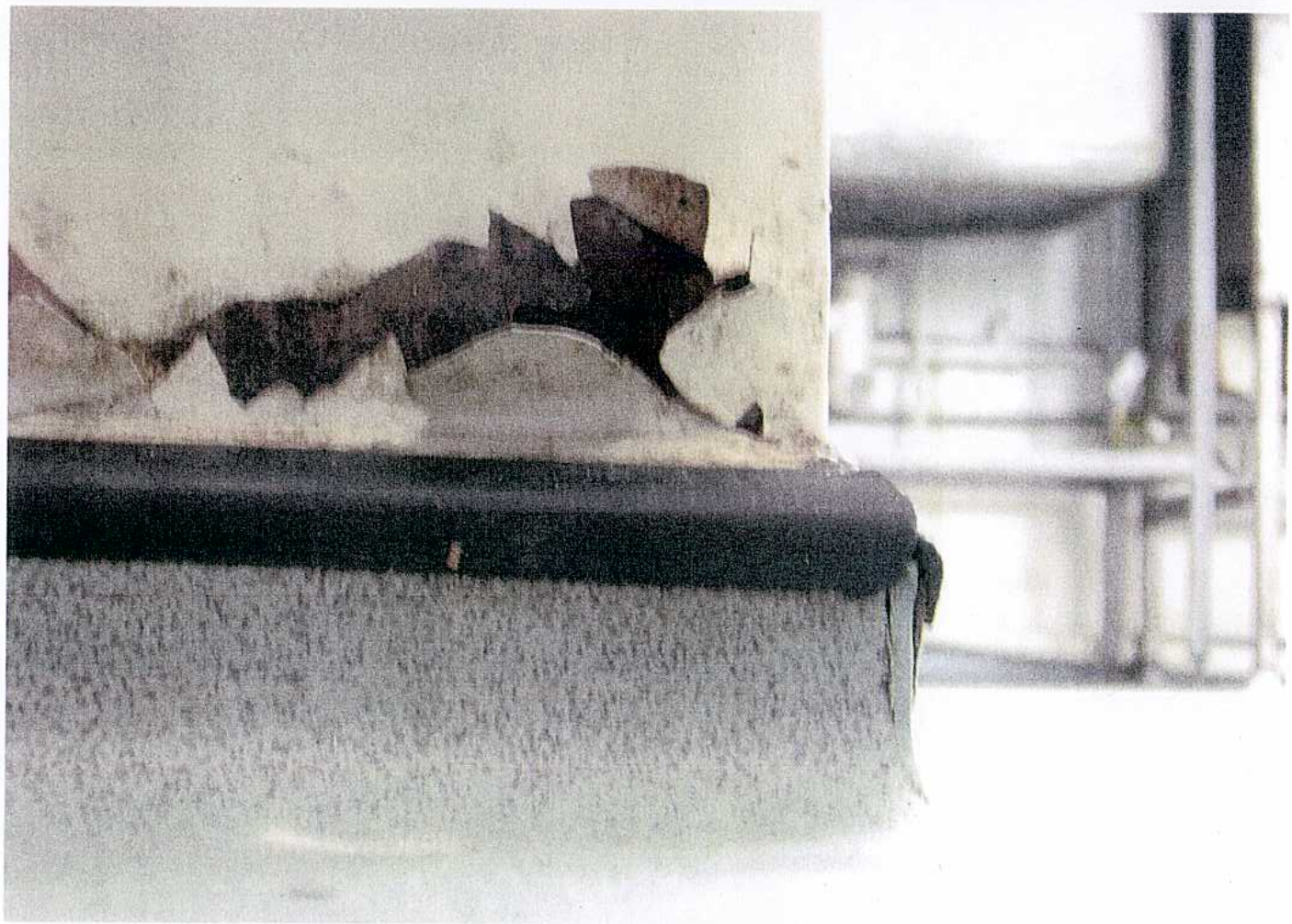
Willenhall School Sports college.

