

	<u>BICESTER LEARNING ACADEMY TRUST</u>		<u>Written By:</u> R Dodsworth - Senior Operations Manager (BLA)		
	<u>ASBESTOS POLICY</u>		<u>Applicable to:</u> ALL STAFF & PUPILS/STUDENTS	<u>Accountable Officers:</u> B J Baxter – Executive Headteacher (TCS) I Elkington – Headteacher (GFP)	<u>Date Adopted:</u> Autumn Term 2017

Bicester Learning Academy is a Multi Academy Trust. It is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxon, OX26 4RS.

1.0. Introduction

Asbestos fibres are potentially harmful substance found throughout the workplace. It is a general term for a variety of silicates of iron, magnesium, calcium, sodium and aluminium which naturally exist in fibrous form. The Control of Asbestos Regulations 2012 defines Asbestos as any of the following minerals or any mixtures containing any of them – Crocidolite, Amosite, Chrysotile, fibrous Anthrophyllite, fibrous Actinolite and fibrous Tremolite.

Asbestos is considered as a notable occupational health hazard. The health risks involved are associated with the inhalation of fibrous dust and its dispersion within the lungs and other parts of the body are enhanced when the Asbestos dust is combined with airborne pollutants such as those absorbed by the body when smoking. Unlike many other occupational diseases, Asbestos related disease manifest themselves over a long latent period of up to 40 years. As a consequence of that, the present numbers of disease and deaths are attributable to pest control methods and to dust levels which obviously were injurious and much too high.

In the light of the knowledge of the harmful effects of exposure to Asbestos fibrous dust, industry has been focussed into producing safer alternatives but unfortunately asbestos is still around in large quantities in the form of cladding, sheet boards and pipe-work insulation which can be found throughout schools and other educational premises.

This Asbestos Policy and supportive Asbestos Operational Procedure are the organisations arrangements to meet the requirements of providing a safe system to manage asbestos within the Multi Academy Trust's (MAT's) properties. An Asbestos Register is maintained which identifies all known locations where asbestos containing materials are present.

2.0. Legal Requirements

2.1. Employers – General duties under the Health and Safety at Work etc., Act 1974 (H&SWA)

The general duty of employers under the Health and Safety at Work etc., Act 1974 applies generally to working with Asbestos as it applies to other kinds of work. The act places a duty on every employer to ensure as far as is reasonably practical, the health, safety and welfare at work of all his employees (H&SWA 2(1)).

2.2. Employers – Specific Legal Requirements – The Control of Asbestos at Work Regulations 2012 revised. (Regulation 4).

No employer shall carry out work which exposes, or is liable to expose their employees to asbestos containing materials (ACMs) unless first:

- a) Take reasonable steps to find materials likely to contain asbestos;
- b) Presume materials contain asbestos, unless there is strong evidence to suppose they do not;
- c) Assess the risk of the likelihood of anyone being exposed to asbestos from these materials;
- d) Make a written record of the location and the condition of ACM's and presumed ACM's and keep it up to date;
- e) Repair or remove any material that contains or is presumed to contain asbestos, if necessary, because of the likelihood of disturbance, and its location or condition. Exposures are to be reported within 15 days.
- f) Prepare a plan to manage the risk and put into effect to ensure that:
 - Information on the location and condition of ACM's is given to people who may disturb them during work activities: partially achieved by way of labelling high risk items;
 - Any material known or presumed to contain asbestos is kept in a good state of repair.
- g) Monitor the condition of ACMs and presumed ACMs;
- h) Review and monitor the action plan and the arrangements made to put in place. (HSE Asbestos Management – checklist for schools)

2.3. Employees – General duties under the Health and Safety at Work Act 1974

By virtue of Section 7 of the Health and Safety at Work etc., Act, employee are under a duty to take reasonable care of their own and others safety, when handling and using substances hazardous to health as well as during any other work activity. Employees must also co-operate with their employer so far as is necessary to enable that employer to comply with any statutory duty or requirement, e.g. by following safe systems of work and by using and/or wearing personal protective equipment.

