

# Asbestos Policy & Management

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Next Review: September 2024

# FINE ARTS COLLEGE



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## 1.0 ASBESTOS MANAGEMENT POLICY STATEMENT

**Hampstead Fine Arts College** has a local Asbestos Management Policy which can be found within the Asbestos Folder within the Health & Safety Manager's office and College Shared Drive Online.

This Asbestos Management Plan sets out the actions taken within the College premises to manage Asbestos Containing Materials (ACMs) in accordance with The Control of Asbestos Regulations (CAR), best practice guidance.

A copy of this plan and the premises asbestos survey and register, in addition to any other relevant information as detailed in the College's guidance, is held in a central folder which can be found on the **shelf of the Health & Safety Managers Premises office and Google Shared Drive.**

A copy of the Asbestos Management Plan – Management Recommendations and Record of Inspections are also included in the College **Asbestos Folder located in the Health & Safety Manager's office and Google Shared Drive.**

This central folder will be made readily available to all those who need access to the asbestos documentation.

To ensure College employees, students, contractors and visitors to the premises do not disturb ACMs and are safe from potential exposure, the following effective asbestos management procedures are in place:

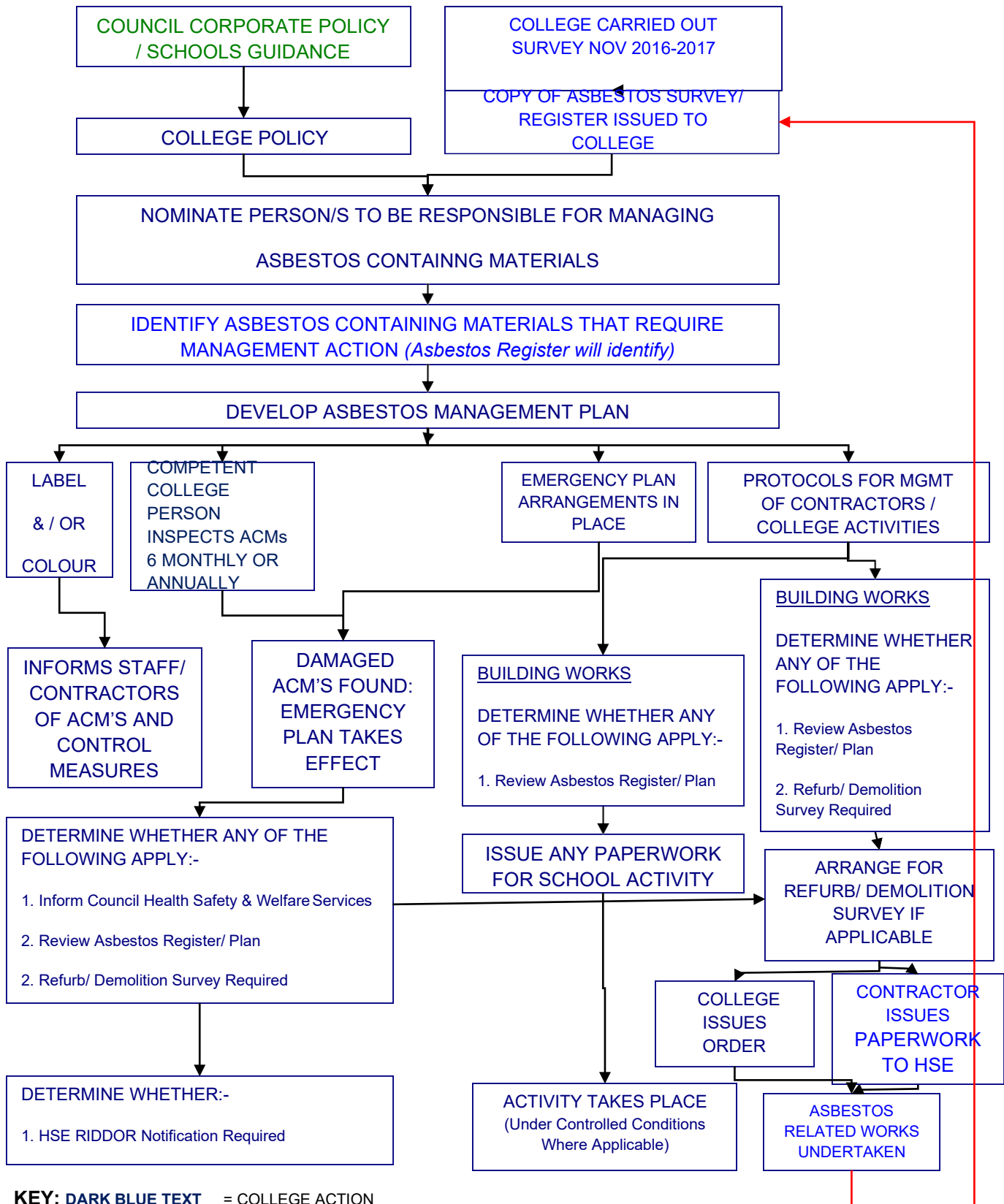
- A designated person/s responsible for the management of asbestos on the schools premises (referred to as the Responsible Person); including the updating of existing records
- A system to ensure ACMs are identifiable through appropriate labelling and/or colour coding
- Provision of asbestos awareness training to relevant College employees and third parties as deemed necessary (including the keeping of appropriate training records)



