

# Exmouth Community College



## Asbestos Policy & Management Plan

**This document is designed to inform staff and Governors about both our policy and procedures for ensuring the safe management of Asbestos within the College.**

# **EXMOUTH COMMUNITY COLLEGE**

## **ASBESTOS POLICY AND MANAGEMENT PLAN**

### **Policy Statement**

Exmouth Community College is committed to ensuring the health, safety and welfare of all its employees, students and visitors. The College therefore promotes a positive workplace culture that:

- Identifies the hazards and effectively manages the risks associated with asbestos containing materials in all its buildings.
- Enables managers and staff to safely manage known asbestos containing materials
- Manages identified risks with solutions that are reasonably practicable
- Sees the provision of information and appropriate training as a core element
- Enables managers to address issues raised by staff, students and visitors
- Responds immediately to the suspected or known release of asbestos material
- Fully supports the active participation of staff representation by recognized Trades Unions in the development and implementation of health & safety related policies and procedures.

### **Background**

The use of asbestos within building materials has been banned since 1999. However, many older buildings, such as some of those within the College, were built when it was legal to use materials containing asbestos.

Over the years considerable legislation has been introduced to protect the public and employees from the effects of asbestos. The latest legislation is the Control of Asbestos Regulations 2006. The impact of asbestos related illness should not be underestimated. However, it must be stressed that materials containing asbestos, in themselves, do not pose a danger provided that they are identified, in tact and in good condition.

The County Council commissioned an asbestos survey which was undertaken across the County by a specialist in the field of asbestos identification and management between 2003 and 2006. The survey identified the location of any asbestos, the type of asbestos material involved, the vulnerability of the asbestos (i.e. how likely it is that it could become damaged) and whether it was covered (i.e. protected by paint).

The asbestos survey undertaken for most of the campus was only a Type 2 survey. This means that only readily visible or accessible materials were surveyed and/or sampled.

During recent years a number of projects have taken place within the College that have required Refurbishment and Demolition Asbestos surveys to be commissioned in respect of specific areas. These surveys have provided a more in depth investigation in these areas to identify possible asbestos containing materials. It should be noted, however that these surveys generally only cover the specific areas where work is proposed. As a result they should not be regarded as a total inspection of the area in question or that total clearance from asbestos containing materials has been given. The Premises Manager will review each case where invasive work is required.

# ACTIONS IN THE EVENT OF AN UNPLANNED RELEASE OF ASBESTOS FIBRES

Immediately withdraw from the area and isolate area/room **do not** remove furniture or equipment

Immediately contact: The Premises Manager or the Director of Finance and Resources. Advice on your next action will be given, incident details will be taken

The premise manager should immediately identify those persons who may have been within the incident area and may have been exposed to asbestos fibre

Persons within the immediate vicinity may be deemed to have higher levels of contamination and their clothes should be retained as asbestos waste.

Where a person has been identified as having been potentially exposed to asbestos risk they must be informed via their employer, so that appropriate notification and recording can be carried out – for ECC the form PD79 provides this information.

Parents should be notified where children are affected

## For information

Will advise probable appointment of specialist consultant or contractor to visit site and make preliminary assessments of the material / incident/ take samples and advise on further isolations and actions

Expect possible initial air sampling to be carried out by specialist laboratories to establish the extent of contamination

There may be a 14 day waiting period as required by HSE before removal / encapsulation or cleaning works can commence

Following asbestos related incidents it may be necessary to inform the HSE under reporting requirements – this will be advised via Devon Health & Safety Service.

**EXMOUTH COMMUNITY COLLEGE  
REPORT OF SUSPECTED ASBESTOS EXPOSURE - FORM PD79**

**Employee obtain PD79 from Manager:** Complete section A & B and return to your Manager

**Line Manager:** Complete section C and forward to Devon Health & Safety Service

**Competent person:** Complete section D and forward to Personnel.

**Personnel:** Complete section E and record/action as appropriate

|   |   |
|---|---|
| <p><b>SECTION A</b></p> <p><b>PERSONAL DETAILS</b></p> <p><i>Completed by Employee</i></p>                            | <p><b>Surname</b></p> <p><b>Forename(S)</b></p> <p><b>Date Of Birth</b></p> <p><b>Job Title</b></p> <p><b>Employee Number</b></p> <p><b>Directorate</b></p> <p><b>Work Location</b></p> <p><b>Contact telephone</b></p> <p><b>Premises where you were exposed to asbestos</b></p>   |
| <p><b>SECTION B</b></p> <p><b>CIRCUMSTANCES OF EXPOSURE TO ASBESTOS FIBRE</b></p> <p><i>Completed by Employee</i></p> | <p><i>I believe I have been exposed to airborne asbestos fibre in the course of my employment with this Authority</i></p> <p><b>Date exposure occurred</b><br/> <b>From (date/time)                      To (date/time)</b></p> <p><b>Activity at time of exposure</b></p> <p><b>Building and exact location where exposure occurred</b></p> <p><b>Source of asbestos</b></p> <p><b>To whom was incident reported</b></p> <p><b>Other Information</b></p> <p><b>Signed</b></p> <p><b>Date</b></p> |

# ASBESTOS CONTROL AND MANAGEMENT FORM ASB1

Form ASB1 is a pro forma which assists in providing an assessment of asbestos related risk when undertaking any work that may disturb the fabric of a building. It has three sections which are completed to establish the likelihood of asbestos containing materials or the additional tasks required to manage identified ACMs safely:

1. Section A should be completed whenever any works are undertaken
2. Section B should only be completed where asbestos is identified or suspected
3. Section C should only be completed where works to asbestos are required

Any proposed works should not commence until an ASB1 has been completed or similar assessment has been carried out. As on-going evidence that asbestos has been considered every time works are undertaken, it is advised that copies of completed ASB1s or other information is retained with the premise's asbestos register.

|                |  |
|----------------|--|
| Building Name: | Duty Holder or Appointed Person ( <i>Print Name</i> ): |
|----------------|--|

SITE ADDRESS

ROOM / AREAS TO BE AFFECTED

DESCRIPTION OF WORKS / provide sketch or plans if appropriate  
(attach additional sheets if necessary)

The works will be managed and controlled by NPS (South West) Ltd / DCC ICT or DCC approved contractors in line with DCC Policy and Procedures including appropriate Risk Assessment and Method Statement for the work described YES / NO

**SECTION A: Where any works are undertaken by Site Staff or Non DCC Contractors or Others (Volunteers etc.)**

**In respect of the above works and associated activities, the current asbestos register has been consulted and the following noted:**

|  |          |
|--|----------|
| The works are not invasive or the area is identified as clear of asbestos-containing materials (ACMs) .....                    | <b>1</b> |
| The works will be invasive and the areas of work have known, identified or suspected asbestos containing materials .....       | <b>2</b> |
| The works will be invasive and have not been assessed within the asbestos register and therefore presumed to contain ACMs..... | <b>3</b> |

|  |               |             |
|--|---------------|-------------|
| <b>Please Complete</b>                           | Signed: _____ | Date: _____ |
| On behalf of (Contractor or Premise's Manager) : |               |             |

**Where items 2 or 3 above have been identified within the area of work you should:**

**SECTION B : Where asbestos is identified or suspected:**

*n/a or initial required against each item below*

Confirm that the work is not on ACMs without surface treatment or will not disturb ACMs.....

Undertake additional asbestos samples to building elements presumed to be ACMs.....

Undertake an HSG264 Refurbishment/Demolition Survey to the area to fully identify any asbestos risk.....

**SECTION C : Where works to asbestos are required:**

*n/a or initial required against each item below*

Works which affect ACMs to be carried out by an HSE Licensed contractor .....

Follow DCC Emergency Plan (ASB4) available in the event of an accidental fibre release.....

Confirm asbestos works carried out and form DCC ASB3 completed.....

**A COPY OF THIS FORM SHOULD BE RETAINED AT THE PREMISES FOR AUDIT PURPOSES**

**IMPORTANT INFORMATION PLEASE**  
**READ PRIOR TO MAKING ALTERATIONS**  
**TO THE BUILDING FABRIC**

**This notice is for all Exmouth Community**  
**College Staff, Contractors and, or their**  
**representative**

**Any alterations to the building fabric must**  
**authorised by the PREMISES MANAGER.**

**Please call 01395 255721 or 255705**

**Form ASB1 must be completed and authorised**  
**by the PREMISES MANAGER or DIRECTOR of**  
**FINANCE & RESOURCES prior to works**  
**commencing**

## **SITE PLANS INDICATING THE LOCATION OF ASBESTOS CONTAINING MATERIAL**

The following individual building plans indicate rooms where asbestos containing materials can be found.

If a room is shaded yellow on the plan this indicates that asbestos containing materials are present in the room. The exact location of the asbestos containing material(s) is provided via the asbestos register.

The fact that a room has asbestos containing material in it is not a cause for concern in itself. Please read the Asbestos Policy and Management Plan for full details.

If an entry on the Register is shaded red this indicates that an asbestos inspection has not been undertaken within that room, probably because the inspector could not gain access at the time of the inspection. This is not a cause for concern. It simply means that if any building or maintenance work is undertaken within such rooms it is assumed the room has asbestos containing materials in it for safety reasons.

If an entry on the register is shaded green this indicates that there is asbestos containing material underneath another material. A common example is floor tiles which have been covered by carpet. The narrative describes where the asbestos containing material is.

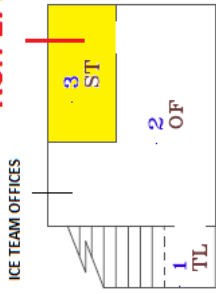
If an entry on the register is shaded light blue this indicates that there is asbestos above the ceiling tiles within the ceiling void. This is not a cause for concern. It simply means that if any building or maintenance work is undertaken above the ceiling tiles an additional inspection or asbestos removal will be required. The narrative describes where the asbestos containing material is.

Graham Woollacott  
Premises Manager  
March 2015

### **Block Number and Room Number Guide For Lettings**

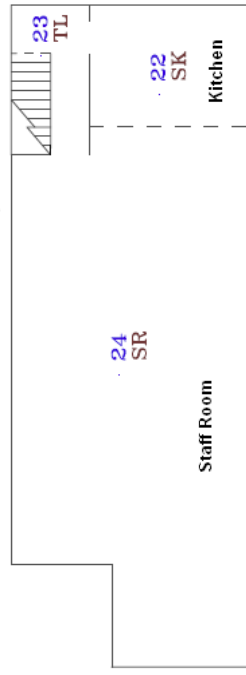
- Block 1 = Rooms 401 – 423, Including Hall 4, Gym 5 and Lecture Theatre.
- Block 2 = The Grange, 673,674 and Conference Room.
- Block 3 = Sports Hall, including Fitness Suite.
- Block 11 = 201 – 326, Including Gym2, Hall 2 and Hall 3.
- Block 22 = Language Quad, Rooms 121 – 138, Including Hall 1.
- Block 23 = Gym 1/Dance Studio.
- Block 37 = Turner Building, Rooms 142 – 163.
- Block 38 = Telfer Building, Rooms 813 – 833.
- Block 40 = Hitchings Building, Rooms 241 – 266, Including Main Hall.

Ref: 1. F01



(From GD 33 SA)

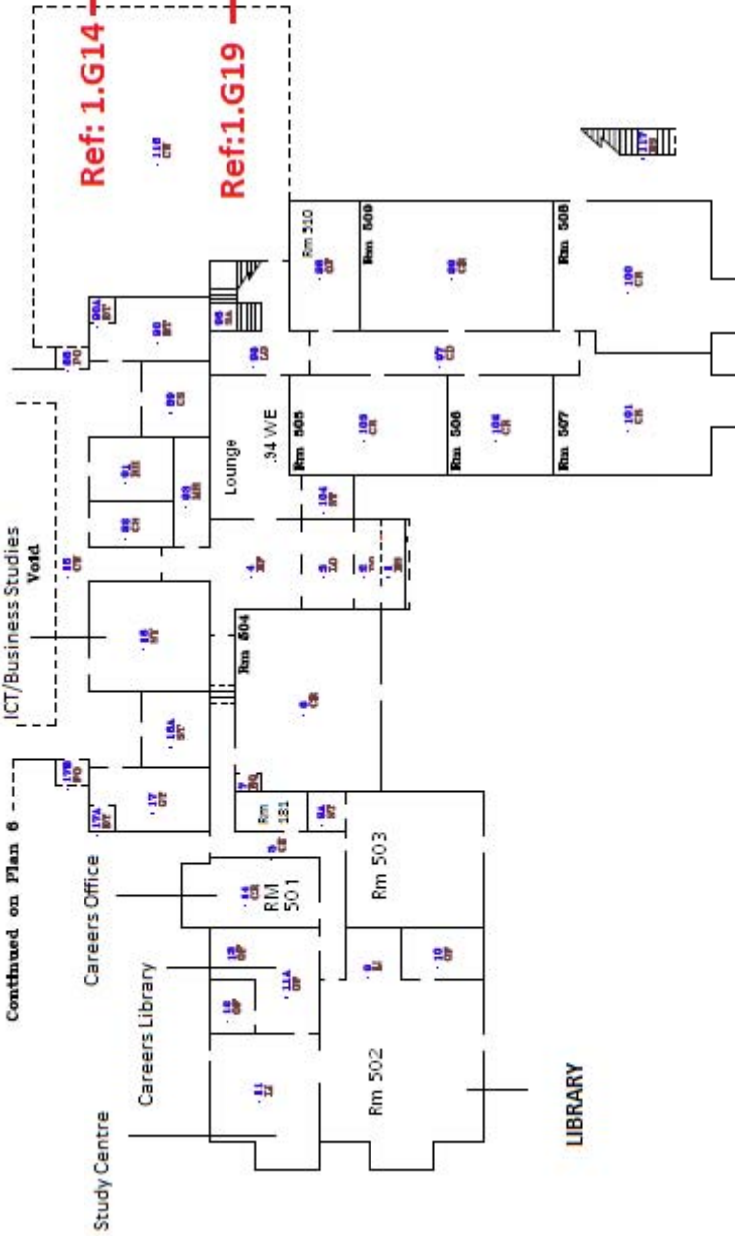
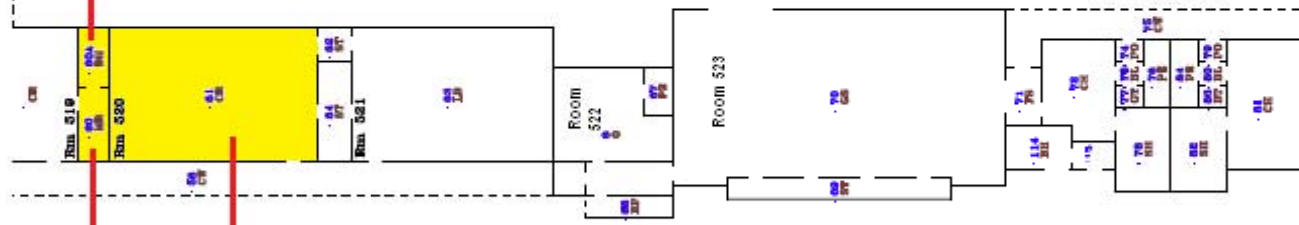
(From GD 107 SA)



