



Elmsleigh
INFANT & NURSERY SCHOOL

Grow to be the best we can be

Asbestos Policy

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Policy Owner: Miss Ruth Sammé (School Business Manager)

Ratified: Mrs Nicola Price (Headteacher)



Elmsleigh Infant and Nursery School Asbestos Policy

Introduction

Elmsleigh Infant and Nursery School is committed to ensuring the health, safety, and welfare of all pupils, staff, visitors, and contractors by effectively managing Asbestos Containing Materials (ACMs) on-site. This policy complies with the *Control of Asbestos Regulations 2012* and outlines roles, responsibilities, and procedures to minimize risks associated with asbestos.

Policy Statement

The presence of asbestos in buildings does not inherently pose a risk to health unless the material is disturbed or damaged, releasing fibres into the air. Elmsleigh Infant and Nursery School aims to prevent exposure by effectively managing ACMs through robust procedures and regular monitoring.

The school will ensure that:

- No persons are exposed to health risks due to ACMs.
- Any ACMs identified are documented, monitored, and maintained in safe condition, or safely removed if deemed necessary.
- Procedures comply with all relevant asbestos legislation, Approved Codes of Practice, and Health and Safety Guidance Notes.

Appointed Persons and Responsibilities

The appointed individuals responsible for managing ACMs are:

Headteacher: Nicola Price

School Business Manager (SBM): Ruth Samme

Premises Officer: Scott Goodfellow

These individuals have the training, authority, and resources necessary to ensure that ACMs are managed effectively.

Additional Staff Roles

Caretakers, site supervisors, key holders, and other staff who interact with the building fabric are also trained and informed to support the management of ACMs.

Training Requirements

Appointed Persons

- Asbestos Management (Duty to Manage).
- Refresher training and regular updates are provided to maintain compliance and preparedness.

Other Staff

- Annual asbestos awareness training for all staff, including new starters, emphasizing the importance of reporting concerns and avoiding contact with ACMs.
- Staff sign the asbestos register annually to acknowledge understanding.

Asbestos Management Procedures

OHS manages the asbestos register and performs annual re-inspections.

Asbestos Survey and Register

- A comprehensive asbestos survey has been conducted, and the findings are recorded in an asbestos register, detailing the location, type, and condition of ACMs.
- The register is accessible to authorised personnel, including staff, volunteers and contractors, and is regularly updated following inspections or any asbestos-related work.
- OHS provides air monitoring, bulk sampling, and intrusive surveys for refurbishment or demolition projects.
- Licensed contractors handle all ACM removals, with independent air monitoring and clearance certificates required before reoccupation.

Asbestos Management Plan

An asbestos management plan is maintained, outlining measures to monitor, manage, or safely remove ACMs.

Regular inspections ensure that ACMs remain undisturbed and in good condition.

Asbestos Labelling

Elmsleigh does not label ACMs within the school premises, despite some legacy labelling remaining from previous management systems. Instead, all ACM locations are documented in the asbestos register, and information is provided to relevant personnel.

Testing and Risk Mitigation

Ad hoc asbestos testing will be conducted by licensed professionals where suspected ACMs are identified or concerns about existing materials arise.

Based on risk assessments, appropriate measures such as encapsulation, sealing, or removal will be implemented.

Staff Awareness

All staff are informed about ACMs through the asbestos register. They must review and acknowledge this information before undertaking any work that may disturb building materials.

Staff are instructed to report any damage or concerns immediately and to avoid disturbing materials that may contain asbestos.

A red box containing the asbestos register and emergency procedures is accessible on-site.

Contractor Awareness

Routine maintenance contractors are briefed on ACM locations and restricted from disturbing these materials without prior assessment and approval.

Contractors are briefed using the Contractor Hazard Exchange Form and must sign the Asbestos Register. Permits to work and Intrusive Assessment Forms are completed for planned and emergency work.

For construction or refurbishment, asbestos management is integrated into the project brief. R&D surveys are conducted, and all removal activities are completed by licensed contractors with independent air monitoring.

Emergency Procedures

In the event of accidental damage to ACMs, the affected area will be evacuated, secured, and assessed by licensed professionals. Remedial actions will be undertaken promptly to minimise risks. All incidents are recorded, and reoccupation certificates are retained

Record Keeping and Monitoring

Records of asbestos inspections, testing, and remedial work are maintained as part of the asbestos management plan. These records are reviewed annually or following significant changes to regulations or premises.

Review and Compliance

This policy will be reviewed annually or as required by changes in legislation, premises modifications, or asbestos management needs.

Related Policies and plan:

- Health and Safety Policy
- Premises Management Policy
- Asbestos Management Plan