

ASBESTOS ON SCHOOL SITES

GUIDANCE DOCUMENT

DERBY CITY COUNCIL
The Council House
Corporation Street
Derby DE1 2FS

Revision Date: 19/10/2018

Derby City Council Guidance



Derby City Council

1 Introduction

1.1 Derby City Council is responsible for ensuring its assets, including schools, are managed safely and to ensure, so far as is reasonably practicable, that they should not harm, or cause loss, to those who could be affected. This includes the management of Asbestos.

1.2 This guidance has been amended as a result of a number of important DfE publications covering Asbestos in Schools:

- The management of asbestos in schools – A review of Department for Education policy (March 2015):
<https://www.gov.uk/government/publications/asbestos-in-schools-policy-review>
- Updated guidance - Managing asbestos in your school – Departmental advice for school leaders, governors, local authorities and academy trusts (23 February 2017):
<https://www.gov.uk/government/publications/asbestos-management-in-schools--2>
- Asbestos in schools: Where it may be located February 2017March:
<https://www.gov.uk/government/publications/asbestos-management-in-schools--2>
- Asbestos Management Assurance Process March 2018:
<https://www.gov.uk/government/publications/asbestos-management-assurance-process-amap-user-guide>

Headteachers and Governors need to be fully aware of the fundamentally important messages contained within these documents.

1.3 This Derby City Council document is a direct result of the above DfE guidance and is a summary of the important requirements. It does not provide schools with all the information you require to manage building works or asbestos fully. **It is essential that school headteachers and site managers locate and understand their school's site asbestos file for more information.** The schools site asbestos file was provided to schools by the Council and is commonly referred to as the *red site asbestos file*.

2 Summary of DfE Guidance

2.1 The majority of schools built or refurbished prior to 2000 are likely to contain asbestos. If your school was built prior to 2000 you should presume that asbestos will be present in the building unless you can prove that it isn't.

2.2 Ineffective management of asbestos presents a risk to pupils and staff. If asbestos containing materials are disturbed or damaged, asbestos fibres can be released into the air and breathed in by staff and children. This can cause or increase the risk of contracting a number of serious diseases, including mesothelioma and lung cancer.

2.3 Between 2003 and 2012 there were 248 deaths linked to teaching professions, including teaching assistants, nursery nurses and school secretarial staff. These figures do not include caretakers, cleaners or other maintenance staff who are expected to be at greater risk.

- 2.4 Children have an increased lifetime risk of developing mesothelioma compared to adults when exposed to asbestos.
- 2.5 The DfE have identified a declining level of awareness amongst schools, particularly those outside local authority control. The HSE have identified that in some cases up to 17% of duty holders have been found to not be fully compliant with one or more aspect of asbestos regulation law.
- 2.6 Under the Control of Asbestos Regulations 2012 it is a mandatory requirement that adequate information, instruction and training be provided to those liable to disturb asbestos.
- 2.7 Headteachers, as shared duty holders, must ensure that school staff receive adequate information, training and instruction on asbestos relevant to their role. It is therefore implicit that Headteachers must themselves undertake appropriate training on asbestos. There is an extensive market providing training on managing asbestos.
- 2.8 The DfE have stated that duty holders need to be held to account for their responsibilities and face potential consequences from non-compliance. Therefore duty holders need to take their responsibility seriously. A number of examples of recent prosecutions are provided in appendix 5.
- 2.9 In March 2018 the DfE requested all duty holders to provide details of the asbestos management processes on educational sites. The Asbestos Management Assurance Process was a result of recommendations in the 2015 guidance. Children and Young People and Property Maintenance teams arranged with the site duty holders to ensure accurate information was submitted during the process.
- 2.10 Any duty holder (including school headteachers) who breaches the Control of Asbestos Regulations 2012 could face prosecution. This would be for a criminal offence.
- 2.11 If asbestos is not disturbed it would not usually pose a risk to health as long as it is contained and in good condition.