- To periodically inspect ACMs on a regular basis as specified within the asbestos register.
- To periodically review this Asbestos Management Plan.
- Provide access to the asbestos management central folder to contractors carrying out maintenance and/ or construction works (this includes IT contractors) prior to the commencement of works.
- Ensure that where deemed necessary, a refurbishment or demolition survey is undertaken when the school undertakes any construction works
- Seek advice and guidance from suitably qualified and experienced UKAS accredited Competent Person/s, consultant or contractor on any asbestos related work activities that are to be undertaken (this may include, but is not limited to: re-inspections, asbestos removal works, environmental cleans, encapsulation works & air-monitoring)
- Consideration of Informing Camden Council of any instances of suspected exposure to ACMs and advise them of the action being implemented so that if necessary, the Council can provide professional assistance and guidance (refer emergency procedures).



## 2.0 FINE ARTS COLLEGE MANAGEMENT FLOWCHART



**KEY: DARK BLUE TEXT** = COLLEGE ACTION

**DARK GREEN TEXT** = COUNCIL ACTION

## **3.0 ASBESTOS MANAGEMENT PLAN**

### **3.1 Duty Holder**

The College has appointed the Principal Candida Cave as the legally designated Duty Holder (unless an alternative person has been identified and appointed by the Governing Body).

### **3.2 Responsible Persons**

The following members of staff have been nominated by the Principal to be responsible for managing asbestos on the schools premises.

- 1) Sarmad Ismail - Health & Safety Manager

The members of staff detailed above have attended a recent asbestos awareness training course. Details of these records can be found in their training records.

### **3.3 Damaged ACMs / Emergency Procedure**

Where asbestos containing materials (ACMs) have been damaged, or damaged materials/suspected deterioration are identified during inspection processes the College will instigate the emergency procedure below.

- Evacuate the area immediately and secure the area affected ensuring no access is permitted (signage should be displayed and barriers erected where appropriate) to prevent unauthorised entry. All belongings and equipment to be left in-situ and not removed.
- Contact the Health & Safety Manager Premises, or if unavailable the Senior Site Supervisor to implement the above and instigate the emergency procedure.
- Review impact on the college's operational procedures i.e. if a classroom is affected, alternative teaching arrangements would need to be implemented as the classroom cannot be used, or if a corridor is affected which is a fire escape, an alternative means of egress requires to be established.



- If considered applicable Contact Camden Council's Health Safety & Wellbeing Services on 020 7974 6655 and notify them of the damage and advise them the action being implemented which is to consist of contacting a UKAS accredited contractor or consultant to:
  - provide professional advice and guidance. This may include, but is not limited to inspecting the damage reported, arranging an air monitoring test and arranging and managing any associated remedial works required which could include encapsulation or removal and re-testing.
- Maintain controlled access to the area until such time as formal clearance has been confirmed
- Maintain good communication with College staff and relevant other parties, providing updates as necessary to ensure the access arrangements are not breached

### **3.4 Asbestos Survey and Register**

The Asbestos Survey provides accurate information on the location, amount and condition of ACMs. The information in the survey report will be used to form the asbestos register which is a key component of the management plan for the College. The College will ensure that an up-to-date copy of the asbestos survey/register will be available on the premises.

