



**BATH & NORTH EAST SOMERSET
Maintained Schools -
Asbestos Policy Statement &
Management Plan**

(Paulton Infant School)

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1.0 Asbestos Management Policy Statement

1.1 Introduction

Under the Health & Safety at Work Act 1974 and associated Regulations, (Paulton Infant School), will endeavour to comply, as far as is reasonably practicable with the Control of Asbestos Regulations 2012 (CAR) 2012, associated Approved Codes of Practice (ACOP) and best practice guidance.

The school recognises its 'duty to manage' asbestos within all of its premises, as required under regulation 4 of the CAR 2012. Under Regulations 4 the school is obligated to identify and record the location and condition of all asbestos containing materials (ACMs) and manage and monitor the related risks. This information will facilitate the development and provision of a comprehensive Asbestos Management Plan which will be communicated to those affected.

1.2 Scope

This plan applies to all persons including (Paulton Infant School) employees, building users and contractors who have a responsibility to ensure a safe working environment, and applies to all buildings and structures on the school's site. Implementation of the plan shall be the responsibility of the School's Duty Holder and Appointed Responsible Person(s)(RP) - Asbestos, as named within Section 1.4.2 of this plan.

1.3 Aims

The aim of the Asbestos Management Plan is to provide clear working documentation detailing how (Paulton Infant School) will manage known ACMs within its premises, through a structured and robust framework which will promote effective management of asbestos, as:

- Who is responsible for managing asbestos and detail their specific responsibilities;
- How the asbestos register is derived, maintained and communicated;
- Provision of detailed plans for any works carried out on ACMs;
- Communicating asbestos management information to all those likely to be affected;
- Ensuring all those who have a responsibility to ensure the safe management of asbestos within the school's premises are suitably competent / trained
- Ensure there are emergency procedures in place.

The school will strive to identify, manage and monitor all ACMs within the school with the aim of preventing or reducing, as far as is reasonably practicable the exposure to asbestos fibres.

1.4 Duties & Responsibilities

1.4.1 The Duty Holder

Anyone who has responsibility for the maintenance and/or repair of non-domestic premises, including schools, is a 'duty holder' as defined in Regulation 4 of the CAR 2012. For the majority of schools, the duty holder will be the employer. However, in situations where budgets for building management are delegated to schools by the local authority, the duty to manage asbestos will be shared between schools and the local authority. The authority's written scheme for the financing of maintained schools will set out the categories of work that will either be financed from the delegated school budget share (revenue repairs and maintenance) or remain the responsibility of the local authority (capital expenditure). Both parties will therefore have 'duty holder' responsibilities for the repair and maintenance of the premises. For the day to day responsibility of controlling ACMs, the duty holder will be the Governing Body. Bath and North East Somerset Council, as the employer, will check that schools have systems in place to ensure compliance with CAR 2012.

1.4.2 Responsible Person

The Duty Holder's legal responsibilities cannot be delegated, but the Duty Holder can nominate and appoint others to do all, or part of the work to ensure compliance with the duties. This person will be 'The Responsible Person' (RP). The duty holder must however be satisfied that the nominated person and or organisation is competent to fulfil the delegated role. In schools, the RP will be the Head Teacher for the day to day management. The deputy RP will be the Deputy Head or a member of the Senior Leadership Team (SLT)

On behalf of the Duty Holder, the RP will ensure that:

- reasonable steps are taken to find and clearly identify materials in premises likely to contain asbestos and to periodically check their condition
- materials are presumed to contain asbestos unless there is strong evidence that they do not;
- a written record of the location and condition of asbestos and/or presumed ACMs is made and that the record is kept up to date;
- the risk of anyone being exposed to these materials is assessed;
- a written plan (periodically reviewed) to manage that risk is prepared and put into effect to make sure that: –
 - any material known or presumed to contain asbestos is kept in a good state of repair;
 - any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired and adequately protected or, if it is in a vulnerable position and cannot be adequately repaired or protected, it is removed;

- information on the location and condition of the material is given to anyone who is likely to disturb asbestos, or is otherwise potentially at risk.
- Provision of asbestos awareness training to appropriate school employees and third parties as deemed necessary, including the keeping of appropriate training records;
- Ensure that where deemed necessary, a refurbishment or demolition survey is undertaken prior to the School undertaking any construction works;
- Where appropriate seek advice and guidance from suitably qualified and experienced competent persons on any asbestos related work activities that are to be undertaken. This may include, but is not limited to: re-inspections, asbestos removal works, environmental cleans, encapsulation works & air-monitoring etc.

1.4.3 Bath & North East Somerset Council’s Health Safety and Wellbeing team will support the school to comply with CAR 2012 as far as possible (non-specialist advice), providing support and advice as required.

