordance with current Health and Safety legislation.

The school will make use of information gathered from the latest asbestos survey that identifies the location, type and condition of asbestos containing materials within the premises. Such information has been recorded in The Site Management Plan for Asbestos and has been relayed to employees, contractors and occupiers as necessary to ensure the health, safety and welfare of all persons who may be affected by work that may present a risk of asbestos fibre release. The Site Management Plan for asbestos is located in the school office.

Policy Statement

Redfield Edge Primary School (hereafter referred to as the school) is committed to providing a safe and healthy workplace. To achieve this, the asbestos is managed and exposure eliminated or minimised in accordance with current Health & Safety legislation.

In particular the school will aim to ensure that:

- Appropriate risk assessments are carried out and recorded.
- Exposure to asbestos is eliminated or reduced to the lowest level consistent with current regulations.
- Awareness is promoted through training and evidence of this training recorded.
- An up to date register of asbestos is maintained.
- Safe systems of working with asbestos are promoted both in relation to external contractors and the schools own staff.
- An effective asbestos management strategy is maintained.

Responsibilities

Governors

The Governing Body of the school has overall responsibility for all risk management and health and safety policies.

Headteacher

The Headteacher is responsible for management of the schools property and will ensure that:

- Reasonable steps are taken to determine the location and condition of materials likely to contain asbestos
- That in all cases where works are proposed, it will be presumed materials contain asbestos unless there is strong evidence that they do not.
- An up to date record of the location and condition of the ACM or presumed ACM is created and maintained.
- The risk or likelihood of anyone being exposed to ACM is assessed and the risk managed safely.
- A plan is prepared setting out how the risks from the ACM are to be managed.
- The necessary steps are taken to put the plan into action.
- The plan is assessed and reviewed periodically.
- Ensuring that staff under his/her management has suitable and sufficient relevant training.
- Ensuring that asbestos management is included on the agenda of all pre-contract meetings.

The School Caretaker

On a day to day basis the School Caretaker is responsible for:

- Directing asbestos policy at operational level.
- Ensuring that all contractors work in accordance with this policy and procedure.
- Ensuring that all contractors are given access to the asbestos survey, site plan and that they complete and sign a Contractors form.

The School Office Staff

In the absence of the caretaker the school office staff will be responsible for:

- Ensuring that all contractors work in accordance with this policy and procedure.
- Ensuring that all contractors are given access to the asbestos survey, site plan and that they complete and sign a Contractors form.

All School Staff

It is most unlikely that school employees will come into contact with or be exposed to ACM, however they have the following responsibilities:

- Not to disturb or commission others to disturb any part of the fabric of a building without consultation with the Headteacher, e.g. by drilling or fixing nails, screws or drawing pins – unless into materials which could not contain ACM i.e. solid wood or solid brick.
- To report immediately any materials in their work area which they think may be ACM, especially if the said ACM appears to be disturbed or damaged.

IF IN DOUBT – LEAVE IT ALONE

Monitoring and Review

- The Headteacher will ensure that the school carry out an annual (at least) assessment of all areas of asbestos on site, to determine the condition of the asbestos and potential risk of release. This information will be recorded in the Asbestos Site Management Plan.
- External review by Acorn (Health and Safety consultants) as required.
- This policy will be monitored by the Governors Finance and Premises Committee and reviewed annually or earlier (if circumstances deem it necessary).

References

- HSE School Asbestos Control Document
<http://www.hse.gov.uk/asbestos/information.htm>
- School Training records
Located in the School Office
- The School Site Plan for Asbestos
Located in the School Office