



**Asbestos**

**Compliance Code**

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Annex A – WNAT Asbestos Management Plan (AMP) Template

## 1.0 Introduction

### 1.1 What is asbestos?

Asbestos is a naturally occurring fibrous mineral silicate. It was widely used between 1950 and 1980 though some types of asbestos continued to be used after this time. The use of all asbestos types was finally banned in 1999 and so any structures built from 2000 onwards should not contain asbestos containing materials (ACMs). It was used for many purposes in building construction such as noise and thermal insulation, and as a fire-resistant material due to its physical and chemical properties and low cost. Asbestos Containing Materials (ACMs) are therefore likely to be present in West Norfolk Academies Trust (WNAT) buildings.

It was most widely used in:

- Ceiling, floor tiles and Artex finishes
- Equipment and vehicle parts
- Spray coatings on steel work, concrete walls and ceilings
- Insulation lagging on pipe work and boilers
- Roof sheeting, gutters and pipes
- Fire resisting structures such as fire doors (e.g. asbestos boards fixed to or sandwiched within doors) and wall partitions

### 1.2 What are the dangers?

Asbestos is the biggest single occupational health issue in the UK. Known ill health effects include:

- Asbestosis (irreversible scarring of the lungs)
- Asbestos related lung cancer
- Mesothelioma (cancer of the lining of the lungs or stomach)
- Pleural plaques (localised scarring and thickening of the pleura) and pleural thickening (extensive thickening of the pleura)

Breathing in air containing asbestos fibres may lead to the development of one of these asbestos related diseases. Asbestos fibres are so small they cannot be seen by the naked eye. Diseases resulting from exposure can take between 15 and 60 years to develop.

Exposure does not mean that disease will inevitably occur but as a safe threshold for these diseases has not been found, exposure should be avoided altogether. However, it is very unlikely that single or repeated low-level exposures will lead to asbestos related diseases. High exposures for long periods are more clearly linked to these diseases.

Wherever ACMs are located there is a potential for exposure if asbestos fibres are released. Fibre release is most likely to occur if ACMs are disturbed and/or damaged. The level of fibre release is dependent upon the type and composition of the ACM and the extent of any damage. Those most likely to be exposed to asbestos fibres are workers engaged in maintenance, decoration and repair work. Specifically, care must be taken when:

- Undertaking general construction and maintenance work
- Stripping out old insulation, removing internal walls, textured paints, plasters and ceiling tiles containing asbestos.
- Undertaking demolition and clearance of sites
- Routine installation, repair and maintenance work by plumbers, electricians, carpenters, caretakers and other trades people takes place
- Excavating contaminated ground

- Handling items in museum collections containing asbestos, including those used in school for pupil learning. (There is separate guidance on these items)
- Maintaining vehicles e.g. removal of brake pads and clutch linings
- Installing IT networks

The responsibility to manage ACMs in an appropriate manner is a shared one. The School, through its management structure, should have allocated specific responsibilities and functions to designated employees to manage and control the risk. Responsibilities also lie with contractors and others who may also work in or use the premises. This compliance code outlines the detail of all these responsibilities.

It is important to note that since changes to insurance cover in 1993, a 'latent disease' such as one resulting from exposure to asbestos is classed as an uninsurable loss and cannot be offset against Employers or Public Liability Insurance. Therefore, any civil claim for exposure after this change in insurance policy would have to be met directly from school funds.

## **2.0 The requirement to manage asbestos**

Due to the health effects associated with asbestos, all work with ACMs is regulated and controlled. The primary objective is to manage asbestos risks in premises to prevent exposure or reduce it as far as is reasonably practicable. In order to do this there are specific requirements placed on the school and its employees. These are:

- Take reasonable steps to find materials likely to contain asbestos within our premises;
- Presume materials contain asbestos, unless there is strong evidence to suppose they do not;
- Assess the likelihood and the risk of anyone being exposed to asbestos from these materials
- Make a written record (Survey) of the location and the condition of the ACMs (and presumed ACMs) and keep it up to date;
- 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;
- Prepare an asbestos management plan and put it into effect to ensure that:
  - Information on the location and condition of ACMs is given to people who may disturb them during work activities;
  - Any material known or presumed to contain asbestos is kept in a good state of repair;
- Monitor the condition of ACMs and presumed ACMs; and
- Review and monitor the action plan and any arrangements identified as necessary for its implementation
- Provide relevant training to those staff with a role in ensuring ACMs are properly managed

The definition of premises is a wide one and includes structures other than buildings such as roads, culverts and bridges.