2.4. Employees – Specific legal requirements – The control of Asbestos at Work Regulations, 2012 revised.

1. Every employee exposed to asbestos above a predetermined action level >0.1ppm “action level” must:
 - a) Make full and proper use of any control measures, personal protective equipment or other facility provided by the employer.
 - b) Report any defect in personal protective equipment or control measure to the employer.
2. Not enter/remain in asbestos areas or respirator zones unless their work permits them to do so.

3. When required by their employer, present themselves, during working hours, for medical examination/checks.

3.0. Trust Responsibility

The Bicester Learning Academy Trust acknowledges and accepts its responsibility to implement in full the management of asbestos containing materials in the MAT's premises.

It is the policy of the MAT to treat all asbestos as hazardous and to remove or control that hazard in accordance with statutory regulations in force; methods of control may include encapsulation. That removal will be undertaken by licensed specialist contractors.

4.0. Delegated Responsibility

The MAT delegates to the Executive Headteacher, responsibility for the safe management of asbestos. In practice, the responsibility is designated to the Senior Operations Manager who has responsibility for Health and Safety/Risk Management within the MAT.

The Senior Operations Manager will appoint a competent Asbestos contractor, from whom advice and information on asbestos can be sought.

The Asbestos contractor will act on notification that asbestos has been located or is suspected of being present and will:

- a) Establish the presence or otherwise of asbestos;
- b) Will carry out a risk assessment;
- c) Samples etc. to determine if it is asbestos;
- d) Will arrange to remove or adequately control the hazard;
- e) Will review the assessment periodically or sooner if there is valid reason to do so;
- f) Will maintain records and a register of asbestos where removal has not been carried out;
- g) Will provide awareness training to all staff and keep management, staff and health and safety representatives informed on matters concerning asbestos.

5.0. Main Safety Objectives

- a) To protect students, staff and the general public from all known deposits of asbestos containing materials on the MAT's premises;
- b) To monitor the condition and to keep safe from all persons all known deposits of asbestos on the MAT's premises;
- c) To ensure only competent persons, adequately protected with safety equipment are exposed safely to asbestos;

To maintain a register of asbestos containing materials complete with its locations and analytical identification of the types of asbestos.

6.0. Monitoring of Performance

The Asbestos contractor or competent person shall ensure:

- a) That only approved contractors will be allowed to interfere or remove asbestos from the site.
- b) That no disturbance of any of the asbestos deposits occurs unless it is essential.
- c) That safe and reliable equipment is readily available at all times so that only competent persons can work with or near asbestos in a safe manner.
- d) That all staff whose duties may incur exposure to asbestos containing materials have regular up to date asbestos awareness training.
- e) That the register of known deposits of asbestos and plan of each of the Trust's sites showing the location of asbestos is regularly up dated when either asbestos is removed or new deposits are discovered.
- f) When asbestos deposits are removed from site by competent approved contractors then an air test certificate must be completed and kept on file showing the location of removed asbestos is now free from asbestos. The name of the authorised refuse tip to which the removed asbestos is deposited must be retained on file.

7.0. Resources

In order to meet the full obligations of the Control of Asbestos Regulations 2012, the trust has put in place the following initiatives in order to effectively manage asbestos containing materials – ACMs within the MAT's premises.

- a) In partnership with Asbestos consultants manage asbestos database, with requests for information on ACMs only from authorised MAT personnel.
- b) Provide on-going training in support of the above for all 'authorised database access' personnel.
- c) Update database where ACM's have been removed.

8.0. Management Flow Chart

Please see Appendix 1.

Source: HSE Publication: <http://www.hse.gov.uk/pUbns/priced/hsg264.pdf>

9.0. Review

The Asbestos Policy is to be reviewed on an annual basis or sooner if legislation or guidelines change.

Policy/Procedure Title	Asbestos Policy
Issue Date to Committee	Autumn Term 2017
Author (Name/Department)	R Dodsworth – Senior Operations Manager
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SUMMARY OF THE MAIN STEPS IN MANAGING ASBESTOS

