



Exmouth
Community
College
Academy Trust

Asbestos Policy

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.

Policy Details	Date
Policy Written	Matt Burrell, Sally Tacchi, James Murphy
Policy Reviewed by Governors	FGB
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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
- Assumes asbestos to be present within buildings unless there is evidence to the contrary
- Conforms to appropriate legislative requirements relating to the identification and management of asbestos
- 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
- Assess identified asbestos or asbestos containing material potentially accessible to staff or students as being of significant risk and as such is formally inspected (see section entitled 'Regular Scheduled Inspections' for further details)

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 2012. In addition arrangements to deal with asbestos during construction may also be required by the Construction (Design and Management) Regulations 2015. 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, intact and in good condition.

Before the College became an Academy, the County Council commissioned an asbestos survey which was undertaken across the County by a specialist company in the field of asbestos identification and management. The survey(s) 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 or carpet).

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 (sent away for analysis).

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 Estates and Facilities Manager will review each case where invasive work is required.

The College Asbestos Management Plan

The purpose of the College Asbestos Management Plan is:

- To ensure that all visible asbestos containing materials are identified (The asbestos register).
- To ensure that all known asbestos containing material is regularly inspected regarding its condition and action taken to rectify any issue identified. (Once each year a formal inspection is made of the identified asbestos to review its condition. Any issues arising from the inspection are dealt with as a matter of urgency).
- Where necessary and practicable to remove asbestos containing material. (It is College policy to remove any asbestos that poses a threat to staff or students and where major refurbishments are taking place to remove any asbestos within the area being refurbished at that time. In this way the level of asbestos within the college will gradually reduce).
- To review the assessed risk level allocated to elements of the asbestos register should there be a change of use in the room in question. For example, a change in the use of the room may result in an area containing asbestos which previously was a low risk becoming a high risk.
- To ensure staff are made aware of the presence of asbestos in the workplace
- To ensure contractors are made aware of the presence of asbestos in any areas where they are working.
- Where work is required in an area where asbestos has been identified to take all appropriate steps to ensure the asbestos is removed by appropriately licensed contractors or managed effectively during the work.

The Duty Holder

The designated Duty Holder within the College with overall responsible for the management of asbestos containing materials and consequently the legal responsibility is the Governing Body. The Estates and Facilities Manager is responsible for the day-to-day management of Asbestos within the College.

However, all staff have a responsibility for the safe management and monitoring the condition of identified asbestos containing material.

The Asbestos Register

The College Asbestos Register is based upon the original Devon County Council/NPS database and CASA Management Survey 2020 and has been updated to reflect items identified through the Refurbishment and Demolition surveys together with deleted items.

The Asbestos Register is held within the EVERY system under the condition module complete with photographic evidence. The master copy and surveys are held within the Estates and Facilities SharePoint area. Copies are also held within the Emergency Boxes located in both Receptions and Staffrooms as required by the Emergency Services personnel.

Training

The College is responsible for providing adequate information, instruction and training to employees who are, or who supervise those who are, liable to be exposed to asbestos so that they are aware of the risks and necessary precautions which must be taken and procedures which must be followed when working with asbestos or asbestos containing materials.

Staff receive asbestos awareness training as part of their induction programme via a presentation created by the College. This includes information relating to the existence and availability of this document, the management plan, availability of the asbestos register and staff responsibilities for monitoring the condition of and reporting damage to known asbestos containing materials.

The Estates and Facilities Team have access to the same information. However, it is recognised that during the course of their work it is possible that they may come across asbestos or asbestos containing materials not previously identified. For this reason the Estates and Facilities Manager, and the Estates and Facilities Team complete the online Certificate in Managing Asbestos training. Similarly, IT Technicians come across asbestos containing materials whilst undertaking their duties. These staff are also provided with the above training course.

A record must be kept on the asbestos management plan of all those receiving training, together with the date it was provided.

Responsibilities of all staff

All staff have a responsibility to familiarise themselves regarding the potential for there to be asbestos within the rooms where they work. All staff must contact a member of the Estates and Facilities Team prior to disturbing any fabric of any building. In addition, staff should familiarise themselves with the Asbestos Policy and refer to the Asbestos Register to identify whether there are asbestos containing materials within the rooms they use.

