

Elmsett C. of E. V.C.P. School

Asbestos Policy



Document Control

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1. INTRODUCTION

The school follows the County Direct Delivery Advice/Report.

The school has an asbestos register (last updated June 2016) which identifies locations on known asbestos containing materials (ACM) The register is kept in the office by the Risk Management/Visitor signing in book (it is a red file)

The asbestos register shall be updated following any removal / alteration of ACMs (e.g. after and construction work)

2. STAFF

All staff will be advised on the presence of ACMs. They will also be shown the asbestos register and advised that further ACMs could be present that have not been identified and included in the register.

Especially it is noted that anyone (staff or visitors) dealing with the fabric of the building (e.g. putting in cup hooks/notice boards etc.) shall first refer to the asbestos register and will sign the site log (copy attached).

3. SITE LOG / CONTRACTORS

All people working on school fabric must be shown/given explanation of the asbestos register and sign the site log.

In the case of contractors, signatures of people working on school fabric to be re-signed each week (if working in the same area). A new signature is needed if they are in a new area.

4. IF UNSURE:

If in any doubt, do not let work proceed. Stop, contact and consult Suffolk Property Department.