



Safety Code of Practice

January 2018

Author	DBMAC Operations Manager	Intended target group	Principals, Business/Administration/Office Managers
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Asbestos Policy



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1. POLICY STATEMENT AND INTRODUCTION

This document sets out the Dominic Barberi Multi Academy Company (DBMAC) policy, organisation and procedures for managing the risks from Asbestos Containing Materials (ACMs) in all of its premises.

Some buildings owned or occupied by the DBMAC were built or refurbished at a time when the use of ACMs in their construction was common. Therefore this policy is designed to effectively manage and minimise asbestos related health risks to staff and other persons working or occupying DBMAC premises.

This policy also links to the DBMAC Health and Safety Policy which states that:

The aim of the Board of Directors is 'To provide a safe and healthy working and learning environment for staff, pupils and visitors.

1.1 What is Asbestos:

Asbestos is the name given to a group of naturally occurring minerals used in certain products, such as building materials and vehicle brakes, to resist heat and corrosion. Asbestos includes chrysotile, amosite, crocidolite, tremolite asbestos, anthophyllite asbestos, actinolite asbestos, and any of these materials that have been chemically treated and/or altered.

1.2 What are the dangers:

The inhalation of asbestos fibres can cause serious diseases of the lungs and other organs that may not appear until years after the exposure has occurred. For instance, asbestosis can cause a build-up of scar-like tissue in the lungs and result in loss of lung function that often progresses to disability and death. There are four main diseases caused by asbestos: mesothelioma (which is always fatal), lung cancer (almost always fatal), asbestosis (not always fatal, but it can be very debilitating) and diffuse pleural thickening (not fatal). According to the UK Health and Safety Executive, asbestos-related conditions are responsible for about 4,000 deaths a year.

1.3 Where can it be found:

Asbestos was extensively used as a building material in the UK from the 1950s through to the mid-1980s. It was used for a variety of purposes and was ideal for fireproofing and insulation. Any building built before 2000 (houses, factories, offices, schools, hospitals etc) can contain asbestos. Asbestos materials in good condition are safe unless asbestos fibres become airborne, which happens when materials are damaged.

The most common uses of asbestos in buildings were

- Loose packing between floors and partition walls
- Sprayed ('limpet') fire insulation on structural beams and girders
- Lagging on pipe-work, boilers, calorifiers, heat exchangers etc
- Asbestos insulation board (AIB) in ceiling tiles, partition walls, soffits, service duct covers, fire breaks, heater cupboards, door panels, lift shaft linings, fire surrounds
- Asbestos cement (AC) in roof sheeting, wall cladding, walls and ceilings, bath panels, boiler and incinerator flues, fire surrounds, gutters, rainwater pipes and water tanks

1.4 How does exposure usually occur:

Asbestos containing materials (ACM) in good condition are safe unless asbestos fibres become airborne, which happens when materials are damaged. Asbestos fibres are present in the UK environment, so everyone is exposed to very low levels of fibres. However, a key factor in the risk of developing an asbestos-related disease is the total number of fibres breathed in. Working on or near damaged asbestos-containing materials or breathing in high levels of asbestos fibres, which may be many hundreds of times that of environmental levels could increase your chances of getting an asbestos-related disease

1.5 Asbestos and the law:

Because of the risks of working with asbestos, there are a number of sets of regulations which place requirements on 'duty holders' – employers and the self-employed. These cover working with all types of asbestos-containing material. A quick summary of these regulations can be found in the asbestos regulations section of the HSE website.

Guidance:

The presence of an ACM in itself does not constitute a danger. However, there is a potential risk to health if such material is disturbed and damaged. An isolated accidental exposure to asbestos fibres for a short duration is extremely unlikely to result in the development of asbestos related diseases. However, regular exposure – even at relatively low levels – can present a risk. As well as people employed in the building trades, inadvertent exposure (and consequent risk) can occur in other groups of people e.g. installers of I.T. systems, burglar alarms, smoke detectors, etc.