3 Red Asbestos File:

- 3.1 All schools **must** have, at least, an:
 - asbestos **management survey**,
 - an asbestos **register** and **risk assessment**,
 - an asbestos **management plan**,
 - a plan showing the locations of the identified asbestos containing materials.
- 3.2 Derby City Council has provided all schools (including Voluntary Aided, Voluntary Controlled, Community and Foundation schools, and both package and non-package schools in all instances) with a *red asbestos file* containing all of the above, and the following:
 - **Signing in sheets** - for **all** surveyors, contractors and other visiting building professionals (please see notes on signing in below).
 - The Council's Corporate **Asbestos Management Plan**. This can also be located on the Schools Information Portal here:
<https://schoolsportal.derby.gov.uk/property-services/asbestos-management>

- **Site Asbestos Register** - It is important to understand that this survey is a *Management* survey and is not an intrusive survey - it only identifies **reasonably accessible** asbestos, it will **not** identify all asbestos. It is therefore essential that schools do not make the mistake of believing that they have a survey identifying all asbestos on their site, as this would require a full *Refurbishment* survey.
- 3.3 For foundation and voluntary aided schools not purchasing a DCC annual buildings package, the above information provided by the Council is likely to now be a number of years old. These schools are therefore responsible for maintaining and updating their records.
- 3.4 Asbestos Management Plan - Risk Assessment:**
- 3.5 The school's asbestos management survey will be used to inform the required risk assessment as part of the schools individual action plan. An individual who is knowledgeable about the use and occupation of individual rooms and areas where asbestos containing materials are located should assist the asbestos professional in developing the priority assessments. Where the Council have undertaken an asbestos management survey for the school the surveyor will include both material and priority assessments.
- 4 Asbestos Management in Derby City Council Schools - DCC Annual Maintenance Package Schools**
- 4.1 If your school buys into an annual Derby City Council building maintenance package you will receive an annual re-inspection of your identified asbestos and an audit of the asbestos management system. The Council will carry out updates to the school's asbestos management survey (see information in Section 10 below on types of asbestos survey).
- 4.2 The Council's update will include updating the plans when asbestos containing items have been located or removed, adjusting the priority and material scores following deterioration of asbestos containing materials or change of use or occupation level or activity within an area. Updated documents are held on the Property Maintenance portal and should be downloaded by the site duty holder from their school portal.
- 4.3 Details of the school-by-school asbestos management position are detailed in Appendix 1.
- 4.4 In buying into an annual Council building maintenance package and asbestos management processes, **and by performing the on-going duties which the school are required to follow in Appendix 4**, schools will be satisfying the DfE and the Control of Asbestos Regulations 2012 requirements.
- 5 Asbestos Management in Derby City Council Schools - Non-DCC Annual Maintenance Package Schools:**
- 5.1 If your school does not buy into an annual Council building maintenance package it will become your responsibility to ensure an appropriate professional advisor is appointed to ensure your Asbestos management processes are in order. Such schools will need to ensure that their professional advisor is appropriately qualified. Guidance on making such appointments is included in the Council's Asbestos Management Plan. This document can be found here:
<https://schoolportal.derby.gov.uk/property-services/asbestos-management/>.

In appointing any asbestos specialist or professional advisor it is important that there is full dialogue between the school and the appointed specialist.

- 5.2 For Community and Voluntary Controlled Schools not purchasing an annual DCC maintenance package, the school will be required to purchase a Compliance Audit from the Council. This compliance audit will check asbestos documentation held by the school. For 2015/16 all Community Schools not purchasing an annual DCC maintenance package must purchase a Compliance Audit. All such schools have been contacted to request an order for this audit.
- 5.3 Foundation and Voluntary Aided schools not purchasing a Council Maintenance package are strongly advised to purchase a compliance audit.
- 5.4 Schools that are part of a Council PFI contract were all rebuilt after asbestos was prohibited and as such should not contain any asbestos containing materials within the building fabric as part of their original construction.
- 5.5 Schools that are outside of the Council's responsibility (Academies and Free Schools) are advised to adopt similar policies and procedures. The Council's Property Design & Maintenance Team can assist Academies or Free Schools in becoming compliant. For a fee proposal please contact:

Neville Ingley – Senior Maintenance Surveyor
01332 640175
Neville.ingley@derby.gov.uk

Or

Mark Lowe – Service Engineering Team Leader
01332 642547
Mark.lowe@derby.gov.uk

6 Further Action Required - All Schools (Package and Non-Package) – Headteacher and Governor Responsibilities

- 6.1 As a shared duty holder all schools and Headteachers will have responsibilities under the Control of Asbestos Regulations 2012. In certain circumstances headteachers and Governors will have sole responsibility and liability. It is important that all Headteachers understand their responsibilities and this applies to Community, Foundation, Voluntary Aided and Voluntary Controlled schools. See appendix 4 for more detail.
- 6.2 The Council believes, as part of its overall health and safety policy, responsibility for asbestos is a basic management function. All Headteachers are therefore responsible for ensuring appropriate training and systems are in place.

