ODBST Asbestos Policy

ODBST Level 1 Statutory Policy:	**ALL** Schools require this policy with **no changes** allowed to core text. No changes are necessary to personalise this with school name and branding, as this is a Trust level policy for use, without change, by all schools, **except** where a school contact is required as identified in the content of the policy. LGBs will **note** adoption in LGB meetings. Review will take place at Trust level, and schools will be notified of updates and review dates as necessary.
Other related ODBST policies and procedures:	Health & Safety Policy
Committee responsible:	FRAPP
Approved by:	FRAPP
Date Approved:	27 June 2024
Review Date:	26 June 2027

In reviewing this policy the Trust Board has had regards to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged.

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1. Policy Statement

Oxford Diocesan Bucks Schools Trust (ODBST) acknowledges and accepts all duties and responsibilities attributed by the Health and Safety at Work etc. Act 1974, the Control of Asbestos Regulations 2012, and all other relevant statutory provisions. The Trust specifically acknowledges its responsibility as employer and duty holder. The Trust's principal objective is to ensure that their employees are provided with a safe work environment and that any work conducted associated with asbestos does not give rise to risk to others. The regulations to manage asbestos and prevent exposure are given specific importance by the Trust by their policy and subsequent management arrangements.

2. Purpose

The intention of this document is to establish and communicate the policy in relation to the various types of asbestos containing materials (ACMs) found in Trust buildings. This will include procedures to be followed to ensure that persons working in or using Trust buildings are not put at risk from the hazards associated with ACMs and that the risk of exposure to airborne asbestos fibre is reduced to as low a level as is reasonably practicable.

It is important that everyone understands fully the actions necessary to minimise and control the risk, and their role in the control process. If there is any doubt about the content or implications of this document, the reader should email rhollinshead@odbst.org or eswinhoe@odbst.org for advice.

3. Scope

This asbestos policy and management arrangements are to be applied to all ODBST schools and premises.

4. Background

What is Asbestos?

Asbestos is a naturally occurring mineral. There are three main types of asbestos used in Great Britain; crocidolite (blue), amosite (brown) and chrysotile (white). Exposure to crocidolite and amosite asbestos poses a greater health hazard than exposure to chrysotile, but all types can cause asbestos-related diseases.

Where is it found?

In the past asbestos containing materials (ACMs) and asbestos products have been used in the construction of Trust buildings. They were used for a variety of purposes and were considered ideal for fireproofing and insulation. Any building built before 2000 may contain asbestos. ACMs in good condition do not present a significant risk unless asbestos fibres become airborne, which happens when materials are damaged.

The risk

Inhalation of asbestos fibre can lead to asbestos related diseases which currently represent the single greatest cause of work-related deaths in the UK. The diseases are mainly cancers of the chest and lungs and there is usually a long delay between first exposure and the onset of disease. There is no cure for asbestos related diseases.

5. Policy relevant legislation

The Control of Asbestos Regulations 2012 (legislation.gov.uk)

The Management of Health and Safety at Work Regulations 1999 (legislation.gov.uk)

The Hazardous Waste (England and Wales)Regulations 2005 (legislation.gov.uk)

6. Legal Duties

Duty holder responsibility

Regulation 4 of the *Control of Asbestos Regulations 2012 (CAR 2012)* places specific legal duties on those who manage asbestos in non-domestic premises.

Schools

ODBST is the duty holder. However, every person who has, because of a contract or tenancy, an obligation towards the maintenance or repair of non-domestic premises or the means of access and egress is a duty holder. If there is no such contract or tenancy, every person who has, to any extent, control of that part of those non-domestic premises or any means of access and egress, also has those responsibilities. Where there is more than one duty holder, the relative contribution to be made by each in complying with the requirements of the regulation is determined by the nature and extent of the obligation to maintain and repair that each has.

Domestic Properties

The 'duty to manage asbestos' requirements of Regulation 4 of *CAR 2012* do not normally apply to domestic premises.

However, the *Health and Safety at Work etc. Act 1974*, Section 2, requires all employers to conduct their work so that employees will not be exposed to health and safety risks, and to provide information to other people about their workplace which might affect their health and safety. Section 3 places a duty on employers regarding non-employees and Section 4 contains general duties for anyone who has control, to any extent, over a workplace. The *Management of Health and Safety at Work Regulations 1999* require employers to assess thehealth and safety risks not only to employees but also to third parties who may be affected bytheir activities, and to make appropriate arrangements to protect them.

The Trust when undertaking work in domestic premises has a duty under CAR 2012 to identify asbestos, carry out a risk assessment of work liable to expose employees and others to asbestos and to prepare a suitable written plan of work to prevent or reduce the risk of exposure.