Where staff are working within rooms which have asbestos containing materials they must inform the Estates and Facilities Team of any damage to these materials or materials covering them as a matter of urgency via the EVERY system and ensure the area is vacated. It must be remembered that the formal condition survey is only undertaken once a year. Staff in daily contact with the rooms are in a far better position to identify damage at an early stage.

When such damage is notified via EVERY the matter must be brought to the immediate attention of the Estates and Facilities Manager and the Director of Finance and Resources who will assess the situation and take appropriate steps to effect repairs and to ensure the short and long term safety of students and staff.

Staff should not disturb any fabric of the College buildings and must contact the Estates and Facilities Team if they require any work to be undertaken. This includes simple actions such as inserting drawing pins in to a wall surface or ceiling (other than a pre-installed noticeboard).

Where the member of staff believes it to be essential that the surface is disturbed the matter **must** be referred to the Estates and Facilities Manager who will meet the individual member of staff to undertake an assessment. However, the member of staff should not undertake any work themselves.

Responsibilities of Estates and Facilities staff

All Estates and Facilities staff undertake an online learning module (as above) to ensure they are familiar with the procedures and processes of managing Asbestos. Further training is also provided during in-house toolbox talks.

In addition to the online learning module, all Estates and Facilities staff must read and be familiar with the Asbestos Policy and Management Plan and refer to the Asbestos Register to identify locations where there are asbestos containing materials across the estate.

For most of the estate only a Type 2 survey has been undertaken. Therefore, a Refurbishment and Demolition Asbestos survey will be required before for any substantial works or refurbishments are undertaken.

Estates and Facilities staff must also refer to the section below relating to the responsibilities of those instructing contractors

Responsibilities of those instructing contractors

It is the responsibility of those instructing contractors to jointly review the Asbestos Register and highlight the presence of any asbestos containing material in areas where work is due to take place . The contractor must be provided with a copy of the Asbestos Register.

For most of the estate only a Type 2 survey has been undertaken. Therefore, a Refurbishment and Demolition Asbestos survey will be required before for any substantial works or refurbishments are undertaken.

If in doubt contractors should presume the material contains asbestos and act appropriately. Any doubts or issues should be reported to the Estates and Facilities Manager or the Director of Finance and Resources immediately.

In some instances the contractor will not be working directly in the area with the asbestos containing material. However, they should be made aware of any asbestos containing material within the immediate vicinity and told to take care not to disturb the asbestos containing material.

In all cases where work is planned that will involve direct contact with or is in close proximity to asbestos form ASB1 must be completed unless the work is being undertaken by a college approved contractor where the Contractors Induction Pack has been reviewed. This information will be delivered and audited via EVERY.

For one off of ad-hoc contractor, it is the responsibility of the instructing member of staff to ensure that the form ASB1 is completed correctly in conjunction with the contractor. This must be arranged in

conjunction with and approved by the Estates and Facilities Manager, Assistant Estates and Facilities Manager or the Director of Finance and Resources.

The person appointing the contractor must ensure that the contractor's staff attending site have been on an Asbestos Awareness Course and that the company has a procedure for dealing with an accidental release of asbestos fibres. Evidence should be uploaded to the EVERY system.

Responsibilities of those instructing Estates and Facilities staff

It is the responsibility of those instructing Estates and Facilities staff to highlight the need to consult the asbestos register and management plan before undertaking any work to look for the presence of any asbestos containing material in areas where they are due to work before the start of any work.

Responsibilities of the contractor

The contractor must co-operate in the completion of form ASB1 where appropriate.

The contractor must instruct their staff to report to the Estates and Facilities Team and to read all appropriate documentation before they start working on site. These staff are responsible for consulting the asbestos register for the area they are working in and for ensuring they do not disturb any asbestos or asbestos containing material.

If the contractor's staff believe they have released asbestos containing material into the atmosphere or found asbestos they must stop work immediately and report this to the Estates and Facilities Manager, Assistant Estates and Facilities Manager, or the Director of Finance and Resources. Wherever possible this should be via mobile telephone to reduce the risk of contamination of other areas. The Estates and Facilities Manager, Assistant Estates and Facilities Manager, or Director of Finance and Resources will subsequently initiate the emergency procedures outlined below.