BLOCK 01 - FIRST FLOOR



Continued on Plan 6



BLOCK 01 - GROUND FLOOR

Continued on Plan 6



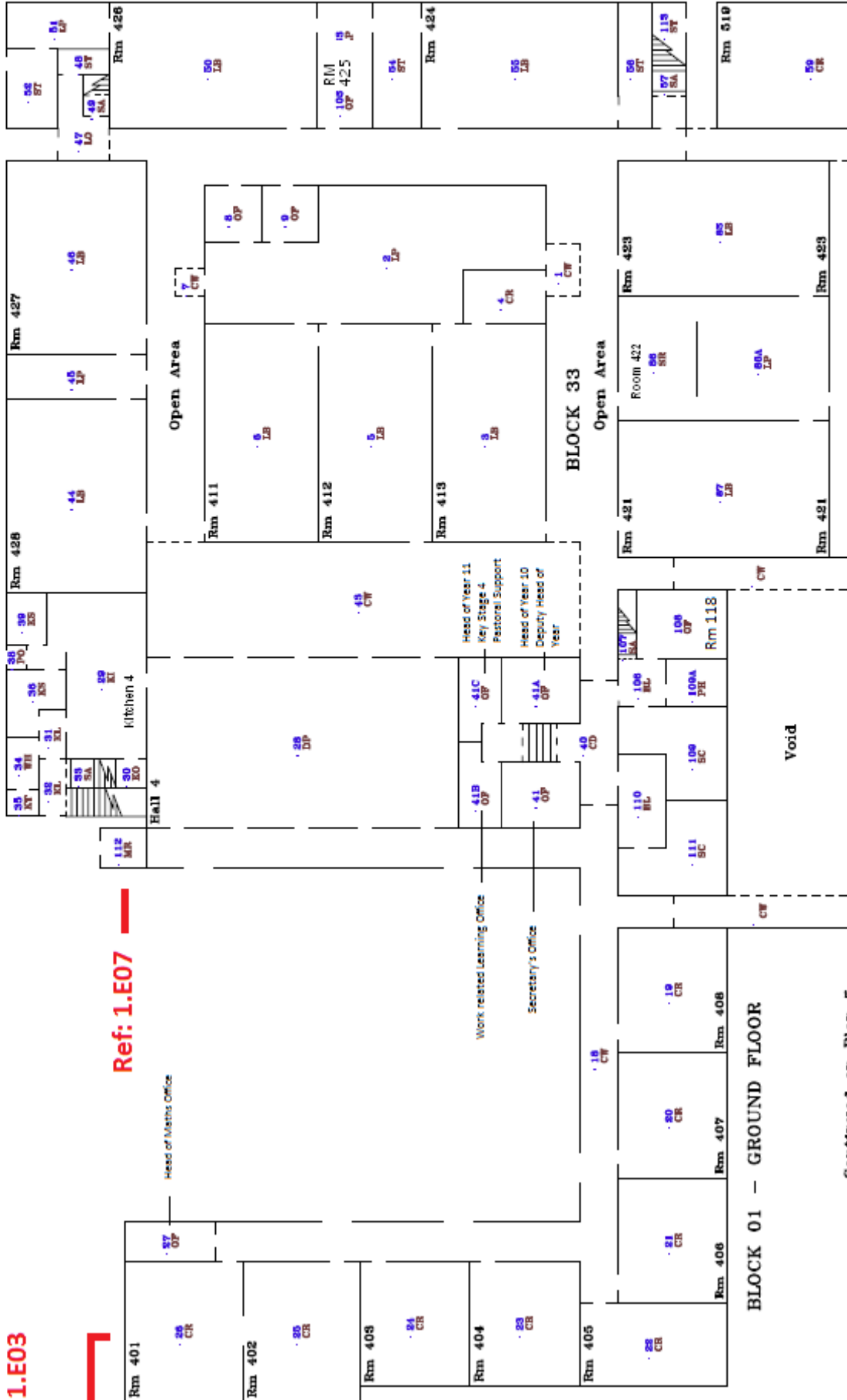
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Ref: 1.E07

Ref: 1.E06

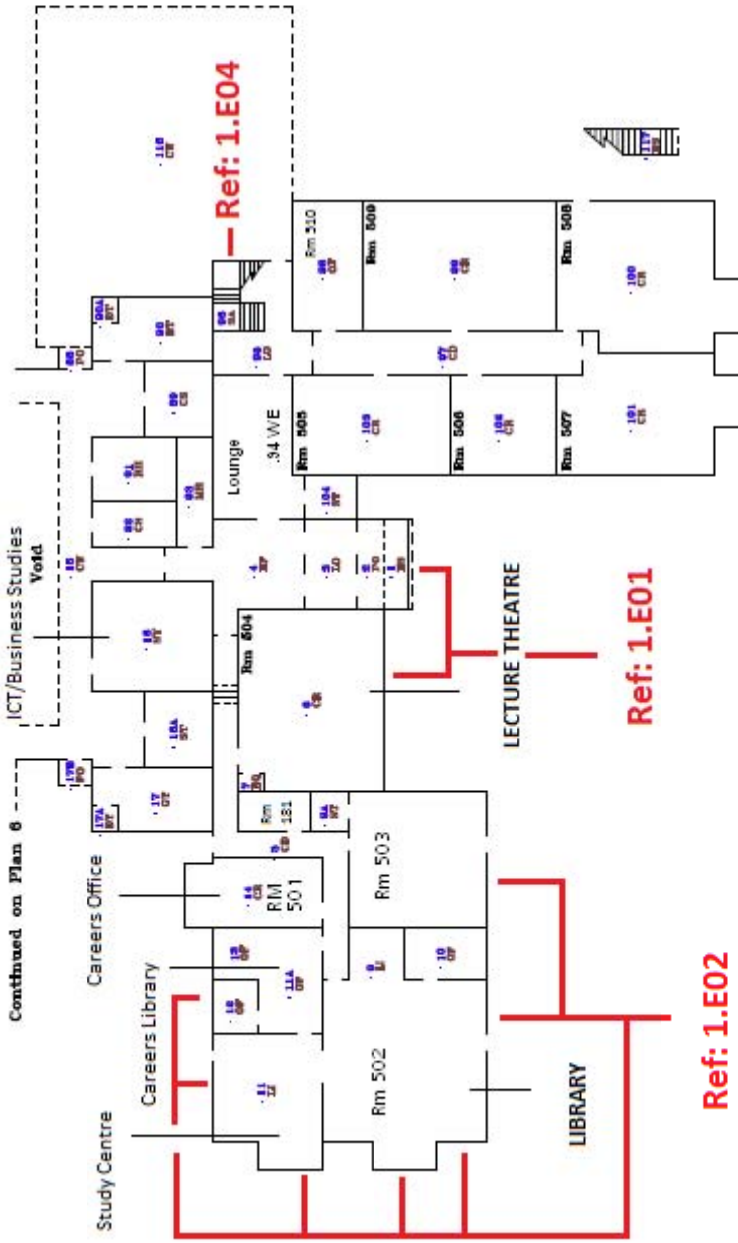
BLOCK 51

BLOCK 51



Continued on Plan 5

Continued on Plan 5

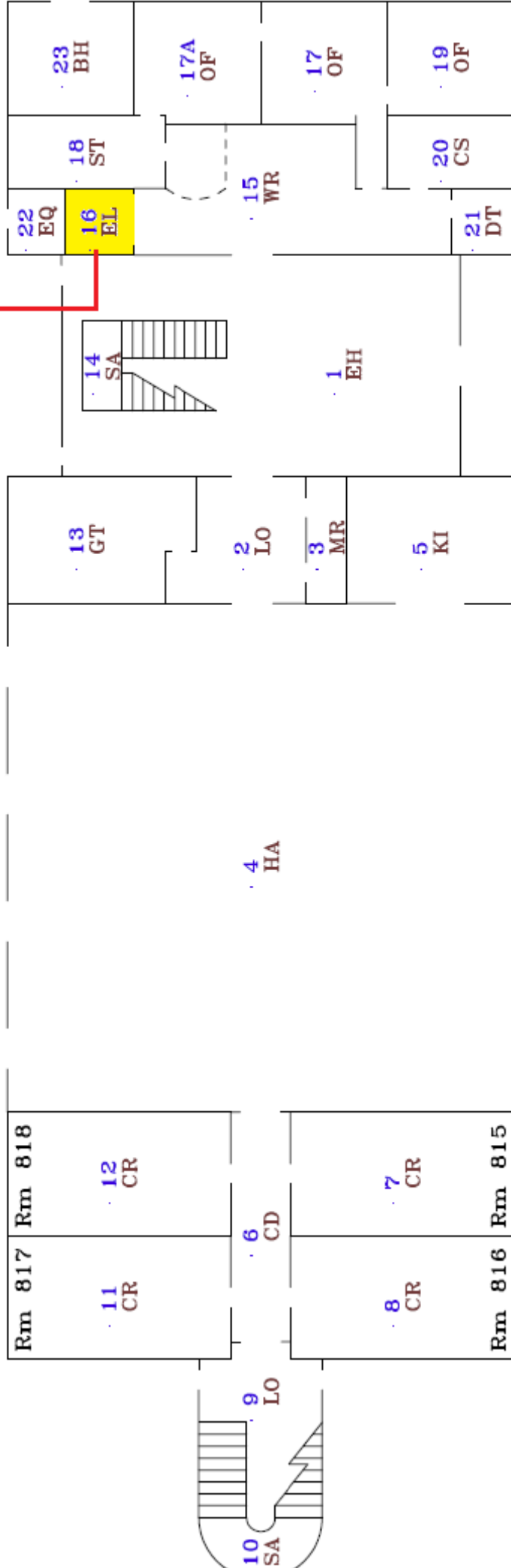


BLOCK 01 - GROUND FLOOR

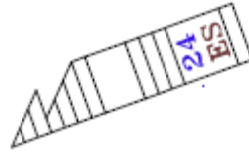
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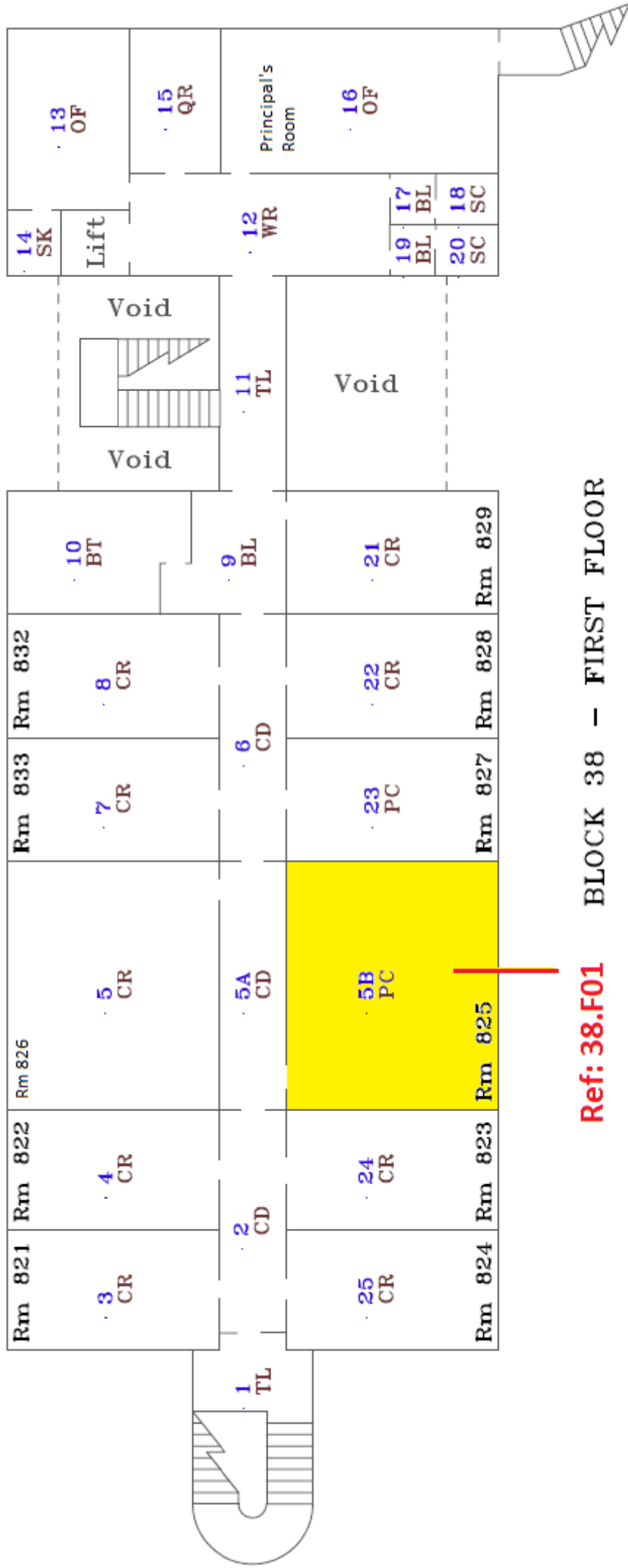
Ref: 1.E05