7. Roles and responsibilities

Chief Executive Officer

The Chief Executive Officer has overall responsibility for the management of health and safety withinthe Trust with the strategic management of ACMs in Trust properties being delegated to the Chief Operating Officer.

The *Control of Asbestos Regulations 2012* as a whole impose requirements for the protection of employees who might be exposed to asbestos at work and of other persons who might be affected by such work; and impose certain duties on employees concerning their own protection from such exposure. Since 2002, there has also been a specific duty to manage asbestos in non-domestic premises. This means that people with repair and maintenance responsibilities for non-domestic premises will need to ensure that asbestos-containing materials (ACMs) within those premises are properly managed, and that information about the location and condition of the materials is passed on to those likely to disturb them.

Chief Operating Officer - Appointed Person Asbestos Management

Acts as the Appointed Person, and will:

- Ensure effective policies and operating procedures for the management of the risk from ACMs in Trust properties.
- Ensure, so far as is reasonably practicable, that an Asbestos Management System is established and maintained.
- Advise the CEO and CFO of the resources required to maintain Asbestos Safety Management within the Trust.
- Ensure the monitoring, management actions and recording of the identified premises' ACMs are carried out in a manner that maintains a safe working environment for employees and others who occupy the identified premises.

Handsam - Responsible Person Asbestos Management –

Acts as the Responsible Person, they will:

- Be responsible for the implementation of effective Asbestos Management policy and

procedures.

- Ensure a Corporate Asbestos Management Plan is produced and maintained for all buildings including schools where the Trust is the Duty Holder.
- Ensure that all information including Asbestos Registers, plans etc are maintained.
- Ensure all relevant information e.g. procedures, for the safe management of ACMs is provided to Responsible Premises Managers, Headteachers, employees and contractors.
- Implement a strategy for undertaking Asbestos Management Surveys, and where necessary, Refurbishment / Demolition Surveys.
- Implement a strategy for monitoring the condition of known and presumed ACMs including the undertaking of annual re-inspections by a competent person.
- Ensure any remedial works are carried out in accordance with legislative requirements.
- Ensure that prior to occupation of leased buildings, an Asbestos Management Survey and up to date Register is provided by the owner/landlord.
- Ensure adequate systems are in place to audit employees and establishments for compliance with the Asbestos Management Policy and Procedures.

Asbestos Specialist Contractor – Competent Person

As instructed by the responsible person the competent person, usually a specialist contractor will:

- Act as the Trust's competent person in respect of asbestos management.
- Provide guidance and advice as required.
- Carry out Asbestos Management and Refurbishment and Demolition Surveys in accordance with the guidance in HSG264[1].
- Create an up-to-date central Trust Asbestos Register.
- Produce an Asbestos Management Plan including risk assessment.
- Carry out Annual Re-inspections of known and presumed ACMs.
- Label ACMs, where appropriate.
- As determined by the risk assessment or survey report, carry out remedial works following the discovery of damaged ACMs.
- As determined by the risk assessment or survey report carry out planned preventative works to ACMs vulnerable to damage.
- Manage the removal of ACMs, where appropriate, in accordance with legislation and HSE guidance.

Removal:

When it is not possible to seal an asbestos material effectively, or it is subject to frequent disturbance and likely to release dust, it may be decided to remove it completely. However, it should be recognised that removal will often lead to higher short-term dust levels than sealing the material in place and approved procedures must be taken. The **(Project Manager e.g. The School Business Manager/operations Manager)** is responsible for ensuring that the work is undertaken safely. The work will be undertaken by a specialist-licensed contractor, following a method statement. The safety precautions may include:

- An enclosure under negative pressure, with an airlock, under normal circumstances; the pressure should be monitored at regular intervals; and
- Wet/damp methods, which in minor cases may involve a proprietary sealant water-based spray, e.g. Astrip, being used.

The personnel undertaking the removal work should employ clean-as-they-go methodology, which should include the use of HEPA filtered vacuum cleaners to remove dust from surfaces. In particular, it should be ensured that asbestos removal is effective, e.g. the use of wire wool on pipework. However, any such abrasive techniques must employ suitable dust suppression, e.g. saturation or use in conjunction with a type H vacuum cleaner.

Disposal

Asbestos material is special waste and therefore must only be disposed of in accordance with approved procedures. The procedures should include, but not necessarily be limited to:

- Segregation of the waste whilst it is stored in the workplace and placing the item/s in a suitable container, e.g. double bagged, with the outer container being a red "asbestos waste" plastic bag; and
- Use of a licensed waste carrier and disposal facility. Documentary evidence of correct disposal will be required, in order that the school can meet its waste management duty of care.