1.4.4 Bath & North East Somerset Council Responsible Person (Asbestos) will provide assistance, advice and guidance as required to the schools RP so as to ensure that the School comply, as far as is reasonably practicable with CAR 2012, associated ACOP’s and Guidance.

1.5 Capital Projects

Where required Bath & North East Somerset Council’s School Capital & Organisation Team (SCOT) and/or Property Services, Project Delivery will work with the RP to ensure any building and refurbishment projects consider the requirements of CAR 2012 and ensure implementation of this policy and management plan where necessary.

2.0 Definitions

CAR 2012	Control of Asbestos Regulations 2012
ACOP	Approved Code of Practice
ACM	Asbestos Containing Material
RP (Asbestos)	Responsible Person (Asbestos)
HSE	Health & Safety Executive
UCAS	United Kingdom Accreditation Services
RAMS	Risk assessment method statements
SCOT	Schools Capital & Organisation Team

3.0 Asbestos Management Plan

3.1 Introduction

This Asbestos management plan has been developed in consultation with Bath & North East Somerset Council Property Services Department, Health Safety and Wellbeing Team, and the SLT and has been approved by the School's Governing Body.

The plan aims to provide clear and concise working documentation detailing how (Paulton Infant School) will manage known ACMs within its premises including, but not restricted to:

- Outlining how the asbestos register is derived, maintained and communicated.
- Ensuring there are emergency procedures in place
- Managing and recoding asbestos training for school staff
- Managing contractors working on the school's premises

To ensure school employees, pupils, contractors and visitors to the school's premises do not disturb ACMs and are safe from potential exposure, the following effective asbestos management procedures are in place, and described in detail within this document's policy statement, management plan and Appendix 1- School Asbestos Management Flowchart:

- A designated person(s) responsible for the management of asbestos on the schools premises (referred to as the RP); including the updating of existing records
- A system to ensure ACMs are identifiable through appropriate labelling and/ or colour coding
- Provision of asbestos awareness training to appropriate school employees and third parties as deemed necessary (including the keeping of appropriate training records)
- To periodically inspect ACMs on a regular basis as detailed within the asbestos register. This will include documented checks on the condition of the ACMs at regular intervals. See Appendix 7.
- To periodically review this Asbestos Management Plan and update as necessary
- Provide access to the asbestos management central record folder to contractors carrying out maintenance and/or construction works (this includes IT contractors) prior to the commencement of works
- Ensure that where deemed necessary, a refurbishment or demolition survey is undertaken when the school undertakes any construction works
- Seek advice and guidance from suitably qualified and experienced competent persons on any asbestos related work activities that are to be undertaken (this may include, but is not limited to: re-inspections, asbestos removal works, environmental cleans, encapsulation works & air-monitoring)

- Inform Bath & North East Somerset Council Property Services Helpdesk tel 01225 477241 and Health Safety and Wellbeing Helpdesk tel. 01225 395115 of any instances of suspected exposure to ACMs so that the Council can provide professional assistance and guidance (refer to emergency procedures)

3.2 Asbestos Management Survey

The Asbestos Management Survey is the standard survey which involves minor intrusive work. This survey will be undertaken in all school buildings / structures on the School's site and can take place during normal occupation hours. It will provide accurate information on the location, amount and condition of ACMs within the school's premises. The survey will involve where appropriate the sampling and analysis of materials to confirm the presence of ACMs but can also include presumptions. The information in the survey report will be used to form the asbestos register which is a key component of the management plan for the school.

The school's Governing Body is responsible for the provision of up to date asbestos management surveys. The survey will be carried by a UKAS accredited asbestos surveyor / individual contractor in line with the Regulation 5 of CAR 2012 and guidance document HSE HSG 264 'The Survey Guide.

Bath & North East Somerset Councils Property Services can provide the School's RP advice and guidance so as to ensure that a competent contractor is commissioned, and that the final survey report received is compliant with requirements.

The school will ensure that an up-to-date copy of the asbestos management survey will be available on the premises at all times and shall be kept within the school's central asbestos file, located at: The Main School Office and saved in the O: Docs under @ Premises/Asbestos.

3.3 Asbestos Register

The asbestos register is a key component of the asbestos management plan and contains information such as the location, assessment and management action(s) for all identified (via sampling and analysis) and presumed ACMs. The register is derived from the findings of the Asbestos Management Survey. The Register remains the live working document that details the up to date list of all ACMs within the school's buildings and structures.

The information within the register will be reviewed and updated on a regular basis by the schools RP, particularly after re-inspections, abatement works and or any other significant changes.

