

# HEALTH & SAFETY GUIDANCE NOTE

Please retain this with Section 1 Premises Manual Asbestos Information

## Asbestos Guidance note no.6 – June 2009

**THIS NOTE CONTAINS IMPORTANT HEALTH AND SAFETY INFORMATION FOR USE BY HEADTEACHERS, GOVERNORS, HEADS OF UNIT AND ALL OTHER MANAGERS OF PREMISES.**

**Update: Annual asbestos inspections** – For Schools within the Devon Maintenance Partnership (DMP) and DCC non-school buildings NPS SW Ltd continue to inspect known asbestos materials on an annual basis. For schools not within the DMP this service is available on a time charge basis from NPS SW Ltd. In line with a recent letter regarding this item please contact your NPS SW office for further information. **Important: This only form part of your asbestos management plan which should be effective on a day to day basis, please visit <https://staff.devon.gov.uk/asbestos.htm>** or contact your H&S Advisor for further information

**Update: The Health & Safety Executive** - have also provided updated information for schools and others and this can be visited at <http://www.hse.gov.uk/asbestos/schools.pdf>

**Update: Corporate Premises related Health and Safety Training** – courses for Premises Managers have been offered throughout Devon County Council and provided 2 days of training which included asbestos awareness. **Important:** remember that any staff who you ask to conduct work to the fabric of buildings must also have asbestos awareness training to allow the appropriate response should hidden or unknown asbestos items be discovered during any works. Ref: Regulation 10 of the Control of Asbestos Regulations 2006.

**Update: High Damage Reports** – As distribute in previous years and using the information already contained within your Asbestos Register, all items identified as having a level of damage having been listed and will again be forwarded to Premises Managers for action or update by returning DCC Form ASB3.

## **Please remember: DCC Premises Managers must:**

**Be preventing** any work that will disturb the fabric of buildings or equipment until the presence or absence of Asbestos containing materials (ACMs) has been established.

**Share information** about asbestos with staff and any visiting contractors

**& remember** - Fitting shelves and even using drawing pins need to be considered

## **Review and Maintain Your Asbestos Management Plan**

**The Asbestos Management Plan** – The HSE have identified steps to achieve successful Asbestos Management. In Devon we believe that this is reflected in our current procedures. These procedures have been rolled out in previous years and include the provision of Asbestos Registers and Guidance, augmented by DCC Policy. These procedures form the basis of your DCC asbestos management plan. A summary sheet is included overleaf for your information and use

**For assistance with Asbestos Management Nigel Coleman 01392 – 351041  
email – [nigel.coleman@nps.co.uk](mailto:nigel.coleman@nps.co.uk)**

# ASBESTOS MANAGEMENT PLAN

MANAGEMENT ACTIVITY	REQUIRED ACTION	
<b>PREMISES</b>		
<b>DATE</b>		
<b>DUTYHOLDER</b>	Premises Manager / Headteacher	
<b>RESP. PERSON</b>	Where duties are delegated to an other	
<b>LOCATION</b>		
<b>CONTACT TEL.</b>		
<b>PRIOR TO DISTURBING THE BUILDING FABRIC</b>	<b>COMPLETE &amp; ACTION FORM ASB 1</b>	
<b>ANNUAL ASBESTOS INSPECTION</b>	<b>COMPLETE ASB 2 AS REQUIRED</b>	
<b>FOR CHANGES TO ASBESTOS</b>	<b>COMPLETE FORM ASB 3</b>	
<b>IN THE EVENT OF ASBESTOS DISTURBANCE</b>	<b>ISOLATE THE AREA AND REFER TO FORM ASB 4</b>	
<b>SITE SPECIFIC ITEMS</b>	<b>PRIORITY ACTION LIST</b>	<b>BY WHEN</b>
LIST ITEMS WHICH REPRESENT AN UNACCEPTABLE RISK DUE TO CONDITION OR VULNERABILITY	OUTLINE YOUR ANTICIPATED ACTIONS TO MINIMISE THE RISKS I.E REMOVAL, ENCAPSULATION ETC (If your Asbestos Containing Materials are in a safe condition then no action may be necessary)	DATE BY WHEN ACTIONS WILL BE COMPLETE
PLEASE REFER TO DCC POLICY FOR THE MANAGEMENT OF ASBESTOS CONTAINING MATERIALS AND GUIDANCE NOTES. ALSO AVAILABLE ON THE CORPORATE HEALTH & SAFETY WEBSITE.		