Recording

Whenever a contractor is working in an area where asbestos is present, whether working directly with the asbestos, or simply in the same room, a record must be kept of the fact that the appropriate information has been provided and a signature obtained to confirm the fact (form ASB1).

In the case of contractors who regularly undertake work across the College a one off annual record is sufficient. This must include the Asbestos Register, Management Plan and an acknowledgement that the contractor has received the pack and that it will ensure that any of its employees working on the site will be made aware of any asbestos containing material within the area they are due to work. Any revisions to the asbestos register must also be sent to such contractors.

Copies of all forms used, whether those specific to the College or ASB forms must be retained by the Estates and Facilities Team.

Regular Scheduled Inspections

The Estates and Facilities Manager is responsible for ensuring that regular inspections are carried out of all known asbestos containing material to monitor its condition every twelve months. The Asbestos Condition Review is held within the Asbestos Register and used to record the findings and the action proposed to resolve any issues identified.

Any degrading or damage to asbestos containing materials will be rectified by appropriate contractors as a matter of urgency.

Discovery of any disturbance or damage to any suspected asbestos containing material where asbestos fibres may have been released

The Estate and Facilities Manager is responsible for managing any incidents of asbestos being disturbed and for bringing in a specialist licensed asbestos removal company as appropriate. In the absence of the Estates and Facilities Manager, the Director of Finance and Resources is responsible.

The risk to health of a one-off accidental exposure to asbestos is negligible. The risk to health increases as the level, duration, or frequency of exposure increases. In any disturbance of asbestos within the College it is always assumed that the maximum level of contamination has occurred as a safety measure and action taken accordingly.

In addition to ensuring the safety of those directly affected by the release of asbestos it is essential that any contamination is kept to a minimum to ensure the safety of others. For example, walking a long distance through a corridor used by others could result in the spread of asbestos fibres. Therefore, the movement of those directly affected must be kept to the minimum.

The discovery by any member of staff of any disturbance or damage to any suspected asbestos containing material where asbestos fibres may have been released must be reported to the Estates and Facilities Team (via a mobile telephone if possible) giving as much detail about the level of damage as possible. The Estates and Facilities Team will inform the Estates and Facilities Manager or the Director of Finance and Resources immediately. They, in turn, must assess the situation and if appropriate a specialist registered asbestos removal company must be contacted, requested to attend site as soon as possible and provide advice regarding any immediate safety measures that should be taken relative to the incident. They must also ensure that the College Health & Safety co-ordinator is advised of the incident.

If asbestos fibres are likely to have been released as a result of the above (always assume that they have) the affected area must be sealed off by the Estates and Facilities Team until it has been declared safe by a specialist company.

There are many types of asbestos containing material and damage will not always result in the release of large numbers of fibres over a large area. The Estates and Facilities Manager or the Director of Finance and Resources will assess the level of the damage and determine what action to take following consultation with the specialist asbestos company. Any staff, students, visitors, or contractors in the immediate location at the time of the incident will be evacuated to a nearby classroom and kept away from other staff and students.

Until the Estates and Facilities Manager or Director of Finance and Resources arrives at the scene the member of staff and students should move as far as possible within the room away from the damaged asbestos containing material. Do not open windows or doors. The Estates and Facilities Manager or the Director of Finance and Resources will trigger the evacuation.

External Reporting

The specialist company should be asked for their advice regarding the need to report the incident to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). This advice must be followed up by a written statement.

The College Health & Safety co-ordinator should also report the incident to the Devon Health & Safety Team for their assessment and help with dealing with the Health & Safety Executive if necessary.

Where a person has been identified as being potentially exposed to asbestos fibres a report will be completed. A record will be held on their personal file. The report should also be used for students and placed on their files.

A flow chart outlining actions to be taken in the event of an unplanned release of asbestos fibres is attached as Appendix A.

ACTIONS IN THE EVENT OF AN UNPLANNED RELEASE OF ASBESTOS FIBRES



