



# Asbestos Management Policy

This policy was approved and ratified by  
Wadebridge School in September 2024

This policy and its contents are made available to all Wadebridge School Staff and observed by all Trustees

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# WADEBRIDGE SCHOOL

## Asbestos Management Policy

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## **1.0 Asbestos Management Policy Statement**

Wadebridge School has a local Asbestos Management Policy which can be found within the former Cornwall County Council Asbestos Management Plan located on the bottom shelf within the Business Manager's office and also placed on the school website.

This Asbestos Management Plan sets out the actions taken within the school premises to manage Asbestos Containing Materials (ACMs) in accordance with The Control of Asbestos Regulations (CAR), best practice guidance and Cornwall Council policy.

The Cornwall Council policy was awaiting revision following a resurvey of its property. No update has been received by the school if this has been completed.

A copy of this plan and the premises asbestos survey and register, in addition to any other relevant information as detailed in the school's guidance, is held in a central folder which can be found on the **bottom shelf of the Site Team Leaders office**.

A copy of the Asbestos Management Plan – Management Recommendations and Record of Inspections are also included in the School Compliance File 1 located on the **bottom shelf of the Site Team Leaders office**.

This central folder will be made readily available to all those who need access to the asbestos documentation.

This plan has been developed in consultation with previous Cornwall Council guidance, the school's leadership team.

To ensure school employees, students, contractors and visitors to the premises do not disturb ACMs and are safe from potential exposure, the following effective asbestos management procedures are in place:

- A designated person/s responsible for the management of asbestos on the schools premises (referred to as the Responsible Person); including the updating of existing records.
- A system to ensure ACMs are identifiable through appropriate labelling and/ or colour coding.
- Provision of asbestos awareness training to relevant school employees and third parties as deemed necessary (including the keeping of appropriate training records).
- To periodically inspect ACMs on a regular basis as specified within the asbestos register.
- To periodically review this Asbestos Management Plan.
- Provide access to the asbestos management central folder to contractors carrying out maintenance and/ or construction works (this includes IT contractors) prior to the commencement of works.
- Ensure where deemed necessary, a refurbishment or demolition survey is undertaken when the school undertakes any construction works.
- Seek advice and guidance from suitably qualified and experienced UKAS accredited Competent Person/s, consultant or contractor on any asbestos related work activities that are to be undertaken (this may include, but is not limited to: re-inspections, asbestos removal works, environmental cleans, encapsulation works & air-monitoring).



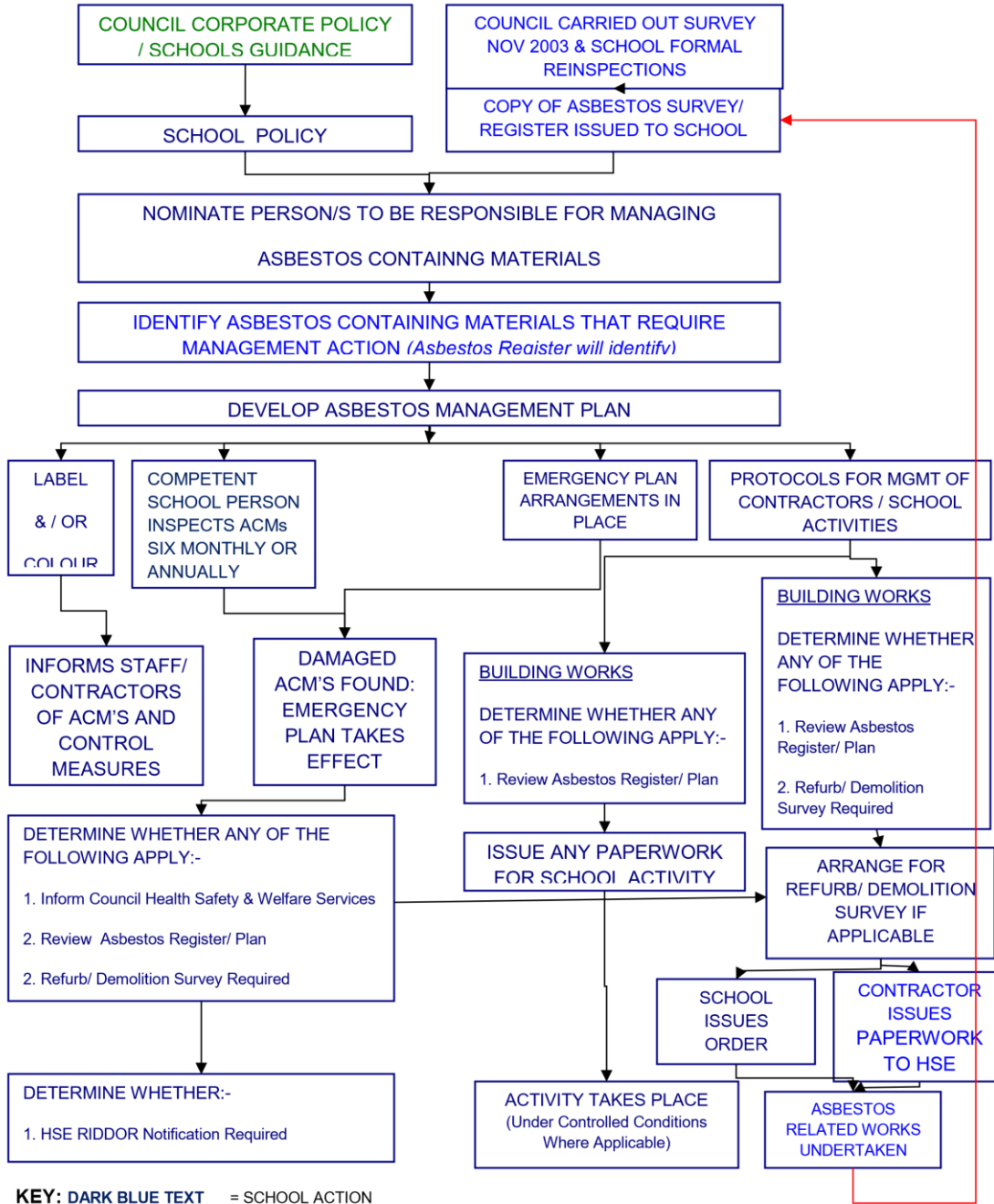
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- Consideration of Informing Cornwall Council of any instances of suspected exposure to ACMs and advise them of the action being implemented so that if necessary, the Council can provide professional assistance and guidance (refer emergency procedures).



