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Asbestos Management Policy

This policy applies to all pupils at Widford Lodge School including those in the EYFS

**Reviewed & approved by Proprietor September 2026
Next Review September 2027**

THE MANAGEMENT OF ASBESTOS POLICY

Introduction

The purpose of this policy is to provide advice and instruction for all persons involved in work with asbestos containing material (ACM) in connection with Widford Lodge School (the School). The School recognises and accepts its responsibilities to ensure the effective and safe management of ACM within its premises in accordance with current Health and Safety (H&S) legislation. The Proprietor has ultimate responsibility for health and safety matters, including the management of ACMs in the School. The School understands that the identification of ACMs and communication of their extent, condition and location are crucial to asbestos management and that when ACMs are in good condition, the best way to manage them is to be aware of their location and to ensure that work activities do not adversely affect their current condition, however when they are in poor condition, the school understands that the best way to manage them is to appoint a competent person to either remove them or encapsulate them, with all work to be carried out following current Control of Asbestos Regulations.

The School will make use of information gathered from the most recent asbestos management survey that identifies the location, type and condition of ACM within the premises. Such information has been recorded on a register and will be communicated to employees, contractors and occupiers as necessary to ensure the health, safety and welfare of all persons who may be affected by work that may present a risk of asbestos fibre release.

The asbestos file containing the management surveys and inspection paperwork is located in the office.

Only persons who have received adequate information, instruction and training will be authorised to carry out sampling, encapsulation and removal work involving ACM.

Where the presence of ACM is found or strongly suspected, a hierarchy of control measures will be followed;

- Any asbestos products that are undamaged (as determined by a suitably qualified person on an individual basis), such as roofing sheets, guttering and flue pipes, which do not constitute a hazard, may remain in place but their condition must be monitored on a regular basis by the person(s) nominated as responsible for the building.
- Where ACMs become damaged, an assessment will be carried out by a suitably qualified person to determine if further action is required to reduce the level of risk to as low as reasonably practicable. Any recommendations advised, such as repair, encapsulation or removal, will be completed using approved methods by a competent person. All work carried out must be recorded in the asbestos register and other relevant documentation.
- Where ACMs are determined to be in a condition that presents a risk to health, or may be disturbed by maintenance work, they will be removed by an approved method by a suitably qualified person.

- All work involving such materials will be subject to a Permit to Work system to ensure all necessary precautions are taken and qualified persons carry out the work.
- The School recognises that revisions under the Control of Asbestos Regulations 2012 require some non-licensed asbestos work to be notified to the HSE. Similarly the School understands that brief records must be kept of all non-licensed work, which has to be notified e.g. copy of the notification with a list of workers on the job, plus the level of likely exposure of those workers to asbestos. This does not require air monitoring on every job, if an estimate of degree of exposure can be made based on experience of similar past tasks or published guidance.
- The condition of all ACMs or materials suspected of containing asbestos will be inspected at agreed intervals within the management plan to ascertain that there has been no damage or deterioration. Where damage or deterioration is found, the ACM will be reassessed and repaired or removed as appropriate.

Statement of Intent

It is the policy of the School to ensure that, as far as is reasonably practicable, no persons are exposed to risks to their health due to the exposure of any ACM that may present within the premises. This includes pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.

The School's Asbestos Policy conforms with the general requirements of the Health and Safety at Work etc Act 1974, and the Control of Asbestos at Work Regulations 2012 (as amended). The policy and procedures will apply to all buildings and all individuals therein, without exception.

The policy will ensure a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Guidance Notes, the Department for Education's advice Managing Asbestos in Your School 2015 and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation. The policy applies to all relevant school activities, including suitable measures to address unforeseen incidents and emergency situations involving asbestos.

The Health and Safety Committee shall be tasked with reviewing and revising, where necessary, the policy and procedures to meet with continuing requirements as necessary and at least annually.

This policy document should be read in conjunction with the School Health and Safety Policy. All staff are aware of this policy.

Management of Asbestos - Responsibilities

All those who have responsibility for the control and maintenance and/or repair of the School premises have a duty to manage the ACM present in the premises.

The Proprietor, on behalf of the Governing Body has ultimate responsibility for health and safety matters including the management of ACM in the school and will ensure that:

- This policy is reviewed annually or after any operational changes or significant asbestos related incidents to ensure the provisions remain appropriate for the activities undertaken
- adequate resources, systems and competent persons are in place to support the safe management of ACMs
- reports are received and reviewed on asbestos related incidents, near misses, concerns, training compliance and identified risk trends
- reasonable steps are taken to determine the location and condition of materials likely to contain asbestos;
- that in all cases where works are proposed, it will be presumed materials contain asbestos unless there is strong evidence that they do not;
- an up to date record of the location and condition of the ACMs or presumed ACMs in the premises is created and maintained;
- the risk of the likelihood of anyone being exposed to fibres from these materials is assessed and the risk managed safely;
- an Asbestos Management plan is prepared setting out how the risks from ACMs are to be managed;
- the necessary steps are taken to put the plan into action;
- the plan is reviewed and monitored periodically to ensure its effectiveness;
- information on the location and condition of the materials is provided to anyone who is liable to work on or disturb ACMs;
- an emergency plan on the procedures to be followed if any ACM is accidentally damaged or disturbed is formulated; and
- all asbestos-related incidents and ill health are reported, investigated and any necessary remedial action taken.