The school will ensure that an up-to-date copy of the asbestos register will be available on the premises at all times and shall be kept within the School's central asbestos file,

located at: The Main School Office and saved in the O: Docs under @ Premises/Asbestos.

3.4 ACM Re-Inspections

The school will ensure that formal visual re-inspections of all known and suspected ACMs are carried out as detailed within the School's Asbestos Register. Generally these will be carried out at least annually, or more frequently if noted within the asbestos register. Periodic re-inspections may be undertaken by the RP providing appropriate training and levels of competency have been determined, using Appendix 7, or the Schools RP can commission the work to be carried by a UKAS accredited asbestos surveyor / individual contractor qualified to BOHS P401 P402 certification level or equivalent in line with CAR 2103 and associated guidance HSE HSG 264 'The Survey Guide.

The contactor / person carrying out the re-inspections will provide the school's RP with documented evidence of the condition of each ACM noted within the register. The RP will review the documentation and then update the School's asbestos register with the findings and then communicate to the schools staff, visitors and contractors.

Any damaged or deteriorated materials found during the re-inspection survey works will be managed according to the emergency procedures detailed in Section 3.10 - Exposure and Emergency Procedures.

3.5 Labelling

Although not obligated to do so under CAR 2012, the school has the option to label ACMs as recommended in Regulation 27.

If the RP has decided to label ACMs, the RP will ensure that all ACMs noted within the School's asbestos register are clearly labelled so that they can be easily identified by all school staff, visitors and contractors etc.

This will be achieved by ensuring a label / sticker similar to those detailed within Appendix 2 - Examples of Asbestos Warning Labels and Signs, is placed on each ACM within the School's premises.

This can be carried out by the RP or the school's competent asbestos surveying contractor.

3.6 Records

The school shall hold a school's central asbestos file located at The Main School Office and saved in the O: Docs under @ Premises/Asbestos.

which will contain, but not limited to the following documentation:

- Primary asbestos management survey;
- Asbestos register including location plans/ drawings and bulk analysis certificate(s);
- Air monitoring certificates;
- Refurbishment and demolition surveys;
- Records of asbestos abatement (removal/encapsulation) works;
- Asbestos checklists
- Asbestos training records.

The school will ensure that they retain all asbestos related records. No records should be destroyed.

3.7 Communication to School Staff

The RP will ensure that all staff within the school are provided with relevant information relating to:

- Types and location of ACMs via the asbestos register and management plan;
 - The visual means of identifying ACMs (labelling, if applicable);
 - How to avoid risks from asbestos e.g. not disturbing;
 - How to report concerns about ACMs e.g. to the RP (Asbestos)
-
- All new staff to undertake the on line H&S asbestos training available for the BANES website and a copy of their completed training certificate will be stored on their file. All visiting contractors are expected to read and sign that they have seen the asbestos register before carrying out any works that involve any works.
 - Staff to alert the main office who will contact the Head Teacher/RP if they need to report any concerns in relation to an ACM.
 - Updates on any asbestos related works will be communicated to staff at least annually.
 - (All asbestos is fully encasulated and is located in areas that are unlikely to be disturbed during the working school day – see asbestos register)

3.8 Alterations / Refurbishment Projects

Where the school commissions any construction works that involves the refurbishment or demolition of whole or parts of buildings / structures within the school, then an asbestos refurbishment or demolition survey will be undertaken. This type of survey is used to locate and describe as far as reasonably practicable, all ACMs in the area where the work will take place or in the whole building if demolition is planned. This survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that are difficult to reach. A refurbishment survey may also be required in other circumstances, e.g. when more intrusive maintenance and repair works will be carried out or for planet removal or dismantling.

Refurbishment and Demolition surveys will be carried out by a UKAS accredited asbestos surveyor / individual contractor in accordance with the requirements of CAR 2012 and associated guidance HSE HSG 264 'The Survey Guide'.

3.9 Asbestos Abatement Works

The school will ensure that any asbestos abatement works required will be carried out in line with CAR 2012.

Examples of typical asbestos abatement works:

- Removal of non-licenced ACMs – Generally asbestos cement products e.g. profile roof sheets, rainwater goods, soil stacks etc.
- Removal of licenced ACMs – Generally asbestos insulating boards (AIB) and fibrous / spray coated ACMs e.g. Pipe lagging, loose fill insulation, AIB soffits etc.
- Encapsulation of ACMs – Generally associated with licenced ACMs where it is not practical or cost effective to remove e.g. spray coating used on structural materials for fire safety and above ceiling fire breaks.

Any asbestos abatement works (removal and or encapsulation of licenced and non-licenced ACMs) resulting from the findings of a refurbishment and or demolition surveys is the responsibility of the school's RP, but will be managed on the School's behalf by Bath & North East Somerset Council's Project Delivery Department.