**2.0 WADEBRIDGE SCHOOL MANAGEMENT FLOWCHART**



**KEY:** DARK BLUE TEXT = SCHOOL ACTION  
 DARK GREEN TEXT = COUNCIL ACTION

Update Asbestos Survey & Register with Details



### **3.0 Asbestos Management Plan**

#### **3.1 Duty Holder**

The school has appointed the Headteacher as the legally designated Duty Holder (unless an alternative person has been identified and appointed by the Trustee Board).

#### **3.2 Responsible Persons**

The following members of staff have been nominated by the Headteacher to be responsible for managing asbestos on the school's premises.

Business Manager - Lead Officer

Site Team Leader - Deputy

The members of staff detailed above have attended a recent asbestos awareness training course. Details of these records can be found in their training records held by the Site Team leader.

#### **3.3 Damaged ACMs / Emergency Procedure**

Where asbestos containing materials (ACMs) have been damaged, or damaged materials/suspected deterioration are identified during inspection processes the school will instigate the emergency procedure which is to evacuate the area concerned immediately and secure the area ensuring no access is permitted. Signage should be displayed and barriers erected to prevent unauthorised entry. All belongings and equipment to be left in-situ and not removed.

Contact the business manager or if unavailable the site team leader to implement the above and instigate the emergency procedure.

Review impact on the school's operational procedures i.e. if a classroom is affected, alternative teaching arrangements would need to be implemented as the classroom cannot be used, or if a corridor is affected which is a fire escape, an alternative means of egress requires to be established.

If considered applicable Contact Cornwall Council's Health Safety & Wellbeing Services and notify them of the damage and advise them the action being implemented which is to consist of contacting a UKAS accredited contractor or consultant to provide professional advice and guidance. This may include, but is not limited to inspecting the damage reported, arranging an air monitoring test and arranging and managing any associated remedial works required which could include encapsulation or removal and re-testing.

Maintain controlled access to the area until such time as formal clearance has been confirmed.

Maintain good communication with school staff and relevant other parties, providing updates as necessary to ensure the access arrangements are not breached.

#### **3.4 Asbestos Survey and Register**

The Asbestos Survey provides accurate information on the location, amount and condition of ACMs. The information in the survey report will be used to form the asbestos register which is a key component of the management plan for the school. The school will ensure that an up-to-date copy of the asbestos



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survey/register will be available on the premises. The main register is kept in the Site Team Leaders Office with a summary copy kept at main reception and readily accessible to any contractors.


### 3.5 Asbestos Containing Materials

The areas of the school which have asbestos containing materials (ACMs) that require management will be noted from the asbestos register within the asbestos survey report. A copy of the Asbestos Register is attached to this document. Controls for specific high-risk areas identified are included later in this plan at Section 4.0 (*Control measures for specific areas identified*).



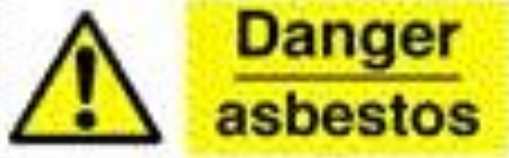

Where ACMs have been identified, the person/s named earlier in this plan as being responsible for managing asbestos will ensure that the materials are capable of being identified visually by all staff and contractors using the following:

Asbestos containing materials in classrooms, corridors and other areas accessible to all staff and pupils will be identified by a label/ sticker similar to those contained within the table below.