The Site Manager will ensure that he:

- Knows the location and condition of all identified ACMs on the premises;
- Undertakes any required training, understands limitations of any asbestos surveys and does not access areas or work on potential ACMs that have not been surveyed;
- Knows the controls and emergency procedures that have been identified in the asbestos survey, Asbestos Management Plan and relevant risk assessments;

- Reports immediately any concerns about potentially unidentified ACMs or damage to known ACMs to the Proprietor;
- Undertakes asbestos awareness training before carrying out any work activities that require him to work in the vicinity of ACMs, and at least annually thereafter;
- Liaises with contractors to ensure that they are aware of the presence of ACMs and associated controls relevant to their proposed work activities; and
- Adheres to the emergency procedures set out in the Asbestos Management Plan in the event that any ACMs are accidentally damaged or disturbed.

With regard to contractors, the site manager will ensure that:

- all work with ACMs must be completed following the current Control of Asbestos Regulations and approved Code of Practice;
- projects which need to disturb ACMs are identified within the project plan. The ACMs must then be removed or encapsulated in accordance with regulatory requirements and the approved project scope, timescales and funding;
- contractors liaise and consult with the site manager regarding the location and condition of known ACMs, and refer to any available Asbestos Survey Report and the Asbestos Register;
- more detailed survey work is carried out as necessary, prior to any intrusive work at the school;
- employ as necessary, a competent professional to coordinate and arrange removal or encapsulation of ACMs;
- if during the course of a contract, material suspected of being/containing asbestos is discovered, the material should not be disturbed. The site manager must be notified immediately, and access to the area restricted to all personnel until a suitable course of action is discussed and agreed with the Proprietor.

All Employees should ensure that they:

- take care of their own health and safety with regard to ACMs;
- make sure others are not put at risk by their actions or omissions;
- are aware of the location and condition of all identified ACMs in their work area and are familiar with the controls that have been identified in the Asbestos Survey;
- report any damage to known ACMs to the Proprietor;
- attend any relevant asbestos training if appropriate to their jobs;

- report shortcomings or problems regarding the provision of relevant asbestos information and the conduct of others on the school site.

Management of Asbestos – Organisation and Arrangements

The Proprietor will ensure robust systems are in place:

- To produce an asbestos survey, an asbestos management plan and an asbestos register to ensure all buildings are surveyed to identify any ACMs and to regularly review and update these documents.
- To implement and maintain an appropriate system for the management of all ACM identified in the asbestos register.
- To ensure the prevention of exposure to hazards associated with ACM to pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.
- All buildings will be assumed to contain ACM unless there is evidence to prove otherwise.
- To ensure that an appropriate system is installed, maintained and implemented for the management of all ACM identified in the register.
- To maintain all ACMs in a condition that prevents harm to health.
- To implement an effective management strategy in order that appropriate measures such as encapsulation, labelling, inspection, and working with or removal of the material can be safely undertaken.
- To provide information on ACM to contractors and others who may be working in areas with, or near, asbestos as identified in surveys or assumed to be present. This may include a separate signing in book for contractors that requires them to consult the ACM register.
- To annually review the Asbestos Management Policy and asbestos management plan.
- To promote awareness of the risks from ACM and School management procedures and induction of relevant staff.
- To ensure that all contractors and subcontractors engaged to carry out work on any of the School buildings are provided with a summary listing of all locations that contain, or are strongly suspected of containing, asbestos to ensure that the appropriate procedures and precautions are followed.
- To ensure that any ACM that may be present in any of the buildings are maintained in a condition so as to prevent the possibility of any harm to health occurring.
- Ensure a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Guidance Notes, and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.

- Provide adequate resources to ensure the provision of appropriate information, instruction and training.
- Ensure that only licensed contractors and/or subcontractors, in accordance with the Approved Code of Practice, carry out all work to ACM, irrespective of the length of time any job is to take or the type of asbestos to be worked on.
- To ensure that only contractors licensed by the HSE will be used for the removal of asbestos-containing materials unless the work involves the removal of materials in which asbestos fibres are firmly linked in a matrix and the exposure during the removal process is likely to be sporadic or of low intensity.
- To ensure that contractors hired to carry out building or allied trade work that will involve minor work with asbestos or ACM must comply with the Control of Asbestos Regulations 2012 including non notifiable work.

