

Alderley Edge School for Girls
The Management of Asbestos Policy and
Management Plan
Regulation ISSR:



ALDERLEY EDGE
SCHOOL FOR GIRLS

Reviewed and updated by: Mrs M Rigby (DFO)
Approval: Full Governor Board
Last Review: September 2024
Next Review: Summer 2025

INTRODUCTION

This document sets out the School policy, management plan and procedures for managing asbestos. The presence of asbestos containing materials (ACM's) does not in itself constitute a danger. However, it is hazardous when disturbed or damaged and must be treated accordingly. Activities which give rise to airborne dust, e.g. abrasion, breaking, sawing, cutting, drilling or machining ACM's, are most likely to present risks.

Staff and contractors are not expected to work with or be exposed to asbestos on the School site. A limited number of staff whose normal duties may bring them into contact with existing asbestos containing materials will be trained in asbestos awareness.

ASBESTOS POLICY

The School Asbestos Policy conforms to the Health and Safety at Work Act 1974 and The Control of Asbestos Regulations 2012. The Policy, Plan and Procedures apply to all parts of the School without exception. School policy is to prevent exposure to the hazards associated with asbestos containing materials by:

- Promoting awareness of the hazards of asbestos containing materials and the School Asbestos Policy, Plan and Procedures through training of staff;
- Providing and maintaining an Asbestos Register;
- Freely providing information on asbestos;
- Implementing an effective asbestos containing materials management plan so that appropriate measures, such as monitoring, encapsulation, sealing, labelling, inspection or removal of the material are undertaken and;
- Regularly reviewing the School Asbestos Policy, Asbestos Management Plan and Procedures.

Alderley Edge School for Girls, ('the School'), recognises the responsibilities and duties under the Health and Safety at Work etc Act 1974, to provide as healthy and as safe an environment as is reasonably practicable for all employees, pupils, contractors, visitors and members of the public.

Under the Control of Asbestos Regulations 2012 the School recognises and accepts its duty to manage asbestos in non-domestic premises. This plan relates solely to the management of asbestos containing materials (hereafter known as ACMs). It will be reviewed periodically as and when new legislation, Approved Code of Practice (ACOP) and good practice is changed. The main changes from the previous Control of Asbestos Regulations 2006 relate to notifiable non-licenced work with asbestos which is not relevant to the School.

The School has an explicit duty to assess and manage the risks from asbestos. The Board of Governors of the School are ultimately responsible for the implementation of the Asbestos Policy.

The Estates Manager has a professional and technical responsibility for the land, building fabric and the permanent services of the School's estate and compliance with the School's Asbestos Policy.

The School's Asbestos Management Plan shall be managed by the Estates Manager and overseen by the Director of Finance & Operations who will ensure that asbestos management of the School estate is compliant with current legislation and School's asbestos policy.

The Director of Finance & Operations will:

- Identify and train personnel to oversee the Asbestos Management Plan.

The Estates Manager will:

- Survey the estate and take reasonable steps to determine the location of ACMs.
- Maintain and hold the School Asbestos Register. This is held on Asbestos Smart, see Appendix 2.
- Oversee the Asbestos Management Plan.
- Presume materials to contain asbestos unless there is evidence not to do so.
- Following an initial Asbestos Survey, plan and arrange periodic re-inspections with an approved surveyor, including updating and maintaining a written record of the locations of asbestos and presumed asbestos materials.
- Assess the risk of exposure and document actions necessary to manage the asbestos.
- If working in the location of any known ACMs, to ensure that contractors and Estates Staff have signed to say that they have seen the Asbestos Register and have completed an Asbestos 'Permit to Work' in the presence of the Estates Manager.
- Periodically monitor the condition of ACMs, update the asbestos register and reassess the risk.
- Make information available to those who may come into contact or disturb ACMs. Information shall be provided in electronic format (Asbestos Smart) and shall be correct on the date it is presented – see Appendix 2.

ASBESTOS MANAGEMENT PLAN

In order to manage the risk from asbestos, the Estates Manager shall ensure that a suitable and sufficient assessment is carried out as to whether asbestos is or isn't liable to be present on the School Estate. An initial assessment shall be made as to whether ACMs may be present within the School buildings and areas of the Estate. This will be followed by an Asbestos Management Survey. The survey shall be undertaken by a competent surveyor qualified to BIOH 402. Companies undertaking asbestos surveys and analysis shall be UKAS accredited to ISO17020, ISO17024 and ISO17025.