7 Training

- 7.1 Headteachers and caretakers must undertake asbestos awareness/management training. All other employees who have asbestos duties delegated to them must also have appropriate asbestos training.
- 7.2 The Council's Corporate Health and Safety Team currently deliver asbestos awareness training, periodically throughout the year. Asbestos awareness courses are detailed in the H&S training brochure found on the school information portal.

These are free to schools buying back the H&S advisory service. For other schools there is a charge. For information on training through Derby City Council's corporate Health and Safety Team please contact, via email:

employee.healthandsafety@derby.gov.uk

The Council is currently reviewing its e-learning package. When this is reviewed further information will be given to schools

- 7.3 Alternatively schools can obtain training from the wider market.
- 7.4 Schools are responsible for monitoring and keeping records of those members of staff who have undertaken appropriate training to ensure they, and the school, remain compliant with the Control of Asbestos Regulations 2012.

8 Systems

8.1 Schools and headteachers must have systems in place to:

- make sure that anyone who may come into contact with asbestos, including voluntary workers, caretakers and parents are made aware of the location of asbestos on the property.
- implement signing in procedures which will ensure that the asbestos register is read and understood by visitors / trades people who may come into contact with asbestos during their visit. See "Corporate Asbestos Policy - Guidance" for signing in requirements. This document is available here: <https://schoolsportal.derby.gov.uk/property-services/asbestos-management/>
- implement and communicate the asbestos policy and procedures.
- communicate a personal commitment to asbestos management by setting a good example.
- make sure staff are aware of the presence of asbestos in their workplace and how to deal with asbestos.
- ensure that all relevant staff (such as head teachers, senior managers, business managers, site managers and caretaking staff) are familiar with the content of their site asbestos file. Individual classroom staff must be made aware of any asbestos identified within the rooms they will work in.
- keep the schools red asbestos file complete, up to date and under regular review.

8.2 Reviewing Information

Schools must ensure that the school asbestos register is reviewed regularly and kept up to date, noting any new information, any works undertaken, any removal of asbestos and any incidents of damage. Headteachers must ensure that the school records regular inspections and checks and communicates any changes to staff.

8.3 Signing In

Schools must ensure that any surveyor, contractor or other visiting building professional (Council workers included) carrying out works or inspecting sites **must** read and understand the red asbestos file and the site asbestos register and complete the signing in sheet **before** starting any work/inspections. This applies to work inside and outside the building. If such a visiting professional refuses to sign the school's asbestos register, they must not be allowed to undertake any work on

your site. If this happens please report the issue to Derby City Council Property Design and Maintenance or your professional advisor.

8.4 Risk Assessments for works

Schools must ensure risk assessments are carried out for the work activities they control ensuring due attention is given to the threats posed by asbestos at any particular site.

Schools must ensure that risk assessments include procedures for dealing with any unexpected or accidental disturbance of asbestos.

8.5 Reporting

Schools must make sure all asbestos related accidents, incidents and ill health are reported, investigated and any necessary remedial action taken. In addition, schools must ensure that there are robust systems in place so that all staff and visitors are aware of the procedures to be followed for reporting any potential damage or disturbance of asbestos containing materials and taking necessary action. Please refer to the Council's Corporate Asbestos Management Plan, as incidents where there is an unplanned asbestos release will be subject to legal requirements for reporting under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

9 Undertaking Projects - Procedures

9.1 In order to procure projects, schools must seek professional advice and appoint an appropriate professional adviser to act as Project Manager, who must assess the asbestos implications of any project.

9.2 Before commissioning any such works schools must submit a Project Consent Application Form, and await written approval before placing any orders or commencing works.

9.3 Full details of the process for undertaking projects is contained within a separate Council guidance document "Project Consent Guidance 2015/16: Including Project Application and Devolved Capital Funding". This document is available on the School Information Portal here:

<https://schoolportal.derby.gov.uk/capital-and-buildings/>

9.4 In addition to the above, schools must ensure that they follow all necessary procedures and maintain an audit trail for all aspects of the work.

9.5 Schools are required to appoint a suitably qualified, insured and accredited professional adviser to arrange and oversee any work relating to asbestos removal, even if the main purpose of a project is not the removal of asbestos.