The School's RP will ensure that the asbestos register is updated following completion of any abatement works.

3.10 Exposure and Emergency Procedures

The School will instigate the emergency procedure detailed in 3.10.1 under, but not exclusive to:

- Where a known ACM detailed within the school's asbestos register has been damaged and is likely to expose persons within the school to asbestos fibres;
- Where the condition of a known ACM found during a periodic re-inspection / school inspection is seen to have deteriorated and is now likely to expose persons within the school to asbestos fibres.
- Where an exposed material, not detailed within the schools asbestos register is presumed / suspected to be an ACM, and is likely to expose persons within the school to asbestos fibres.

These procedures are in line with the with the Appendix 6 - HSE Asbestos Essentials EM1 – What to if you discover or accidentally disturb asbestos during your work

Emergency Procedures are also described within Appendix 1 - Schools Asbestos Management Flowchart.

3.10.1 Emergency Procedure

1 - Secure the area affected ensuring no access is permitted. Signage should be displayed and barriers erected where appropriate.

2 - Review impact on the schools operational procedures i.e. if a classroom is affected, alternative teaching arrangements would need to be implemented as the classroom cannot be used.

3 - Contact Bath & North East Somerset Council's Property Services Helpdesk and/or the Health Safety and Wellbeing Team Helpdesk and notify them of the damaged ACM and initial isolation arrangements that have been put in place.

4 - The Council will then provide professional advice and guidance as necessary. This may include, but is not limited to, inspecting the damaged ACM reported, instructing sampling and air monitoring tests and arranging and managing any associated remedial / abatement works where required.

5 - Maintain controlled access to the area until such time as formal clearance has been confirmed.

6 - Maintain good communication with school staff and relevant other parties, providing updates as necessary to ensure the access arrangements are not breached.

3.11 Training and Competency

3.11.1 School Employees

The school will implement a training matrix as required under Regulation 10 of the CAR 2012 to ensure that any school employee liable to disturb asbestos during their work, or who supervise such employees, receive the correct type and level of training in order to enable them to carry out their work safely and competently.

The minimum training requirement will be 'Asbestos Awareness' training to ensure that they are familiar with:

- The School's Asbestos Management Plan;
- The properties of asbestos and its effects on health;
- Asbestos types;
- Uses of asbestos;
- Likely ACMs found within buildings;
- Emergency procedures;

- Avoidance of exposure to asbestos.

Asbestos awareness training will be refreshed periodically (usually annually) by all school employees required to do so.

Bath & North East Somerset Council's Property Services Dept. will be responsible for the provision and delivery of periodic asbestos awareness training sessions.

The RP will ensure that school employees are appropriately trained and that they attend any future refresher training, where applicable.

The RP will ensure that the training records for school employees are kept up to date and certificates stored in personal files.

3.11.2 Contractors

The RP will ensure that all contractors carrying out work (whether asbestos related or not) have received asbestos awareness training as a minimum. Evidence should be provided by the contractor and then recorded within Appendix 3 - Contractor / School Staff – Review of Asbestos Register & Management Survey prior to the commencement of any works within the School's buildings / site.

3.12 Works and Visitor Protocols

3.12.1 Contractors

- Anyone attending the school to carry out any works will be required to access and review the asbestos register, survey, and management plan before undertaking any work.
- This will be provided by the person(s) responsible for managing asbestos or other designated member of staff within the school.
- All contractors / school staff undertaking any work will be required to sign that they have reviewed the asbestos register, survey, and plan using Appendix 3 - Contractor / School Staff - Review of Asbestos Register/ Management Survey
- Where there are ACMs that are to be worked on or nearby, no work will take place until an appropriate method statement of the work activity is produced and the Permit to Work procedures detailed in Appendix 4 - Asbestos Permit to Work Form is duly authorised and implemented.

3.12.2 Emergency Services

Emergency Services personnel attending site will given access to the asbestos register, survey, and asbestos management plan on arrival.

4.0 Review

The policy statement and asbestos management plan will be reviewed periodically or when there is significant change. The review will be carried out by the School's RP with assistance & guidance from the Bath & North East Somerset Councils RP (Asbestos) where required, with documentation filed within the school's central asbestos file.