Operational and Project Managers (Anyone arranging construction, refurbishment, and maintenance work)

Any person arranging construction, refurbishment and maintenance work will:

- Ensure safety procedures are in place and followed in regard to planned and reactive work affecting ACMs.
- Ensure all operatives undertaking work on premises have received asbestos awareness training.
- Ensure Asbestos Refurbishment and Demolition Surveys are carried out where appropriate.
- Ensure all asbestos information including surveys etc. is provided to anyone working on the site and to those with responsibility for managing the property.
- Ensure either the removal or protection of all ACMs during construction and maintenance work.
- Ensure that all work involving ACMs is carried out by competent contractors, in accordance with the Control of Asbestos Regulations 2012.
- Ensure the Asbestos Register and Asbestos Management Plan are updated following completion of any work affecting asbestos.

[1] Asbestos: The survey guide (hse.gov.uk)

Responsible Premises Managers, Headteachers, Site Managers, etc.

Any person with day-to-day management responsibility for a premises shall:

- Familiarise themselves with the Trust's policy and procedures for managing identified or presumed ACMs.
- Complete Asbestos Awareness training.
- The Asbestos Duty Holder(s) will have a level of training relevant to the quantity, condition and vulnerability of the asbestos contained within the site and buildings of the school. All staff who work with or near asbestos materials or asbestos-containing materials shall be trained to awareness level to understand how they must act and observe the asbestos within their daily duties
- Ensure access is available to an up-to-date premises asbestos management plan and asbestos register/survey and maintained in the Asbestos Management Folder.
- Display and bring to the attention of any persons carrying out work at the premises the 'Notice to all Contractors working at this Site.'
- Provide a copy, of the premises asbestos register/survey to any person carrying out work at the premises.
- Make all asbestos information available to employees and anyone else working on the premises.

Additional Actions for Schools

Schools will:

- Ensure a 'school-specific' Asbestos Management Plan is produced and maintained in the Asbestos Management Folder.
- Ensure the asbestos register is checked when considering or planning delegated work under their control, including repair and maintenance and refurbishment work, to identify any ACMs that may be affected by the work.
- Ensure self-financed improvement projects, building, engineering, and grounds schemes include details of any ACMs likely to be affected by the work.
- Where necessary, e.g. upgrading, alteration, refurbishment, or demolition of any part of the premises, ensure that a refurbishment / demolition asbestos survey is carried out by a competent person.
- Ensure details of any additional ACMs discovered during surveys are forwarded to those carrying out construction, refurbishment, or maintenance work, and to the ODBST Operations Partner for inclusion in the Asbestos Register records.
- Where it is not possible to check records before emergency and urgent works, ensure that work is only carried out by contractors who can provide evidence that their operatives have received up-to-date asbestos awareness training.
- Ensure only licensed contractors undertake licensable work and all appropriate work is notified to the Health & Safety Executive.
- Ensure work is not allowed to commence on or near to ACMs until an appropriate method statement is produced and permit to work implemented.

Employees

All employees will:

- Comply with asbestos related instructions issued by the Trust's responsible manager.
- Report damage of known or suspected ACMs to the manager responsible for the premises.
- Not carry out any work on the premises which may disturb ACMs.

The ODBST Operations Team

- Produce and review the Trust's Management of Asbestos Policy.
- Carry out monitoring and auditing of the effectiveness of the Policy.
- Providing advice to all Duty Holders, their named delegates and to Property Services on how ACM's should be managed.

8. Responsibility for managing asbestos in building types

Trust managed buildings (ODBST Estate)

The Trust is the duty holder and responsible for managing ACM's.

Properties leased to a third party by the Trust (the landlord)

The Trust (the landlord) is responsible in the first instance for leasing the premises in a suitable condition and ensuring that an Asbestos Management Plan is in place prior to the occupation of the premises by a new tenant. The Trust may retain some responsibilities as the Duty Holder for parts of the building. Refer to the terms of the lease for details.

Properties leased in by the Trust (the tenant)

Duty holder responsibilities will depend on the nature or extent of the lease, for example, full repair and maintenance or Shared Use Agreements. Refer to the terms of the lease for details.

The Trust is responsible for ensuring that the management of the premises includes Asbestos management where applicable.

Where the Trust has responsibility for repairs and maintenance it may have responsibility for asbestos management. Refer to the terms of the lease for details.

Where the Landlord is responsible, Trust staff have a duty to co-operate with the landlord,so that the landlord's arrangements, policies, and procedures regarding asbestos management are complied with.