This will be kept at: **Health & Safety Managers Office (Central Hardware Level 1 staff office)**

### **3.5 Asbestos Containing Materials**






The areas of the College which have asbestos containing materials (ACMs) that require management will be noted from the asbestos register within the asbestos survey report. Controls for specific risk areas identified are included later in this plan at Section 4.0 (*Control measures for specific areas identified*).

Where ACMs have been identified, the person/s named earlier in this plan as being responsible for managing asbestos will ensure that the materials are capable of being identified visually by all staff and contractors using the following:

- Asbestos containing materials in classrooms, corridors and other areas accessible to all staff and pupils will be identified by a label/ sticker similar to those contained within the table below.



- Asbestos containing materials in other areas will be labelled using labels commensurate with legislative requirements i.e. a 'tombstone' label (see table below)

<b>Examples of acceptable asbestos stickers/ labels to be used</b>	
<p>The following examples of labels/ stickers are suitable for use within the College premises as part of the management control procedures outlined within this Asbestos Management Plan.</p> <p>These examples are not extensive and other appropriate stickers/ labels may be used.</p>	<p><b>Asbestos 'tombstone' sticker – normal industry standard label used</b></p> 
<p><b>Presumed asbestos sticker – used when similar materials have been proven to contain ACMs</b></p>	<p><b>Encapsulated asbestos sticker – used when ACMs have been encapsulated</b></p>
	
<p><b>Asbestos sticker – An alternative to the 'tombstone' sticker highlighted above</b></p>	<p><b>Warning sticker – Can be used in communal areas where ACMs are present; may be used in place of other types specified above which may cause unnecessary concern</b></p>
	



### **3.6 Staff Awareness**

All staff within the College will be provided with relevant information on:

- I. Types and location of ACMs (via the Asbestos Register and Plan)
- II. The visual means of identifying ACM's (labels/colour coding)
- III. How to avoid risks from asbestos (e.g. not disturbing)
- IV. How to report concerns about ACMs (e.g. to the Duty Holder)

New and temporary staff will as part of their staff induction to be introduced to the control of asbestos containing materials in the school and their known locations by the Health & Safety Manager Premises outlining the Management Plan procedures and the location of the Asbestos Management Plan including this policy within the digital 'Staff Handbook'.

All members of staff can raise concerns that they may have with ACM's, it's locations and methods of work in it's vicinity initially through the College helpline and/or direct with the Health & Safety Manager Premises.

Asbestos related work such as removal is planned over holiday periods. Notice of all work included within 'holiday work programmes' which are compiled for Governor Premises meetings and Senior Leadership Team and will be communicated to staff via an all staff email.

### **3.7 Monitoring and Inspection**

The College will ensure formal visual inspections of all known ACMs are carried out as stipulated within the Asbestos Register (Manage & Monitor as per Survey).

Formal visual inspections of retained ACMs where able to be inspected will be conducted on at least an annual basis, by the Competent /Responsible Persons with the main College buildings inspected by Sarmad Ismail Health & Safety Manager Premises. The majority will be conducted and recorded on annual basis.

Any damaged or deteriorated materials found will be reported according to the procedures detailed earlier in this plan at Section 3.3 (*Damaged ACMs / Emergency Procedure*).



### **3.8 Works and Visitor Protocols**

#### **3.8.1 Contractors**

Everyone attending the College to carry out any works will be required to access and review the asbestos survey, register and plan before undertaking any work.

This will be provided by the person/s responsible for managing asbestos as previously described in this plan or other relevant member of staff within the College.

All contractors undertaking any work will be required to sign that they have reviewed the asbestos survey, register and plan using Appendix 2 (Workforce Acknowledgment slip-Contractors H&S Handbook).

Where there are ACMs that are to be worked on or nearby, no work will take place until an appropriate risk assessments and method statements (RAMS) of work is produced by a specialist UKAS licenced asbestos removal contractor and all HSE notification procedures given within the time scales for the HSE to authorise prior to works commencing.

All clean air tests **must** be taken and certificated that the area/s are safe to enter on completion of the works.