The requirement to undertake an assessment of the risks also covers planned work involving asbestos. In such cases a risk assessment must be undertaken before the work commences. A plan of work must be produced detailing how the work is to be carried out and exposure to asbestos prevented or reduced to as low a level as is reasonably practicable.

**Employees must not knowingly undertake work with or on ACMs. Further details are provided in this document.**

## **3.0 Responsibilities**

### **3.1 West Norfolk Academies Trust (WNAT)**

West Norfolk Academies Trust is the employer and therefore the duty holder as per legislation.

### **3.2 Executive Headteacher**

The Chief Executive, as the officer in charge of WNAT, is ultimately responsible for ensuring the responsibilities of the duty holder are carried out through the management structure of the organisation.

### **3.3 Chief Finance & Operations Officer (CFOO)**

The CFOO has overall responsibility for ensuring arrangements are in place for the effective management of asbestos. In particular they are responsible for ensuring that this Compliance Code is implemented and that appropriate training is provided for those with local responsibility for compliance.

### **3.4 Trust Estates Manager (EM)**

The Trust EM is responsible for monitoring of the arrangements to ensure asbestos is managed effectively across all sites in line with this compliance Code.

### **3.5 Headteachers and others holding delegated management responsibilities (Site Managers)**

Headteachers retain overall responsibility for H&S requirements at their respective school sites. It is however, acceptable to delegate the day to day management to others as deemed necessary. Responsibility for Asbestos includes

- Undertake Asbestos Awareness training
- Ensure this Compliance Code is implemented in premises for which they have overall or delegated responsibility.
- Ensure that an annual Asbestos Survey (Paragraph 5) is conducted by a suitable qualified and competent person for all buildings within their Area of Responsibility
- Ensure that the WNAT Asbestos Management Plan (AMP) is complete, up to date and available for inspection along with the Asbestos Survey
- Ensure that all employees and occupiers of buildings they control are made aware of the findings of the Asbestos Survey and the Asbestos Management Plan
- Ensure that consideration is given to potential Asbestos prior to any maintenance, construction and redevelopment work
- Ensure that where employing staff whose function/role means there is the potential they might disturb hidden/unknown ACMs (e.g. during building maintenance/repairs, ICT installations etc) that the relevant staff have
  1. Completed appropriate annual Asbestos Awareness Training
  2. Have suitable experience and competence to carry out the required work
- Ensure that no work is carried out by school staff on known or presumed areas of Asbestos Containing Materials (ACM)

### **3.6 Caretakers, IT staff and other staff**

Section 7 of the H&S at Work act 1974 states that

'Workers have a duty to take care of their own health and safety and that of others who may be affected by their acts or omissions at work'

Therefore, those employed within a role that may include work likely to expose them, or others, to hidden/ unknown ACMs are to

- Complete an annual Asbestos Awareness training course
- Refer to the Asbestos Survey and Asbestos Management Plan prior to conducting any works with a potential to expose them or others to ACMs
- Highlight concerns regarding ACM to the Relevant responsible person.
- Act accordingly to reduce pupils to potential exposure to ACMs

### **3.7 Contractors**

The Site Asbestos Survey is a low-level document that provides information on observable areas or areas known to potentially contain ACMs through experience. It is not an intrusive survey. Therefore, when commissioning a construction/ Improvement project the contractor awarded the works is to ensure that Asbestos checks are conducted to suitably confirm the requirements associated with potential ACMs.

Information gathered is to be shared with the site's responsible person.

### **3.8 Management of buildings where no asbestos has been identified**

Some premises or parts of premises built pre-1999 may have had an asbestos survey carried out that did not identify the presence of any ACMs. Similarly, some premises where ACMs were identified may have subsequently had these removed, either because they presented a high risk or because the opportunity arose to do so as part of a wider programme of works.

However, it is important to note that even if no ACMs were identified (and detailed in the asbestos register); this does **not** mean the building is guaranteed to be asbestos free. Therefore, unless managers have confirmation from the architect or builder that no ACMs were used in the construction of the building; they should presume that ACMs are present. In these cases, those with responsibility should:

- Ensure that prior to any maintenance work, additions or modifications to the premises, appropriate checks are made to determine whether additional surveying is required and if so, that any findings are actioned.
- Seek advice about any material they are concerned about and if necessary arrange for reassurance sampling and testing to be undertaken.