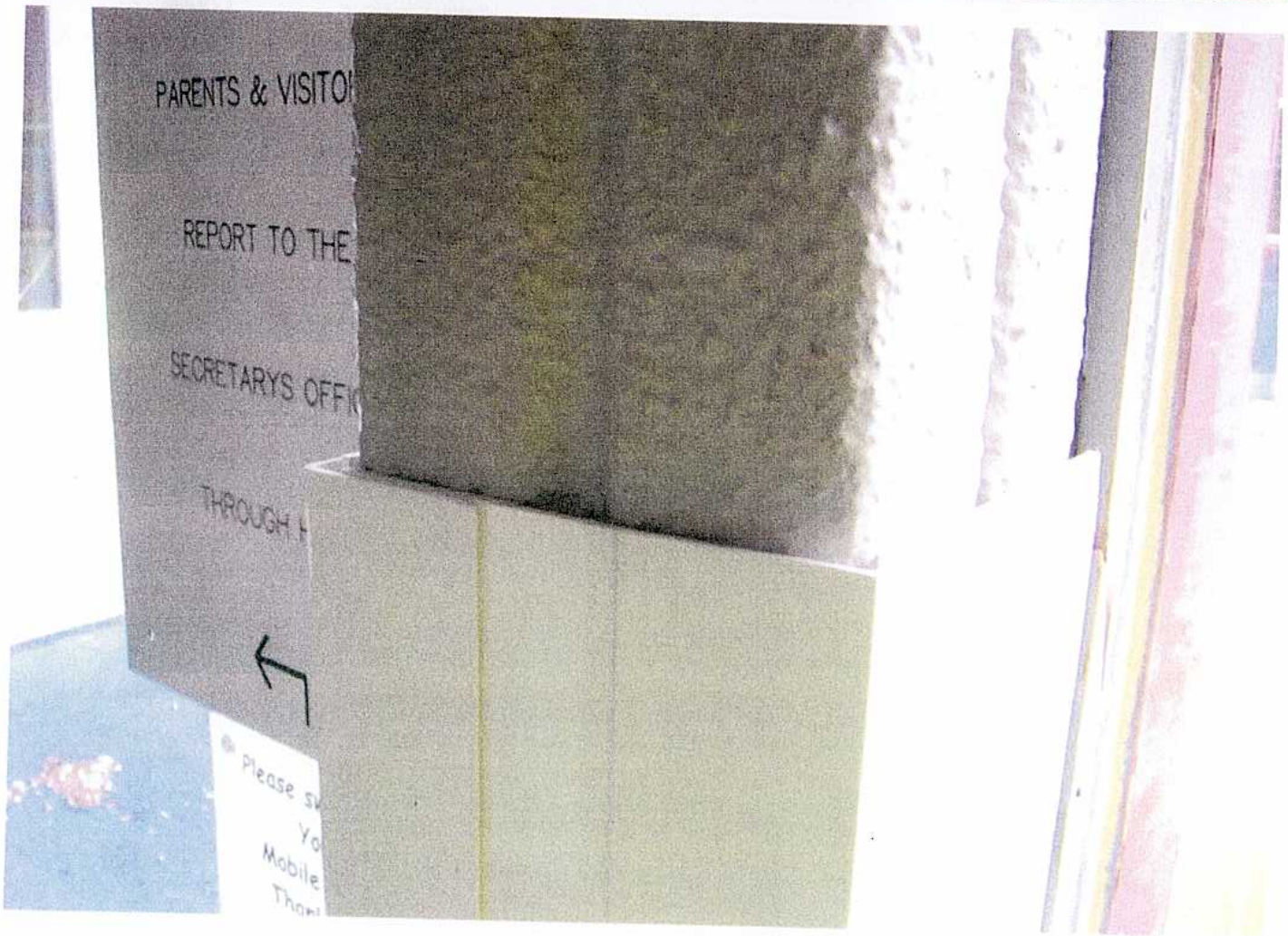


Willenhall School Sports College

Willenhall School Sports College

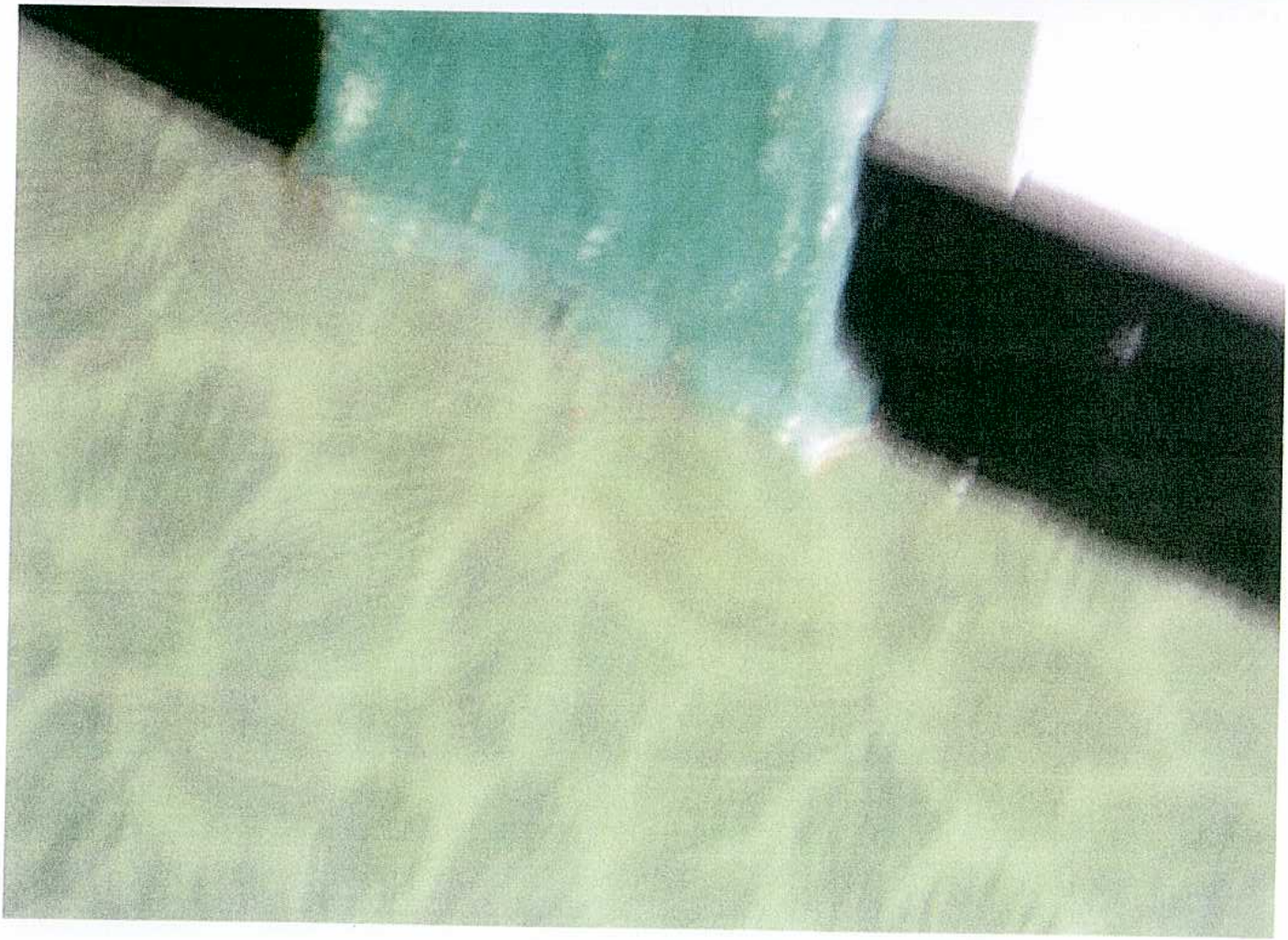
Millerhall School Sports college

Old Hall School



Old Hall school

Old Hall School

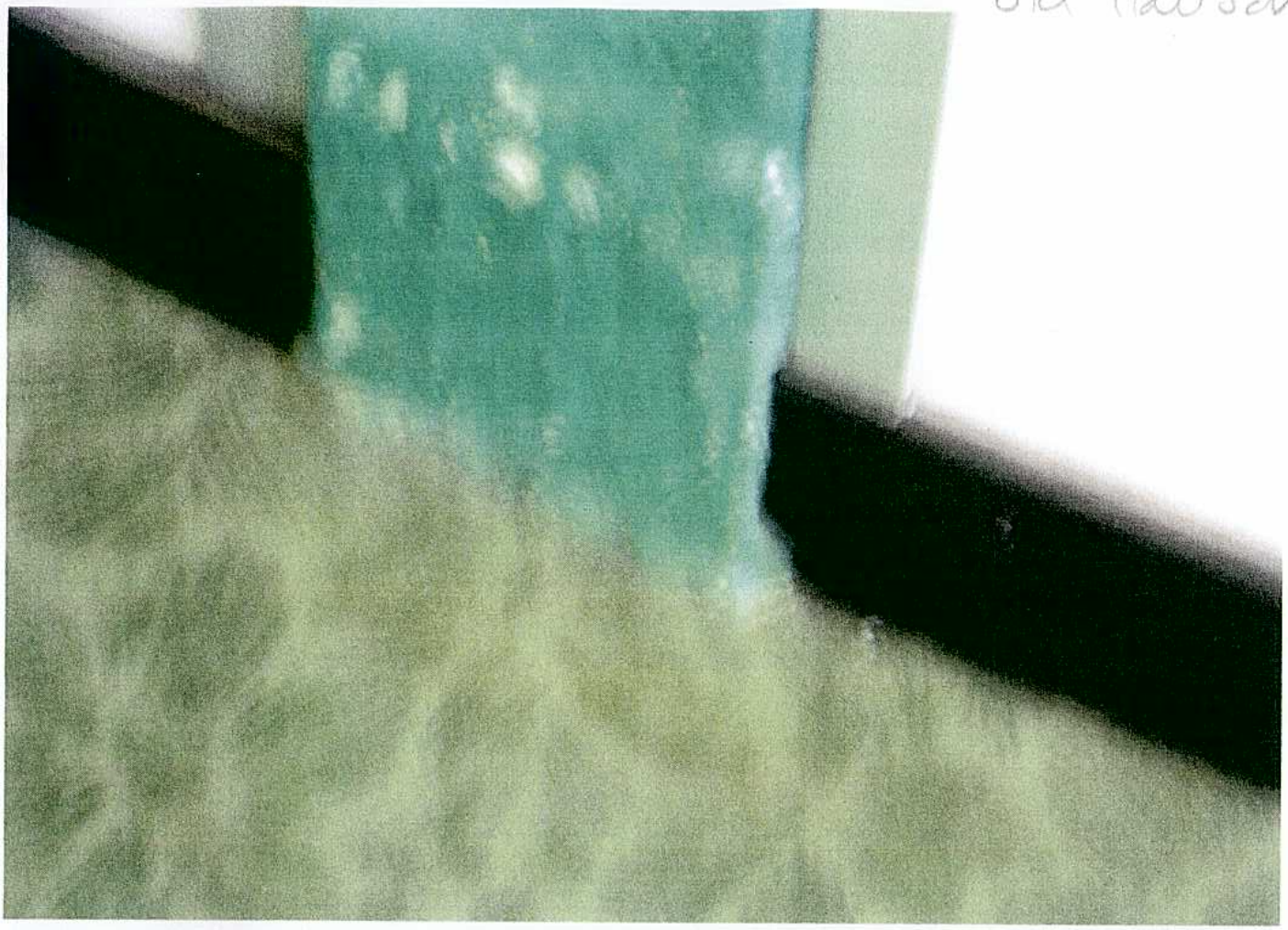


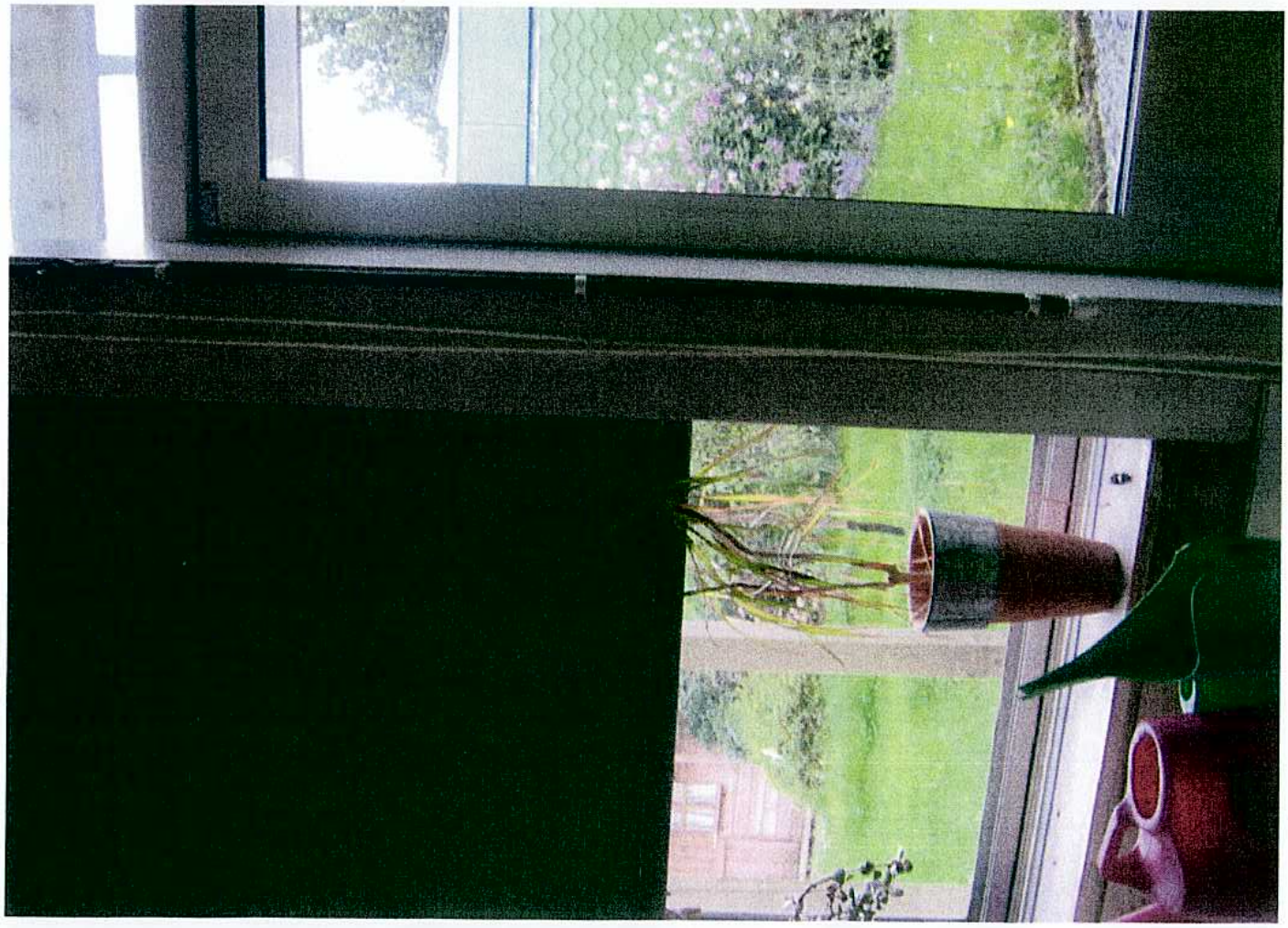
Old hall School

Short Heath Junior School

Short Heath Junior School

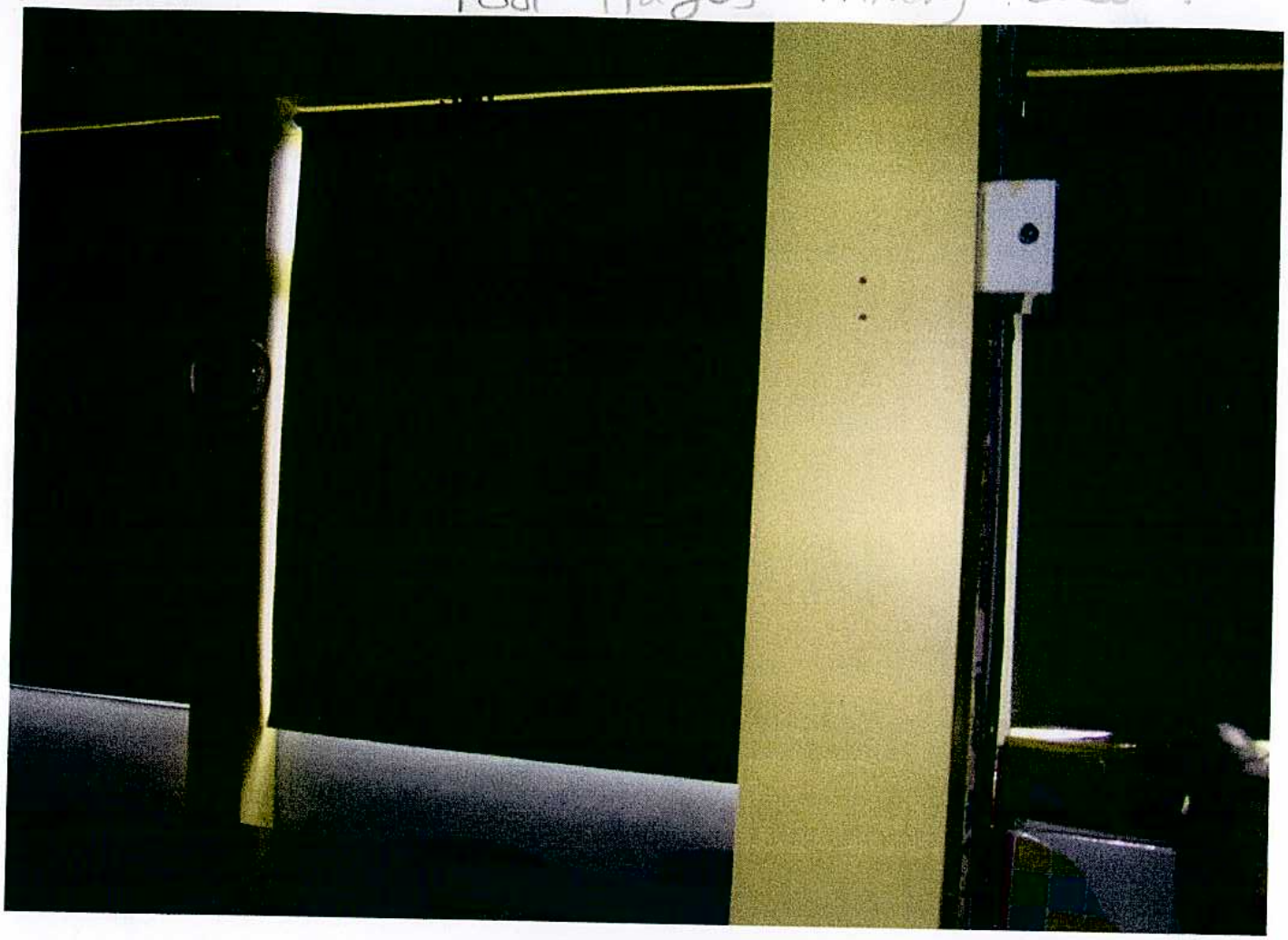
Old Hall school

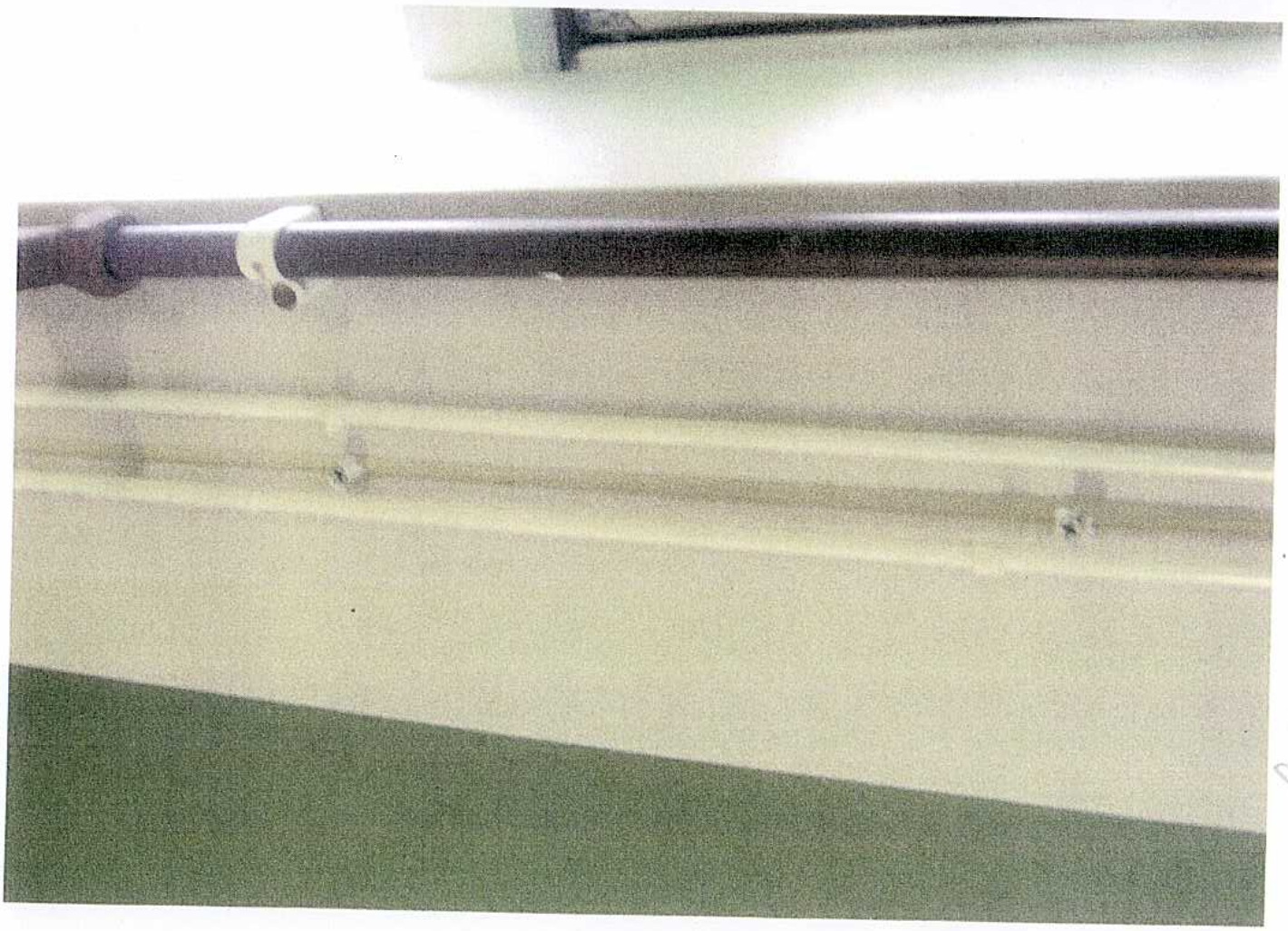




Pool Hayes Primary School

Pool Hayes Primary School.





Pool Hayes Primary School

PS8 Hayes Primary School

On Job Reg Form & In Fldr. of info.

WSSC Management of Asbestos Containing Materials

Notice to CONTRACTORS and others working on the building.

This is a CLASP construction building - see information in attached folder.