Asbestos survey reports shall be presented in a format compatible with the current School asbestos register and shall provide the following minimum information:

- Purpose and date of survey
- Annotated floor/site plans indicating sampling points and unique references
- Asbestos material assessment
- Priority Assessment, to be prepared in consultation with the Facilities Manager
- Asbestos Risk assessment

In advance of all major refurbishment and demolition work a Refurbishment and Demolition survey shall be carried out as recommended. Survey reports shall be presented in a format compatible with the current School asbestos register. All information from the Refurbishment and Demolition survey shall be made available to the Principal Contractor and included in the Pre-Tender Health and Safety Plan where appropriate.

The current asbestos register was formulated in 2006 and updated in 2011.

Data contained within the asbestos register will be frequently reviewed and updated in line with physical alterations of the School Estate along with asbestos removal, encapsulation and environmental cleaning works being carried out.

Information regarding ACMs and general information on management of asbestos may be obtained by contacting the Estates Manager. The Estates Manager will check the register and provide appropriate information in a written or electronic report. The Estates Manager will strive to raise awareness of Asbestos materials and encourage School staff to check the asbestos register prior to commencing any work activity. Awareness training will be provided to Estates staff within the School and will ensure asbestos is considered in all activities and that appropriate checks are made from the asbestos register.

Asbestos materials identified within the School asbestos register shall be fully reviewed during each annual summer holiday period. The audit process shall involve a visual inspection of all ACMs listed in the asbestos register.

Each material shall be re assessed on its condition and likelihood of disturbance by a competent person. Results from the audit survey shall be fed back into the asbestos register. Where changes are identified, risk assessments will be revised and priorities adjusted and appropriate management controls put in place.

The School is committed to reducing the risks from asbestos to a minimum and a programme for asbestos removal and environmental cleaning work shall continue in accordance with the School Asbestos Policy and within available budgets. Regardless of priority all ACMs shall as far as practicable be identified and totally removed by specialists in advance of major refurbishment and demolition works.

Works involving the treatment, encapsulation or removal of ACMs shall be undertaken by approved HSE licensed contractors. Licensed asbestos contractors engaged directly by the School or the Principal Contractor for the removal or treatment of asbestos shall:

- Consult the Asbestos Register and survey information to assess the risk and ascertain the scope and extent of asbestos removal.
- Provide a 'Plan of Work' for the Project Manager/Principal Contractor as to how the asbestos shall be removed in compliance with current legislation.
- Notify Health and Safety Executive at least 14 days prior to works to which Control of Asbestos Regulations 2012 applies.
- When preparing the works for removal to allow independent inspection and smoke testing to be carried out.

An Independent Analytical company UKAS accredited to ISO17025 (or equivalent) shall be employed to carry out airborne monitoring works on behalf of the School. The analyst must not be employed as a sub-contractor to the asbestos removal contractor. Airborne monitoring shall be carried out in areas considered sensitive, or in situations where it is considered necessary, to provide documentary evidence that no leakage has occurred. Reassurance monitoring shall be carried out at the discretion of the Facilities Manager.

All available information from the School's Asbestos Register (applicable to areas concerned) shall be made available to the independent analyst prior to commencing these works. On satisfactory completion of these works, the analyst shall produce a report that will allow the School's Asbestos Register to be updated.

Licensed contractors working with asbestos shall take adequate steps to monitor the exposure of their employees to asbestos, all in accordance with current legislation.

Only minor incidental work may be carried out by direct labour and contractors who are not licensed.

Minor work being defined as work involving any of the following materials:

- Asbestos cement – asbestos cement products
- Articles of bitumen, resin or rubber which contain asbestos
- Asbestos insulating board where action levels are not likely to be exceeded or the duration of the work is less than 1 hour for 1 person or a total of 2 hours for all the people working on it within any 7 day period. Any such work carried out shall be subject to a risk assessment undertaken on a job by job basis by a competent person.

Working procedures shall strictly follow the 'Plan of Work' produced following the risk assessment, as well as recommendations published by the Health & Safety Executive: 'Asbestos Essentials' task manual available at www.hse.gov.uk/asbestos/essentials/index.htm

During and on completion of asbestos removal and environmental cleaning works, ACMs shall be double bagged/wrapped as it is produced. Bags shall be sealed, labelled and cleaned prior to removal from the enclosure. Bags containing asbestos waste shall be transported along an agreed route for immediate removal from site, or safe storage

within a lockable container located in an agreed position on site. Asbestos waste material generated from 'non-licensed' works either by contractors or direct labour such as asbestos cement and bitumen products shall be double bagged/wrapped and stored in a secure lockable location where damage cannot occur. Final removal and disposal of these items shall be arranged via a licensed asbestos removal contractor.