## **4.0 Training**

All staff employed within a role that requires the management of Asbestos or the potential exposure to ACMs as part of their role requirements are to complete annual Asbestos Awareness Training.

Records of training are to be retained.

## 5.0 Asbestos Survey requirements

### 5.1 Key requirements

The following key points relate to asbestos surveys and are expanded upon throughout section 5.

- Surveys need to be carried out of all premises to identify potential ACMs
- This can involve samples being taken for analysis or otherwise a presumption being made that ACMs are present
- There are two types of asbestos survey:
  1. Management surveys (Paragraph 5.2)
  2. Refurbishment and Demolition (R&D) surveys (Paragraph 5.3)
- Management surveys are intended to assist with the identification and management of ACMs that might be impacted on during normal operation/occupation of the building
- R&D surveys (including localised invasive surveys) are required prior to invasive works taking place
- All Asbestos survey findings need to be provided to contractors before works begin and contractors should not start work without first checking this has been done.

### 5.2 Management survey

A management survey is the standard survey and its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs which could be damaged or disturbed during normal occupancy and to assess their condition.

**Due to their limitations, the contents of a management survey cannot be relied upon as confirmation that there are no ACMs hidden within the fabric of a building. This is particularly important when planning and undertaking invasive works. Cases do occasionally arise where concealed ACMs are damaged due to a management survey being inappropriately relied upon.**

Management surveys will often involve minor intrusive works and disturbance such as when taking samples of suspected ACMs for analysis. The extent of this intrusion will vary between premises e.g. the type of premises, nature of its construction, accessibility of all areas etc. The areas inspected should include: under floor coverings, above false ceilings (ceiling voids), lofts, inside risers, service ducts and lift shafts, basements, cellars, underground rooms, under crofts etc. (this list is not exhaustive).

A management survey will include an assessment of the condition of the various ACMs identified and their ability to release fibres into the air if disturbed. This assessment will give a good initial guide to the priority for managing ACMs as it will identify the materials which will most readily release airborne fibres if they are disturbed.

The survey will usually involve sampling and analysis to confirm the presence - or absence - of ACMs. If sampling is not undertaken, suspected ACMs can be presumed as containing asbestos. Therefore, it is possible an asbestos survey may utilise a combination of sampling and presumptive methods; or either method on its own. Where it is not known for certain if a material is (or isn't) an ACM; it should be presumed and treated as being an ACM until confirmed otherwise. Any materials presumed to contain asbestos should also have their condition assessed.

### **5.3 Refurbishment and demolition (R&D) survey**

As described in 5.2, the information contained in a management survey report is gained from a largely non-invasive survey that is unlikely to have identified ACMs hidden within the construction of the building, or where access was especially difficult e.g. inaccessible loft spaces.

A R&D survey on the other hand, is an invasive/destructive method of survey intended to identify materials hidden within the inner fabric of the building. The need for a R&D survey (which could be considered on a localised basis depending on the extent of the works) should be considered before maintenance, refurbishment, demolition or upgrade works are carried out that may lead to any unknown, concealed ACMs being damaged.

It is important to note that many asbestos releases occur because invasive works are carried out without an appropriate level of survey having been first undertaken. Such works are often large scale e.g. the demolition of an entire building, extensive re-cabling works or the removal of large fixed structures or plant. Equally though, they can in some instances include routine, minor works such as drilling into structures where the management survey hasn't been invasive and so, for example, hasn't accessed behind superficial materials such as fascia's and panelling.

### **5.4 Process for considering whether additional surveying is necessary**

If a project is being undertaken the responsible project manager must ensure the need for any additional surveying is properly considered. If it is needed, this must be done prior to any works commencing.

Though information on the presence of ACMs needs to be made available to contractors, they must not undertake invasive works without first satisfying themselves an appropriate survey has been carried out and that there is no risk of their work disturbing hidden ACMs.

In most instances, the need for additional surveying for larger works will be obvious. This may not be the case though for less significant but still invasive works and so the following process is provided to help determine whether additional surveying is needed. You must be able to demonstrate before allowing any invasive works to take place, that the process/points below have been considered and so the Site General Risk Assessment should document the findings from the below.