The review will focus on, but not be exclusively restricted to the following:

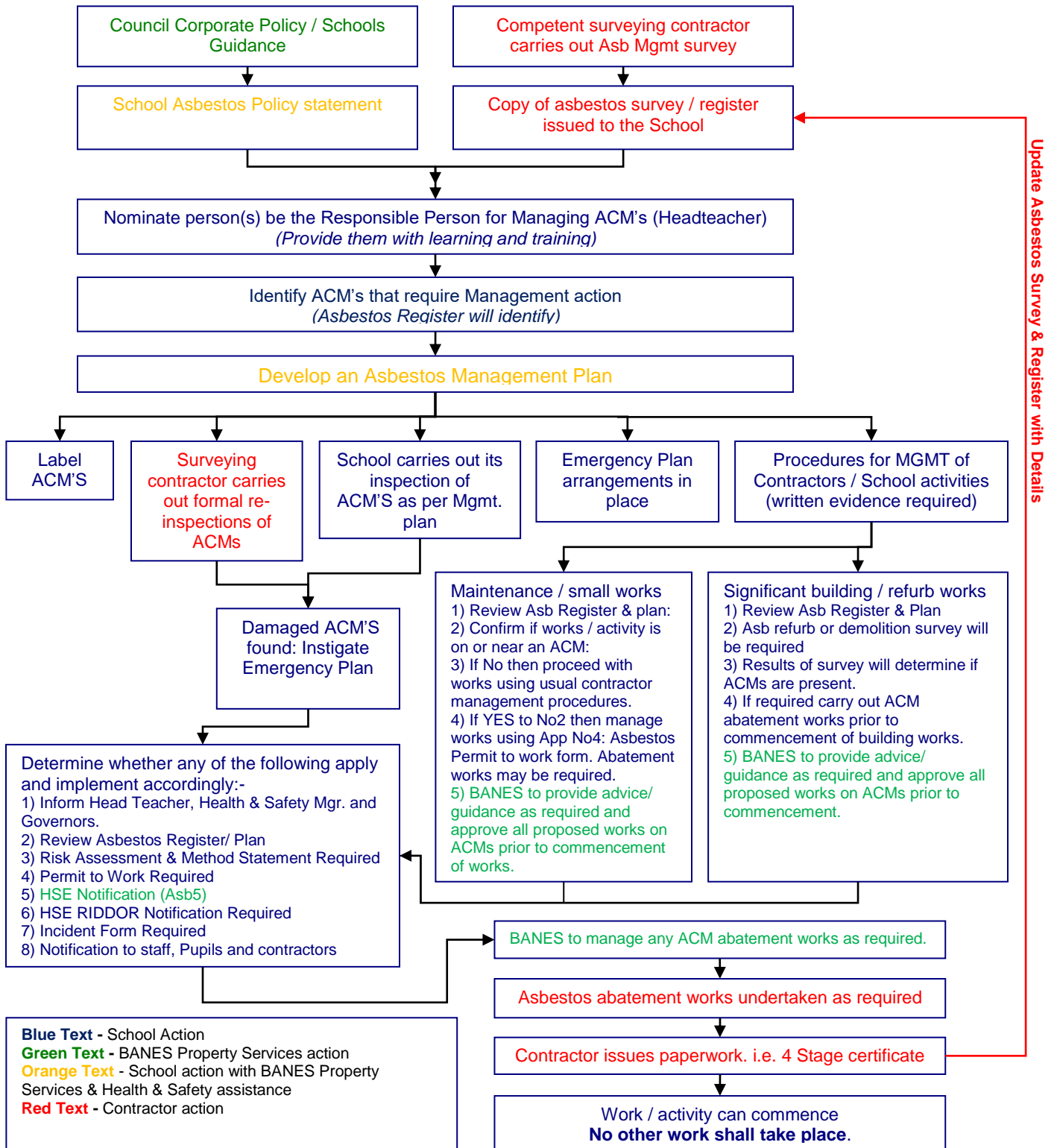
- Legislation, guidance and best practice
- Responsibility and school's management structure
- Training
- Personnel
- Changes to the School buildings and structures
- Review of asbestos register, risks and priorities.
- Incidents
- Effectiveness of management arrangements.

5.0 Reference to Regulation, Guidance and Further Information

- Health & Safety Executive, Asbestos health & safety (online) Essentials (online). <http://www.hse.gov.uk/asbestos/>
- Health & Safety Executive, Asbestos Essentials (online). <http://www.hse.gov.uk/asbestos/essentials/>
- Health & Safety Executive, Managing Asbestos in schools – frequently asked questions (online). <http://www.hse.gov.uk/services/education/asbestos-faqs.htm>
- UK Parliament, 1974. Health & Safety at Work Act 1974.
- UK Parliament, 1999. Management of Health & Safety at Work Regulations 1999.
- UK Parliament, 2012. Control of Asbestos Regulations 2012.
- Health & Safety Executive, Managing and working with asbestos. Control of Asbestos Regulations 2012. Approved Code of Practice (ACOP) and Guidance L143 (Second Edition) 2013.
- Health and Safety Executive, 2004. HSG227 A comprehensive guide to Managing Asbestos in premises.
- Health & Safety Executive, 2006. HSG247 Asbestos: The Licensed contractors guide.