9.6 Schools must refer to the Council guidance issued with your asbestos survey and asbestos file. Schools must ensure, through their professional advisor, all licensed removal work and all notifiable and non-licensable work is conducted by a licensed contractor, and accredited analysts are appointed where applicable. Non-licensed and non-notifiable work must be undertaken by a licensed contractor unless the professional adviser has checked the training, face fit documentation and waste transport licences of the contractor. The professional advisor must provide the school with documentary evidence of these checks. The Council's Design and

Property Maintenance department recommend that schools always appoint fully HSE licensed specialists for any works dealing with asbestos.

- 9.7 Schools **must presume that there will be asbestos implications** for all intrusive projects, even those not dealing specifically with asbestos, unless they can prove there is not. In most cases this will therefore require a Refurbishment Survey covering the project and any intrusive works (including cable routes etc.).
- 9.8 In order for the Council to update its records and to provide an audit trail, schools must ensure that refurbishment/demolition surveys, reoccupation certificates and waste transit notes are provided by the professional advisor for the project and kept on site for future reference and compliance audits.

10 Further Information

- 10.1 Asbestos is a naturally occurring mineral fibre which was used widely in the building industry up until the 1990's. Asbestos can be found in a number of building components and locations including floor and ceiling tiles. It was used for a range of insulation and fire prevention purposes. Just a few example uses include:
- pipe lagging
 - wall and window panels
 - ceiling and floor tiles
 - insulation and packing within wall cavities.

It is important to note that this is far from a definitive list.

- 10.2 At the time of construction of many buildings there was no requirement to record the use of asbestos and its location, and as a result comprehensive records of its use and location were never kept. Its presence in building components may not be obvious. It is safest to assume that hidden asbestos is present and plan building work accordingly.

10.3 Consequences of not complying with asbestos regulations

- 10.4 Failure to comply with the Control of Asbestos Regulations 2012 is a criminal offence. The Health and Safety Executive (HSE) investigates incidents where duty holders fail to manage the risks and takes enforcement action where appropriate. If you do not follow steps set out in this document, and advice provided by the DfE, you could put the health of your staff and pupils at risk. In failing to comply with the Control of Asbestos Regulations 2012 you could also face prosecution.

10.5 Asbestos Surveys and Registers:

- 10.6 There are two different classifications of asbestos *survey*: a **management survey** and a **refurbishment survey**:
- A **Management Survey** is undertaken to help manage asbestos-containing materials during **the normal occupation and use of premises**. An asbestos management survey will **not** routinely identify all asbestos within a building and is therefore generally unsuitable for use, on its own, when planning any works to a building.
 - A **Refurbishment Survey must be undertaken** where works to any part of the premises include any form of intrusive work, upgrading, refurbishing or demolition, or when any work is carried out that might disturb hidden asbestos

that had not been previously identified. It is therefore critically important that, unless you have written proof otherwise, an asbestos refurbishment survey **must** be carried out when any works are planned. Under circumstances where minor intrusion into the building fabric is planned, a competent asbestos professional must agree in writing that the project can go ahead without a refurbishment survey.

- 10.7 Any intrusive Refurbishment Survey should be carried out under controlled conditions. This would therefore mean the area subject to the survey should be taken out of use for the duration of the survey and any *making good* which may be required.
- 10.8 Further information and guidance on Asbestos Management can be found within the Council's Asbestos Management Plan. All Community and Voluntary Controlled schools have been provided with a copy of this. This and other asbestos information is available on the School Information Portal here:
<https://schoolportal.derby.gov.uk/property-services/asbestos-management/>
- 10.9 Schools must familiarise themselves with the Council's Asbestos Management Plan and the school's full red Asbestos File.
- 10.10 The recently issued DfE guidance on asbestos management in schools is available from the DfE website here:

<https://www.gov.uk/government/publications/asbestos-in-schools-policy-review>

<https://www.gov.uk/government/publications/asbestos-management-in-schools--2>

These documents are also available on the School Information Portal here:

<https://schoolportal.derby.gov.uk/capital-and-buildings/asbestos>

Schools must familiarise themselves with these documents.

