

COGNITA



Asbestos Management Plan

September 2019

UK

KEY FACTS:

- ❖ The school recognises their responsibilities and duties under statutory legislation, to provide a safe environment, so far as is reasonably practicable, for all employees and other persons that may be affected by their activities.
- ❖ The school recognises the need to protect its employees, pupils and others from the harmful effects of asbestos by complying with the relevant regulations; providing standards not less than those laid out in Approved codes of Practice; taking all reasonable steps to prevent its employees and others from breathing asbestos fibres and providing appropriate information, instruction and training.
- ❖ All persons involved directly or indirectly with any asbestos containing materials (ACM's) should fully familiarise themselves with this document.

1 Legislative Requirements

- 1.1 The following legislation has been duly considered, to ensure adequate provision has been made to consider asbestos containing materials located at the premises:-
- **The Health and Safety at Work Act 1974**
requires the employer to conduct their work in such a way that their employees or others that may be affected, are not exposed to health and safety risks. Including the provision of suitable information to other people with reference to their workplace/premises, which might affect their health and safety etc
 - **The Control of Asbestos Regulations 2012 (As amended)**
requires employers to prevent the exposure of their employees or others that may be affected to asbestos, or where this is not practicable, to reduce the exposure to the lowest practicable/missible level. This includes ensuring appropriate training is received by those with maintenance responsibilities and the Duty to Manage etc
 - **The Construction (Design & Management) Regulations 2015**
requires the Client to pass on information about the state or condition of any premises (including the presence of hazardous materials such as asbestos) to contractors before any construction work begins etc
 - **The Management of Health and Safety at Work Regulations 1999**
requires employers and self employed persons to make an assessment of the risk to the health and safety of themselves, employees and others that might be affected in connection with their undertakings, to make appropriate arrangements for health and safety etc
 - **The Workplace (Health, Safety and Welfare) Regulations 1992**
sets out duties to maintain workplace buildings/premises to protect occupants and workers etc
- 1.2 Responsibility has been allocated at varying levels within the company to enable effective compliance with our Duty to Manage.

2 Overview

- 2.1 Asbestos is the general name applied to a group of related, naturally occurring fibrous minerals, which have been commonly used in a range of building and other materials. The only guaranteed way of determining whether a material contains asbestos is to have it analysed in a laboratory, by competent persons. There are three main types of asbestos, white (Chrysotile), brown (Amosite) and blue (Crocidolite).
- 2.2 All types of asbestos fibre may pose a potential risk to health, even a relatively low exposure at frequent intervals may be sufficient to cause later asbestos related disease. It is essential that a safe system of work is practiced with all work involving asbestos materials and poor working practices will result in high exposure levels.
- 2.3 Asbestos has a wide range of uses, including firebreaks and insulation. Examples of some of the areas you may find this located, include:
- Lagging
 - Residues of old lagging (either under non-asbestos lagging, or elsewhere)
 - Ceiling or acoustic tiles or linings
 - Ceiling and roof voids
 - Linings to cold rooms or warm rooms
 - Linings adjacent to radiators
 - Linings of fume cupboards
 - Ducting associated with fume cupboards
 - Linings to doors
 - Linings to panels/partitions which may act as fire protection
 - Certain coatings (e.g. Artex)
 - Sealing material where pipes/cables pass through floors and walls
 - Roofing Sheets (flat or corrugated)
 - Brake linings (e.g. in lifts)
 - Seals and linings in equipment (e.g. ovens, fire resisting safes)

3 Responsibilities

ROLE	PERSONNEL ALLOCATED
Policy Implementation	School Business Manager
Management Review of Policy/Procedures	School Business Manager
Asbestos Management / Updating of Register	School Business Manager
Provision of Information to Other Parties	School Business Manager
Analysis and Surveying	Lucion Services Ltd

4 Management

- 4.1 The main factors to be considered when successfully implementing management system are:-
- Communication

- Co-operation
- Co-ordination
- Competence
- Control

5 Surveying Premises

- 5.1 The management of access for any contractor(s) attending to support in the provision of asbestos management services, is under the direct management of the school in accordance with school Policy. This will include consideration of the requirements for DBS or supervision arrangements, and supplemented by use of the Contractor Signing In System.
- 5.2 An initial assessment has been undertaken of the premises, to anticipate the possible presence of asbestos containing materials. This considered age, use and general condition of building structures. Following this, competent services were employed to provide a minimum Type 2 Asbestos Survey (now referred to as a 'Management Survey') in individual reports and also wholly combined as an Asbestos Register. As a minimum requirement, the following information was included:-
- Purpose and date of survey
 - Annotated floor/site plans indicating sampling points and unique references
 - Asbestos material assessment
 - Priority assessment
 - Asbestos risk assessment
 - Recommendations
- 5.3 Recommendations to be considered in the survey report may include:-
- Monitoring
 - Labelling
 - Protection/Enclosure
 - Seal/Encapsulate
 - Repair
 - Remove
- 5.4 Management ('previously Type 2') Asbestos Surveys allow for assumptions to be made in areas difficult to access and representative samples to be taken. As such, in the absence of clear definition, it shall be assumed that asbestos is present and therefore appropriate controls shall be established to avoid any exposure to potential asbestos containing materials.
- 5.5 Where bulk sampling identifies positive or suspected asbestos containing materials, review will be undertaken of the Asbestos Survey to ensure recommended actions are considered. Where labeling is required, these shall applied where possible, to ensure clarification of such areas using the recognized Cognita labeling system.