- Health & Safety Executive, 2006. HSG248 Asbestos: The analysts guide for sampling, analysis and clearance procedures.
- Health & Safety Executive, 2012. HSG264: The Survey Guide. 2nd Edition.
- Health & Safety Executive, 2012. IND223: Managing asbestos in buildings: A brief guide. 5th Edition.
- Education & Skills Funding Agency, 2017. Managing asbestos in your school. <https://www.gov.uk/government/publications/asbestos-management-in-schools--2>
- Education & Skills Funding Agency, 2017. Asbestos in schools: Where it may be located <https://www.gov.uk/government/publications/asbestos-management-in-schools--2>






Appendix 1 - School Asbestos Management Flow Chart



Appendix 2 - Examples of Asbestos Warning Labels and Signs

The following examples of labels/ stickers are suitable for use within the school premises as part of the management control procedures outlined within this Asbestos Management Plan.

These examples are not extensive and other appropriate stickers/ labels may be used.

<p>Asbestos 'tombstone' sticker Normal industry standard label.</p>	
<p>Asbestos sticker An alternative to the 'tombstone' sticker</p>	
<p>Encapsulated asbestos sticker Used when ACMs have been encapsulated</p>	
<p>Presumed asbestos sticker Used when similar materials have been proven to contain ACMs</p>	
<p>Warning sticker Can be used in communal areas where ACMs are present; may be used in place of other types specified above which may cause unnecessary concern</p>	

Appendix 3 –Suggested Contractor / School Staff - Review of Asbestos Register / Management Survey

This sheet should be signed by all persons, including School staff and voluntary workers who will carrying out any repair, maintenance or construction work that will involve disturbing the general fabric of the property, both internally and externally.

Persons signing this sheet are confirming that they have seen the Asbestos Register and Asbestos Management Plan and checked whether there is any known and or presumed asbestos in the room / area in which they will be working.

Where an asbestos containing material is suspected, no work should be carried out until all relevant procedures have been carried out as detailed within this plan.

Date (dd/mm/yy)	Description of Works	Asbestos Register seen (Yes / No)	Comments	Person carrying out works		
				Company / Organisation	Name (Print)	Initial
03/12/17	Annual service of fire alarm system internally throughout the whole building	Yes	Asbestos awareness trained	ABC Fire Services	J Blogs	JB

Appendix 4 - Asbestos Permit to Work Form

Permit To Work Issuing Instructions

To be used when **any work on, or near asbestos containing materials** (ACMs) is to take place.

It is important to remember to review the School's asbestos register in advance of the commencement of **any** works. The register (located in The Main School Office and saved in the O: Docs under @ Premises/Asbestos) details areas and the type of ACMs contained within the School.

If you require further clarification of the schools asbestos management process and procedures then please contact:

(Paulton Infant School), Responsible Person (Asbestos)

Contact Details

Name:(Julie Hogan)

Tel: (01761 412354)

Email: (julie_hogan@bathnes.gov.uk)

(PAULTON INFANT SCHOOL) ASBESTOS PERMIT TO WORK FORM

Date(s):	Location / work area(s):
Section1: Brief description of proposed works / activity:	No other work shall be carried out

<p>Section 2: Asbestos Register</p> <p>Will the proposed work / activity disturb any Asbestos Containing Materials (ACMs) as identified in the School's Asbestos Register?</p> <p><i>If YES proceed to Section 3; if NO proceed to Section 4</i></p>	<p>YES / NO</p>
<p>Section 3: Work on Asbestos Containing Materials</p> <p>The proposed works / activity <u>MUST NOT</u> proceed until the following requirements have been approved by the Schools Responsible Person (Asbestos)</p> <p>1) BANES Council, Property Services has been contacted and they have given approval for the proposed works to commence</p> <p>2) The contractors competency to work on ACMs has been confirmed</p> <p>3) The work planned is in accordance with the requirements of CAR 2102</p> <p>4) Is a copy of all supporting documentation is attached to the permit</p> <p>No work shall commence until the all of the above have been confirmed YES</p>	<p>YES / NO</p> <p>YES / NO</p> <p>YES / NO</p> <p>YES / NO</p>
<p>Section 4: Work or an activity near Asbestos Containing Materials</p> <p>1) Has a method statement / RAMS for the proposed works been approved YES / NO</p> <p>2) Is a copy of all supporting documentation attached to the permit YES / NO</p> <p>The proposed work can commence BUT the staff member / contractor needs to be aware that there may be additional ACM's within the building / proposed work area over and above those identified within the asbestos survey & register. Your attention is drawn to those rooms; areas noted within the survey / asbestos register noted as Not Accessible (e.g. pipe ducts, wall & ceiling voids etc.)</p> <p>If any suspicious materials are discovered whilst carrying out the agreed works then <u>you must stop work immediately</u> and notify the school's responsible person (Asbestos).</p>	
<p>Section 5: Staff member / Contractor Acceptance :</p> <p>1) I have read and understand the restrictions imposed by this permit to work in respect of the proposed activity / works detailed above.</p>	

2) I confirm that the activity / work will be undertaken in accordance with the requirements of this permit.