Ref: 38.G01



BLOCK 38 - GROUND FLOOR

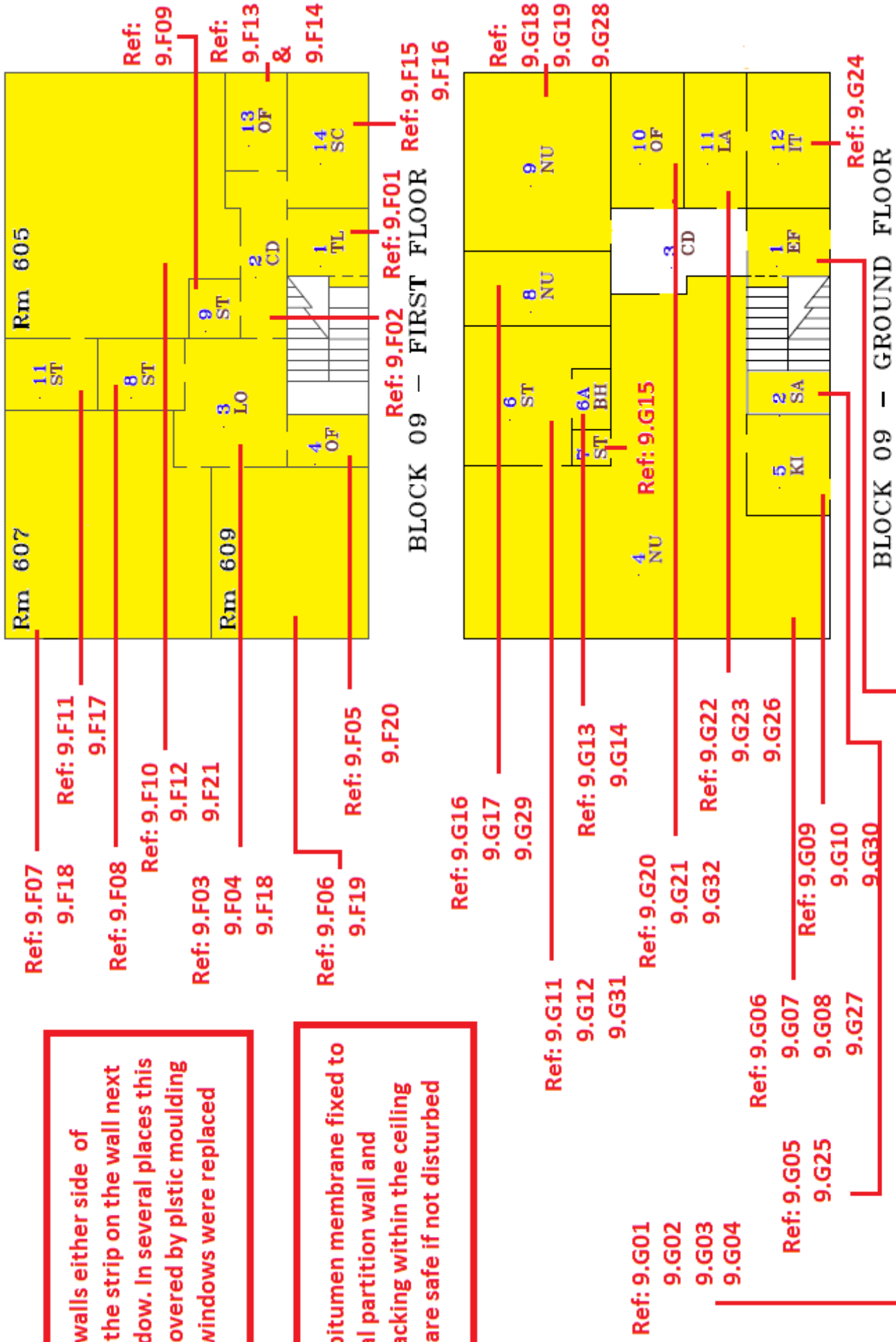


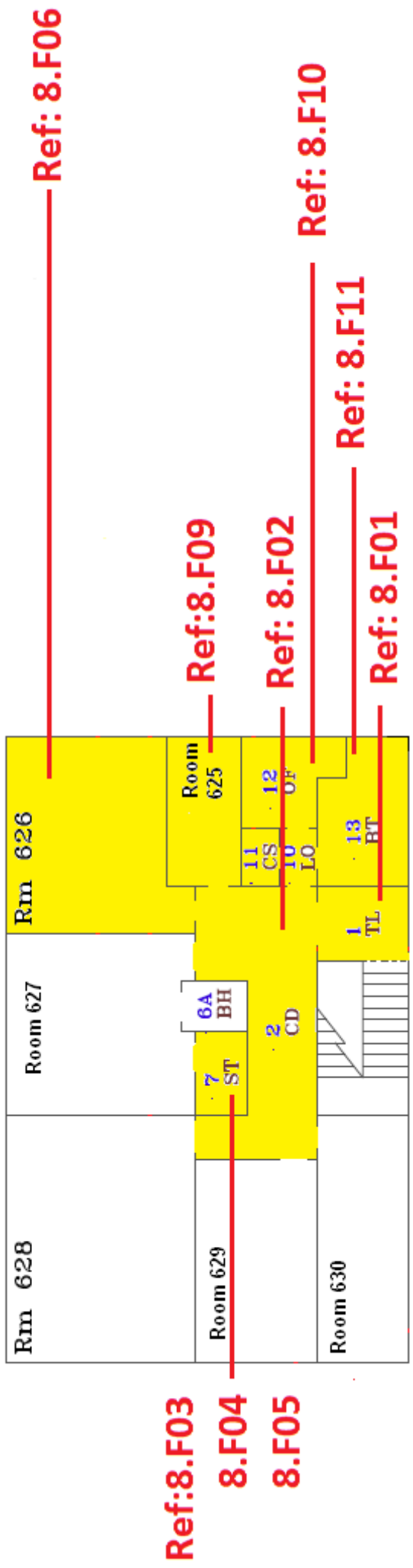


**Ref: 38.F01** BLOCK 38 - FIRST FLOOR

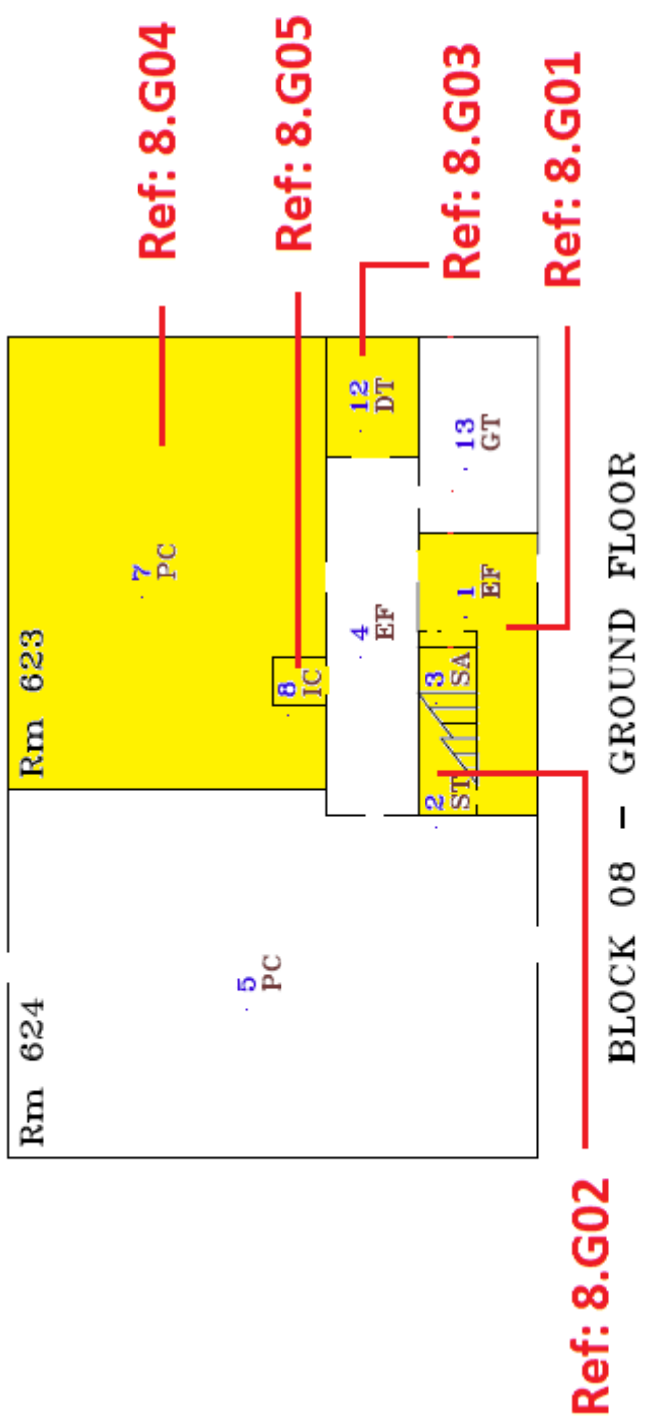
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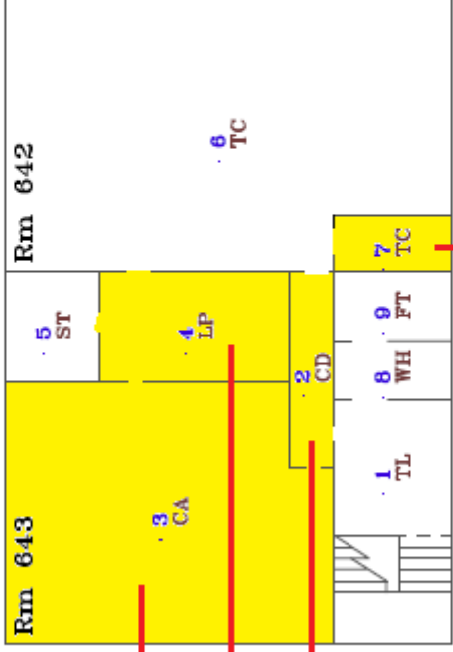


BLOCK 08 - FIRST FLOOR



**First Floor**

**Beware of Asbestos dust  
above ceiling tiles from  
skylight cheaks**



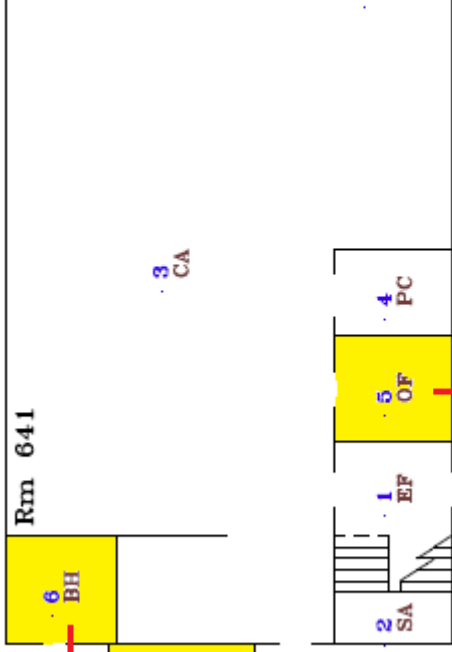
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**Ref: 7.F03**

**Ref: 7.F01**

**Ref: 7.F04**

**BLOCK 07 - FIRST FLOOR**



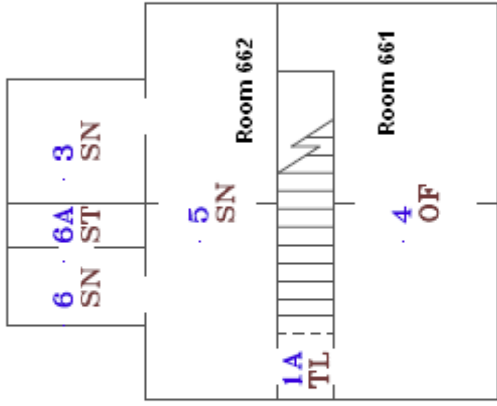
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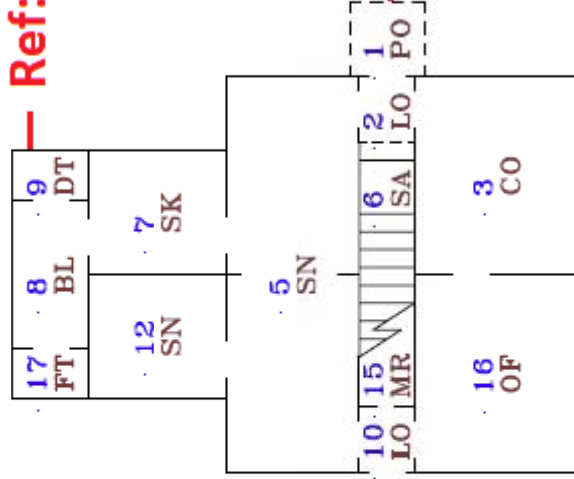
**BLOCK 07 - GROUND FLOOR**





BLOCK 04 - FIRST FLOOR

Ref: 4.E02



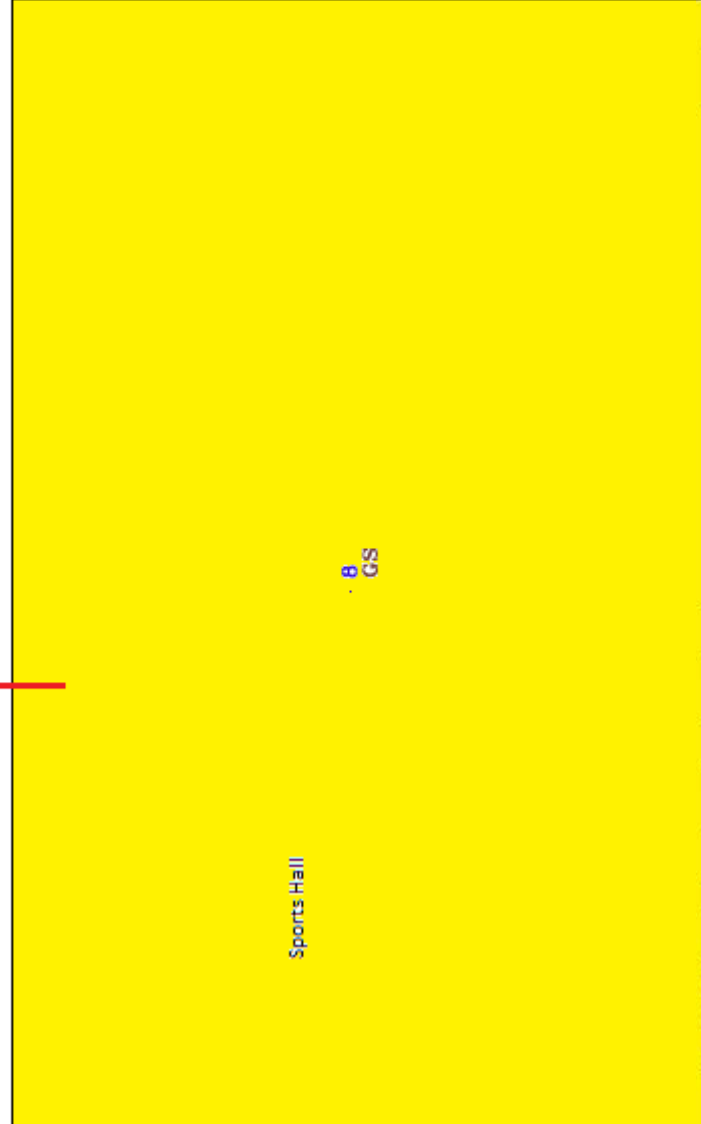
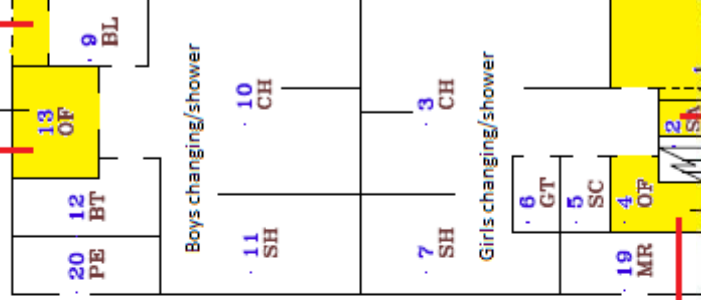
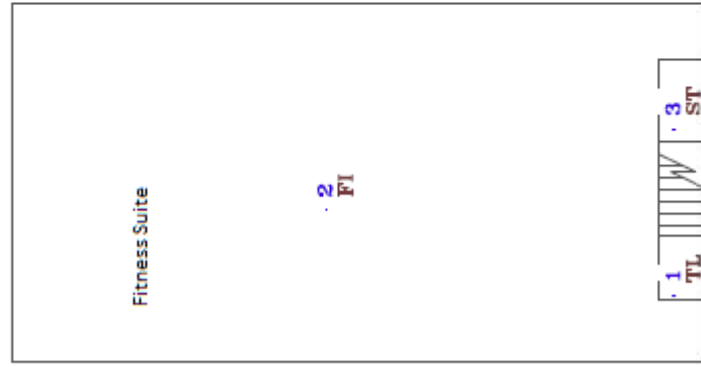
BLOCK 04 - GROUND FLOOR

