

ASBESTOS PROCEDURE

PROCEDURE

The purpose of this procedure is to ensure that work on Asbestos Containing Materials (ACMs) are managed and monitored in accordance with the Control of Asbestos at Work 2012 Regulations.

2.0 ASBESTOS MANAGEMENT

2.1 The College's approach to complying with the Control of Asbestos at Work 2012 Regulations is one of awareness and administrative control that helps to ensure that all staff and any approved contractors engaged to carry out works in any area of the college or grounds are fully aware and have access to the current Newbattle Abbey College asbestos register and asbestos policy.

- Permission to work is sought before any work is undertaken to areas where ACMs are present or suspected.

3.0 REPAIRS PROCEDURE

3.1 All staff who engage contractors or instruct works to the College's buildings or grounds have access to the Newbattle Abbey College

3.2 Asbestos Register.

On receipt of a request for a repair, or a repair requirement being identified, staff must check the Asbestos Register to confirm that no

3.3 ACMs are present or suspected to be present in the area to be worked on.

3.4 If no ACMs are present or suspected, the works are instructed and progressed in the normal manner through to completion.

3.5 If ACMs are present or suspected no works are instructed. The need for the work is referred to the Estates & Facilities Manager who will assess the need for the work to be undertaken.

3.6 If the work is deemed necessary by the Estates & Facilities Manager, a purchase order will be drawn up covering the works required, commissioning a registered approved asbestos disposal contractor

who will be instructed to either complete the works required or remove the asbestos involved and provide Newbattle Abbey College with a completion certificate that confirms the asbestos has been removed, and the areas have been air tested and no longer contain any asbestos.

Once the Estates & Facilities Manager has received notification that asbestos has been safely removed and is in receipt of the required certificates and air test certificates, the Facilities Manager is then responsible for amending the current Newbattle Abbey College asbestos register.

Further information

Managing and working with Asbestos

<https://www.hse.gov.uk/pubns/books/l143.htm>

Asbestos FAQ <https://www.hse.gov.uk/asbestos/faq.htm>

THE Management of asbestos in non domestic properties

<https://www.hse.gov.uk/pubns/books/l127.htm>

4.0 PLANNED MAINTENANCE or PROJECTS' PROCEDURE

4.1 All proposed Planned Maintenance work or projects must be cross checked by the Estates & Facilities Manager with the current Newbattle Abbey College asbestos register to identify whether any areas in the proposed works either contain or are suspected to contain ACMs

4.2. During any tendering processes for future planned maintenance related to Newbattle Abbey College all professional bodies or contractors must be fully aware of the College's current asbestos register and asbestos policy and procedures prior to submitting any tenders or starting any projects.

4.3 Should any areas in the project contain or be suspected of containing ACMs, the Estates & Facilities' Manager will arrange for the asbestos to be tested and removed by a registered approved asbestos removal company.

4.4 Once the Estates & Facilities Manager has received notification that the asbestos has been safely removed and is in receipt of the required test certificates the Estates & Facilities Manager will then make any amendments to the Newbattle Abbey asbestos register that are required. The maintenance job that made the initial ACMs removal necessary can then be completed following on the approval of the Estates & Facilities Manager.

*Newbattle Abbey College is committed to challenging discrimination,
advancing equality and celebrating diversity*

This Policy should be read in conjunction with other relevant College policies, procedures and guidance documents, whether specifically listed above or subsequently published or amended.

The College reserves the right to update, introduce, or revise policies and procedures from time to time.

Compliance with the most current versions of applicable policies and procedures, as published, is expected.

Title:	Asbestos Procedure
Lead Officer:	Estates & Facilities Manager
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Approved By:	H&S Committee
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