

ABERDEEN CITY COUNCIL

PROCEDURES FOR MANAGING ASBESTOS DAMAGE IN SCHOOLS

INTRODUCTION

The Health and Safety at Work etc. Act 1974, and associated acts and regulations, impose legal duties and responsibilities upon Aberdeen City Council to safeguard the wellbeing of its employees and any other person who may be affected by the company's activities.

The Council is highly committed to its responsibilities and seeks to develop a safety culture throughout its operations.

The purpose of this procedure is to provide advice and instruction in safe systems of work for all persons who discover asbestos containing materials damaged or in a friable state.

This procedure document will be regularly reviewed. New editions will be published following significant changes in legislation or circumstances.

GENERAL INFORMATION ON ASBESTOS

Asbestos is present in the majority of schools in the Aberdeen City area which were constructed prior to 2000. If managed correctly, asbestos poses very little risk to health.

It is important that all available asbestos information including the school asbestos register is made available to building or maintenance contractors for their reference prior to working at the school. This information can be accessed via the Modus web portal at www.acc.modusaims.net. All Head Teachers have been issued with log in details and passwords.

If any planned building work involves the penetration of walls, floors, ceilings, doors etc, it is necessary to carry out a "refurbishment" survey for asbestos under controlled conditions, before planning the work. If identified, the asbestos would be removed prior to any work commencing.

The vast majority of asbestos identified within Aberdeen City schools is deemed to be non-friable, which means the release from fibres when disturbed would be very minimal. These are mainly found in floor tiles, toilet cisterns, sink pads and gasket material.

A number of educational properties in Aberdeen City contain textured coating (Artex) ceilings, these have been tested and although many ceilings do not contain asbestos fibres it was decided to presume all textured coatings may

contain asbestos. It is advised not to put any safety pins or hang decorations on ceilings that contain textured coatings.

Many other asbestos materials are hidden behind radiators or within fire doors/infill panels etc. which would be very hard to disturb.

For the external parts of the buildings individual properties may have asbestos cement materials in the form of roof sheets / canopies and soffits. Where external flat roofs are located the bitumen felt covering may also contain asbestos material.

IF YOU DISCOVER ANY POTENTIALLY DAMAGED ASBESTOS

If you think you have discovered damaged asbestos:-

- STOP work immediately and immediately CLEAR the AREA.
- DO NOT clean up damage or vacuum debris.
- ISOLATE & PROHIBIT ACCESS to the affected area e.g. lock doors and if possible post warning notices.
- TURN OFF any ventilation systems in the area e.g. air conditioning, air extracting systems.
- INFORM the Non-Housing Property Service Desk (01224 489489), who will make arrangements to contact the Asbestos Officer. If the incident occurs out of hours, call the Out of Hours Emergency Contact number (01224 219281), and ask that the appropriate contractor is requested to attend the site.
- ASSESS and COLLATE the following information
 - Type of Material disturbed
 - Location and amount of material
 - Details of how the damage occurred
 - Actions taken by whom and when.

Action will be taken by the Asbestos Officer who will attend the location and take control. They will determine if the material is asbestos containing and if required will discuss clean up and removal of debris with licenced asbestos contractors. Air analysis will also be undertaken. The affected area must remain out of use until the Asbestos Officer has attended.

Further Guidance for schools on the management of asbestos is available in the GOV.UK report Asbestos Management in Schools (2015):

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