Ref: 3.G07

Ref: 3.G08

Ref: 3.G09

Ref: 3.G04



Ref: 3.G03

Ref: 3.G05

Ref: 3.G06

BLOCK 03 – FIRST FLOOR

BLOCK 03 – GROUND FLOOR

Ref: 3.G02

Ref: 3.G10

Ref: 3.G01



BLOCK 02 - LOWER GROUND FLOOR

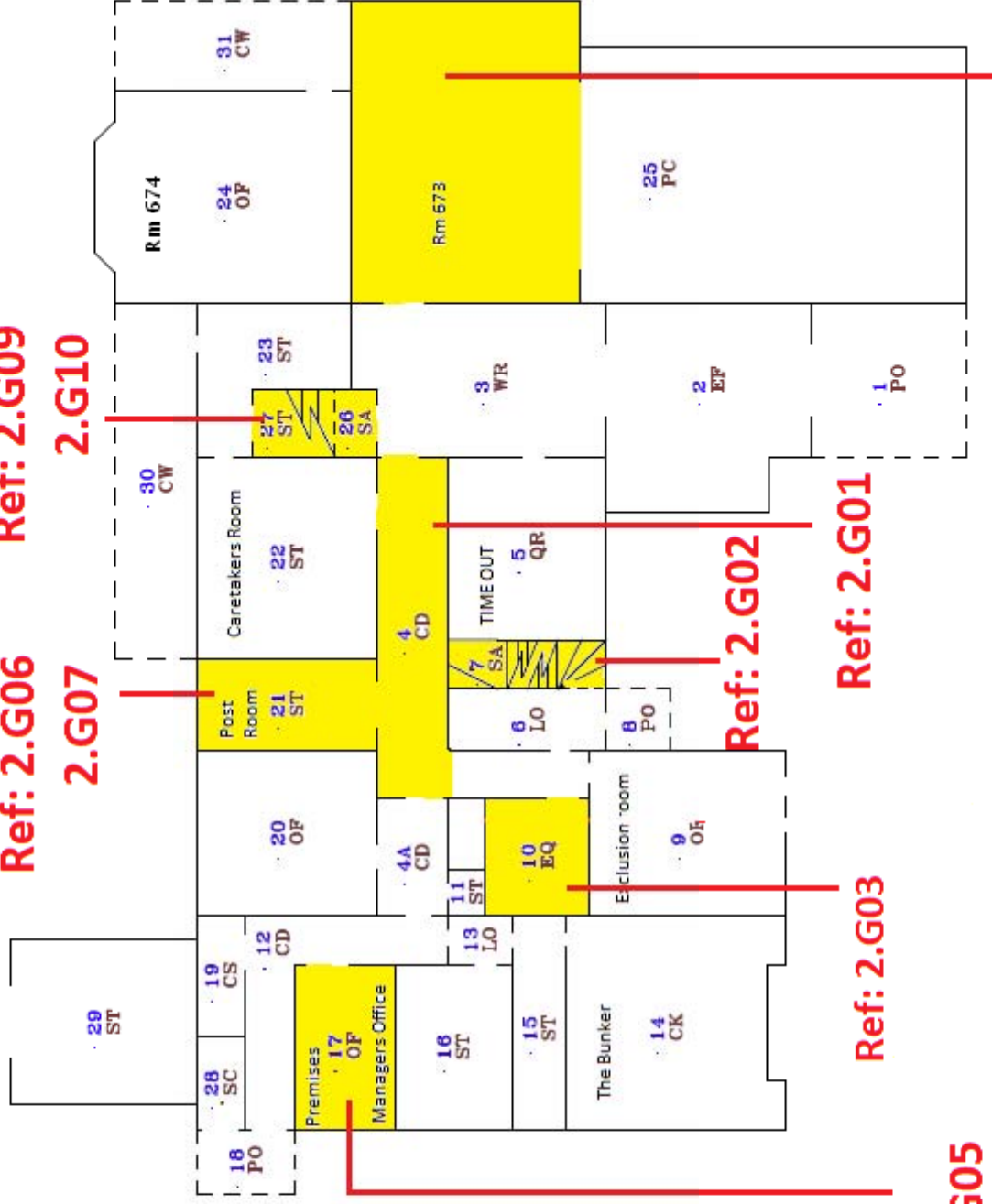
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2.L02



BLOCK 02 - LOWER GROUND FLOOR

Ref: 2.G05



Ref: 2.G06

Ref: 2.G09

2.G07

2.G10

Ref: 2.G02

Ref: 2.G01

Ref: 2.G03

Ref: 2.G08

BLOCK 02 - GROUND FLOOR

**Ref: 2.E01**

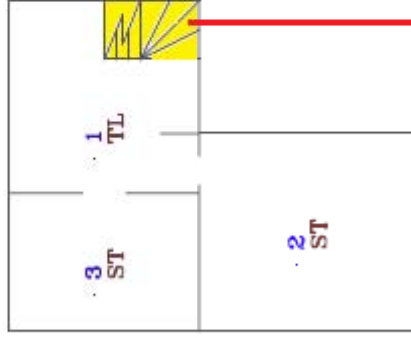
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**Ref: 2.F05**

**Ref: 2.F02**

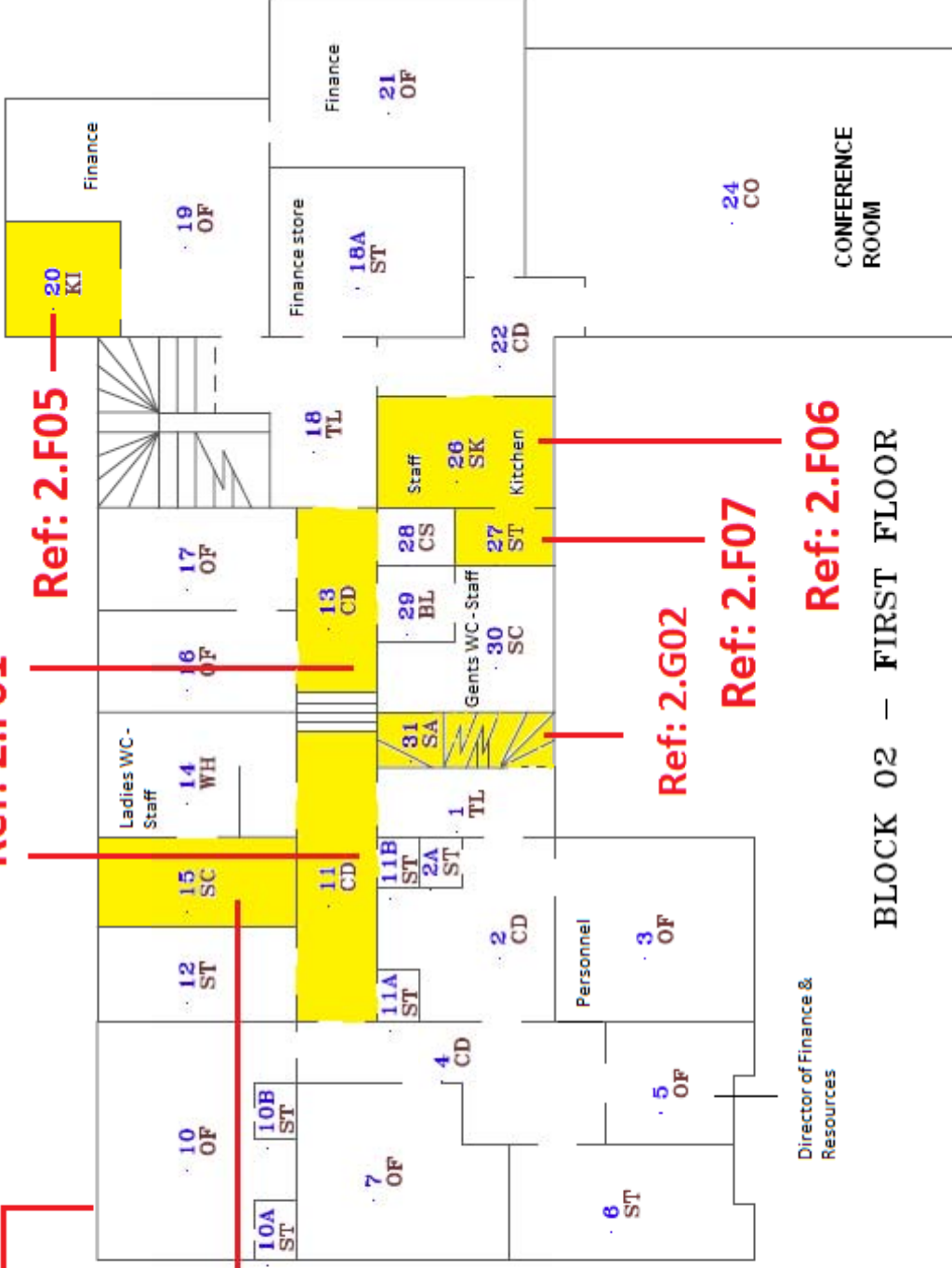
**2.F03**

**2.F04**



**Ref: 2.F08**

**BLOCK 02 – SECOND FLOOR**



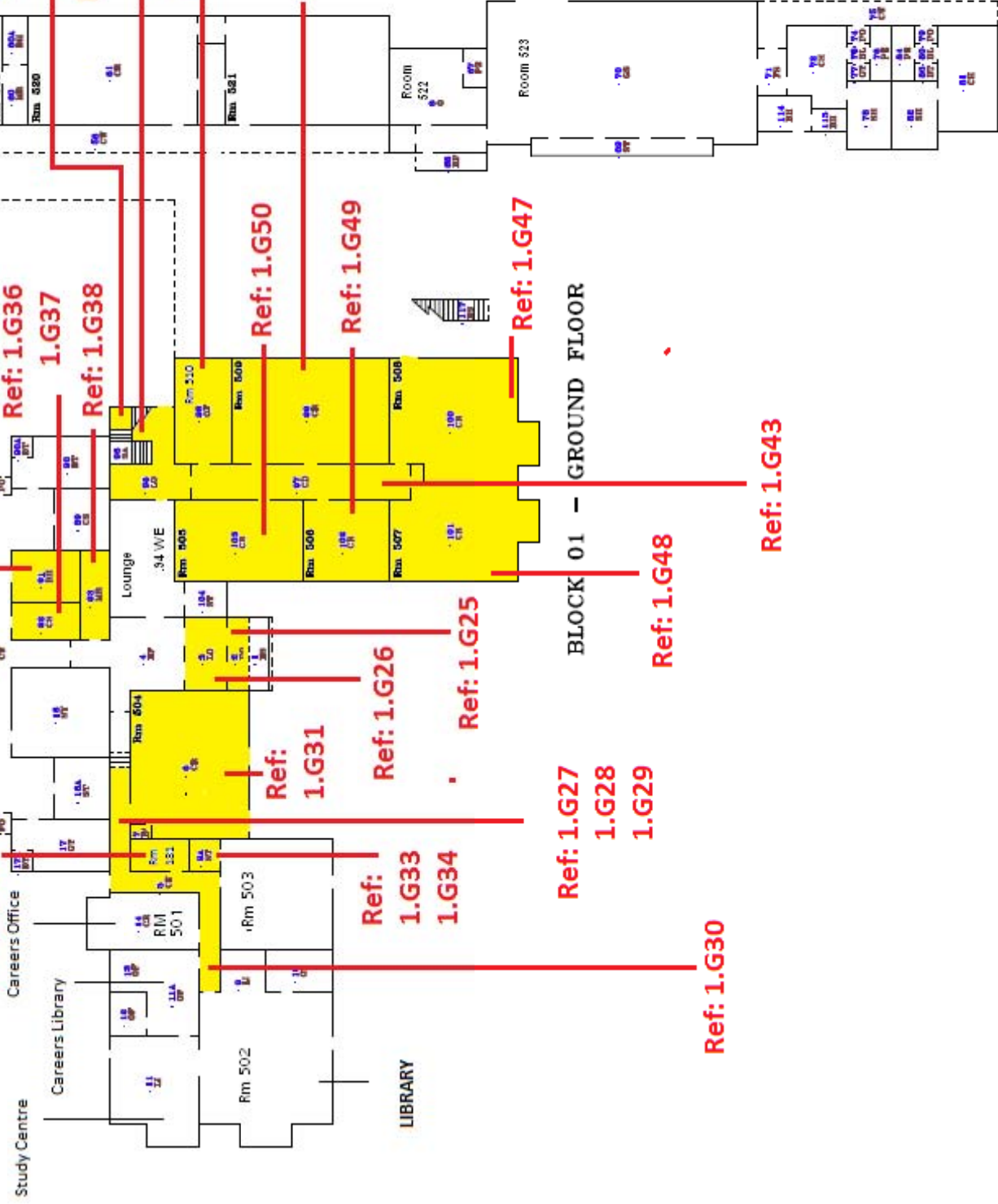
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**Ref: 2.F07**