10.11 DCC Annual Maintenance Package Schools:

For any technical and practical queries please contact

Property Design & Maintenance

Maintenance Helpdesk - Telephone: 640212

Asbestos Team - Telephone: 640200 - Email: asbestos@derby.gov.uk

10.12 Non-DCC Annual Maintenance Package Schools:

Schools must seek and appoint an appropriately qualified asbestos specialist for advice. For guidance on undertaking such an appointment please refer to the Council's Asbestos Management Plan

<https://schoolportal.derby.gov.uk/property-services/asbestos-management/>

Phil Derbyshire, Head of Design and Property Maintenance, Planning and Facilities Management, Neighbourhoods Directorate.

Gurmail Nizzer, Director of Commissioning and Head of School Organisation and Provision, Commissioning Division, People Services Directorate.

Appendix 1 – School Asbestos Management Position

School	Category	Phase	2017/18 DCC Building Maintenance Package School*(Yes/No)	Date of Asbestos Survey	Date Asbestos Review** (Package Schools – See section 4 above)	Date of last Compliance Audit** (Non-Package Community/VC Schools)
Nursery Schools						
Ashgate Nursery	Community	Nursery	Yes	05/12/2008	10/04/2018	
Central Community Nursery	Community	Nursery	Yes	29/10/2007	10/04/2018	
Harrington Nursery	Community	Nursery	No	13/01/2009		22/05/2018)
Lord Street Community Nursery	Community	Nursery	No	14/01/2009		8/06/2018
Stonehill Nursery	Community	Nursery	Yes	20/03/2009	25/04/2018	
Walbrook Nursery	Community	Nursery	No	23/03/2009		29/11/2017
Whitecross Nursery School	Community	Nursery	Yes	23/03/2009	11/10/2017	
Primary Phase Schools						
Alvaston Infant and Nursery School	Community	Primary	Yes	07/07/2009	11/05/2018	
Arboretum Primary School	Community	Primary	No	08/12/2008		06/12/2017
Ashgate Primary School	Community	Primary	Yes	03/12/2008	1405/2018	
Asterdale Primary School	Community	Primary	Yes	Post 2000 Building	Post 2000 Building	
Beaufort Community Primary School	Community	Primary	Yes	19/10/2007	22/03/2018	
Becket Primary School	Community	Primary	No	07/08/2007		23/05/2018
Borrow Wood Primary School	Community	Primary	No	23/10/2006		30/01/2018
Brackensdale Infant School	Community	Primary	Yes	27/11/2007	09/05/2018	
Brackensdale Junior School	Community	Primary	Yes	06/05/2008	09/05/2018	
Brookfield Primary School	Community	Primary	Yes	12/11/2008	23/05/2018	
Carlyle Infant School	Community	Primary	No	Post 2000 Building	Post 2000 Building	
Cavendish Close Infant School	Community	Primary	No	10/12/2008		19/12/2017
Chellaston Infant School	Community	Primary	No	10/03/2009		22/05/2018
Chellaston Junior School	Foundation	Primary	No	27/05/2005	School advised to obtain appropriate professional advice to ensure compliance	
Cherry Tree Hill Primary School	Community	Primary	Yes	07/05/2008	20/07/2018	

School	Category	Phase	2017/18 DCC Building Maintenance Package School*(Yes/No)	Date of Asbestos Survey	Date Asbestos Review** (Package Schools – See section 4 above)	Date of last Compliance Audit** (Non-Package Community/VC Schools)
Dale Community Primary School	Community	Primary	Yes	08/01/2009	15/08/2018	
Gayton Community Junior School	Community	Primary	Yes	18/10/2006	16/03/2018	
Griffe Field Primary School	Community	Primary	No	Opened September 1999, no asbestos used in construction	Opened September 1999, no asbestos used in construction	29/06/2018
Homefields Primary	Community	Primary	No	Post 2000 Building	Post 2000 Building	26/06/2018
Lakeside Community Primary School (PFI)	Community	Primary	No (PFI)	Post 2000 Building	Post 2000 Building	Post 2000 Building
Lawn Primary School	Community	Primary	Yes	15/10/2007	15/08/2018	
Markeaton Primary School	Community	Primary	No	14/05/2008		12/06/2018
Meadow Farm Community Primary School	Community	Primary	Yes	18/01/2007	19/09/2018	
Mickleover Primary School	Community	Primary	Yes	29/01/2007	18/04/2018	
Oakwood Infant School	Community	Primary	No	19/01/2009		28/11/2017
Oakwood Junior School	Community	Primary	Yes	08/01/2007	07/09/2018	
Parkview Primary School	Community	Primary	Yes	Opened September 1999, no asbestos used in construction	Opened September 1999, no asbestos used in construction	Opened September 1999, no asbestos used in construction
Pear Tree Infant School	Community	Primary	No	14/08/2007		15/10/2018
Portway Infant School	Community	Primary	Yes	09/02/2009	11/09/2018	
Portway Junior School	Community	Primary	Yes	02/03/2009	01/10/2018	
Ravensdale Infant School	Community	Primary	Yes	22/0/2007	14/08/2018	
Ravensdale Junior School	Community	Primary	Yes	04/07/2007	20/09/2018	
Redwood Primary School	Community	Primary	Yes	18/12/2006	22/02/2018	
Ridgeway Infant School	Community	Primary	Yes	15/05/2008	27/04/2018	
Roe Farm Primary School	Community	Primary	Yes	11/02/2009	23/10/2017	
Rosehill Infant and Nursery School	Community	Primary	Yes	13/02/2009	31/10/2017	
Shelton Infant School	Community	Primary	No	22/01/2009		23/05/2018
Shelton Junior School	Foundation	Primary	No	21/01/2009	School advised to obtain appropriate professional advice to ensure compliance	