Where the Trust is responsible for asbestos management in the premises it will undertake regular reinspection's, as necessary.

9. Competence

In accordance with regulation 10 of the *CAR 2012* all those with responsibility with regards to asbestos, in addition to those identified specifically by these arrangements, must have the necessary information, instruction and training to fulfil their roles.

The Trust will ensure that the information requirement is fulfilled through the maintenanceof training records, which is made available upon request to all those requiring the information.

Responsible Premises Managers and all other persons with the potential to be exposed because of their daily work activity must have completed Asbestos Awareness Training.

Those with a responsibility to conduct an assessment of the requirements for works with the potential to disturb ACMs will either hold the required competence as defined by the Approved Code of Practice L143 Managing and working with asbestos or seek competent

advice.

All those with specific roles must hold the requisite competence. Where there is a specific industry recognized competence this will have been achieved and competence maintained.

10. Asbestos surveys and re-inspections

All Management, Refurbishment & Demolition surveys and analytical services except schools delegated work will be commissioned by the Trust.

Appointed surveyors / surveying companies shall comply with the requirements of ISO/IEC 17020 for undertaking asbestos surveying and inspections by holding accreditation from the United Kingdom Accreditation Service (UKAS). All surveys undertaken at the premises must be undertaken in accordance with HSE Document HSG264 - 'Asbestos: The survey guide' and all associated and relevant legislation and guidance.

Samples taken by a surveyor or other third party, for the subsequent determination of asbestos presence and content must be analysed by an organisation complying with the requirements ISO/IEC 17025 by holding accreditation from UKAS for such work.

Management Surveys

All ODBST schools with Asbestos present have had a full management survey since 2012, in line with theCAR 2012 and HSG264 'Asbestos: The survey guide' to all its non-domestic buildings including maintained schools.

Identifying Asbestos in Premises

Asbestos has been used in many building materials and these materials have been used for a variety of purposes. The first step in dealing with a suspected asbestos problem is therefore to check whether asbestos is present in **(SCHOOL NAME)the school** and if so, what type and approximately how much.

Unless the material carries an asbestos label or some other warning notice, a simple visual examination is not enough to determine whether it contains asbestos. The only way to determine whether a material is asbestos is by optical microscopy or XRD, SEM or TEM. Additionally, a check of the original building plans may show that asbestos-containing materials were specified; the type and quantity of asbestos can then be checked with the original supplier if known. If the information is not available, it may be necessary to take samples of the material for analysis, but sampling itself can give rise to risks of exposure and other means of identification should be tried first. In view of this, sampling should only be undertaken by accredited personnel. In the interim, it should be presumed that the material contains asbestos and act accordingly.

Refurbishment and Demolition Surveys

Refurbishment and Demolition Surveys (R&D) will be undertaken, in compliance with Regulation 5 of *CAR 2012* and following the guidance in HSG264, before any maintenance, refurbishment or demolition work is carried out which has the potential to disturb ACMs that a Management Survey, due to its nonintrusive scope, may not have identified.

Due to the intrusive nature of R&D surveys, and to avoid unnecessary damage, the scope of these surveys will be in line with the scope of the proposed maintenance, refurbishment or demolition works. The risk assessment for R&D surveys does not include a priority assessment as any ACMs identified which have a potential to be disturbed will be removed to minimise the risk to workers/ employees.

Re-inspections

All identified, retained ACMs at the premises will be subject to periodic visual re-inspections based on a risk assessment of the property, ACMs, and use. The Asbestos re-inspections programme will be coordinated by the responsible person and include all buildings, including schools, where the Trust is the duty holder.

For each re-inspection, the applicable data record for each item of retained ACM shall be reviewed and updated taking into account changes in its prevailing condition and status since the last inspection and detailing any remedial action required. Any additional suspected or known ACMs located during a re-inspection shall be confirmed as such, either by sampling or presumption, and applicable details recorded and added to the inspection / survey report.

11. Asbestos risk assessment

Following a management survey or reinspection the risk assessment will be produced which will help identify and prioritise any ACMs requiring remedial action.

The risk assessment of asbestos containing materials is a two-stage process. Individual risk assessments are contained within the asbestos register. The two stages of the risk assessment are:

- Material Assessment, which will assess the condition of ACMs and their ability to release fibres.
- Priority Assessment, which will assign a priority for any remedial action that may be required.

The total risk scores (material assessment and priority assessment) are the basis for the Asbestos Action Plan.