1. Establish whether the building (or the parts of the building to be worked on) was constructed after 1999. The use of asbestos was phased out over many years until finally all types were banned in 1999 and so any structures built from 2000 onwards should not contain ACMs. Therefore, it would be safe for the work to go ahead. If constructed before 2000 then;
2. Establish if the work is to be carried out to known non-ACMs (such as brick, wood, UPVC, metal, breeze blocks, concrete, glass, natural stone etc) and if so, that it also wouldn't affect any possible underlying, unknown ACMs (e.g. four-inch holes aren't being drilled through a one-inch wood panel and into unknown materials behind). If work is taking place on a known non-ACM, it would be safe not to carry out any further invasive survey;
3. Check the site Asbestos Survey as these will often contain information on materials that were tested and confirmed as non-ACMs. Note though; even if ACMs are not identified (or were tested and found not to be ACMs), you will still



need to consider whether there is the potential for unknown, underlying ACM's to be damaged (as discussed in 2)

4. Review other information that may be available. For example; Check the site AMP for previous works completed, look at previous surveys to see if any materials were encapsulated, contact people with knowledge of the building (e.g. building surveyor, long serving staff members etc) to gather further information e.g. if a refurbishment has been carried out previously or if it is known whether the plasterboard to be drilled through is covering only a bare faced brick wall.
5. If you cannot be certain ACMs won't be impacted upon; consider whether the work you are planning can be done differently to reduce the risk of damaging underlying materials e.g. surface mounting cables into a known non-ACM instead of drilling/chasing through it and into unknown structures behind. If the work cannot be undertaken differently and;
6. If from the information gathered in the above steps you cannot be certain there are no concealed or unidentified ACMs in the area where the work is to take place; an additional, generally localised, invasive survey must be arranged. Alternatively; presume that the work may disturb hidden ACMs and ensure any work carried out treats it as such

**Note: it is WNAT policy that staff should not carry out work on known or presumed ACMs**

For major works, comprehensive (i.e. not localised) R&D surveys will be needed to locate all the asbestos in the building (or the relevant parts) to which the works are taking place, as far as reasonably practicable. It will be a disruptive and fully intrusive survey which may need to penetrate all parts of the building structure. Aggressive inspection techniques will be needed to lift carpets and tiles, break through walls, ceilings, cladding and partitions, and open up floors.

Consideration of the impact to the teaching environment should be given where the requirement falls within term time. There will be an element of increased risk and noise etc.

**If the specified works change at any point in the project a new survey must be commissioned for the new areas before any work in these locations takes place. This will also apply if any further works take place in different areas in the future. If any areas not covered by the survey are inadvertently damaged, work must stop until a survey is carried out for reassurance purposes.**

It is important that you allow for additional R&D surveys to be undertaken as necessary within your project plan and budget for these. The Asbestos Management Plan should be updated with the findings of any additional surveying. The person commissioning the survey should ensure this happens by providing a copy of the report to the site responsible person or site manager.

## **5.5 Asbestos Survey Report**

The reports provided post survey must include an asbestos plan and photographs, a list of the materials found, descriptions of the material (their type, location and condition), a risk assessment and priority identification.

They should also identify the remedial action necessary to deal with any asbestos present as follows:

- **Monitor and manage** - Leave the ACMs in place, monitor and record condition at intervals not exceeding 12 months. Review action where deterioration or damage occurs. The review must be recorded within the Asbestos Management Plan (AMP)
- **Protect or enclose** - Construct or place physical barrier to prevent damage to the ACM. If the works to provide the enclosure are liable to disturb the asbestos then a licensed asbestos removal contractor should carry out the work.
- **Seal or encapsulate** - Seal surface of the ACM with a durable and flexible coating designed to give the ACM additional strength and prevent fibre release from surface of material. Suitable for ACMs that are presently unsealed and in reasonable condition. Not appropriate where material will be subject to impact damage (Such as within gyms or sports halls) and work in virtually all cases should be carried out by a licensed contractor.
- **Repair** - Suitable where damage is slight and repair is restricted to patching or making good small areas of material. A licensed contractor should generally undertake this work.
- **Remove** - Where ACMs are not in good condition or are in a vulnerable position and liable to damage and it is not practicable to protect, seal or repair. Remove also in areas due for refurbishment, alterations or demolition. A licensed contractor should generally undertake this work.
- **Restrict** - Where it is not possible to immediately repair or remove damaged asbestos and persons are likely to be exposed to asbestos fibres in the air. Restrict access to these spaces to persons with appropriate protective equipment.