School	Category	Phase	2017/18 DCC Building Maintenance Package School*(Yes/No)	Date of Asbestos Survey	Date Asbestos Review** (Package Schools – See section 4 above)	Date of last Compliance Audit** (Non-Package Community/VC Schools)
Silverhill Primary School	Community	Primary	No	05/02/2007		29/11/2017
Springfield Primary School	Community	Primary	Yes	20/02/2009	203/10/2018	
St Chad's Church of England (Controlled) Nursery and Infant School	Voluntary Controlled	Primary	Yes	03/05/2009	07/03/2018	
Wren Park Primary School	Community	Primary	Yes	07/07/2006	21/09/2018	
Voluntary Aided Schools						
St James' Church of England (Aided) Infant School and Nursery	Voluntary Aided	Primary	Yes	18/03/2009	19/07/2018	
St James' Church of England (Aided) Junior School	Voluntary Aided	Primary	Yes	17/03/2009	216/11/2018	
St Peter's Church of England (Aided) Junior School	Voluntary Aided	Primary	No	19/03/2009	23/02/2012 School advised to obtain appropriate professional advice to ensure compliance	
St Werburgh's Church of England (Aided) Primary School	Voluntary Aided	Primary	No	23/02/2009	School advised to obtain appropriate professional advice to ensure compliance	
Secondary Schools						
Littleover Community School	Community	Secondary	Yes	13/11/2006	30/04/2018	
Murray Park Community School	Foundation	Secondary	No	12/04/2010	School advised to obtain appropriate professional advice to ensure compliance	
The Bemrose School	Foundation	All Through	Yes	22/10/2007	27/06/2018	
Special Schools						
Ivy House School	Community	Special	No	Post 2000 Building	Post 2000 Building	Post 2000 Building
St Andrew's School Main Site	Community	Special	Yes	18/02/2009	07/06/2018	
St Andrews's School Whittaker Road Site			Yes	12/03/2012	21/11/2017	
St Clare's School	Community	Special	Yes	20/12/2006	17/09/2018	

School	Category	Phase	2017/18 DCC Building Maintenance Package School*(Yes/No)	Date of Asbestos Survey	Date Asbestos Review** (Package Schools – See section 4 above)	Date of last Compliance Audit** (Non-Package Community/VC Schools)
St Giles' School	Community	Special	No	21/08/2007		04/04/2018
St Martins School (PFI)	Community	Special	No (PFI)	Post 2000 Building	Post 2000 Building	Post 2000 Building
The Kingsmead School	Community	Special	Yes	Post 2000 Building	Post 2000 Building	Post 2000 Building
Pupil Referral Units						
KS1/2 Newton's Walk	PRU	Primary	Yes	02/09/2011	No asbestos located	
KS 3/4 Multiple Sites – Southgate Youth Centre Site	PRU	Secondary	Yes	27/04/2009	16/05/2018	
KS 3/4 Multiple Sites - Breadsall Hill Top	PRU	Secondary	Yes	23/11/2011	11/06/2018	
KS 3/4 Multiple Sites – Wisgreaves Road	PRU	Secondary	Yes	12/03/2009	16/05/2018	

* 2017/18 DCC Building Maintenance Package Schools – Data provided here is accurate as of 17/10/2018.