All asbestos waste shall be disposed of strictly at a site licensed to receive it all in accordance with the Special Waste Regulations 1996 (as amended 1997 and 2001). The Contractor responsible for disposal of asbestos waste shall provide the School with documentary evidence of safe disposal via copies of consignment notes.

Where a decision is taken by the School not to remove ACMs then precautionary measures shall be put in place. This will include:

- Information regarding ACMs shall be made available to the contractor prior to the commencement of works.
- The Contractor shall provide details of the measures to be taken in order to protect the material from damage/disturbance of ACMs arising from the works.
- Routine airborne monitoring of the working area may be requested as reassurance that the work is not disturbing ACMs.
- Limitation of access controls to be put in place.
- Limitation of extent of works to be put in place.

The following procedure should be followed whenever suspected release of ACMs is identified:

- Stop work immediately.
- Isolate the area, i.e., shut doors and windows etc.
- Post warning notices and inform people in the immediate area and request that everyone keep away.
- Contact the Estates Manager and provide details of the occurrence.

If a member of staff or contractor is exposed to asbestos fibres, they should stay in the area so that they do not spread fibres, and then seek advice from the Estates Manager or Director of Finance & Operations.

The Estates Manager will check the register to establish whether ACMs are present. Appropriate risk assessments and control procedures shall be agreed and implemented to avoid exposure of ACMs to building users. Encapsulation, treatment, or removal of disturbed ACMs shall be carried out in accordance with current legislation before areas are re-occupied.

In circumstances where a 'site' is under the control of a Principal Contractor and ACMs are discovered the Project Manager and Planning Supervisor must be informed as soon as practical. The following points should be noted:

- Do not allow works to continue on any materials, which are suspected of containing asbestos.
- If suspected ACMs have been damaged or disturbed during work(s) in progress, the materials should be left in-situ, the work(s) suspended and the area isolated pending further investigation.
- Do not attempt to take a sample. The actual act of sampling asbestos can expose the sampler to dangerous levels of fibres and it is possible to contaminate the surrounding area.
- Samples should only be taken by a UKAS accredited asbestos testing, sampling and identifying laboratory.

It is essential that as well as recognising the hazard, every effort is made to minimise/eliminate the risks to the working population by effectively controlling and managing all work where asbestos is present.

Appropriate training shall be identified, prioritised and arranged for the Estates Manager and the Estates staff. Periodic refresher training shall be provided for these staff to keep abreast of changes in legislation and working practices.

The School shall actively select contractors that can demonstrate their competence and understanding of asbestos issues and provide evidence that staff have received asbestos awareness training.

The Asbestos Management Plan shall be reviewed annually by the Director of Finance & Operations in respect of changes made to relevant legislation, School working practices or the School Asbestos Policy.

Limitations on the Asbestos Survey

It is possible that unidentified asbestos residues resulting from earlier asbestos removal works may be present in relatively inaccessible locations. These include:

Behind column claddings, attached to earlier ceiling tile grids or suspension systems or covered with new continuous paneling or certain areas of pipework covered with non-asbestos insulation product.

Duct covers below carpets or inset within wood block floors etc, were not raised, any unreasonable degree of dismantling of the structure of the building were not investigated.

Access to roof areas was not undertaken (unless outlined in the asbestos survey). Areas deemed too high to reach from stepladders or otherwise unsafe were not investigated. Ceiling space voids were not accessed other than visually through inspection at various points where possible. No sub floors were accessed.

Access to electrical and process equipment was not possible due to safety and technical considerations. Such items may therefore contain unidentified asbestos containing materials (ACM's) or components.

The fabric of the building may well conceal the location of some ACM's. Some ACM's may well be discovered during maintenance, refurbishment work or demolition. Asbestos residue to pipework or plant insulated with non asbestos products remain a possibility.

