



# RATTON SCHOOL

AN ACADEMY TRUST SCHOOL

## ASBESTOS POLICY

Date of Review	May 2017
Date of Next Review	May 2019
Status	Statutory

All our policies support our vision and are based on our core virtues

Developing caring, confident and creative  
students who achieve excellence

- Compassion
- Respect
- Creativity
- Teamwork
- Effort
- Responsibility

## 1. Key Points

Ratton School has a detailed Asbestos Data Base produced by external consultants that is intended for issue to contractors working at the school and also what is expected from them.

## 2. Asbestos

There are 3 main types of asbestos still found in premises:

- Crocidolite (blue asbestos)
- Amosite (brown asbestos)
- Chrysotile (white asbestos)

All are dangerous but blue and brown are more so than white.

Asbestos containing materials (ACM) were used in the construction of buildings throughout the 20<sup>th</sup> century until 1980.

Breathing in air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lung and chest lining. There is usually a long delay between first exposure to asbestos and the onset of disease of 15 - 60 years.

## 3. Legislation

The most recent piece of legislation covering the use of ACMs is the Control of Asbestos at Work Regulations 2006 (<http://www.hse.gov.uk/asbestos/regulations.htm>)

These regulations include the requirement of employers to manage the asbestos in their buildings.

Such management involves:

- Find out if ACM or suspected ACM are present by carrying out a survey with approved contractor
- Assume that materials contain asbestos unless there is strong evidence that it does not
- Check the condition of the materials
- If the material is in poor condition or maintenance or refurbishment is to take place, arrange for the material to be sampled and identified
- Record the location and condition of the ACM and assumed ACM on a plan (copy to data base)
- Assess whether the condition or location means the material is likely to be disturbed
- Monitor the condition of ACM and assumed ACM to check possible deterioration
- Prepare and implement a plan to manage these risks.

## 4. Management of Asbestos

4.1 The management of ACMs in the fabric of buildings is primarily the responsibility of the Site Management Team and the Health and Safety co-ordinator. All appropriate steps are taken to comply with asbestos related legislation, approved codes of practice and standards, in particular to ensure that any work involving ACM will not lead to any person being exposed to greater than legally stated 'control' levels of asbestos fibres in the air.

4.2 No work must be carried out on the fabric of the building or engage contractors to do so without consultation with the Site Manager regarding the possible presence of ACMs in case such work leads to accidental asbestos fibre release from drilling, cutting or breaking ACMs.

4.3 All Staff have a duty to report any damage to asbestos materials or to materials suspected of containing asbestos to the Site Management Team.

4.4 Surveys of the Ratton School premises have been carried out and asbestos or ACMs have been removed, or sampled, identified and recorded by an approved asbestos survey team. An asbestos register of ACM (type and where) is kept with the Asbestos Data Base.

4.5 Remaining ACMs, not considered to be a risk, are sealed/encapsulated where practical, monitored at reasonable intervals and removed if and when noted to be deteriorating unacceptably.

4.6 The replacement, removal, sealing and major work to asbestos containing materials is carried out by approved contractors engaged by the Site Management Team. All such work is carried out in accordance with legal requirements and HSE codes of practice. Site Manager makes arrangements for air sampling/clearance certificate on completion.

4.7 If any maintenance or refurbishment works are to take place where ACM is known to be present, the contractor engaged to carry out the work shall be informed to prevent inadvertent contact and potential damage.

4.8 In accordance with the regulations prohibiting the supply, import and use of asbestos and asbestos based products, the School does not purchase any such products or materials.

## **5. Guidance for Maintenance Staff**

5.1 Maintenance work may involve contact with asbestos such as: lagging on pipes and boilers; insulation board on walls, doors, ceilings, etc.; asbestos cement for roofs and walls, covering pipes and tanks; in some decorative plaster. The area in which Staff are to work should be checked against the survey register. Suitable asbestos training courses have been arranged for Staff.

5.2 If any material or dust is uncovered and it is suspected to be ACM, Staff are to assume it is asbestos until determined otherwise - stop work and obtain advice.

5.3 The HSE has issued safe working practice guidance for working on small amounts of asbestos containing material. These only apply after a suitable and sufficient risk assessment by a competent person which determines that 'control limits' (see below) will not be exceeded.

The relevant HSE guidance can be seen at:

<http://www.hse.gov.uk/pubns/indg289.pdf> and <http://www.hse.gov.uk/indg188.pdf>

## **6. Procedure for Uncontrolled Fibre Release**

Where an incident arises that may have resulted in an uncontrolled release of asbestos into the workplace at a concentration that might have exceeded the appropriate control limit e.g. removing pipe lagging subsequently revealed to be asbestos, the following procedures will be implemented:

- i) The area should immediately be evacuated and steps taken to secure the affected area from re-entry of unauthorized persons.
- ii) The Site Manager and Health and Safety co-ordinator must be notified as soon as possible in order that the cause can be firmly established.

- iii) Specialist contractors will undertake air sampling and microscopic examination to determine fibre in air levels and the type of asbestos fibres - if any.
- iv) Specialist contractors will be employed to thoroughly clean all visible debris and dust.
- v) On completion, air sampling will again be carried out and if satisfactory a clearance certificate will be issued.
- vi) The employer is obliged to keep health records for the affected persons. Such records must be kept for at least 40 years. A record of any exposure to asbestos above legal action limits will be placed on any affected employees personnel file. A copy of the record will be sent to the employee instructing him that it should be retained indefinitely.

## **7. Key Points from Control of Asbestos at Work Regulations (CAWR)**

N. B. It is envisaged that only approved contractors will carry out any work on asbestos at Ratton School.

- a) Other than for a small amount of work involving asbestos or limited work in an employer's own workplace by the employers own workforce, a contractor requires a licence from the HSE.
- b) The HSE requires 14 days' notice before commencement of work requiring a licence.
- c) CAWR require that exposure to asbestos be prevented or reduced to the lowest level reasonably practicable and are designed to protect anyone at risk from work with asbestos. The regulations set 'control limits.'
- d) To decide whether or not a 'control limit' will be exceeded it is first necessary to know what air born fibre exposures are likely to be encountered. There are approved methods of estimating probable exposure levels.
- e) Worker exposure must be below the airborne exposure limit (Control Limit). The Asbestos Regulations have a single Control Limit for all types of asbestos of 0.1fibres per cu cm. A Control Limit is a maximum concentration of asbestos fibres in the air (averaged over any continuous 4 hour period) that must not be exceeded.

In addition, short term exposures must be strictly controlled and worker exposure should not exceed 0.6 fibres per cu cm of air averaged over any continuous 10 minute period using respiratory protective equipment if exposure cannot be reduced sufficiently using other means.