Any work on this building MUST conform to the Risk Assessments attached and in particular it should be noted that:

All columns and walls in the main building are to be treated as ACMs – there may be asbestos present in the cavities which could be released if the casings to the columns or the walls are penetrated or damaged. On no account must the pillar casings be drilled, cut, or subjected to vibration or hammering.

As the columns are open at the top, the ceilings in this building have been sealed and any work to be done above the ceiling must be preceded by testing and opening of the ceiling space by an HSE approved and licensed asbestos removal contractor.

In the event of accidental damage to the fabric during working, or any other circumstance which could compromise the sealing; the area must be isolated and the incident reported immediately to the site manager or his duty staff. Contact can be made via the school switchboard (100 on internal phone system).

(this notice to contractors will be inserted into the Job Registration Form)

SITE TEAM HAVE FOLDER OF INFO FOR REFERENCE.

Willenhall School Sports College:

Management of asbestos containing Materials

SITE STAFF

- The Site team will carry out twice yearly full inspections of the ACMs as identified in the Asbestos register and record results of the inspection.
- The Site Manager will keep these results securely for reference and as evidence of completion.
- The Site Manager will record information about repairs or work done involving ACMs in the asbestos register. (e.g. removal, repair, changes to the condition etc.)
- The site team will carry out daily visual checks for damage to ceilings or obvious damage to pillars in corridors during unlocking and locking up procedures.
- If damage is found then the person will take steps to immediately isolate the area and report problem to S Clarke. (If not available then to K Merrall or Head teacher.)
- Site staff on duty will brief all contractors on the presence of ACMs, referring to the Risk Assessments in the folder and ensure that all complete a Job Registration Form in the folder on the front desk.
- Site staff on duty will ensure that ALL persons working on site are signed in and wear a school issued identification badge.
- Site staff on duty will challenge any workers on site without a badge and ensure compliance with the above.
- The site manager will store the completed Job Registration Forms securely as a record of work done. (This will include any forms completed by other staff (eg Technicians, community staff etc, and this will ensure that the Site Manager is aware of all workers on site.)