- 5.6 Where major refurbishment or demolition is planned in any part of a company building, consultation will be undertaken with our externally appointed asbestos advisors to contemplate a more intrusive Refurbishment/Demolition (previously 'Type 3') Survey prior to any works commencing. All such information shall subsequently be made available to appointed contractors and used to update the school's Asbestos Register.

6 Asbestos Re-Inspections

- 6.1 Asbestos re-inspections are centrally procured and undertaken at least every two years by the appointed Asbestos Contractor. In addition to this, the school site manager(s) are to conduct Termly internal visual inspections to provide ongoing interim monitoring. The school's Building Manager being available to support any subsequent concerns raised. During such reviews, consideration will be given to deterioration, likelihood of disturbance, alterations and any other significant change apparent. Subsequently, this information shall be made available to ensure freedom of access of information by any persons working in or around company premises.
- 6.2 Where any significant changes are noted, suitable review of risk assessments and control measures shall be required. In addition, the Asbestos Register held within the Asbestos Management Folder will be updated to reflect the aforementioned monitoring procedures.

7 Training

- 7.1 Asbestos Awareness Training shall be provided for any employee who will be expected to maintain premises of the company, to ensure they have sufficient awareness of:-
- Potential locations of ACM's within company premises
 - Limitations of any surveys
 - Applicable legislation
 - Typical examples of locations ACM's can be found
- 7.2 Such training shall be reviewed at reasonable periods to ensure current/revised information is brought direct to the attention of such persons. This training shall not be at a level to permit such persons to work on any asbestos containing materials and company policy is to ensure this is only undertaken by approved, competent contractors. In addition, Asbestos Awareness guidance is also located within the school's Asbestos Management Folder.
- 7.3 Requests shall be made at the Pre-Contractor Assessment Stage to ensure any appointed contractors have also undertaken relevant Asbestos Awareness Training.

8 Provision of Information

- 8.1 The school shall ensure a suitable system is adopted to enable access to information detailing Asbestos Surveys Registers, relevant to the premises. This must be perused by all contractors/persons working on the building fabric, prior to the commencement of works.

- 8.2 A Permit to Work must be obtained prior to any works being undertaken on the Company buildings. All areas that require a permit as a result of the presence of asbestos containing materials shall be referred to in the available Survey information. To obtain a Permit, contractors should provide a Method Statement (Safe System of Work) and suitable and sufficient Risk Assessment to be approved by the Company Representative prior to any commencement

9 Asbestos Removal

- 9.1 Removal shall be considered where a recommendation has been issued within asbestos surveys conducted and/or if there is likely to be an impact on persons in the vicinity. Otherwise, continual monitoring and review shall continue with all survey recommendations strictly adhered to.
- 9.2 Any works involving the treatment, encapsulation or removal of asbestos containing materials, shall be undertaken by HSE approved licensed contractors, who shall be expected to:-
- Consult the asbestos register and survey information to assess the risk and ascertain the scope and extent of asbestos removal required
 - Provide a Plan of Work, detailing how the asbestos shall be removed in accordance with current legislative requirements
 - For Notifiable Licensable and/or Notifiable Non-Licensable Work, inform the HSE at least 14 days prior to removal, for any works requiring application as per The Control of Asbestos Regulations 2012
 - For Non Licensable Works, ensure only competent contractors are employed with correct procedures adopted for waste disposal.
 - Ensure all areas are vacated prior to removal and safe systems are strictly adhered to
 - Monitor licensed contractors undertaking the removal to ensure adequate steps are taken to consider exposure in accordance with current legislative requirements
 - Provide air clearance certification following successful removal and prior to re-occupation of that area
- 9.3 Any such work shall be carried out with a suitable and sufficient risk assessment undertaken on a job to job basis, by a competent person. This shall all be as detailed in legislative guidance and best practice.
- 9.4 Upon completion of any removal works, all removed ACM's shall be double bagged, labeled and sealed prior to removal from the enclosure. Following which they shall be deposited using approved asbestos removal contractor and in strict adherence to statutory regulations.