12. Asbestos register and action plan

Register

For all Trust owned buildings, a centrally held and on-site Asbestos Register of all ACMs discovered by survey or report shall be maintained by the Trust together with details of any action subsequently taken. The register shall be updated as new information is received.

This includes:

- Changes in the condition of ACMs identified through monitoring and re-inspections.
- Deletions when any ACMs are removed.
- Additions when new areas are surveyed, or materials sampled, and asbestos is identified.

Note: It will not include details of all asbestos materials that are likely to be present inTrust buildings.

The Asbestos Register includes details of any repairs carried out and dates when part or full removal took place. An Asbestos Register for each property will be held electronically and will be available for all properties and schools to access. Hard copies of the Asbestos Register, including plans, can be downloaded for inclusion in the Asbestos Management Folder which is issued/held to each property.

Action Plan

The asbestos action plan will include recommendations for managing the ACM in-situ (e.g., manage and label) or any remedial work required (e.g., encapsulate or remove).

Asbestos Management Folder (Premises held information)

All Trust properties are provided with an asbestos management folder to retain and make available hard copy information e.g., for business continuity, contractors undertaking emergency works and emergency services e.g., fire service.

NB: Control of Asbestos Regulations, Regulation 4.9c: "Duty Holders must 'ensure that information about the location and condition of any asbestos or any such substance is (i) provided to every person liable to disturb it; and (ii) made available to the Emergency Services'."

Example contents of Asbestos Management Folder (Site Specific):

- Asbestos Management Plan
- Asbestos Register
- Asbestos Surveys
- Plans
- Annual Reinspection Reports
- Contractors Signing-in Sheet

13. Work affecting asbestos

Use of Asbestos

No products containing asbestos material are to be used for any future work. This is a statutory requirement.

Sealing Asbestos in Premises

Rigid asbestos materials such as insulating board or asbestos-cement (AC) in **Thomas Harding Junior School** may be sealed by painting.

When a higher degree of protection from damage is required a number of other sealing systems are available, including:

- Flexible or semi-flexible polymeric or bitumen coating;
- Inorganic cement type coating; and
- Preformed sheets or panels.

The choice of sealing system depends on the nature of the asbestos material, the degree of damage protection required and any surface flammability requirements. Sealing asbestos insulation and lagging must normally be done only by a contractor licensed by the HSE.

Where asbestos insulation is being used for fire protection, it is important that the fire hazard is not increased by the use of combustible sealants. Normal paints may not meet this criteria and therefore specially formulated sealants that are fit for this purpose will be used. Sealed asbestos should be checked regularly to ensure that the sealing is intact.

Before commencing Work

All work affecting ACMs needs to be carefully planned to avoid the release of asbestos fibre or, where this is not possible, to reduce any exposure to as low a level as is reasonably practicable.

Construction (Design and Management) Regulations 2015 (CDM)

CDM requires arrangements to be in place to deal with asbestos during construction work, including refurbishment and demolition. Where construction or building work is to be carried out, the CDM Client (normally the Trust but sometimes the Governing Body in the case of school delegated works) must provide designers and contractors who are bidding for the work (or who they intend to appoint) with project-specific information about the presence of ACMs i.e. an asbestos survey, so that the risks associated with design and construction work, including demolition, can be addressed.

Emergency and urgent work

As checks and surveys will not normally be possible before this type of work is undertaken it is important that:

- The Asbestos Register and Plan are maintained in the Asbestos Management Folder and available for emergency services on each school site i.e., firefighters. Additionally, all information can be accessed electronically via Safesmart Smartlog compliance system.

- Contractors carrying out emergency and urgent property works at Trust premises are made aware that the Trust has used ACMs in the construction and insulation ofits buildings and of the procedures necessary should such materials be discovered.

- Contractors have provided the necessary training and information so that their operatives undertaking the work are aware of the type of asbestos materials that may be discovered in Trust buildings and of the reporting procedures should any be discovered. Evidence of the asbestos awareness training given to their operatives must be provided by the contractor.

Details of any suspect materials discovered during such work must be reported to the ODBST Operations Team or recording and onward transmission to the nominated competent persons.

Planned work to existing buildings

Prior to commencement of any planned work in existing buildings checks must be made of existing drawings, records, and the Asbestos Register. Records or drawings that form a part of the asbestos survey/register at **Thomas Harding Junior School** will be updated, or generated if they do not already exist, to include details of where the asbestos-containing items are, their extent, condition, form (tiles, boards, insulation, etc.), and what they look like (such as whether they are painted). The information gathered will help when assessing the risks to health arising from the material.

The records and drawings will also identify those areas that have not been accessed and inspected and it must be assumed that they contain asbestos unless there is strong evidence that they do not.