• ADDED 7.12.07.

Site manager will manage a monthly inspection using the forms provided and will retain records. All problems will be dealt with as noted on the forms.

S Clarke 1.12.07

All staff had copy in P. folders.
Abridged version on e-portal (School messaging service)
announced in Staff briefing last month, reminded last week.

Willenhall School Sports College
Health and safety note – ACMs

As staff are aware from previous briefings, this building, in common with all buildings of its type and age, contains ACMs (Asbestos containing materials.)

We have been assured that they pose no problem provided that any such materials remain undisturbed.

Because there is a small chance of ACMs being present inside the pillars supporting the building, and that, if disturbed they could contaminate the roof space, the LA has sealed the ceilings and around the pillars.

It is important that we do not disturb these seals and that if they are damaged it is reported to CE at once. There is a proper procedure to follow if we need access to the roof space or if there is damage reported.

WOULD ALL STAFF THEREFORE PLEASE NOTE:

- You must NOT fix anything to the ceiling or disturb the tiles in any way.
- You must NOT drill, puncture or damage the walls or pillars!
- Please report any damage to the ceiling or walls of your room to the site staff or CE immediately.
- If you have old style windows in your room with a board in the bottom half instead of glass, please report any damage to these boards to the site team or CE immediately.
- Please report any incident where you think any person has come into contact with suspect material to CE.

Provided that we all follow these guidelines there is no need to be concerned at all about this issue. We are having an inspection this month by the Health and safety Executive, this should give us all the reassurance we need.

Any problems or queries, please refer to me.

[redacted]

1.12.07.

Willenhall School Sports College
MONTHLY Check on fabric of building – pillars, walls and ceilings.

Method: Close visual inspection of pillars and walls – walk round perimeter of room – inspect pillars for seal at bottom, seal to wall, joint in casing, seals round any service fittings, seal to ceiling, all walls, pillars check for damage, check seals on ceiling and condition of tiles. ANY DEFECTS TO BE REPORTED to CE. Minor damage to silicon sealant should be repaired at time of inspection. Other damage to be followed up by P.S. Completed inspection forms to be retained by site manager in file provided.

DATE OF INSPECTION:_____

Room/Area	Pillars and walls √ or X	Ceiling √ or X	If X - Details of faults found.
IT1			
English Office			
E1			
E2			
E3			
E4			
E5			
E6			
E7			
E8			
E9			
E10			
IT11			
Therapy room			
CA office			
Cit Office			
Eng open areas			
Boys toilet Eng			
Girls toilet Eng			
Corridor to outside			
Corridor Eng to SC			
S1			
S2			
S3			
S4			
S5			
S6			
S7			
S8			
S9			
S10			
S11			
Science Prep room			
Sc toxic Stores			
Sc office			
HOD office SC			
Corridor Science to D.Room			

Corridor Sc to D&T			
Male staff toilets D&T			
Female staff toilets D&T			
TX1			
TX2			
TX3			
TX4			
TX5			
IT10			
TX7			
TX office			
Woodstore			
Metal store			
Heat treatment bay			
A1			
Kiln room			
A2			
A3			
A4			
A5			
Dark room			
Art corridor			
FT1			
FT2			
FT3			
FT office			
TE1			
TE2			
Corridor Art to Hums			
H3			
H4			
H5			
H6			
Corridor outside H5/6			
H7			
H8			
H10			
H11			
Hums Office			
Corridor Hums to D.Room			
DR Kitchen			
Dining Room			
Old L'g corridor			
L1			
L2			
L3			
L4 HOH			
L5			

L6			
L7			
Corridor old Langs to Post 16			
IT2			
Corridor by IT2			
IT8			
IT9			
Boys toilet by P1			
Girls toilet by P1			
Stairs down to Maths			
M1			
M3			
M4			
M5			
M6			
M7			
M8			
M9			
Maths office			
IT3			
IT6/7			
Server room			
IT4			
IT5			
General office			
PSA			
Medical room			
CC office			
Ly office			
FN office			
DY office			
Small kitchen			
HC and LB office			
Reprographics			
Male staff toilet			
Fem' staff toilet			
Foyer			
Site -man office			
Stairs up to staff room			
Staff room			
Exam office			
Boys toilets SR			
Girls toilet SR			
Sports Lounge			
Corridor SR to theatre			
Theatre			
Theatre stairs down			
Balcony			
Control room			

Stairs balcony to theatre			
Area below theatre			
Restaurant			
Rest serving area			
Kitchen to rest.			
Gym			
Sports Hall			
Pool			
Chang'g rooms			
Comm office			
Fitness suite			
Comm mtg r'm			
Library downstais			
Library upstairs			

All named persons have Copy plus Copy on H+S. Notice board in Staffroom.

Willenhall School Sports College
Local Arrangements for the control of asbestos.

(revised Dec 2007)

1.Introduction:

This document describes Willenhall School Sports College procedures for the management of risks to school employees, and others, who may be exposed to asbestos. This procedure ensures compliance to the corporate SMS.

2.Responsibilities:

2.1 The Head teacher ([redacted]) will:

a) Arrange for an asbestos survey to be undertaken and review it for the school premises.
b) Ensure that an asbestos register has been prepared from the information in the survey and any additional information from reliable sources..
c) Ensure that current school employees are aware of the presence of any asbestos containing materials within the school.
d) Ensure that any person, including a contractor is made aware of the presence of asbestos prior to allowing work to be carried out within the school.
e) Arrange for corrective action where asbestos containing materials are in poor condition within the school.
f) Ensure that all new employees complete a safety induction programme.