**Ref: 2.F06**

**BLOCK 02 – FIRST FLOOR**

Ref: 1.G32



Ref: 1.G41

1.G42

Ref: 1.G39

1.G40

Ref: 1.G44

1.G45

Ref: 1.G46

Ref: 1.G36

1.G37

Ref: 1.G38

Ref: 1.G50

Ref: 1.G49

Ref: 1.G47

BLOCK 01 - GROUND FLOOR

Ref: 1.G43

Ref: 1.G48

Ref: 1.G31

Ref: 1.G26

Ref: 1.G25

Ref: 1.G27

1.G28

1.G29

Ref: 1.G33

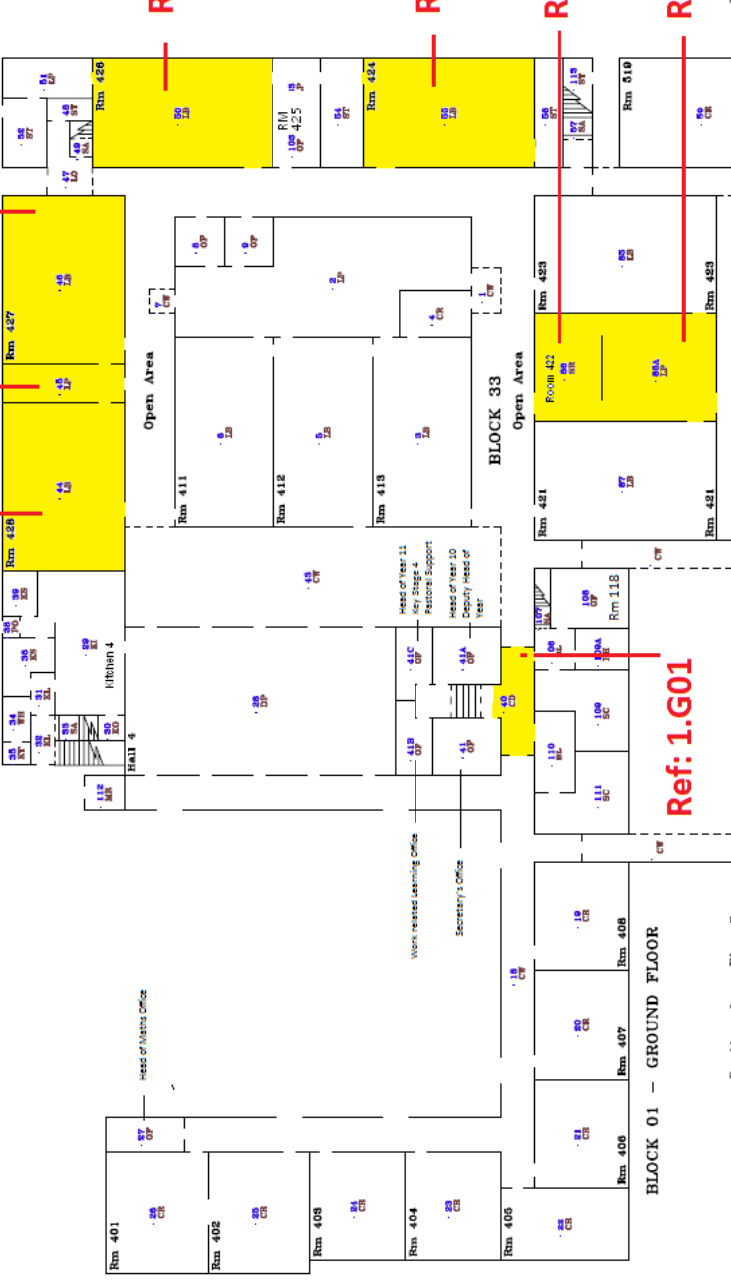
1.G34

Ref: 1.G30



BLOCK 51

Ref: 1.G02 Ref: 1.G04 Ref: 1.G06  
 1.G03 1.G05 1.G07



Ref: 1.G08

Ref: 1.G09

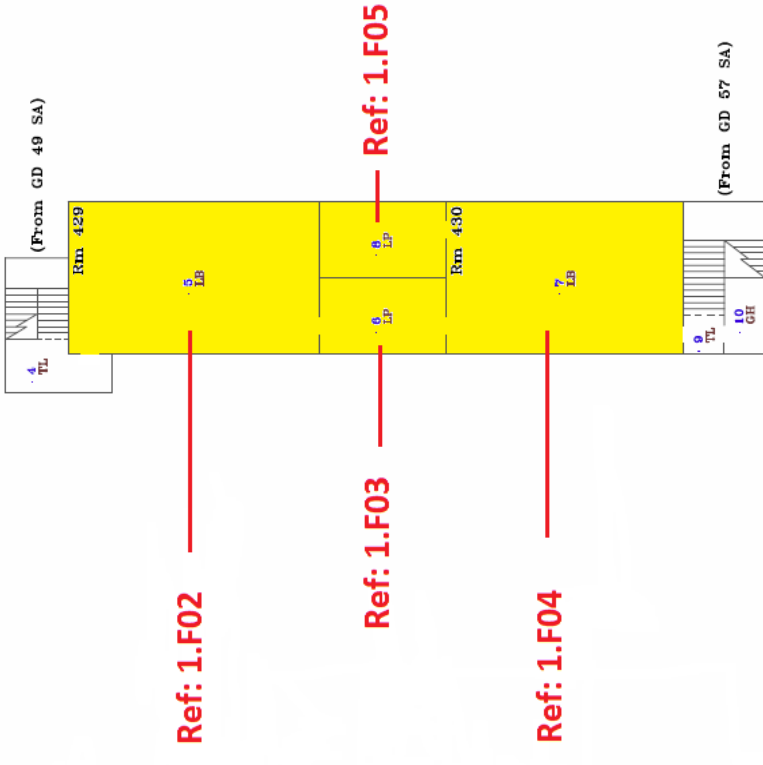
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Ref: 1.G01

BLOCK 01 - GROUND FLOOR

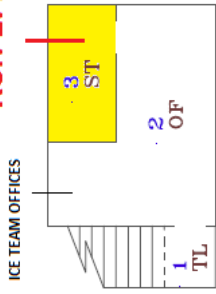
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BLOCK 01 - FIRST FLOOR

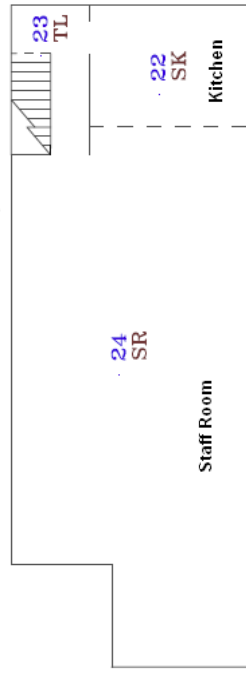


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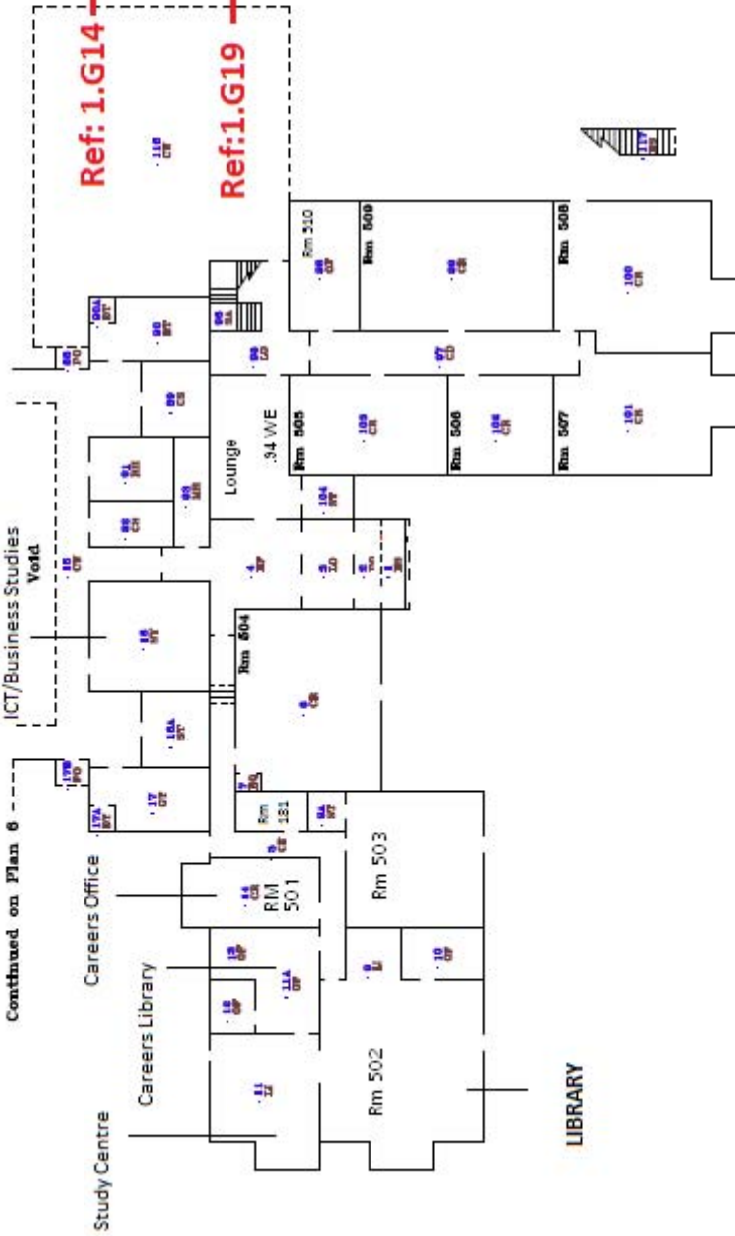
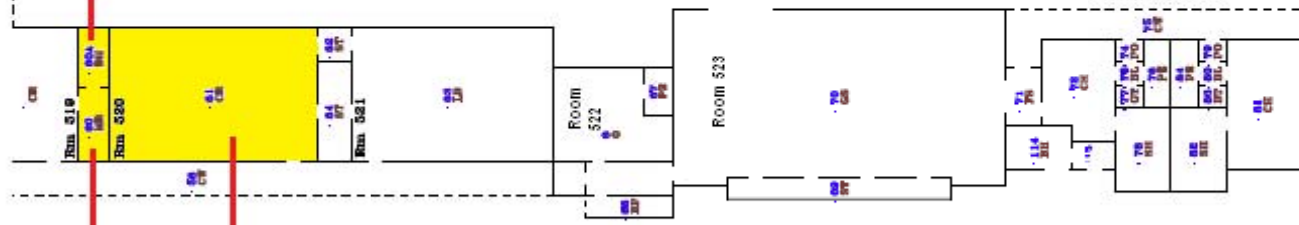


(From GD 33 SA)

(From GD 107 SA)



BLOCK 01 - FIRST FLOOR



BLOCK 01 - GROUND FLOOR



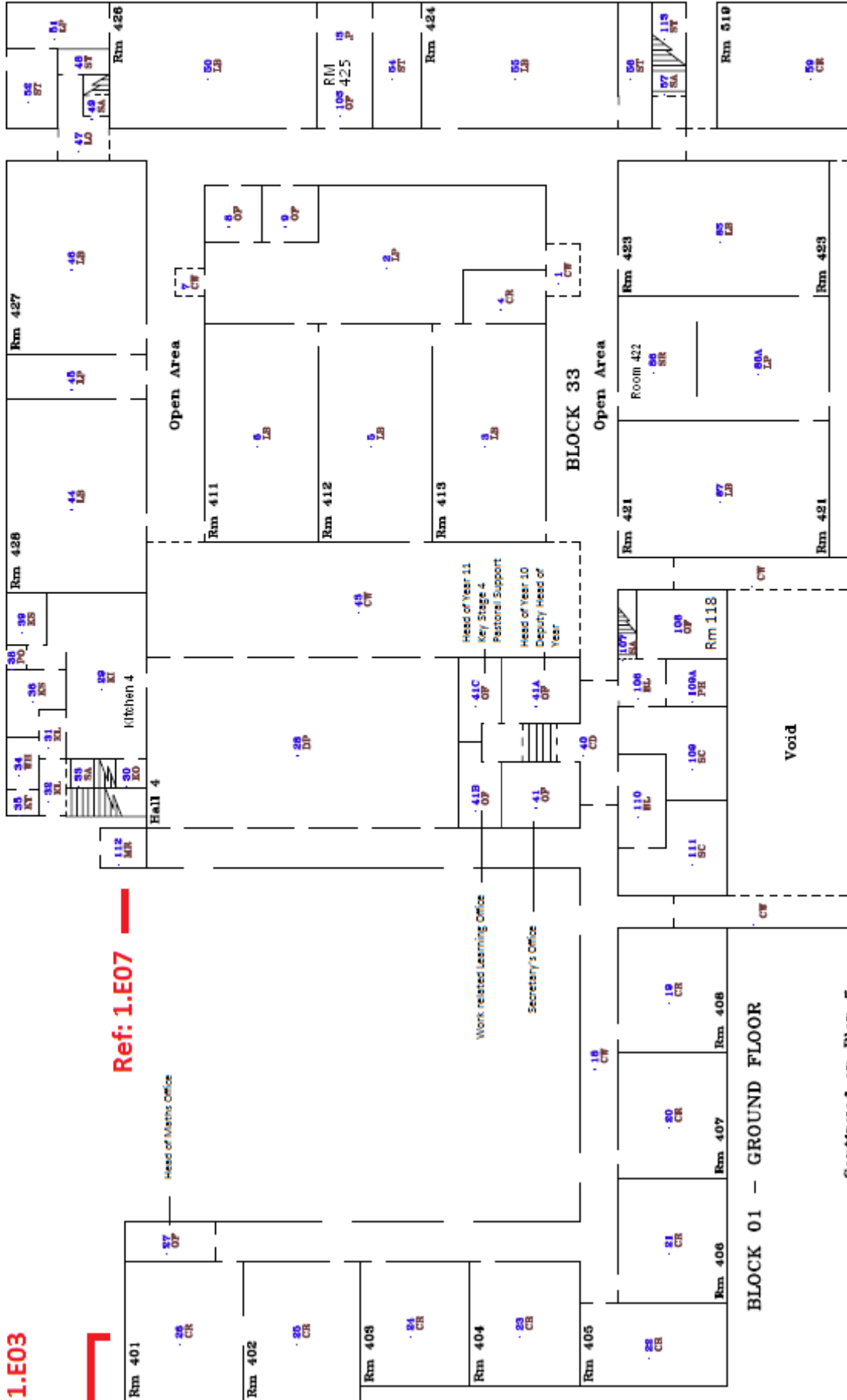
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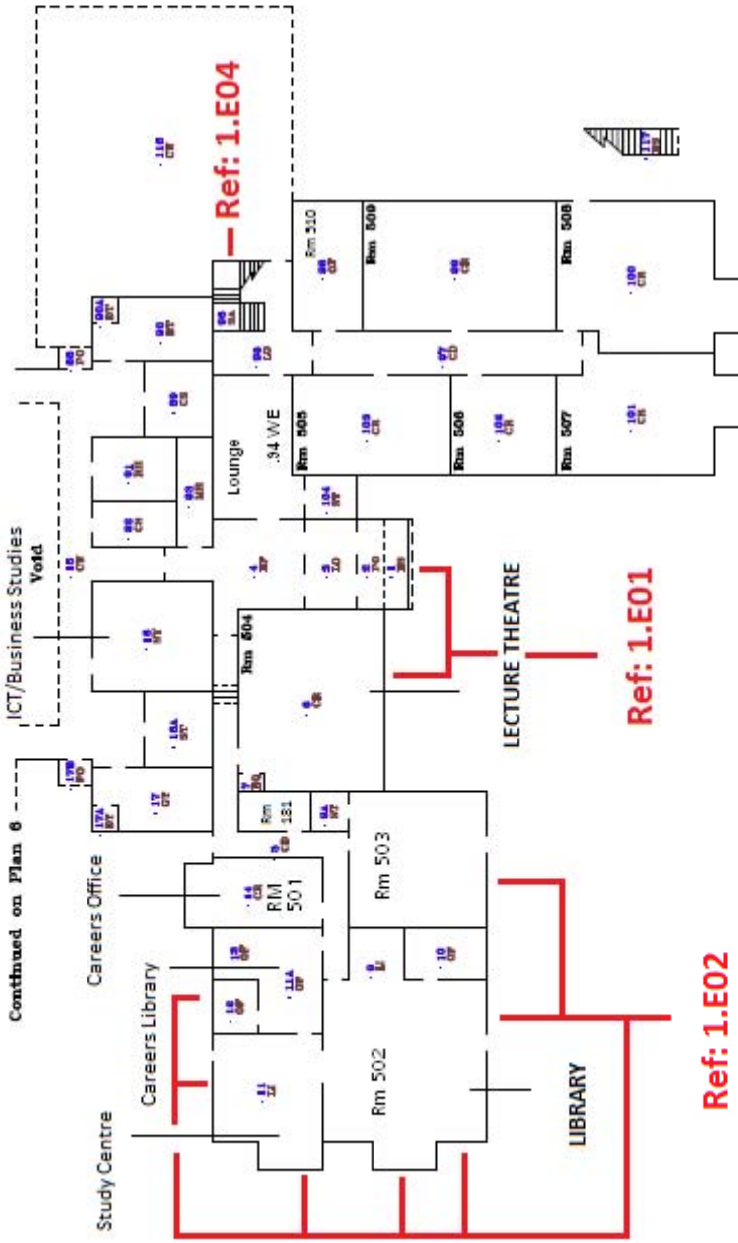
BLOCK 51