A copy of the Asbestos Register will be readily available for reference by staff and contractors. Care needs to be taken when using the register as destructive tests were not carried out and the information may therefore be incomplete

Depending on the nature of the work, surveys should be carried out as follows:

- Non-intrusive works: - Minimum of an Asbestos Management Survey as a normal duty (Checks should be made as to whether this level of survey has already been carried out). Materials included on the register that have been "presumed asbestos" will need to be analysed.
- Intrusive works (including rewiring and cabling) - An Asbestos Refurbishment and Demolition Survey. The cost of this survey must be included within the overall cost of the project.

Details of any suspect materials discovered during the surveys must be reported to the nominated competent persons.

To ensure that contractors carrying out planned work in Trust buildings are made aware of the possible presence of ACMs the following clauses are to be included in all specifications (or where applicable the health and safety plan) for work in existing buildingswhere asbestos has not been discovered during the initial surveys but may be encounteredduring the work:

"Attention is drawn to the fact that in the past the Buckinghamshire and Milton Keynes Councils have used asbestos products in the construction and insulation of many ODBST buildings. Whenever possible these materials will be identified to the contractor together with the minimum safety requirements necessary for workaffecting such materials. The contractor must carry out their own inspections to identify such materials.

Initial inspections, however, may not reveal all asbestos materials present so it is important that during the course of the works the contractor is vigilant and if any previously unknown asbestos is discovered work in the area stops immediately and the Oxfordshire Diocesan Bucks Schools Trust project leader and manager responsible for the property are informed so that the correct action can be taken."

Where the work involves boiler changes the tender documents must include a specification to cover work affecting asbestos rope seals, asbestos gaskets etc. The contractor must then submit with the tender a method statement for dealing with any identified asbestos or any asbestos that may be discovered during the work.

Contractors

All work with ACMs must be carried out by competent contractors and must demonstrate compliance with the requirements of:

- *Control of Asbestos Regulations 2012*
- *Approved code of Practice L143 Managing and working with asbestos*[2]*.*
- *HSG 247 Asbestos: The Licensed Contractors' Guide*[3]*.*

Under the *Control of Asbestos Regulations 2012*, contractors who undertake any work with asbestos require a valid HSE asbestos license. This license will have been approved by the Asbestos Licensing Unit which has been delegated by HSE to grant and review licenses for asbestos work as set out in the *Control of Asbestos Regulations 2012*. This includes work with asbestos unless it is exempt under Regulation 3(2) of the Regulations.

Subject to regulation 3(2), the contractor shall not undertake any work with asbestos unless he has notified the HSE in writing at least 14 days before commencing that work. For urgent or emergency work it may be possible to negotiate a reduction in this period.

Asbestos waste

Asbestos waste comes under the requirements of the *Hazardous Waste Regulations 2005* and *Carriage of Dangerous Goods (etc.) Regulations 2009*. Asbestos waste also includes

[2] Managing and working with asbestos. Control of Asbestos Regulations 2012. Approved Code of Practice and guidance (hse.gov.uk)
[3] Asbestos: The licensed contractors' guide - HSG247 (hse.gov.uk)

contaminated building materials, tools that cannot be decontaminated, personal protective equipment and damp rags used for cleaning.

Under the *Hazardous Waste Regulations 2005*, it is an offence to produce hazardous waste at premises, or remove that waste from premises, unless those premises are registered with the Environment Agency and provided with a unique premises number called a "premises code". This is valid for **12 months** from the date of registration. If hazardous waste continues to be produced or removed from these premises after expiry, then the premises code must be renewed. Premises codes can be renewed up to **one month** in advance of the expiry date.

All asbestos waste must be transported by a registered waste carrier for safe disposal at a licensed disposal site and evidence provided by way of a *Waste Consignment Note*. Asbestos materials or equipment containing asbestos cannot be sold or given to other parties. It must be removed and disposed of as 'hazardous' waste.

Further information on the requirements for dealing with asbestos waste can be found on the Environment Agency website: www.environment-agency.gov.uk.

14. Emergency Procedure

Anyone working in Trust premises should be aware of the risk from asbestos. An emergency procedure is included in the Appendices.

15. Inadvertent exposure to asbestos

All incidents of inadvertent (uncontrolled) exposure to known or suspected asbestos fibre must be reported as a Dangerous Occurrence using the Trust's H&S Reporting System.