** Asbestos Review and Compliance Audit Review accurate as of 17/10/2018.

Appendix 2

- The management of asbestos in schools – A review of Department for Education policy (March 2015):

<https://www.gov.uk/government/publications/asbestos-in-schools-policy-review>

This document is also available on the School Information Portal here:

<https://sip.derby.gov.uk/capital-and-buildings/asbestos>

Appendix 3

- Updated guidance - Managing asbestos in your school – Departmental advice for school leaders, governors, local authorities and academy trusts (23 February 2017):

<https://www.gov.uk/government/publications/asbestos-management-in-schools--2>

This document is also available on the school Information Portal here:

<https://sip.derby.gov.uk/capital-and-buildings/asbestos>

Additional Information:

- Asbestos in schools: Where it may be located February 2017March:

<https://www.gov.uk/government/publications/asbestos-management-in-schools--2>

- Asbestos Management Assurance Process March 2018:

<https://www.gov.uk/government/publications/asbestos-management-assurance-process-amap-user-guide>

Appendix 4 – Package School Responsibilities

Area of Responsibility	Community and VC schools buying maintenance package responsibility	Community and VC schools not buying maintenance package
Provide asbestos red folder and associated documents	DCC	DCC
Ensure site visitors and contractors read and sign asbestos register (daily)	Head Teacher	Head Teacher
Ensure management of asbestos [red folder management, monitoring and reporting any damage noticed, hand annotate where items are removed or additional items are found](daily)	Head Teacher	Head Teacher
Ensure all school staff have sufficient training to allow them to carry out their role safely (daily)	Head Teacher	Head Teacher
Arrange for formal re-inspection of all identified asbestos by competent person and amend register accordingly (annual or according to risk)	DCC	Head Teacher
Amend asbestos register and associated plans to include any additional asbestos located through refurbishment survey where not removed (annual or according to risk)	DCC	Head Teacher
Formally amend asbestos register and associated plans. To include any asbestos that has been removed and ensure certification is available (annual or according to risk)	DCC	Head Teacher
Review red folder documentation and audit site management of asbestos	DCC	DCC (Requires school to place order for Compliance Order)
Amend and update the asbestos management plan and other documentation and publish on DCC web site (annual or according to risk)	DCC	DCC
Ensure latest register, DCC guidance and any other documentation is updated and is present in site red folder (daily)	Head Teacher	Head Teacher
Make available suitable asbestos training courses	DCC	DCC
Ensure staff are trained suitably to discharge their duties in terms of managing the risks of asbestos	Head Teacher	Head Teacher

Appendix 5 – Recent Asbestos Prosecutions

Kent County Council fined after workers exposed to asbestos

Kent County Council has been fined £200,000 after asbestos was disturbed in a Primary School. An environmental health officer carrying out a routine food inspection noticed what looked like asbestos rope hanging from the ceiling. An investigation found that an asbestos flue and rope had been disturbed. The Health and Safety Executive (HSE) found that the flue and gasket rope were attached to a steriliser unit that was removed by the caretaker. The investigation also found that neither the caretaker nor the head teacher had any asbestos management or awareness training. Kent County Council were fined £200,000 and ordered to pay costs of £21,500.

More information is provided here:

<http://press.hse.gov.uk/2018/council-fined-after-workers-exposed-to-asbestos/>

A construction company fined following unlicensed asbestos removal from primary school

A construction company has been fined after it carried out unsafe and unlicensed asbestos removal during the refurbishment works in a junior school in Dursley. Cheltenham Magistrates Court heard how the contractor removed asbestos in an unsafe manner and did not have the appropriate licence to carry out the work. Operatives working for the company were exposed to high levels of airborne asbestos fibres during the removal work as no water suppression was used and they had not been face-fit tested for the face mask they were wearing. An enclosure under negative pressure was not set up to contain the asbestos fibres released during the removal and as such asbestos fibres were spread to the surrounding area. Workers also had no way of decontaminating onsite on completion of the work. An investigation by the Health and Safety Executive (HSE) found that poor planning of the work meant that unsafe and unlicensed asbestos removal work was undertaken. The contractor was fined £28,000 and ordered to pay costs of £1,141.80.

More information is provided here:

<http://press.hse.gov.uk/2018/company-fined-following-unlicensed-asbestos-removal-from-primary-school/>