BLOCK 51

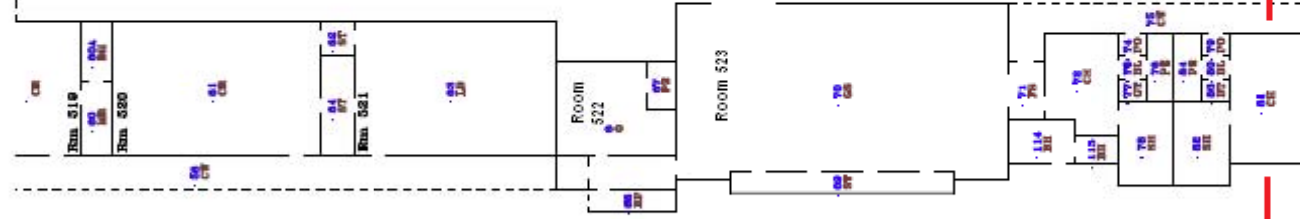


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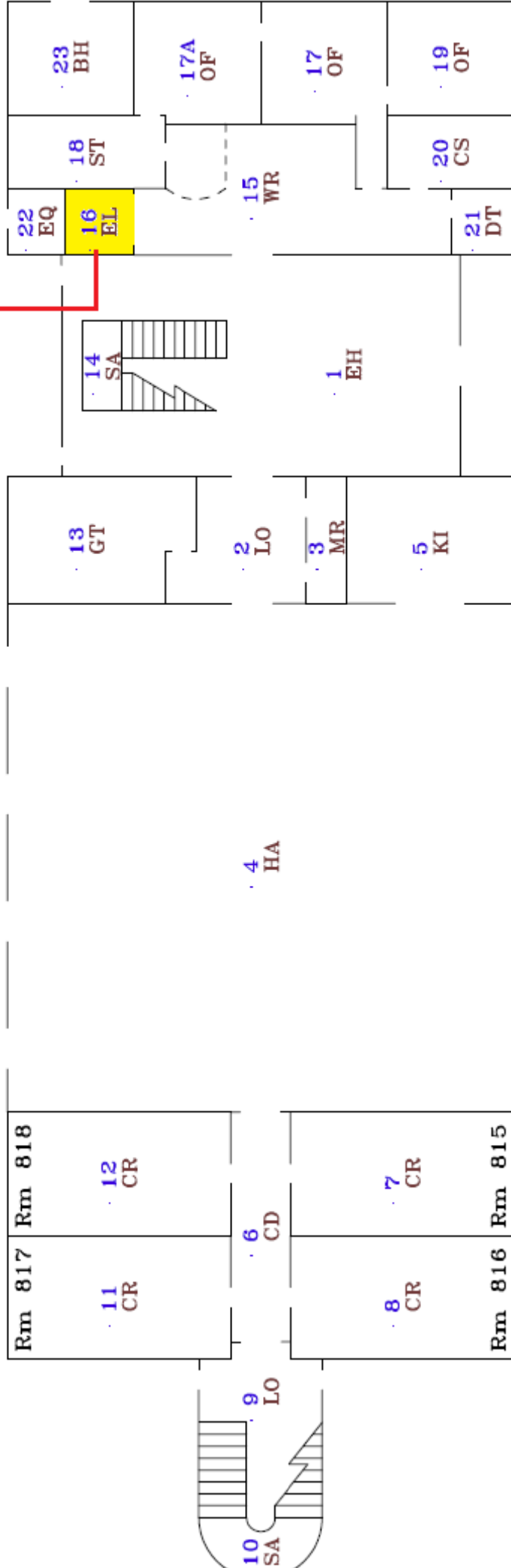
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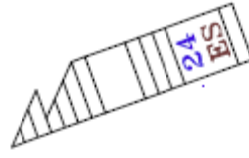
BLOCK 01 - GROUND FLOOR

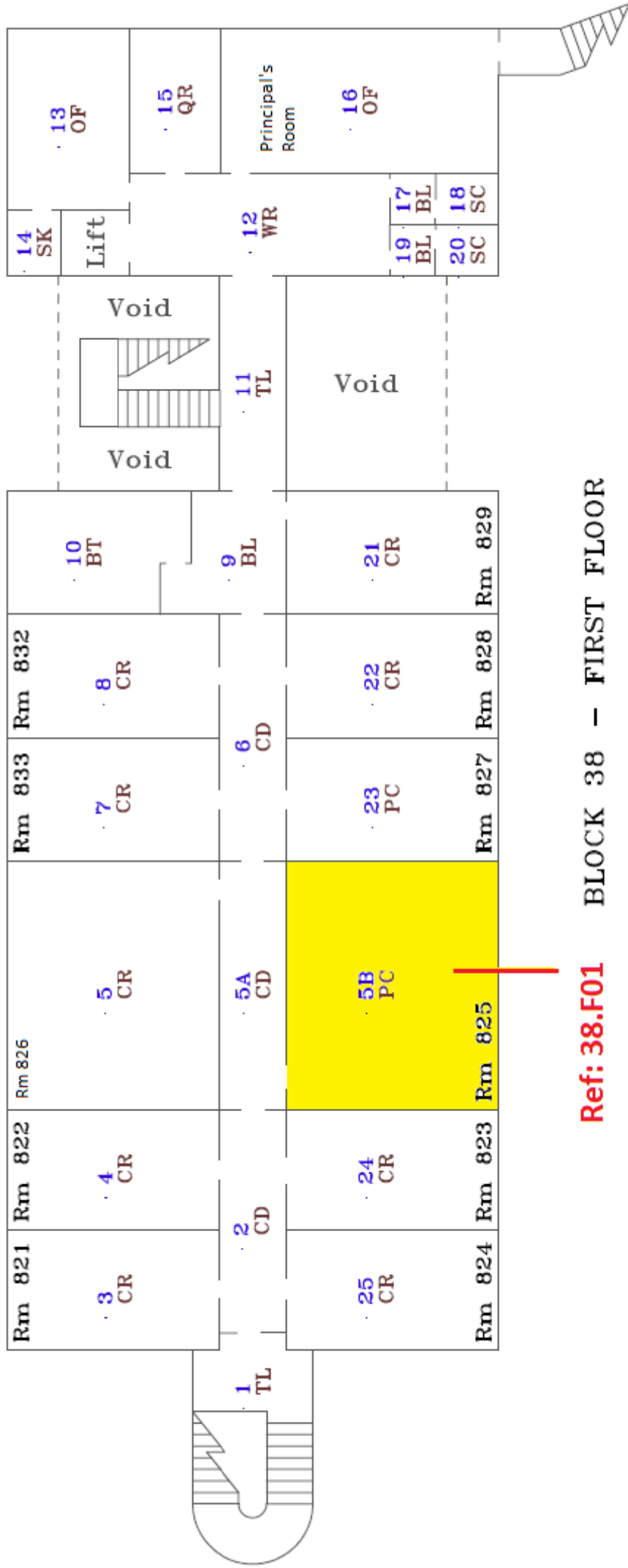


Ref: 38.G01



BLOCK 38 - GROUND FLOOR

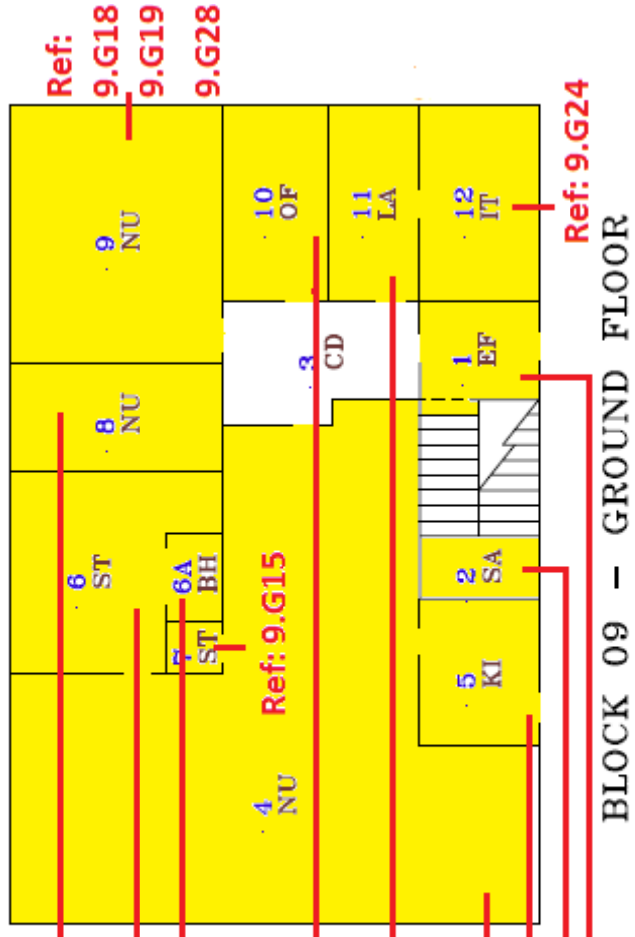
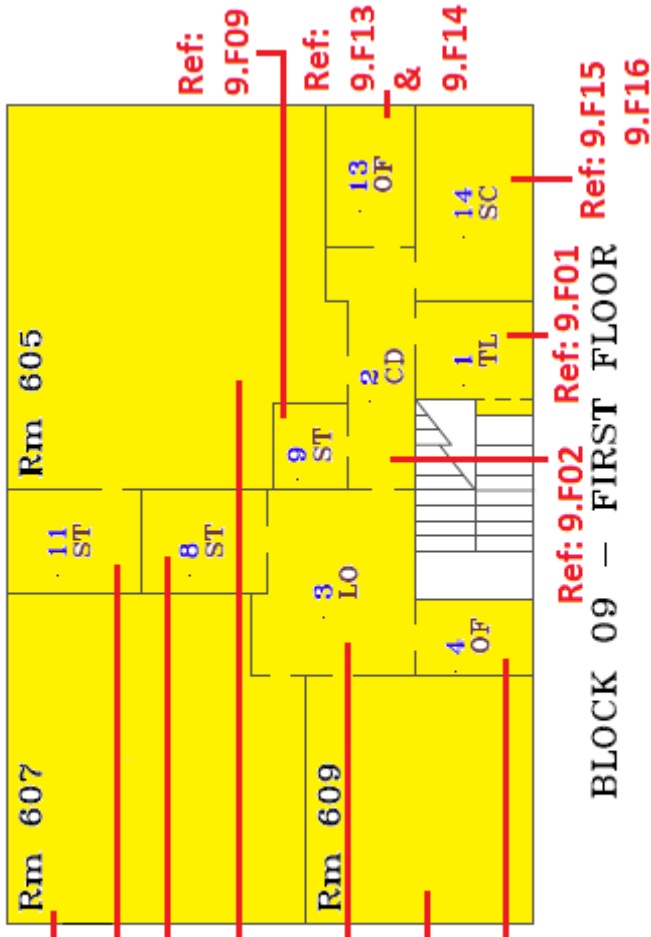


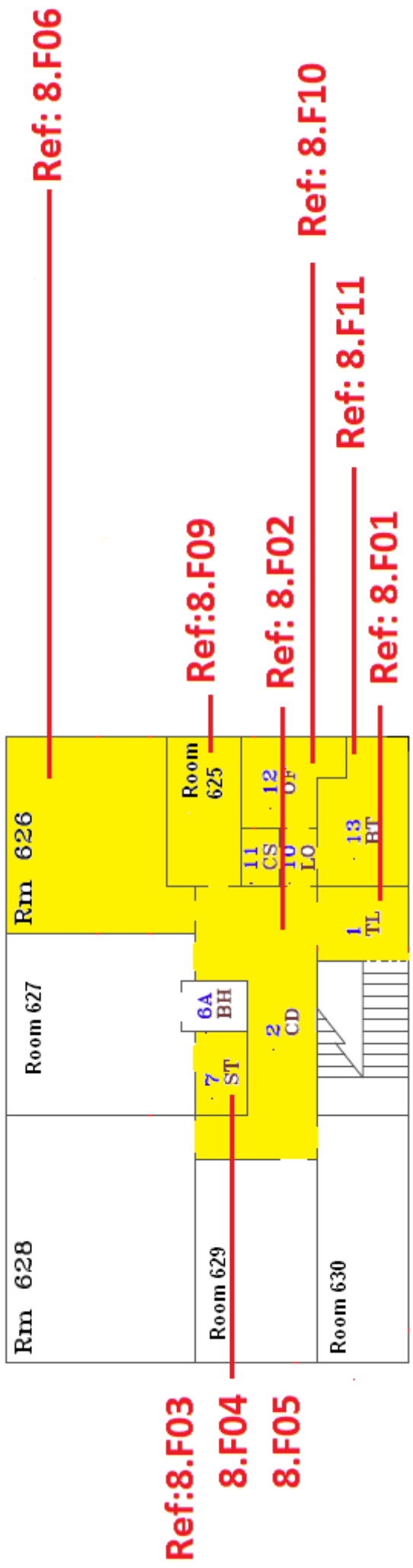


**Ref: 38.F01** BLOCK 38 - FIRST FLOOR

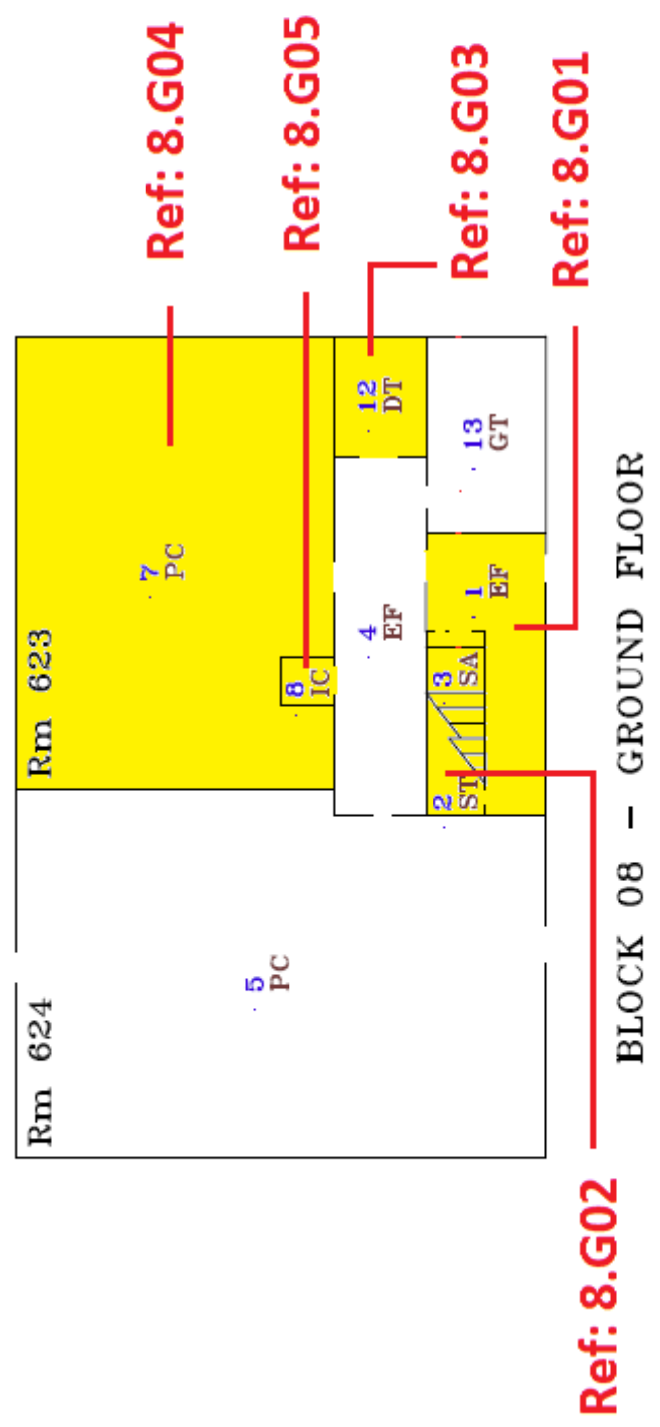
IB strip to walls either side of window is the strip on the wall next to the window. In several places this has been covered by plastic moulding when the windows were replaced