2.2 The Assistant Head teacher with responsibility for Health and Safety ([redacted]) will:

a) Consider asbestos exposure in the general risk assessment process and take appropriate corrective actions as required.
b) Use the information in 2.1b above to develop an asbestos register.
c) Set in place a system to inform and remind current school employees of the presence of any asbestos containing materials in the school.
    - Inform via pigeon hole note and reminder on 'e-portal' to all staff if management strategies change due to increased knowledge or changing circumstances.
    - Remind through staff briefings as needed.
    - Standing item on the Health and safety briefing/training at the start of each school year.
    - Copy of information on Health and safety notice board in staffroom.
d) Draw up procedures to ensure that all contractors and others who may be working on the site, are aware of the presence of asbestos before being allowed to work within the site.
e) Draw up a program for the regular monitoring of asbestos containing materials and liaise with site staff and their Line Manager on their implementation of it.
        - Daily visual inspection of ceilings and obvious damage during unlocking and locking up procedures.

- Twice a year, recorded, close inspection of condition of all ACMs including condition of pillars and ceiling integrity.

f) Report any defects found by site team to Head teacher and make arrangements to isolate area pending investigation/rectification.
g) Ensure that the Assistant Headteacher with responsibility for Temporary staff has access to H&S bulletins to give to temporary staff.
h) Meet with all new staff at the beginning of term and ensure that they have an H&S briefing which includes management of ACMs.

2.3 The Assistant Head teacher with responsibility for site and buildings ([redacted]) will:

a) Include the management of asbestos containing materials in his Line management of the Site staff.
b) Ensure that all Contractors bidding for, and successful in obtaining, contracts with the school for repairs or improvements are aware of the presence of asbestos and include any necessary measures in their bids.
c) As part of the Line Management function, check that Site staff are complying with their responsibilities as detailed below.

2.4 Site Staff under the direction of the Site Manager ([redacted]) will:

a) Carry out twice yearly full inspections of the ACMs as identified in the Asbestos register and record results of the inspection.
b) Keep these results securely for reference and as evidence of completion.
c) Record information about repairs or work done involving ACMs in the register. (e.g. removal, repair, changes to the condition etc.)
d) Carry out daily visual check for damage to ceilings or obvious damage to pillars in corridors during unlocking and locking up procedures.
e) If damage is found take steps to immediately isolate the area and report problem to [redacted]. (If not available then to [redacted] or Head teacher.)
f) Brief all contractors on the presence of ACMs, referring to the Risk Assessments in the folder and ensure that all complete a Job Registration Form in the folder on the front desk..
g) Ensure that ALL persons working on site are signed in and wear a school issued identification badge.
h) Challenge any workers on site without a badge and ensure compliance with the above.
i) Store the completed Job Registration Forms securely as a record of work done. (This will include any forms completed as below by other staff and ensure that the Site Manager is aware of all workers on site.)

2.5 Community Staff, ICT Technicians, other Department Technicians and any other staff inviting contractors onto site will:

a) Direct ALL contractors to the Front reception, make sure that they are aware of the presence of ACMs referring to the Risk Assessments in the

folder and ensure that they fill in a Job Registration Form in the folder, sign in, and wear the badge given.

b) Ensure that if contractors are working outside normal school hours, the site staff are aware of this.

2.6 ALL SCHOOL STAFF, TEACHING and NON-TEACHING will:

a) Not enter an area where there is a known asbestos risk.
b) Contact [redacted] (or [redacted] or Headteacher if CE not available) if they perceive a change in risk in any area around the school.
c) Immediately report damage to ceilings, pillars, boards at the bottom of OLD type window frames (where they are boarded instead of being glazed). OR any other damage that they think may be hazardous, to CE as above.
d) Report any incident of asbestos exposure or possible exposure to staff, pupils or others to CE in writing.

3.Competence

Only HSE-approved and licensed asbestos removal contractors will carry out work on asbestos insulation, asbestos coating or asbestos insulation board. Contractors appointed to carry out asbestos surveys will hold the BOHS P405.

4.Document Review

Willenhall School Sports College will review the asbestos register yearly and this document 2 yearly.

Walsall Council

RISK ASSESSMENT

Assessment date: 28.10.07
Name of Assessor: [redacted]
Assessment No: ASB2

Task risk assessment for (Activity): **Working on installations or repairs anywhere in the building at WSSC**
(EXCLUDING new build areas – Post 16 block and new Languages block)

HAZARD	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place including any you are introducing now)	LIKELIHOOD	SEVERITY	RISK LEVEL	Are Controls Adequate? Yes	Are Controls Adequate? No*
Contamination of roof space due to Asbestos containing materials thought to be present in columns of building.	Exposure to asbestos.	**On no account must any work on ceiling tiles or in the roof space be undertaken nor any work involving breaking the seal on the suspended ceilings. Should it be necessary to gain access to any roof void** it is essential that this work is carefully planned and that the site manager is advised for him to be able to contact Property Services who will arrange for asbestos analysts and licensed contractors to attend and make safe the area so that the planned work can be undertaken.	2	3	6	Y	
		On completion of the work the ceiling is to be resealed by the licensed contractor OR,, following a complete environmental clean,and air clearance testing, site staff.	2	3	6	Y	
		On no account must the pillars in the building be drilled or damaged.	2	3	6	Y	

* If the response is no, complete Risk Assessment Action Plan - further action is needed to make the task or activity safe.