Asbestos containing materials in other areas will be labelled using labels commensurate with legislative requirements i.e. a 'tombstone' label (see table below).

<b><i>Examples of acceptable asbestos stickers/ labels to be used</i></b>	
<p>The following examples of labels/ stickers are suitable for use within the school premises as part of the management control procedures outlined within this Asbestos Management Plan.</p> <p>These examples are not extensive and other appropriate stickers/ labels may be used.</p>	<p><b><i>Asbestos 'tombstone' sticker – normal industry standard label used</i></b></p> 
	<p><b><i>Presumed asbestos sticker – used when similar materials have been proven to contain ACMs</i></b></p>



	
<p><b>Asbestos sticker –</b>  <i>An alternative to the ‘tombstone’ sticker highlighted above</i></p>	<p><b>Warning sticker –</b>  <i>Can be used in communal areas where ACMs are present; may be used in place of other types specified above which may cause unnecessary concern</i></p>
	

### 3.6 Staff Awareness

All staff within the school will be provided with relevant information on:

- Types and location of ACMs (via the Asbestos Register and Plan)
  - The visual means of identifying ACM’s (labels/colour coding)
  - How to avoid risks from asbestos (e.g. not disturbing)
  - How to report concerns about ACMs (e.g. to the Duty Holder)

New and temporary staff will as part of their staff induction to be introduced to the control of asbestos containing materials in the school and their known locations by the Business Manager outlining the Management Plan procedures and the location of the Asbestos Management Plan including this policy within the digital ‘Staff Handbook’.

All members of staff can raise concerns that they may have with ACM’s, it’s locations and methods of work in its vicinity initially through the school helpline and/or direct with the Business Manager.

Asbestos related work such as removal is planned over holiday periods.

Notice of all work included within ‘holiday work programmes’ which are compiled for Trustee meetings and Senior Leadership Team and will be communicated to staff via an all staff email.





### 3.7 Monitoring and Inspection

The school will ensure formal visual inspections of all known ACMs are carried out as stipulated within the Asbestos Register, recording the details of such inspections in the Building Compliance spreadsheet that is reported to FAR Committee at least twice a year.

Formal visual inspections of retained ACMs (where able to be inspected) will be conducted on at least an annual basis, by the Competent / Responsible Persons with the main school buildings inspected by Business Manager and / Site Team Leader. The majority will be conducted and recorded on a six-monthly basis.

Any damaged or deteriorated materials found will be reported according to the procedures detailed earlier in this plan at Section 3.3 (*Damaged ACMs / Emergency Procedure*).

### 3.8 Works and Visitor Protocols

#### 3.8.1 Contractors

Everyone attending the school to carry out any works will be required to access and review the asbestos survey, register and plan before undertaking any work.

This will be provided by the person/s responsible for managing asbestos as previously described in this plan or other relevant member of staff within the school.

All contractors undertaking any work will be required to sign that they have reviewed the asbestos survey, register and plan. The signing sheet is within the summary Asbestos folder at main reception.

Where there are ACMs that are to be worked on or nearby, no work will take place until an appropriate risk assessments and method statements (RAMS) of work is produced by a specialist UKAS licenced asbestos removal contractor and all HSE notification procedures given within the time scales for the HSE to authorise prior to works commencing.

All clean air tests **must** be taken and certificated that the area/s are safe to enter on completion of the works.

#### 3.8.2 Emergency Services

Emergency Services personnel attending site must be given access to the asbestos survey, register and plan on arrival.

### 3.9 Minor Maintenance and Refurbishment or Demolition Works

Where minor works of a maintenance nature are necessary the Asbestos Management Process Chart stages are to be followed.



Where the school commissions any construction works involving an upgrade, refurbishment or demolition work a refurbishment or demolition survey will be undertaken as necessary to locate and describe, as far as is reasonably practicable, all ACMs in the area where the work will take place.

This will be undertaken in accordance with the requirements of the Health and Safety Executive guidance HSG264.

Where necessary, the school will seek further advice and guidance from the Council's Health, Safety and Welfare Services on the contact details specified earlier in this plan.

### 3.10 Asbestos Works and Removals

The school will ensure that any works undertaken involving ACMs will be carried out within the requirements of the Control of Asbestos Regulations 2012. Guidance from the Health and Safety Executive can be found at: <http://www.hse.gov.uk/asbestos/index.htm>.

Control measures will be detailed in the risk assessments and method statements provided by the contractor.

The school asbestos register will be updated accordingly following completion of the asbestos related works by the Business Manager both for the hard and digital copies.

Where the school requires further guidance in relation to the Control of Asbestos Regulations 2012, the support of the Council's Health, Safety and Welfare Unit or an external UKAS accredited consultant or licenced asbestos removal contractor will be sought.

### 4.0 Control Measures for Specific Areas Identified

This section outlines specific control measures adopted by the school, which are outside of the normal adopted practices, for ACMs which staff, visitors, emergency services attending site and/or contractors must be made aware of.

***There are presently no specific control measures in place outside of the normal adopted practices.***