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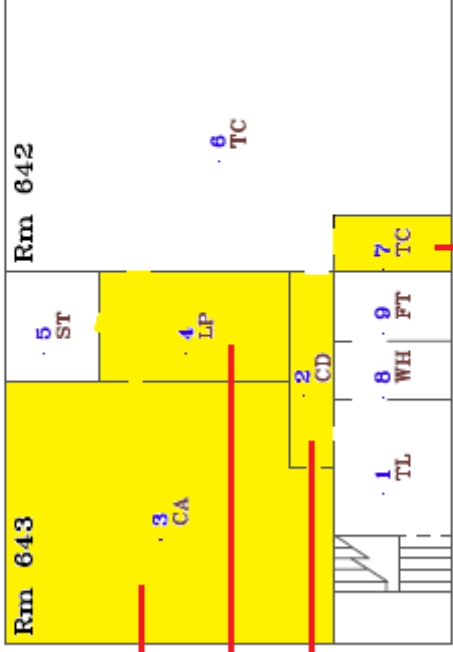
**BLOCK 08 - FIRST FLOOR**





**First Floor**

**Beware of Asbestos dust  
above ceiling tiles from  
skylight cheaks**



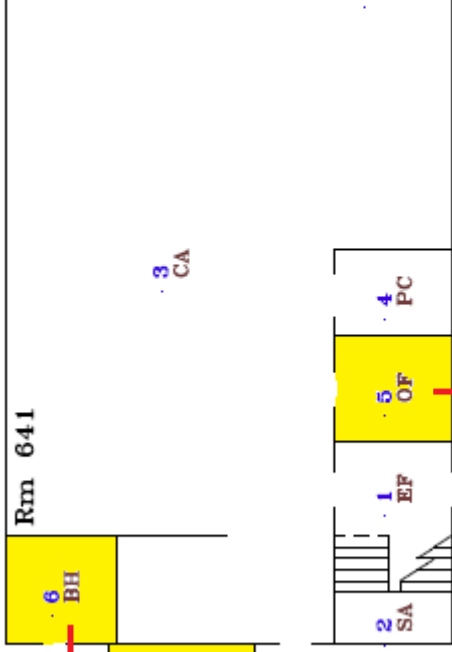
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**Ref: 7.F03**

**Ref: 7.F01**

**Ref: 7.F04**

**BLOCK 07 - FIRST FLOOR**

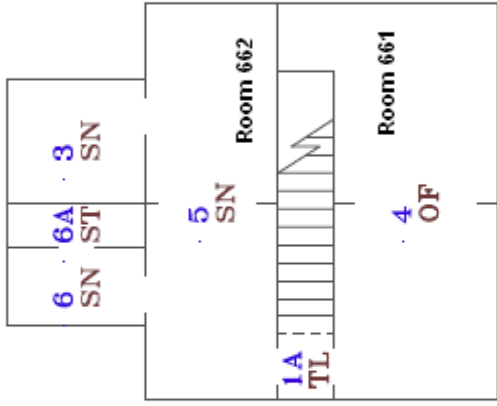


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**Ref: 7. E02**

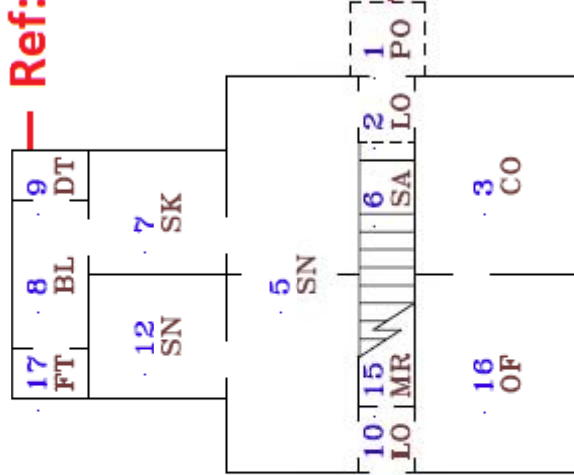
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**BLOCK 07 - GROUND FLOOR**



BLOCK 04 - FIRST FLOOR

Ref: 4.E02



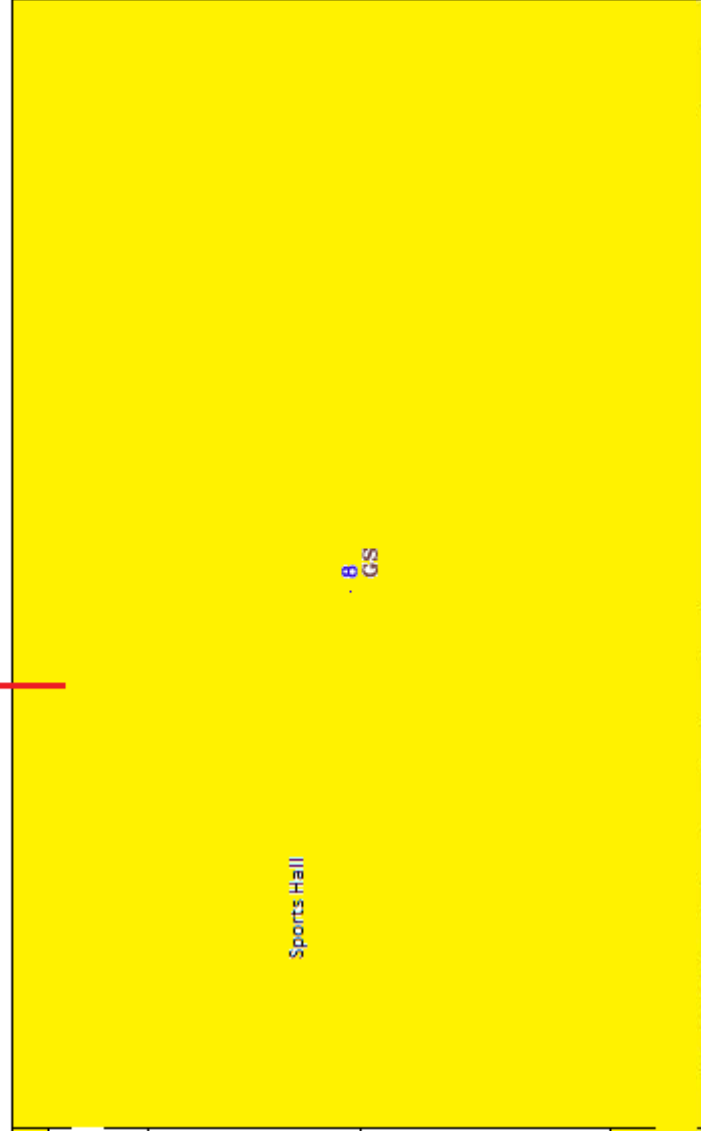
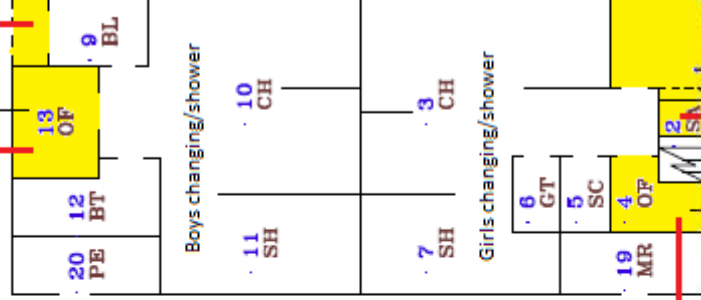
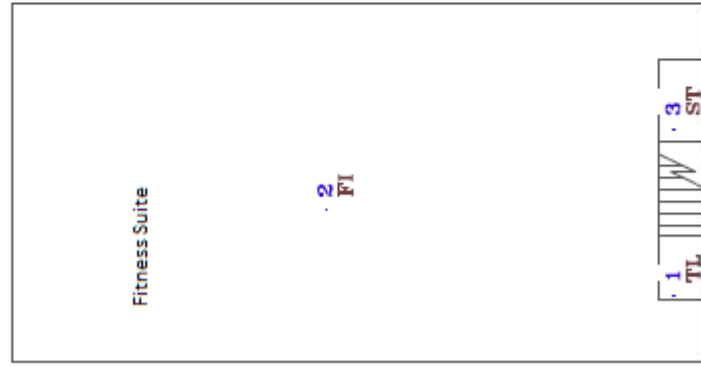
BLOCK 04 - GROUND FLOOR

