

ASBESTOS POLICY

Title	ASBESTOS POLICY (HS04)
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General Statement of Policy

This policy outlines the organisation's commitment to managing asbestos in accordance with the Control of Asbestos Regulations (CAR) 2012. The aim is to prevent or reduce exposure to asbestos-containing materials (ACMs) for all staff, contractors, visitors, and building occupants.

Responsible Staff

The School staff that have responsibilities for the management of asbestos are:

Facilities Manager and Facilities Administrator: Responsible for compliance, maintaining the asbestos register and management plan.

Head Caretaker: Ensures ACMs are not disturbed during maintenance.

Contractors: Must be informed of ACMs and follow safe procedures.

All Staff: know the procedures to follow when asbestos or asbestos looking material is located.

Identifying and Managing Asbestos

Surveys of the building identifying asbestos, its type and condition have been carried out.

Maintain and review an asbestos register annually or after building changes. The register includes a copy of this policy, surveys that have been carried out, certificates of removals conducted by UKAS-accredited professionals.

Training

Asbestos awareness training is provided to relevant staff and contractors.

All external contractors who work on site are responsible to check the Asbestos Register and do their Risk Assessment prior to commencing their work. They must stop work and report to the Facilities Office if they discover any "asbestos-type" material.

Emergency Procedures

If suspected asbestos is found, work must stop and report to the Facilities Manager or in his/her absence, to the Commercial Director.

Evacuate the area and prevent access.

Arrange assessment by a competent testing and surveys contractor accredited by UKAS.

Monitoring and Review

Inspect ACMs regularly and update records.

Review the policy and management plan every two years or sooner if regulations change.

Working with Asbestos

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Only Asbestos Removal Contractors licensed by the Health and Safety Executive will be permitted to operate on any of the School's premises. The Asbestos Removal Contractor must notify all planned work to the Enforcing Authority in accordance with the terms of their licence and in accordance with current legislation.

Distribution

This Policy will be issued to all staff and contractors who have asbestos management responsibilities. A copy will also be held on the School's staff website.