#### **3.8.2 Emergency Services**

Emergency Services personnel attending site must be given access to the asbestos survey, register and plan on arrival.

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### **3.9 Minor Maintenance and Refurbishment or Demolition Works**

Where minor works of a maintenance nature are necessary the Asbestos Management Process Chart stages are to be followed as detailed in Appendix 3.

Where the College commissions any construction works involving an upgrade, refurbishment or demolition work a refurbishment or demolition survey will be undertaken as necessary to locate and describe, as far as is reasonably practicable, all ACMs in the area where the work will take place.

This will be undertaken in accordance with the requirements of the Health and Safety Executive guidance HSG264.

Where necessary, the College will seek further advice and guidance from the Council's Health, Safety and Welfare Services on the contact details specified earlier in this plan.



### **3.10 Asbestos Works and Removals**

The College will ensure that any works undertaken involving ACMs will be carried out within the requirements of the Control of Asbestos Regulations 2012. Guidance from the Health and Safety Executive can be found at: <http://www.hse.gov.uk/asbestos/index.htm>.

Control measures will be detailed in the risk assessments and method statements provided by the contractor.

The College asbestos register will be updated accordingly following completion of the asbestos related works by the Health & Safety Manager Premises both for the hard and digital copies.

Where the College requires further guidance in relation to the Control of Asbestos Regulations 2012, the support of the Council's Health, Safety and Welfare Unit or an external UKAS accredited consultant or licenced asbestos removal contractor will be sought.



## 4.0 CONTROL MEASURES FOR SPECIFIC AREAS IDENTIFIED

This section outlines specific control measures adopted by the College, which are outside of the normal adopted practices, for ACMs which staff, visitors, emergency services attending site and/or contractors must be made aware of.

*No specific control measures in place outside of the normal adopted practices*

# Photographic Asbestos Register

Management Surve Classrooms & Office Lambolle Place NW3 4PE

Building: Classrooms &

Survey Date: 31 May 2016

Finding Code: 31052016JWSA003 0



Floor:	Ground Floor	Internal
Area:	Office Area	
Location:	Safe on Floor	
Description:	Insulating Board Panels to Safe Lining	
Extent:	3	m2
Accessibility:	1. Reachable only with hands (via a inspection hatch)	

### Recommendation

**Manage & monitor condition**

### Surveyors Comment:

**Presumed Amosite - No sample obtained due to safe being locked - Ongoing safe management of item in situ or remove if likely to be disturbed.**

### Material Assessment

PT: 2. Asbestos Insulating board (AIB), Gaskets, Rope etc

MC: 0. Good condition: no visible damage

ST: 1. Enclosed sprays, lagging & AIB, asbestos cement

Algorithm Score: 5

Potential for Fibre Release: Low risk

### Sample Details

Presumed to contain asbestos

Type of Asbestos (TY): 2. Amosite (brown asbestos)

Additional Asbestos 1:

Additional Asbestos 2:

Specific Product: 3.01 Insulating board





Location	Item	Additional
Item ID	002(OS)	
Referenced to	NS19809-002	
Property Name	Specified areas of 24 Lambolfe Place & Lancaster Stables	
Area/floor	002 - Lancaster Stables	
Room/location	009	
Specific location	Wall	
Product/debris type	Cement Product(s) Panel(s)	
Asbestos type	Identified Chrysotile	
Extent	6 m <sup>2</sup>	
Air Test		
<b>Actions/recommendations</b>		
Action/recommendations	Manage Manage, Encapsulate, Label & Annually Re-inspect	

**Material Assessment**

Product Type (a)	1
Extent of Damage (b)	1
Surface Treatment (c)	0
Asbestos Fibre (d)	1
Total (a+b+c+d)	03

Material Risk Assessment

Very Low

**Priority Assessment**

Normal Occupant Activity (e)	0
Likelihood of Disturbance (f)	2
Human Exposure Potential (g)	1
Maintenance Activity (h)	1
Total (e+f+g+h)	04

Priority Risk Assessment

Very Low

**Overall Assessment**

Total (a+b+c+d+e+f+g+h)	07
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Overall Risk Assessment

Very Low

**Comments**

**The cupboard above has been sealed, encapsulated and closed off. Area will be reinspected Annually by the Health & Safety Manager.**