10 Non-Removal of Asbestos during building work

- 10.1 This may only be following professional advice that there is no risk of impact and that such areas shall remain intact for the duration of the proposed works. Where a decision is taken by the school, not to remove ACM's, then suitable precautionary measures shall be applied:-
- Information regarding ACM's shall be made available to the contractor prior to the commencement of any works

- The contractor shall provide details of the measures to be taken in order to protect the material from damage/disturbance arising from the works
- Routine airborne monitoring of the working area may be requested as reassurance that the works are not disturbing existing ACM's
- Limitation of access controls shall be established
- Limitation of extent of works shall be established

11 Unplanned Exposure/Health Surveillance:

11.1 Upon receipt of notification of unexpected exposure to suspected asbestos substances by persons employed within the Company, the following procedure shall be adopted:-

- Obtain all information possible relevant to the project and circumstances by contact with the Client, the Client's Representative, Site Principal Project Manager and Employee(s).
- Obtain all such information in the form of written and signed statements.
- Record on staff personal records, the events as described.
- Notify the Company Safety Advisor of the events.
- Ensure a full risk assessment of the works is conducted prior to recommencement of activities.
- Records shall be kept detailing any exposure to asbestos fibres by employees.
- These shall be kept for a minimum period of 40 years by the Personnel Section of the Company.

11.2 Any employees who regularly work with ACM's will require annual lung function tests and consultation with the occupational health service.

CEASE WORK IMMEDIATELY



IMMEDIATELY WITHDRAW FROM THE AREA AND ISOLATE AREA/ROOM – DO NOT REMOVE ANY FIXTURES, FURNITURE OR EQUIPMENT



MAKE IMMEDIATE CONTACT WITH YOUR LINE MANAGER, SITE FOREMAN OR BUILDING MANAGER. ADVICE ON YOUR NEXT ACTION WILL BE GIVEN AND AN ASBESTOS INCIDENT REPORT WILL BE CREATED.

for information ↓

WILL ADVISE PROBABLE APPOINTMENT FO SPECIALIST CONSULTANT OR CONTRACTOR TO VISIT SITE AND MAKE PRELIMINARY ASSESSMENTS OF THE ATERIAL/INCIDENT/TAKE SAMPLES AND ADVISE ON FURTHER ISOLTATIONS AND ACTIONS.



THE PERSON IN CHARGE SHOULD THEN IMMEDIATELY IDENTIFY THOSE PERSONS WHO MAY HAVE BEEN WITHIN THE EXPOSED AREA, AND MAY HAVE BEEN EXPOSED TO ASBESTOS FIBRES.



EXPECT POSSIBLE INITIAL AIR SAMPLING TO BE CARRIED OUT TO ESTABLISH THE EXTENT OF CONTAMINATION BY SPECIALIST



PERSONS WITHIN THE IMMEDIATE VICINITY SHOULD BE DEEMED TO HAVE A HIGHER LEVEL OF CONTAMINATION AND THEIR CLOTHES SHOULD BE RETAINED AS ASBESTOS WASTE.



THERE MAY BE A 14 DAY WAITING PERIOD, AS REQUIRED BY THE HSE, PRIOR TO REMOVAL/ ENCAPSULATION OR CLEANING WORKS CAN COMMENCE.



WHERE A PERSON HAS IDENTIFIED AS HAVING BEEN POTENTIALLY EXPOSED TO ASBESTOS RISK, THEY MUST BE INFORMED VIA THEIR EMPLOYER SO THAT APPROPRAITE NOTIFICATION AND RECORDING CAN BE CARRIED OUT.



FOLLOWING ASBESTOS RELATED INCIDENTS, IT MAY BE NECESSARY TO INFORMATION THE HEALTH AND SAFETY EXECUTIVE UNDER RIDDOR – THIS WILL BE ADVISED VIA THE ASBESTOS MANAGER. DETAILS WILL BE PROVIDED AND AN INCIDENT NUMBER GIVEN BY THE HSE, WHO WILL THEN TAKE ANY FURTHER ACTION AS DEEMED NECESSARY.

Procedure prior to and following asbestos removal works:

Asbestos removal only to be undertaken by approved and competent contractors, to include consideration of:-

- ✓ Licensable and notifiable works by UKAS accredited contractor, who has applied for a 14 day HSE notice.
- ✓ Non-licensable notifiable works by approved and competent contractors, as vetted and authorised by Cognita.
- ✓ Non-licensable removals by competent contractor, as vetted and authorised by Cognita.



All removals to be undertaken during school holidays, and **NEVER** whilst the building is occupied.



- ✓ Existing asbestos survey/register information should be issued to the appointed contractor for review prior to commencement.
- ✓ Information regarding existing hazards or unauthorised areas should be issued to contractors prior to the commencement of any works.
- ✓ Prior to commencement of any works, copies of Method Statements (Plans of Work) and Risk Assessments should be obtained from the appointed contractor.



Request the following information from the appointed competent contractor, prior to re-occupation:-

- Consignment Note for the Carriage and Disposal of Hazardous Wastes
- Air Test Certification following Reassurance Monitoring - conducted by UKAS accredited company.



The school should update their Asbestos Register with details of removals undertaken.

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Consultation	

Compliance with	
Compliance	See page 2

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Related documentation	
Related documentation	H&S Policy