Working with, and managing, ACMs is controlled by legislation, primarily the Control of Asbestos Regulations 2012 (CAR 2012) (Ref. 1). Guidance is provided in the Approved Code of Practice L143 Managing and working with asbestos (Ref 2). Other relevant legislation includes the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

2. EMPLOYERS' LEGAL DUTIES

The DBMAC is committed to meet all duties placed upon it by the Control of Asbestos Regulations 2012 (CAR2012) and specifically will:

- Protect so far as reasonably practicable, staff, students, contractors and visitors to DBMAC facilities or properties from any exposure to asbestos fibres.
- Provide adequate resources in support of this Asbestos Management Policy.
- Identify, so far as is reasonably practicable, all ACMs in DBMAC buildings.
- Ensure appropriate asbestos registers are in place at each facility which should identify all ACMs and make details freely accessible to those undertaking work on DBMAC buildings or properties.
- Have a suitable Asbestos Management Plan (AMP) in place for each facility or buildings.
- Implement and maintain an effective AMP to ensure that all ACMs are maintained in a safe condition or alternatively are isolated or removed.
- Promote awareness of the risks from ACMs and the DBMAC AMP through training and induction of relevant staff and contractors.
- Ensure a duty holder is appointed at each facility and a responsible person(s) which should be detailed within the AMP for the facility.
- Only engage appropriately trained, qualified and competent persons to undertake any surveys or work with ACMs (including management, surveying, abatement and removal).
- Regularly review this Asbestos Management Policy.

3. RESPONSIBILITIES

Whilst the plan is intended to comply with all aspects of the requirements of CAR2012 and other relevant

legislation, the following duties within CAR 2012 are expressly highlighted as being fundamental to the success of the DBMAC effective asbestos management systems, and underpin this Policy:

Regulation 10 requires employers to:

- Ensure that adequate information, instruction and training is given to employees who are liable to disturb asbestos while carrying out their normal everyday work, or who may influence how work is carried out.

It is also the DBMAC responsibility to ensure a detailed policy is in place and regularly reviewed and monitored.

The Duty holder for each DBMAC facility which is the Principal (unless otherwise stated) is responsible for ensuring a suitable asbestos register and asbestos management plan is in place and managed accordingly.

Regulation 4 requires Duty Holders to:

- Take reasonable steps to find out if ACM are present and if so establish the amount, it's condition and location.
- Presume that materials contain asbestos unless there is strong evidence to suppose they do not
- Make, and keep an up-to-date written record of the location and condition of ACMs and presumed ACM's
- Assess the risk of anyone being exposed to these materials
- Prepare and put into effect a management plan to manage the risk and keep ACMs in a good state of repair, or ensure that it is repaired or if necessary removed
- Periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date
- Provide information on the location and condition of the material to anyone potentially at risk.

Regulation 5 - Identification of the presence of asbestos states:

An employer shall not undertake work in demolition, maintenance, or any other work which exposes or is liable to expose his employees to asbestos unless either:-

- He has carried out a suitable and sufficient assessment as to whether asbestos is liable to be present
- If there is doubt, assumes that asbestos is present

All persons employed by the DBMAC

Are required to:

- Make every effort to avoid disturbing or damaging any ACMs
- Report to the Duty holder or responsible person(s) if they suspect that ACMs or materials suspected of containing ACMs has become disturbed and/or damaged, or is likely to become disturbed or damaged
- Notify duty holder or responsible person(s) of any intended work which may interfere with the fabric of any DBMAC facility completing the appropriate forms within asbestos management plan.
- Ensure that the proposed work does not start until an 'Authorisation to Work' request has been received and approved by the duty holder or responsible person(s), in line with this policy and facility AMP.
- Comply with all aspects of this AMP.

There is a requirement on anyone to co-operate as far as is necessary to allow the duty holder to comply with the above requirements.

4. ASBESTOS MANAGEMENT

In order to have a suitable asbestos management plan, a suitable management asbestos survey will need to be undertaken by a trained and competent person in order to provide accurate details of your ACM's and create a suitable asbestos register for the facility.

Principal (Duty Holder)

Is responsible for:

- Ensuring that adequate resources are provided and allocated to enable compliance with this Plan
- The safe management and operation of facility activities, including consideration of asbestos issues and compliance with the AMP
- Devolving the principal functions of asbestos management (if required) to the SLT, Heads of Departments, site teams, and support staff.
- Ensuring the key staff involved in asbestos management have suitable initial and refresher training with respect to asbestos issues to comply with legislation and to ensure a high level of asbestos awareness.