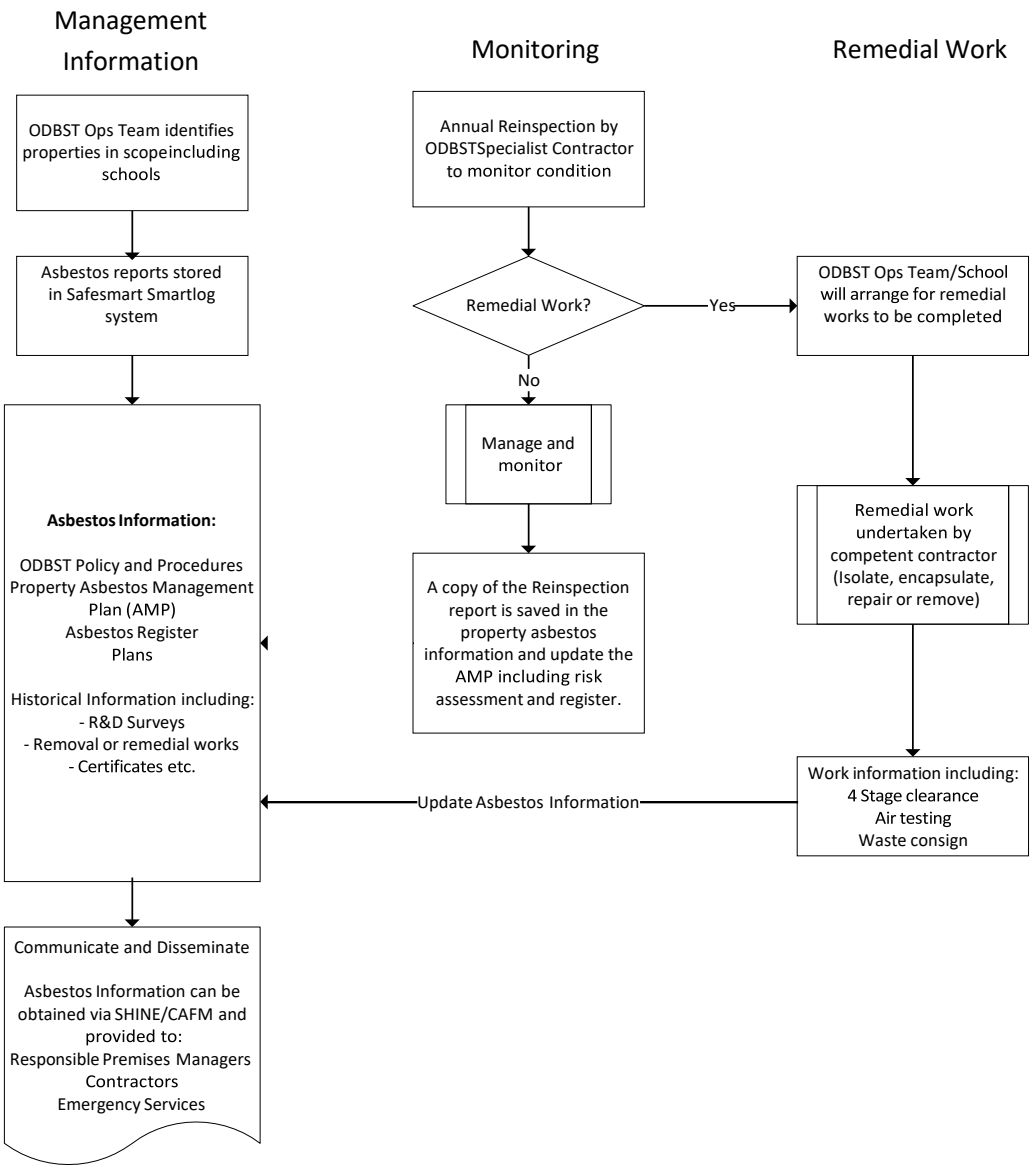
Where appropriate the HSE shall be informed under the requirements of the *Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013*.

Details relating to any inadvertent exposure will be retained by the Trust in line with the Retention Policy.