APPENDIX 1: ASBESTOS REGISTER

Sample Number	Description	Location	Action since original report	Action August 2024
20805	Chrysotile board in storeroom, to be removed under controlled conditions or repaired at minimum	Finance office archive store	Painted TVS analysis check 31/10/13, Chrysotile. Overboard 2017	Overboarded 2017
20807	Chrysotile Cement tiles in good condition, no immediate action required, to be managed	Roof White Building	That shown in picture boarded and over felted Summer 2015, but there are other tiles similar around the building - "maintain". Further the roof over Art/DT is believed to be the same material.	All roofing work completed and tiles encapsulated 2016/17
20808	Chrysotile Cement tiles in good condition, no immediate action required, to be managed	Roof fire escape Mount Carmel	Checked Dec 2016, in good condition. One bottom corner tile is broken in half (part missing). "Maintain"	All roofing work completed and tiles encapsulated 2016/17
20809	Chrysotile Sink pad in good condition, no immediate action required, to be managed.	Sink in Art room top of Mount Carmel	Dec 2016 - no noticeable deterioration.	Inspected Aug 2024. No noticeable deterioration.
20813	Chrysotile floor tiles in good condition, no immediate action required, to be managed	Store cupboards at Art/DT area	Dec 2016 - no noticeable deterioration.	Inspected Aug 2024. No noticeable deterioration.
20821	Chrysotile floor tiles in good condition, no immediate action required, to be managed	Maths corridor, 3 classrooms.	PMC says 2 out of 3 removed, M1 still has the tiles, M2 & M3 are re-carpeted.	All areas covered in carpet.
20822	Chrysotile floor tiles in good condition, no immediate action required, to be managed	IT2 classroom	IT2 is re-carpeted	IT2 is re-carpeted
20836	Amosite boarding in good condition, no immediate action required, to be	Was Uniform shop, now Music room	Removed 27/10/13.	Removed 27/10/13.

	managed			
20845	Chrysotile floor tiles in good condition, no immediate action required, to be managed	Junior storeroom	Checked Dec 2016, in good condition	Inspected Aug 2024. Deterioration is apparent and in need of encapsulation (Carpet tiles). To be completed ASAP (inhouse). *See below for photographic evidence.
20846	Chrysotile floor tiles in good condition, no immediate action required, to be managed	Junior storeroom	Checked Dec 2016, in good condition	As Above
20850	Amosite boarding in good condition, no immediate action required, to be managed	Was changing rooms, now yr11 common room, yr11 office & gym store	Removed in 2011.	Removed in 2011.
20851	Chrysotile cement board in good condition, no immediate action required, to be managed	Danger room electric room	Was removed 2011 and that room changed/re-built.	Inspected Aug 2024. Removed 2011 and that room changed/re-built.
20852	Basement Bitumen in good condition, no immediate action required, to be managed	Danger room store 1st on right	Dec 2016 - leave untouched.	Dec 2016 - leave untouched.
20853	Damaged Amosite Boiler room door will need to be repaired / or removed & environmentally cleaned by a licensed contractor.	Old diesel boiler room	Removed 2011	Removed 2011
20854	Chrysotile cement pipe, loose needs to be removed under controlled conditions	Loose pipe in old diesel boiler room	Removed 2011	Removed 2011
20855	Chrysotile felt under fuel tanks in decent condition needs to be managed	Under diesel tanks (removed)	Removed when boiler house re-built and diesel tanks removed c2013	Removed when boiler house re-built and diesel tanks removed 13

0856	Chrysotile external roof felt in poor condition needs to be repaired and managed	White building finance fire escape exit.	Removed 2011	Removed 2011
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Overall view of the room
Aug 2024



Damage shown in tile. This was not evident in the 2016 inspection. (Original photograph available on Page 73 of the Asbestos survey).



ASBESTOS MANAGEMENT NOTICE

Asbestos records are available for this building:

Alderley Edge School for Girls : Wilmslow Road, Alderley Edge, Cheshire, SK9 7QE

Before undertaking any works, you must check the Asbestos Register for this property.

The Asbestos Register can be downloaded by scanning the QR Code here with your smartphone or tablet:

In accordance with the Control of Asbestos Regulations 2012, no works may be undertaken which could lead to the disturbance of asbestos fibres.

If you have any questions or concerns, please contact your manager / supervisor or the property manager before starting any works.

Be Asbestos Smart!

In case of an asbestos emergency please contact this number:

07969 456079



UNAUTHORISED WORKS ON ASBESTOS MATERIALS ARE PROHIBITED AND CAN RESULT IN SEVERE FINES AND / OR IMPRISONMENT.

STAFF & CONTRACTORS, PLEASE SCAN THE QR CODE HERE TO SEE OUR SHORT ASBESTOS EDUCATIONAL VIDEOS:

