



**Approved by: FGB**

**Date: 1<sup>st</sup> July 2020**

**Status and Review Cycle** 2 yearly

**Person(s) responsible** KLU / JLU / LDY

**Last reviewed on:** 1<sup>st</sup> July 2020

**Next review due by:** 1<sup>st</sup> July 2022

## **Asbestos Policy & Statement of Intent**

The Governing Body of Kings International College and its Leadership team are committed to fulfilling their obligations & duties in relation to asbestos management in schools. This document should be read in conjunction with the Asbestos Survey Report conducted by WYG, a United Kingdom Accreditation Service (UKAS) accredited surveying organisation and with Surrey County Council's AMP.

### **Roles & Responsibilities**

As a Foundation School the Governing Body is the Duty Holder for Kings International College. As a Surrey Maintained School, SCC receive Government Funding for maintenance works, including works on Asbestos for Kings International College. SCC employ an Asbestos & Legionella surveyor who is able to provide specialist advice.

As well as producing an asbestos register WYG assign a Material Assessment Score and Priority Assessment Score to each area identified which combine to give a Risk Assessment Score. WYG then make a recommendation as to whether the Asbestos should be Managed, Removed, Encapsulated or Repaired.

The report goes first to SCC and then to the school. Where the recommendation is that removal, encapsulation or repair is required this feeds into SCC's Asbestos Management Plan and they contract the work.

On receipt of an updated Asbestos Survey the school reviews the Priority Assessment Score and amends as required.

The Headteacher has delegated responsibility for the management of the school site. On a day to day basis this responsibility is delegated to the Site Manager who carries out Health & Safety Checks and manages contractors on site.

The Site Manager has completed Asbestos Awareness Training. Where further guidance is needed this is available through SCC's Asbestos & Legionella surveyor.

## **Management Arrangements**

The School recognizes that ACMs can be disturbed not just by maintenance works but through accidental damage, boisterous behaviour and vandalism. The regularity of checks to ACMs takes into consideration normal foreseeable activities and the accessibility of ACM's to students – particularly where this may not be supervised at all times. Therefore ACMs in walkways and communal areas are more frequently checked than those in classrooms.

**Flooring** – This is unlikely to be damaged by anything other than maintenance work and so annual inspection is sufficient. Staff are aware of the need to report any issues with flooring as this may also constitute a trip hazard.

**Ceiling** - This is unlikely to be damaged by anything other than maintenance work and so annual inspection is sufficient. Staff are aware of the need to report any issues with ceilings as an H&S issue.

**High Level** – high level areas that students do not have unsupervised access to, are checked annually.

**Toilet Cisterns** – Student toilets checked termly. Staff toilets checked annually.

**Heaters** – depending on location checked annually or termly.

SCC will inform the school of which works it intends to carry out as a result of the Asbestos Survey and an estimate of when this work is likely to be carried out. SCC and the school will work together to facilitate any works to ACMs. SCC shall provide details to the school of who is carrying out such work and any access restrictions. Upon completion of work SCC will provide confirmation to the school of work completed so that the school can update its Asbestos register and AMP.

## Active monitoring

The school recognizes that it cannot always rely on the reporting of damage and that active monitoring is also required which is carried out by the Site Manager. The frequency of checks is determined by the risk assessment. The Site Manager will score the condition of the ACM as follows

Score	Assessment	Examples
0	Good	No visible Damage
1	Fair	Few Scratches, Surface Marks, Broken Edges etc.
2	Poor	Significant Breakage, Areas where material has been damaged to reveal loose asbestos fibres
3	Debris	Visible debris

## Limitations

It is recognized that there are limitations to the Asbestos register where access may have been restricted or asbestos is hidden or obstructed behind other materials. When planning any work the limitations of the survey should be reviewed and if required a further survey commissioned.

Active monitoring of the site recognizes the limitations of the survey and that ACM's may be present in areas not identified on the survey. The wider fabric of the building is monitored as part of the ACM monitoring as well as during day to day activities

## Action Plan

On a day to day basis all staff at the school are responsible for reporting any H&S concerns and this includes any damage to the fabric of the building.

Students are taught to respect the school buildings and as such we have limited damage caused by boisterous behavior. Most staff have their own classrooms and are advised to report any maintenance issues within their classroom.

Areas where students have unsupervised access, such as toilets, are checked on a regular basis as are areas where there is no staff ownership e.g. corridors.

## Measures to prevent disturbance of ACMs

Staff are aware that posters etc. should not be pinned to surfaces. Where possible notice boards are provided for displays.

The asbestos register and its limitations is considered before any work commences and made available to contractors.

Contractors are given access to the Asbestos Register and made aware of its limitations. Where possible contractors are routinely monitored by site staff. SCC will put in place monitoring arrangements for capital works commissioned by them alongside the schools day to day monitoring.

## Emergency Plan

If it is believed that there may have been unplanned disturbance of asbestos the following action will be taken;

- Activity in the affected area will be stopped immediately and warning signs put up.
- Suspected disturbance of asbestos should be immediately be reported to the site manager or member of the Senior Leadership Team.

- Everyone removed from the affected area – if contamination clothing etc to be wiped down with damp cloth – refer to HSE guidance.
- Any contaminated clothing to be disposed of as Asbestos waste.
- The area will be secured and staff & pupils notified that the area is inaccessible and that no items can be removed from the area.
- Expert advice sought through the SCC Property Helpdesk (0208 541 9000 Option 6)
- Access to the area prevented until advised it is safe to do so.
- Unless very minor, the HSE will be notified under RIDDOR.
- Relevant information shared with staff, students and others affected.

## Communication Plan

The AMP and Asbestos register is accessible to all staff on the Shared Drive or in Hard Copy at reception. Staff are briefed on H&S issues including Asbestos at the whole staff inset in September along with regular reminders throughout the school year.

Asbestos Register shared with SLS, Farnborough Fins, YBC, CYFC

Asbestos register checked before any maintenance work contracted by school and contractors made aware as required. All contractors on site asked to sign confirmation that they have seen the Asbestos register. Where intrusive works are required an additional asbestos survey will be requested.

Staff – reminded to report any damage to the fabric of the building. Staff able to report concerns through the site help desk

The electronic version of the AMP and full asbestos register can be accessed if required by emergency services in the event that the school cannot be accessed. SCC also have a copy of the WYG survey.

## Glossary

<b>HSE</b>	Health & Safety Executive
<b>RIDDOR</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
<b>ACM</b>	Asbestos Containing Material
<b>AMP</b>	Asbestos Management Plan