Name:

Company:

Signature:

Date:

Section 6: School Approval:

I have examined the area specified and permission is given for the work / activity to commence, subject to the conditions detailed within the permit.

Name:

Responsible Person (Asbestos)

Signature:

Date:

Additional Information

*Copy to be retained by (Paulton Infant School)
Copy to retained by the Contractor*

Appendix 5 - (Paulton Infant School) Asbestos Training Records

Periodic asbestos awareness training will be provided to those staff where the School's Training Needs Analysis (TNA) identifies a requirement in respect of the effective management of asbestos within the School's buildings.

Name & Designation	Details of Training Attended / Training Provider	Training Duration	Date Attended	Date of next refresher
<i>Joe Bloggs, Caretaker</i>	<i>Asbestos Awareness / BANES Property Services</i>	<i>2 Hours</i>	<i>01/05/2019</i>	<i>01/05/20</i>

These training records should be reviewed annually as a minimum and should form part of the employees Personal Development Plan and Performance Review.

Appendix 6

em1

asbestos essentials

Non-licensed tasks

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2012.

It is also useful for trade union and employee safety representatives.

Only carry out work if you are properly trained and have the right equipment.

Remember:

- Asbestos fibres can cause fatal lung disease and lung cancer.
- Read the safety checklist and sheet a0.
- You must be trained to work safely with asbestos materials.
- Asbestos isn't always obvious. Would you spot an asbestos gasket on an old engine, asbestos cement pipes or an asbestos-containing fuse board? If you're not sure, the premises owner needs to get it checked out!

- There are three 'colours' of asbestos, but you can't tell just by the colour what you have found; it could be mixed with other materials which change its appearance.

What to do if you discover or accidentally disturb asbestos during your work

Equipment and method sheet

What this sheet covers

This sheet tells you what you need to do if you

discover or accidentally disturb and release asbestos during your work.

Unexpected discovery of asbestos

If during your work you discover materials which you believe to be asbestos stop work immediately. Put up a warning sign and ensure nobody enters the area. Report the problem to whoever is in charge and arrange to have a sample of the material analysed. If it does not contain asbestos then work can continue. If the material does contain asbestos then follow the flow chart to decide if the work needs a licensed contractor.

Alternatively, you could presume that the material contains the worst type of asbestos and apply the appropriate controls, using a licensed contractor if required.

If you are employed in-house, remember to tell your manager to update the asbestos management plan; otherwise report it to the customer.

Accidental release of asbestos

If you accidentally disturb and release asbestos during your work, it must be dealt with quickly and appropriately.

The clean-up of lower risk asbestos materials where the fibres are firmly bound in a matrix but are essentially in good condition (ie mostly intact), such as asbestos cement (AC), bitumen products, papers, textiles, small-scale release of asbestos insulating board (AIB) etc will generally not require a licensed contractor.

loose fill, asbestos coatings (not textured coatings) or large-scale releases of AIB, must be done by a licensed contractor.

Caution

Check what you're working on before you start:

- Avoid using a sweeping brush as this can spread asbestos.
- Make sure no unauthorised personnel enter the area.
- The clean-up of any accidental release of higher risk materials, eg asbestos lagging,

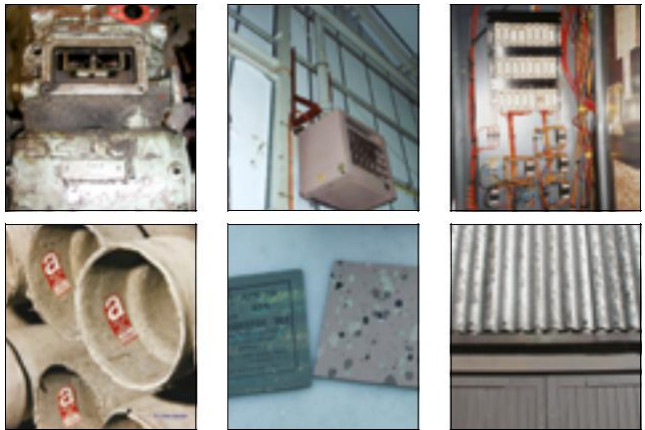
Emergency procedures

Your emergency procedures should include managing an uncontrolled release of asbestos materials into the workplace. Steps should be taken to:

- warn anybody who may be affected;
- exclude from the area anyone not needed to deal

with the release; - identify the cause of the uncontrolled release; - regain adequate control as soon as possible;

- make sure anyone in the work area affected who is not wearing personal protective equipment (PPE), including respiratory protective equipment (RPE), leaves the affected area immediately. Minimise the spread of asbestos by ensuring they are suitably decontaminated;
- clean up dust and debris (see em7);
- decontaminate anyone who is contaminated with dust and debris;
- ensure rags, clothing or PPE is decontaminated or disposed of as contaminated waste;
- consider lone and/or remote workers to ensure they can alert someone if necessary.

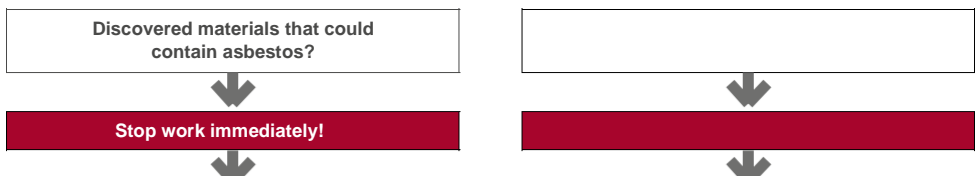


Top row: An asbestos gasket, asbestos cement pipes and an asbestos-containing fuse board

Bottom row: The asbestos cement pipes are labelled, so are the tiles, but you might not know until you start to lift them. There could be sprayed limpet under the AC sheeting

Keep everyone else out of the area

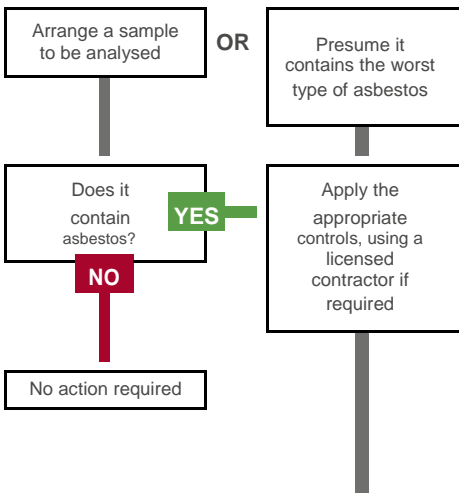
Flow chart



Damaged materials that could contain asbestos?

Report the problem to the person in charge as soon as possible

Put up a warning sign
'Possible asbestos contamination'



Is there dust or debris on clothing?

A little, eg dust on sleeves/shoes

A lot, eg contaminated clothes, hair, footwear

Stay put, avoid inhaling dust, put on RPE if possible, damp wipe outer clothing if possible, then remove outer clothing before moving away from source.

Seek help. Helper to put on PPE and RPE before entering area

Wipe down with damp rags

Damp wipe all contaminated items: clothing (as necessary), footwear and skin/hair until visually clean.

Decide if need to wash hair and shower

Put contaminated clothes, towels etc in a plastic bag and dispose of as asbestos waste

Dispose of rags as asbestos waste and keep a record of the event

Decide if the work needs a licensed contractor



AIB fire surround



Don't assume there will always be warning signs. There could be undiscovered asbestos in buildings you work on

More information

For information about health and safety visit <https://books.hse.gov.uk> or <http://www.hse.gov.uk>. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops. To report inconsistencies or inaccuracies in this guidance email: commissioning@wlt.com. British Standards can be obtained in PDF or hard copy formats from BSI: <http://shop.bsigroup.com> or by contacting BSI Customer Services for hard copies only Tel: 0846 086 9001 email: cservices@bsigroup.com. The Stationery Office publications are available from The Stationery Office, PO Box 29, Norwich NR3 1GN Tel: 0333 202 5070 Fax: 0333 202 5080. E-mail: customer.services@tso.co.uk Website: www.tso.co.uk. They are also available from bookshops. Statutory Instruments can be viewed free of charge at www.legislation.gov.uk where you can also search for changes to legislation.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

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ASBESTOS CONTAINING MATERIALS (ACMs) VISUAL CHECKLIST					
MONTHLY/QUARTERLY/ANNUAL (DELETE AS APPROPRIATE)					
ROOM/LOCATION	DESCRIPTION OF ACM	CONDITION	ACTION	BY WHEN	BY WHO

SIGNATURE.....

DATE.....

Appendix 7

ROOM/LOCATION	DESCRIPTION OF ACM	CONDITION	ACTION	BY WHEN	BY WHO

SIGNATURE.....

DATE.....