Ref: 3.G07

Ref: 3.G08

Ref: 3.G09

Ref: 3.G04



Ref: 3.G03

Ref: 3.G05

Ref: 3.G06

BLOCK 03 - FIRST FLOOR

BLOCK 03 - GROUND FLOOR

Ref: 3.G02

Ref: 3.G10

Ref: 3.G01





BLOCK 02 - LOWER GROUND FLOOR

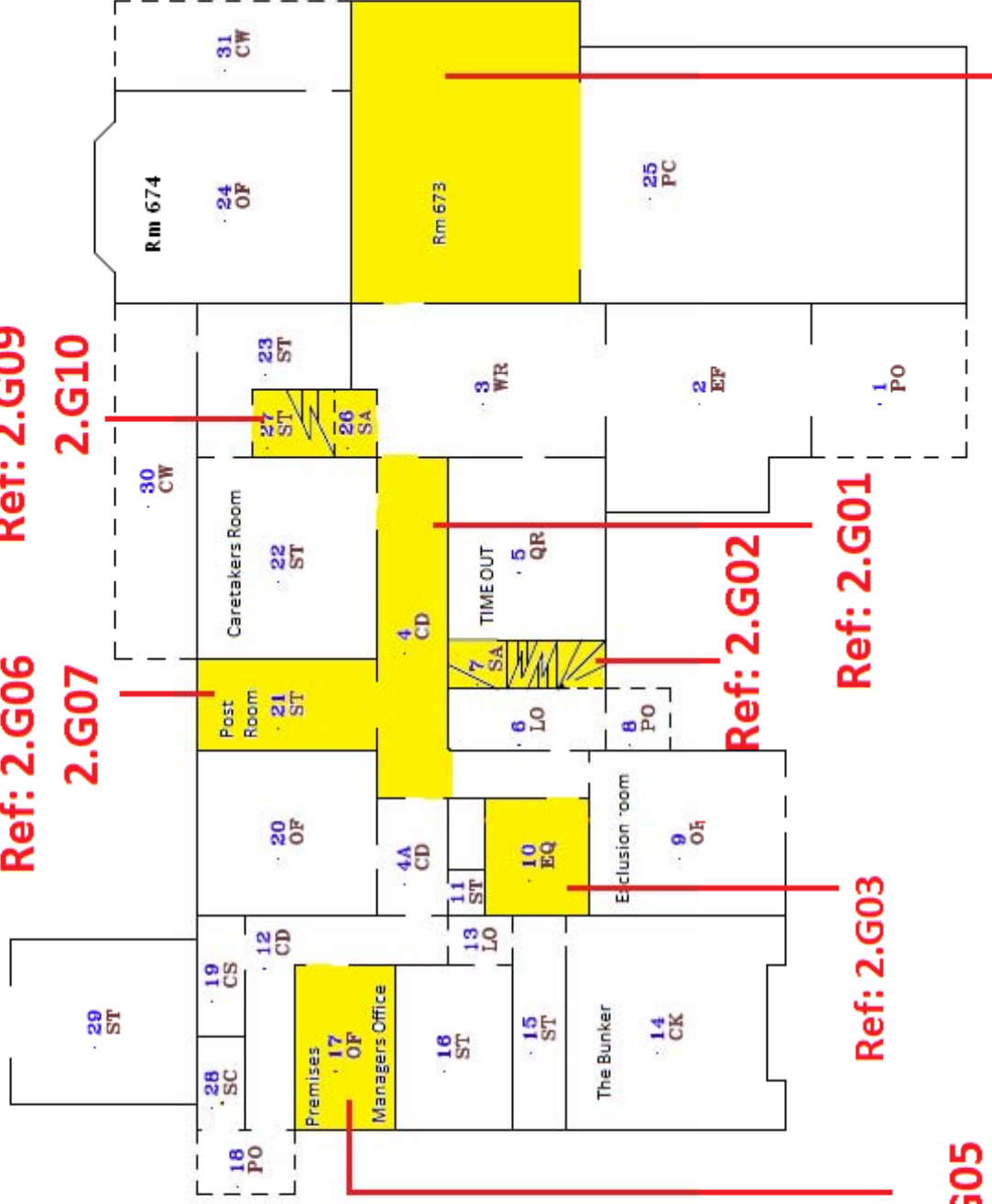
Ref: 2.L01

2.L02



BLOCK 02 - LOWER GROUND FLOOR

Ref: 2.G05



BLOCK 02 - GROUND FLOOR

Ref: 2.G08

**Ref: 2.E01**

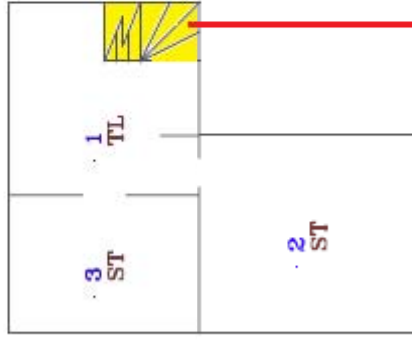
**Ref: 2.F01**

**Ref: 2.F05**

**Ref: 2.F02**

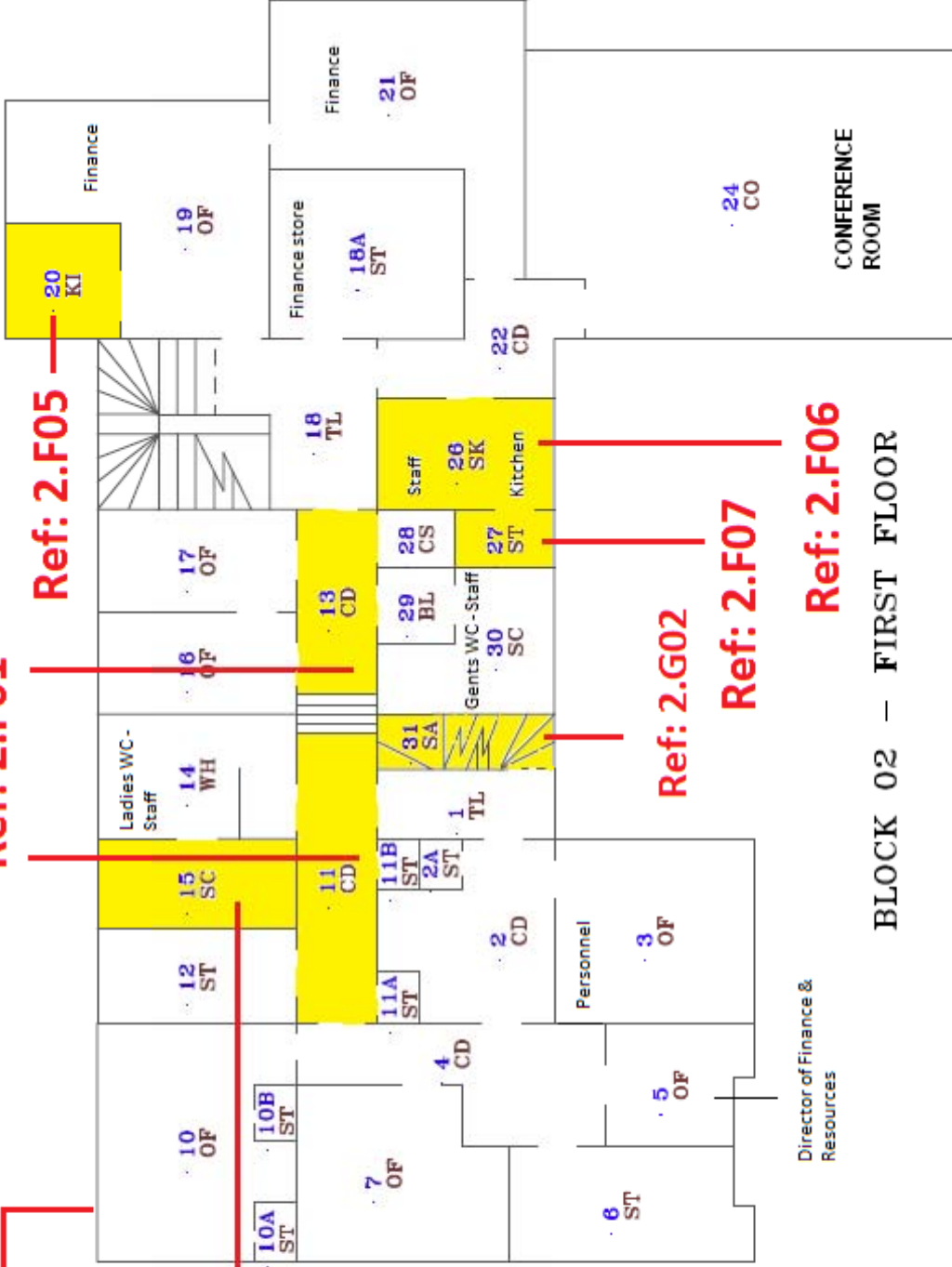
**2.F03**

**2.F04**



**Ref: 2.F08**

**BLOCK 02 – SECOND FLOOR**

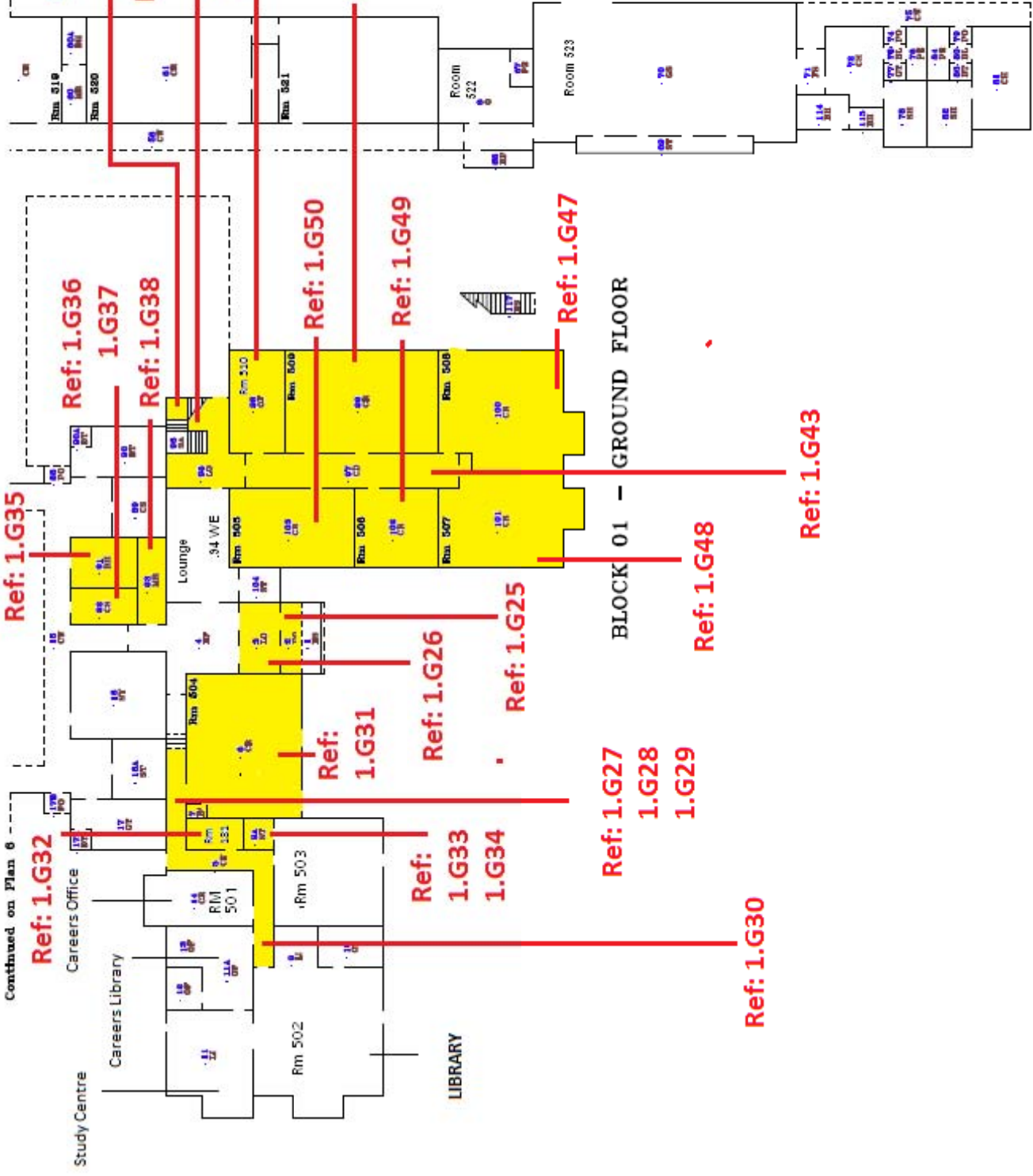


**Ref: 2.G02**

**Ref: 2.F07**

**Ref: 2.F06**

**BLOCK 02 – FIRST FLOOR**



Ref: 1.G35

Ref: 1.G32

Ref: 1.G36

1.G37

Ref: 1.G38

Ref: 1.G39

1.G40

Ref: 1.G44

1.G45

Ref: 1.G31

Ref: 1.G26

Ref: 1.G33

1.G34

Ref: 1.G25

Ref: 1.G50

Ref: 1.G49

Ref: 1.G47

Ref: 1.G27

1.G28

1.G29

BLOCK 01 - GROUND FLOOR

Ref: 1.G48

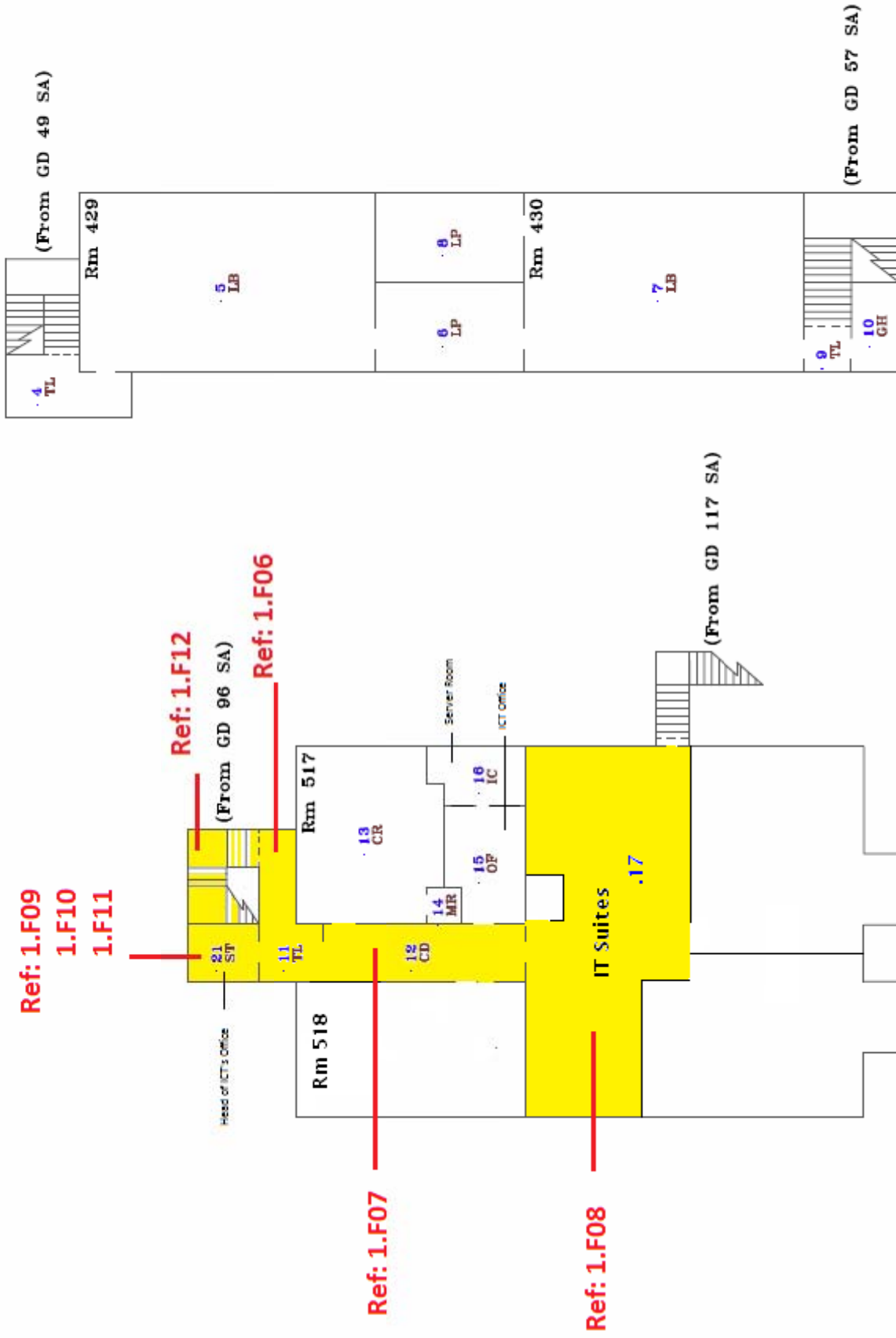
Ref: 1.G30

Ref: 1.G43

Ref: 1.G41

1.G42

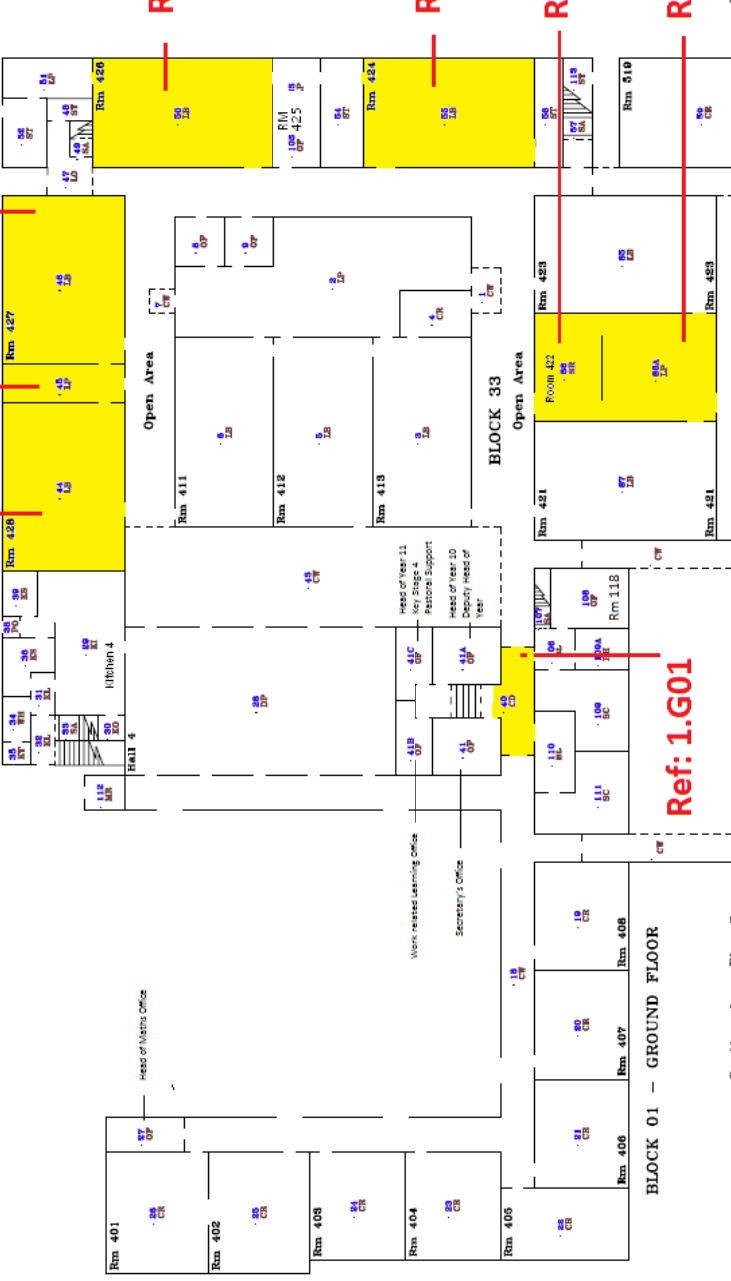
Ref: 1.G46



BLOCK 01 - FIRST FLOOR

BLOCK 51

Ref: 1.G02 Ref: 1.G04 Ref: 1.G06  
 1.G03 1.G05 1.G07



Ref: 1.G08

Ref: 1.G09

Ref: 1.G10

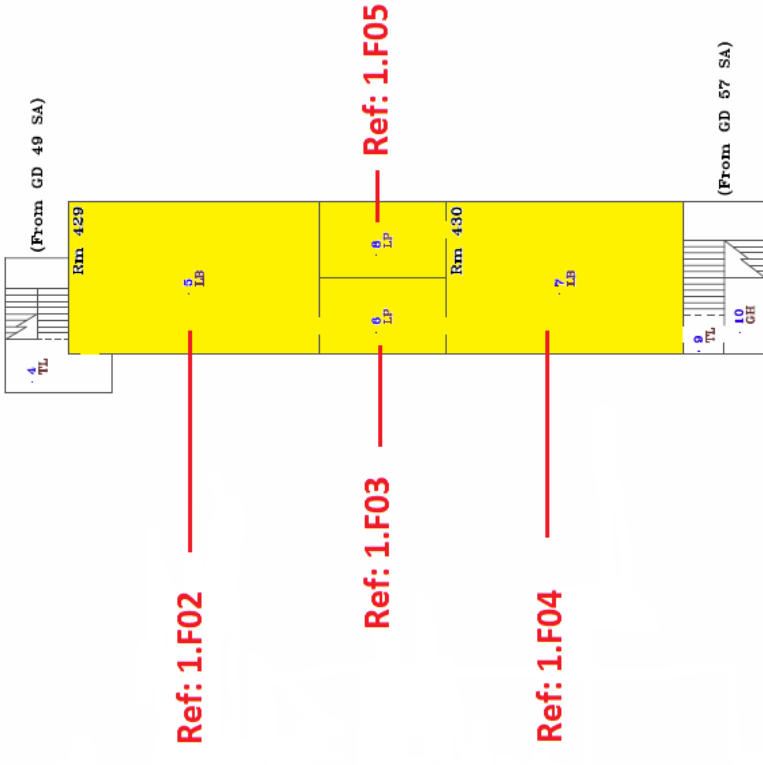
Ref: 1.G12

Ref: 1.G01

Continued on Plan 5

BLOCK 01 - GROUND FLOOR





BLOCK 01 - FIRST FLOOR