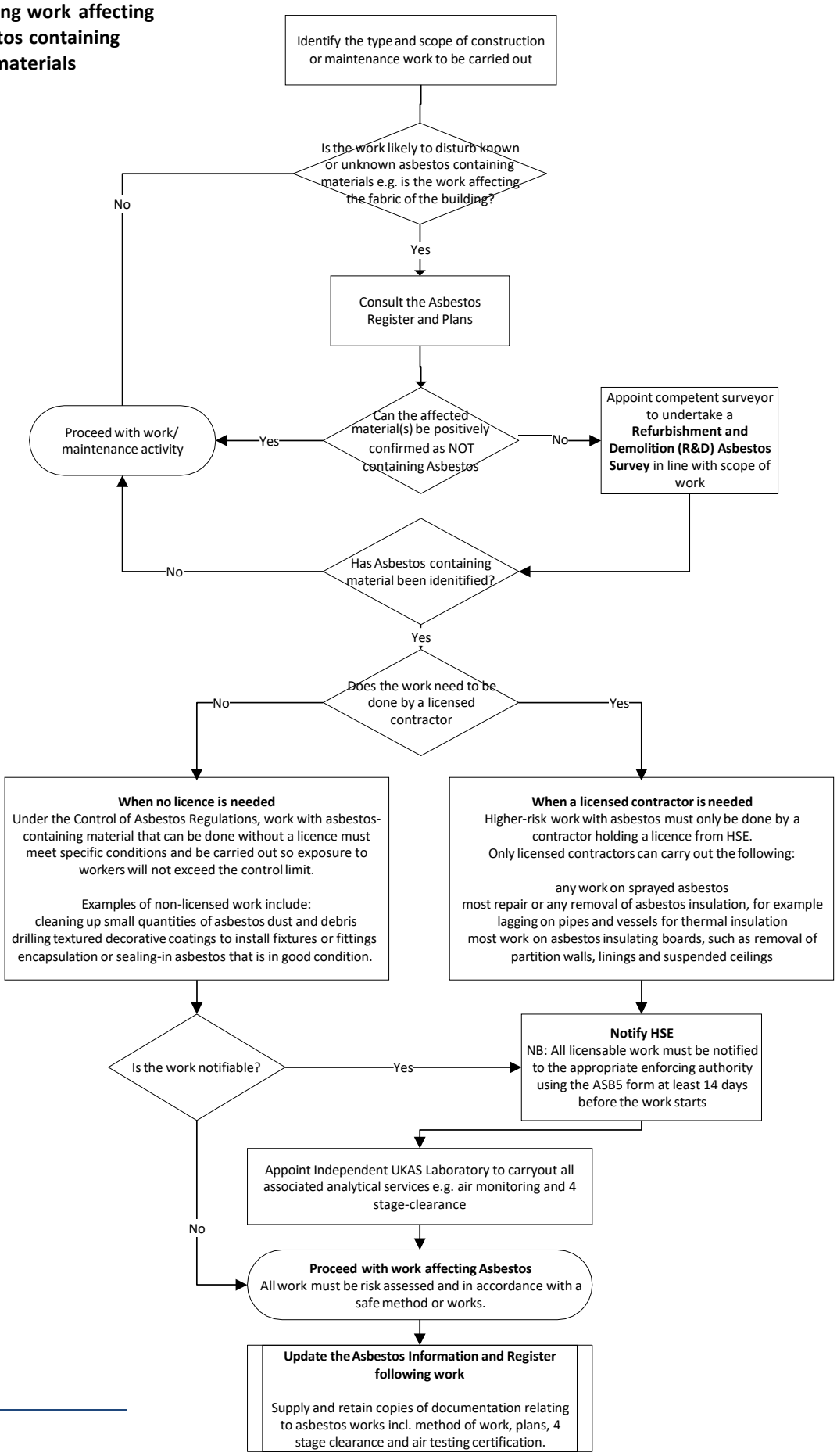
Where applicable employees may be referred to Occupational Health or Wellbeing Services.

An investigation into the activity that led to the possible inadvertent exposure will be carried out by the Trust.

Asbestos Management



Undertaking work affecting asbestos containing materials



Asbestos
Emergency Procedure

If you think you have disturbed or discovered damaged asbestos:	
	**STOP** work immediately and **CLEAR the AREA** Leave all contaminated materials and equipment in the area.
 NO ACCESS	**ISOLATE, SECURE** and **PROHIBIT ACCESS** to affected area, e.g., lock door and post warning notices: 'DO NOT ENTER – DAMAGED ASBESTOS'
	**DO NOT** clean up damage or vacuum debris.
	**TURN OFF** any ventilation systems in the area, e.g. air conditioning, extraction systems, etc. unless to do so, you would need to re-enter area.
	**INFORM** the Responsible Premises Manager
	**CHECK** the Asbestos Register or Survey **ASSESS** and **RECORD** the following information: • Type of material disturbed. • Location and amount of material. • Details of how the damage occurred. • Actions taken by who and when.
	**REPORT IMMEDIATELY** to the Operations Team. Tel: **07827 827791 or 07977 734981** Email: Admin@odbst.org
 	The Operations Team will arrange will arrange for a specialist contractor to attend the site to assess damage and advise on any further action required.
	REPORT the incident as a **DANGEROUS OCCURRENCE** on the H&S Reporting System (RIDDOR).