Asbestos Co-ordinator (Responsible Person)

Is responsible for:

General ACM Management

- Maintaining an effective asbestos management strategy
- Providing or obtain competent professional advice on ACMs and their treatment to those with responsibilities under this policy and the facilities asbestos management plan.
- Ensuring that regular inspections of ACMs are undertaken, and updating the asbestos register to reflect the current condition
- Programming surveys to the premises to identify any ACMs that may be present, and updating the asbestos register
- Maintaining the asbestos register for the DBMAC facility
- Ensuring that all records of ACMs include a material risk assessment
- Assist with updating this AMP
- Ensuring that all asbestos identified as being safe to leave undisturbed is adequately labelled where required
- Reporting any incident of alleged asbestos exposure to the duty holder and assisting with any investigation
- Promoting awareness of the hazards of ACMs and the AMP by advising on, and providing, appropriate induction, to DBMAC staff as required

5. RECORD KEEPING

The DBMAC recognises that an important factor in affective asbestos management is having suitable and detailed records of any changes, amendments and checks undertaken.

Each facility is required to;

- taking regularly photos and document your inspections as detailed within the AMP
- ensure that all statutory documents generated by the asbestos works are properly completed and a record kept as and when the works are carried out
- keep detailed project records relating to asbestos remedial or investigative works as and when the works are carried out
- Keep detailed records, minutes, scope of works and risk assessments relating to any demolition or refurbishments work.

If any demolition, refurbishments or asbestos removal works to facilities or buildings are planned in areas where asbestos is identified, The DBMAC Committee and Governors should be informed and progress reports submitted. There may also be a need for a project team to be formed to adequate manage a large asbestos project. All cases involving asbestos removals should follow the detail outlined in Appendix 1

Records of all detail listed above should all be kept locally at each facility and stored electronically where as a minimum the duty holder and responsible person(s) have access.

The finance Committee and/or Governors can request updates on asbestos management and view any records or documentation related to any DBMAC facility. Should information or documents be required, they will provide at least 2 weeks' notice.

Approved by DBMAC Director 1

Signed _____

Date _____

Name _____

Approved by DBMAC Director 2

Signed _____

Date _____

Name _____

Date for review: January 2022

Appendix 1: Control measures before and during the removal of asbestos

- Determine the type and condition of the asbestos
- Carry out a risk assessment to ascertain the extent of the exposure and who might be at risk. Decide what work methods are necessary to provide effective control of the risk including measures to ensure the asbestos does not spread.
- Decide if the work needs to be carried out by a licensed contractor based on the type and condition of the ACM, and the duration of the work.
 - All work with sprayed asbestos coatings and asbestos lagging and most work with asbestos insulation and asbestos insulating board (AIB) require a licence*
- If the work is not licensable, decide if the work needs to be noticed
 - If it doesn't need a licence, maintenance work on or around ACM's can be done with the appropriate controls in place in accordance with the specific tasks guidance sheets (HSG210 – asbestos essentials).*
 - Some non-licensed work also has additional requirements, ie notification of work, medical surveillance and record keeping – known as notifiable non-licensed work (NNLW)*
- Ensure those carrying out the work are suitably trained
- Draw up a suitable plan covering:
 - Scope of the work as identified by the risk assessment
 - Address and location where the work is to be carried out
 - Methods to be used for the work with the asbestos
 - Prevention and control measures for handling and disposal
 - Type of equipment, including PPE
 - Procedures for protection and decontamination
- Typical control measures required for work with asbestos are:
 - Sealed working enclosure connected directly to a decontamination unit (DCU) under negative pressure
 - Appropriate stripping techniques (wet stripping by injection, spraying or dry stripping using wrap-and-cut, gloves-bags, shadow vacuuming)
 - Appropriate hygiene and decontamination facilities
 - Suitable RPE that has been fit tested
 - Suitable PPE (disposable coveralls, gloves, footwear etc)
 - Suitable bagging and disposal waste
 - Air monitoring.