Details of Surveys and Inspections

The school has an asbestos survey, an asbestos management plan and an asbestos register, which are regularly reviewed and updated as necessary. The School arranged for an initial Type 2: Standard sampling, identification and assessment survey to be carried out in 2009. This identified a small number of areas where asbestos was detected. These were labelled with circular stickers and staff were informed. The areas were inspected annually and this was logged.

In 2013 a re-inspection was carried out. This advised remedial action be taken with regard to encapsulating, removing or insulating certain boards and pipework. This work was actioned in January 2014.

In 2015 a re-inspection was carried out. This did not advise of any remedial action. The five remaining areas with asbestos-containing materials were then included on a programme of re-inspection by the school at the intervals advised in the report. Staff are advised at induction and reminded annually of the locations of the sealed asbestos and the circular disks remain in place as a visual reminder. Areas that could not be inspected are marked with a small circular disk and their whereabouts are recorded in the asbestos register.

ASBESTOS INCIDENTS – EMERGENCY ACTION

In the event that damage occurs to known ACM, all staff, pupils and visitors within the area must vacate the area immediately and the Site Manager must be notified without delay.

Emergency Procedures

- Warn anybody who may be affected;
- Exclude from the area anyone not needed to deal with the release;
- Identify the cause of the uncontrolled release;
- Regain adequate control as soon as possible;

- Make sure anyone in the work area affected who is not wearing personal protective equipment (PPE), including respiratory protective equipment (RPE), leaves the affected area immediately. Minimise the spread of asbestos by ensuring they are suitably decontaminated; clean up dust and debris (see HSE guidance note em7);
- Decontaminate anyone who is contaminated with dust and debris;
- Ensure rags, clothing or PPE is decontaminated or disposed of as contaminated waste; consider lone and/or remote workers to ensure they can alert someone if necessary.

The Site Manager will assess the situation and take appropriate action with advice from competent consultants and in the light of the risk set out in the register. Where there is risk of fibres being released or having been released into the air he will arrange for the affected area/s to be evacuated, locked and sealed off using asbestos hazard tape and polythene sheeting to minimise any possible spread of asbestos fibres into adjoining areas.

In such cases:

At no time should any person enter the contaminated area.

The Site Manager will contact the School approved Asbestos Removal Contractor (ARC) for attendance on site to decontaminate the affected area/s and remove ACM as deemed necessary.

The Site Manager will also contact the School approved asbestos consultant / analyst and instruct them to undertake air tests and visual inspections.

The area/s will remain closed until a certificate of reoccupation is issued by the consultant / analyst.

The Proprietor and the Site Manager will investigate the circumstances of the uncontrolled release of asbestos fibres to ascertain that the Asbestos Policy has been adhered to.

Record of exposure and health checks

In the event of a release of asbestos fibres (other than a very minor amount) to which an employee/occupant of the School (i.e. member of staff or pupil) becomes exposed, the Proprietor shall ensure that a record is kept of what happened and which occupant(s) might have inhaled the fibres.

Where exposure to asbestos is known, or believed to have exceeded current control limits as set out in the Control of Asbestos Regulations 2012 guidelines, medical/health surveillance and counselling will be arranged by the Proprietor for any occupant who has been exposed, and a health record maintained.

Further Guidance

Further guidance is available from the legislation relevant to this document, enforcing bodies and organisations such as the Trade Unions and Judicium Education. The following are some examples. The H&S lead in the School will keep under review to ensure links are current.

- HSE
<https://www.hse.gov.uk>
- HSE - Checklist for Schools
[Asbestos management checklist for schools - HSE](#)
- HSE - Managing asbestos in School - Frequently asked questions
[Frequently asked questions - HSE](#)
- Department for Education - Managing asbestos in your School
[Managing asbestos in your school or college - GOV.UK](#)

Further Resources

- Public Health England - Asbestos: health effects, incident management and toxicology
<https://www.gov.uk/government/publications/asbestos-properties-incident-management-and-toxicology>
- National Education Union (NEU) - Asbestos in School
[Asbestos in schools | National Education Union](#)

Appendix 1 – Asbestos management plan: to be followed prior to any work being done on areas containing asbestos.

The Proprietor is responsible for managing asbestos, as outlined in this Asbestos Management Policy.

The asbestos register is kept up to date by the Proprietor as outlined in this Asbestos Management Policy and robust systems are in place for the Site Manager to monitor the materials' condition. ACMs in good condition are managed by ensuring awareness of their location and by taking all necessary precautions to prevent any work activities from adversely affecting their condition. ACMs in poor condition shall be managed by appointing a competent person to remove or encapsulate them, with all work carried out in accordance with the Control of Asbestos Regulations 2012 and relevant HSE guidance.

The Proprietor is responsible for ensuring that contractors are advised of the precise location of asbestos prior to any work being done and that an appropriate contractors' agreement is signed. Any works will be fully documented and timescales communicated.