



## THE PIGGOTT SCHOOL

### **Procedure:**

#### **Asbestos Management Plan**

### **Aim:**

To effectively manage asbestos in our school to ensure that no person, whether staff, pupil, contractor, volunteer or visitor, is avoidably exposed to the risks associated with asbestos.

### **Reference documents:**

- Wokingham Borough Council Asbestos Management Guide
- HSE "Asbestos Kills: Protect yourself!" document
- Department for Education "Managing Asbestos in your school"
- Asbestos Awareness document

### **Changes from last issue:**

None

### **Method:**

- The School has been surveyed for asbestos by a qualified and competent contractor. The survey contains maps and descriptions of all ACMs (Asbestos Containing Materials) and is held in the Premises Manager's office.
- As a warning, a red dot marker has been placed on all known ACMs on or in Walls, Ceilings and pipework.
- Staff whose work might bring them directly into contact with ACMs will receive training in the risks and precautions to take as part of their induction training.
- ALL contractors must sign the contractors signing in book at reception and be issued with a copy of the "Contractors working on site" information and safety advice leaflet which confirms the presence of Asbestos on site. They are also shown the Asbestos survey prior to commencing works.
- All staff who may do maintenance on the buildings are trained in this procedure and can access additional training through their line manager, this may take the form of an on line course
- A formal visual check of main areas will be included in the termly health and safety inspection by the Premises Manager and site team.

- No work is to take place on site that will effect or disturb Asbestos by any member of staff. Any works required where asbestos is present must be assessed as to whether it is reportable, reported if required and carried out by a qualified contractor. A review of the risk assessment must be carried out prior to any asbestos related works taking place.

**In the event of Asbestos being disturbed:**

- The area is to be evacuated to an outside area.
- Premises team and Head Teacher to be informed immediately.
- People exposed should be encouraged to shower fully dressed to wash off and dampen down any fibres on their clothing. Clothing should be removed after this if possible and placed in a sealed bag to be cleaned by a specialist cleaning company. Local GP or emergency services should be contacted for next steps of decontamination or medical help.
- Wokingham council and the HSE must be informed.
- A specialised contractor must be called to make the area safe and deal with the Asbestos. Leaving the area safe to use after.
- Medical advice should be sort for everyone exposed.
- An Incident review to take place after the incident, including a risk assessment review.

**Planned Works:**

- All planned works are assessed to see if they will interrupt any Asbestos areas.
- Works in areas with Asbestos will need a Type 3 Asbestos survey completed before work commences.
- Only qualified and registered Asbestos removal teams are allowed to complete work on site after submitting their Risk assessments and method statements.

**Issued by:**

**David Corringham**

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