Those holding responsibility for Asbestos must ensure the recommended actions are undertaken as identified in the survey report. This would include progressing any remedial works.

The asbestos survey report must be consulted before any property maintenance, repairs, cable/IT installation, alteration, refurbishment or other similar works that may impact on ACMs are carried out. Therefore, those responsible must ensure contractors are informed of the contents of the survey report whenever undertaking work at a premise. **They must ensure contractors sign the register to say they have seen it.**

There are strict requirements placed on work with ACMs which vary depending on the ACM type and the work being carried out. It is WNAT policy that employees will not knowingly undertake work with or on known or presumed ACMs. Therefore, employees must be aware of the above and act accordingly.

A hard copy of the survey must be kept in a secure place where it can be accessed by anyone who may need the information it contains. This includes employees and other persons that occupy our buildings. All persons who need to understand the contents of the documents must be made aware of the document's existence and location. It is therefore common for the survey to be held at the main reception to the building.

## 6.0 Asbestos Management Plan (AMP)

Those holding responsibility for Asbestos must produce a local asbestos management plan setting out how the ACMs identified in their asbestos report will be managed. A template is produced for this purpose and is available at Annex A to this Compliance Code.

You must make certain that the plan is easy to find when you, or anyone else, need it, and that you record local monitoring of the condition of asbestos materials (i.e. six monthly or quarterly inspections by staff on site and annually by NPS) within it. As such the AMP must be held with the current Asbestos Survey and renewed in line with the survey review.

The plan should include:

- Details of persons responsible for managing asbestos on the premises (names and positions)
- A hard copy of the recent asbestos survey
- Plans/schedules for ensuring the recommended actions are undertaken e.g. removal, encapsulation etc.
- The schedule for monitoring the condition of low and medium risk materials
  - Low risk – six monthly,
  - Medium risk - quarterly
- Procedures to monitor and review the plan and the arrangements to act on it so that the plan remains relevant and up-to-date
- Details of how premises employees and others affected will be instructed regarding ACMs on site and their role in the management of it
- Allows for the recording of potential ACMs not captured in the original survey
- Provides information on the findings of any R&D survey conducted on site since completion of the current survey

You must:

- Take the necessary steps to put the plan into action
- Tell people about your decisions
- Provide a copy of the plan to the surveyor when conducting the annual review of the survey.

As part of the AMP, those holding responsibility may consider that ACMs identified (in the asbestos survey) as needing to be 'monitored and managed', pose a higher risk than identified. For example; if ACMs are located in a school where it may be susceptible to damage by children further control measures may be required. Where this is deemed necessary the AMP is to be amended to state the improved measures implemented.

To assist in completing a concise AMP, those holding responsibility for Asbestos should maintain an online asbestos document file containing:

- A record of all asbestos surveys affecting the building whether these be management surveys or R&D surveys.
- Copies of all written advice given in response to enquiries
- Copies of all advice received from asbestos consultants
- Details of all work carried out on ACMs
- Copies of all incident reports relating to possible or actual asbestos exposure along with copies of the RIDDOR report.
- Local method statements for work on ACMs
- A site General Risk Assessments including asbestos considerations
- All air monitoring reports
- All special waste disposal certificates
- All audit records.

## 7.0 Labelling of ACMs

Careful consideration must be given to labelling ACMs. Most people are aware of the dangers of asbestos but are not necessarily aware that when in good condition and handled properly it is not a danger to health. Therefore, labelling of ACM may cause undue concern and worry.

Persons in control of premises must consider the following points when deciding whether to label ACMs or not:

- Asbestos in public areas **should not** generally be labelled.
- If labelling could result in damage by vandals it **should not** be carried out.

- If labelling would mean vast areas of the structure would be labelled due to the amount of asbestos in a site it **should not** be carried out.
- Labels should be used where contractors or maintenance personnel have unsupervised access to remote areas containing asbestos such as boiler rooms.

Where required the labels used must be in the following format:



You may also see older labels already in place such as the following:



These include a description of the ACM, depending on the circumstances. For example:

**WARNING – ASBESTOS CONTAINING MATERIAL**

**WARNING – AREA CONTAINS ASBESTOS CONTAINING MATERIALS.  
SEE ASBESTOS REGISTER FOR FURTHER DETAILS**

Existing labels do not need to be replaced as long as it is clear from the label and wording what they signify.

## **8.0 Action in the event of damage or known exposure to an ACM**

When an ACM or a suspected ACM is found or damaged during the course of **any** work, (other than planned work being carried out by a licensed asbestos contractor in a sealed enclosure), the following steps must be taken:

- **Stop work immediately**
- **Inform the person in control of the premises and the Trust Estates Manager.**

- **Do not attempt to clear up suspected debris. Doing so may spread fibres further e.g. by sweeping or vacuuming using a normal vacuum**
- **Secure the area to prevent further damage and access to the area by anyone. Consider also any adjoining areas that debris may have spread to**
- **Turn off any ventilation equipment that might enable fibres to be transferred between parts of the building**
- **Do not attempt to remove contaminated equipment from the room**
- **Lightly contaminated clothing should be gently wiped with damp rags and the rags carefully placed and sealed into a plastic (polythene if available) bag to await proper disposal**
- **Any exposure is to be reported as exposure to hazardous Substances using the WNAT Incident Reporting system as soon as possible. A separate submission is required for all individuals exposed.**
- **Work is not to resume unless a health and safety adviser has informed you it is safe to do so**

A written record of the event must be made and kept in the Asbestos Management Plan.

Where employees have been exposed, this record must include a reference to affected person(s) personal file(s) but a list of the persons affected should not be kept in the plan, as this is confidential information.

**All parties involved are responsible for ensuring the business continuity plan for the building is instigated and adhered to.**

## **9.0 Notifying those potentially exposed to asbestos**

### **9.1 Notifying the HSE**

For each confirmed asbestos release and exposure; WNAT will submit a Report to the HSE as per section 3 of the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR)

This will require confirmation of the type of ACM exposed to, duration of exposure and other information relating to the cause of exposure. To obtain this information air sampling and testing of the material may be required and access to the area will need to be restricted until the testing is completed.

In some situations, potential exposure may not have been highlighted. An example might be when a likely asbestos release only comes to light at a later date and as such reporting and control was not implemented. In these instances, where information exists on typical asbestos levels arising from similar activities/releases; it may be possible to use this information in arriving at a decision about a possible exposure.

### **9.2 Information to employees following a potential asbestos exposure**

Where an employee needs to be notified of a potential exposure to asbestos fibres, this will be carried out in writing. This process will be led by the relevant Headteacher. In some circumstances it may be appropriate to refer employees to the WNAT

Occupational Health Adviser, so that the medical issues can be fully discussed and any anxieties allayed.

### **9.3 Information to non-employees following a potential exposure to asbestos**

Where a third party needs to be notified of a potential exposure to asbestos fibres, they should be notified as follows:

#### **School pupils**

Where a pupil has been potentially exposed to asbestos, their parent or guardian should be notified of the potential exposure in writing. Non-staff do not have access to the occupational health service and so the letter will direct them to discuss their potential exposure with the child's GP

#### **Contractors**

Where a contractor has been potentially exposed to asbestos, the employing organisation should be advised of this and asked to inform their staff.

#### **Other members of the public**

It may not be possible to identify all members of the public potentially exposed to asbestos, particularly if there is a significant turnover of visitors who do not sign in and out. However, if an asbestos release incident occurs while members of the public are accessing the affected area or you become aware of damage having been caused to ACMs at some point; you should attempt to record the details (names and addresses) of those present so they can be contacted at a later date if necessary

### **9.4 Incident report forms and investigations**

Asbestos release incidents should be recorded on the WNAT incident report system as exposure to Hazardous Substances. In addition, a detailed incident investigation may also need to be carried out depending on the nature and extent of the release.

### **9.5 Keeping records of potential exposures**

#### **Staff**

Incidents of potential exposure to asbestos should be kept on the staff record of the individual concerned (e.g. a copy of the letter sent to the individual and the incident report form). The Headteacher should ensure this happens.

#### **School pupils**

Incidents of potential exposure to asbestos should be kept on the child's school record (e.g. a copy of the letter sent to the individual's parent or guardian and the incident report form) and a note made on the record to this effect.

### **9.6 Retention periods for exposure and investigation records**

Due to the potentially long period between asbestos exposure and the possible onset of ill health; records relating to an exposure should be kept for at least 40 years following the incident (though note the longer period for pupils discussed below). Therefore, arrangements for ensuring this happens need to be in place and make provision for:

Transferring relevant records when a building is closed (no longer used)

Ensuring relevant records are kept even where an exposed individual later transfer to a new post or leaves altogether

Ensuring records are kept for exposed pupils even when this means retaining the child's school record past the date when ordinarily it would be disposed of. In instances where children have been potentially exposed the record should be kept for 65 years past the date of birth. This reflects the addition of the 40-year asbestos retention period to the normal incident report retention period for pupil incidents which is date of birth plus 25 years

## ANNEX A to WNAT Asbestos Compliance Code

### Asbestos Management Plan (AMP) – Template

#### Asbestos local management plan

#### School:

This document must be completed or reviewed/ renewed upon receipt of the annual asbestos survey.

**A hard copy of the in date asbestos survey MUST be made available at the reception of the school for contractor use and review.**

**A hardcopy of this management plan when completed MUST be attached to the in-date survey for ease of use.**

Asbestos survey date	Review date

Persons responsible for managing asbestos on the premises	
Name	Position
Name	Position
Name	Position

Headteachers hold overall responsibility for all H&S matters associated with their site. However, the day to day management of asbestos can be delegated to a suitably experienced person who MUST be trained in regards to Asbestos awareness.



Persons holding asbestos awareness training (2-year currency)	
Name	Date of Training

**Guidance**

Using the information obtained from the most recent copy of the Asbestos Survey you should identify the asbestos containing materials (ACM) that need to be **'monitored and managed'** and record this information in the log below. Please note: some asbestos containing materials may pose a higher risk than that identified in your survey because they may be more susceptible to damage, for example, if they are located in a hall where sports are played or in a corridor that loads are frequently moved through by trolley. These materials may therefore need more frequent monitoring than that recommended in the survey.

The HSE's 'Material and Priority Scoring Tool', available in section 6 of the HSE microsite 'Managing my Asbestos: a step by step guide to the duty to manage asbestos', can assist with this process. Any outcomes from this process that differ from your asbestos survey should be discussed with your surveyor at the time of the asbestos survey review

This Asbestos Management Plan and copies of any additional surveys should be provided to the asbestos surveyor prior to completing the annual asbestos survey. The Management plan should then be up dated accordingly.

**Schedule for monitoring the condition of low and medium risk materials**

**Please note in the event of deterioration you should seek advice from NPS, Site Manager or the Trust Estates Manager.**

**Low risk asbestos containing materials – At least six-monthly checks**

All inspections are to be visual only. Asbestos Containing Materials (ACM) must not be disturbed

Note: it is not mandatory to record the monitoring inspections using this management plan. However, confirmation of visual inspections should be recorded and be presentable upon request.

Location information or survey reference number	6 month Check 1 Date & Sign	6 Month Check 2 Date & Sign	Findings and Action taken

**Medium risk asbestos containing materials – At least quarterly checks**

All inspections are to be visual only. Asbestos Containing Materials (ACM) must not be disturbed

Note: it is not mandatory to record the monitoring inspections using this management plan. However, confirmation of visual inspections should be recorded and be presentable upon request.

Location information or survey ref umber	Quarter 1 Date & sign	Quarter 2 Date & sign	Quarter 3 Date & sign	Quarter 4 Date & sign	Findings and action taken

**NOTE:** Please note that the standard asbestos survey is not suitable for invasive works and as such an additional survey should be commissioned for all works that may require drilling, demolition or refurbishment projects. These surveys are known as 'Refurbishment and demolition surveys'. Further information can be obtained from the Trust Estates Manager

A copy of any additional surveys should be held and information added to this management plan in the section below

<b>Record of additional surveys</b>		
Requirement	Date conducted	Findings (Record findings in addition to those identified in the annual survey here – Specifically any area not highlighted in the annual survey)

**Contractor Signatures**

Contractors should sign the asbestos survey prior to conducting any work on site that may cause disturbance to Asbestos Containing Materials (ACM). This section is to enable the contractor to review any additional findings that may have become apparent since the completion of the annual asbestos survey as highlighted in the table above

Name	Date	Reason for visit