Walsall Council

RISK ASSESSMENT

Assessment date: 28.10.07
Name of Assessor: [redacted]
Assessment No: ASB1

Task risk assessment for (Activity): **Damage to the CEILINGS or PILLAR CASINGS anywhere in the building at WSSC**

(EXCLUDING new build areas – Post 16 block and new Languages block)

HAZARD	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place including any you are introducing now)	LIKELIHOOD	SEVERITY	RISK LEVEL	Are Controls Adequate? Yes	Are Controls Adequate? No*
Contamination of roof space due to Asbestos containing materials thought to be present in columns of building.	Exposure to asbestos fibres.	Any area suffering damage to the **ceiling** or to the **pillar casings** (other than the new areas as outlined above) MUST be isolated immediately and treated as contaminated.	2	3	6	Y	
		The area must be locked off and access denied to ALL STAFF AND PUPILS. Doors should be locked and sealed with tape and 'no entry' notices posted. Senior staff to supervise the area and guide pupils through diversions as needed.	2	3	6	Y	
ALL debris from fallen tiles, ceiling lights, bars etc to be treated as contaminated.	Exposure to asbestos fibres.	If it is necessary to seal off a wider area in order to guarantee security then this must be done.					
All debris from pillar casings; and exposure of columns to be treated as contaminated.	Exposure to asbestos fibres.	Site staff to contact Property Services as soon as area is secure. NO-ONE to enter the sealed area until any debris has been cleared up and removed, and safe readings obtained by qualified asbestos analysts Ceiling to be re-instated and re-sealed by licensed contractors. Area to be re-opened after air clearance testing.	2	3	6	Y	

* If the response is no, complete Risk Assessment Action Plan - further action is needed to make the task or activity safe.

STAFF AWARE – ALL CONTRACTORS TO FILL IN

Willenhall School S C Page 1&2 to be retained by the school, page 3 by the Contractor.

Health & Safety
CONTRACTORS JOB REGISTRATION FORM

Site/location: _____

Start date & time: _____

Completion date & time: _____

PART A

- Information to be supplied by contractor

Name of contractor: _____

Address: _____

Tel No: _____

Contractor supervisor: _____

Contact Tel no.: _____

No. persons requiring entry on site: _____

Name of council contact (*where applicable*): _____

A1 – Brief description of work to be undertaken:

_____

_____

_____

_____

_____

_____

_____

_____

_____

A2 We or our sub-contractors wish to bring on to site by agreement the following:

Materials/ substances/ agents		Plant & Equipment	
Flammables	☐	Site/ storage unit	☐
Hazardous substances (e.g. toxic, harmful, etc)	☐	Waste disposal-skips	☐
LPG cylinders	☐	Generator	☐
Other Compressed gases	☐	Pneumatic tools/ compressor	☐
Others *(please specify others and the hazardous substances being used):*		Scaffolding/ ladders	☐
_____		Mobile elevated work platforms (MEWP's)	
_____		e.g. cherry picker	☐
_____		Welding equipment	☐
For the substances, have COSHH assessments been completed? Y/ N		Grinding equipment	☐
		Lifting equipment	☐
		Vehicles	☐
A2.1 Specify the materials/ substances/ agents that will be produced on site:		Power & hand tools (110v or battery powered only)	☐
Hazardous substances	☐	Others *(please specify):*	
Noise	☐	_____	
Fumes/ gases/ dust	☐	_____	
Others *(please specify):*		_____	
_____		_____	
_____		Equipment/plant inspection records are available	☐

A3 We or our sub-contractors wish to use by agreement the following:

Services	
Electricity	☐
Water	☐
Gas	☐
Other (*please specify*):	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
How will this be done? E.g. extension leads, etc…	
_____	
_____	
_____	
_____	
_____	
_____	
_____	

A4 The work will involve the following:

Conditions	
Overhead	☐
Isolation of a service*	☐
Hot work*	☐
Confined space*	☐
Excavations*	☐
Demolition*	☐
Electrical work*	☐
Working at height*	☐
Roof access*	☐
(see Part B for location of isolation points)	
Other *(please specify)*:	
_____	
_____	
_____	
*Note: a safe system of work or permit to work system may be required (refer to the PTW SMS and associated forms)	
Associated Permit Ref No. *(if applicable):* _____	
_____	
_____	

Health & Safety
CONTRACTORS JOB REGISTRATION FORM
Part C – Assessment & control

If you comply with the following two statements you do not need to complete this section - complete PART D at the end of this form:

- Has a method statement and risk assessment been prepared prior to the commencement of the work ☐
- Has the work method statement and risk assessment been agreed by the occupier and the contractor prior to the commencement of work ☐

If a method statement and risk assessment for the job has not been completed/ reviewed/ or agreed prior to the commencement of the work, you must complete this section using the information identified in PARTS A & B, to describe how the work will be carried out? (as described by the contractor's nominee).
Any hazards/ risks identified should be included along with the necessary control measures which will be in place throughout the duration of the work.

Hazards/ Risks	Control Measures	Responsibilities		
		Occupier	Contractor	Joint
Asbestos in building	MUST conform to Risk Assessments and local procedures – if in doubt see site staff for guidance.	Inform contractor	To follow procedures	To protect workforce and building users.
Pupils on site	Avoid contact with pupils where possible. Never be in a 1 to 1 situation.	Control pupil access where appropriate	Avoid pupils where possible	To protect pupils.

PART D – Registration

The safety and health implications for this work have been assessed and control measures are in place

Contractor: Print name: _____ Signature: _____ Date: _____

Occupier: Print name: _____ Signature: _____ Date: _____

CONTRACTORS JOB REGISTRATION FORM Part B information provided by the school - To be retained by the contractor.

Site Manager: [redacted] School telephone No: 01902 368221

General Site information:

- This is a CLASP construction building - for further information see site manager.
- Any work on this building MUST conform to the Risk Assessments in the ACM folder and in particular it should be noted that:
- All columns and walls in the main building are to be treated as ACMs – there may be asbestos present in the cavities which could be released if the casings to the columns or the walls are penetrated or damaged. On no account must the pillar casings be drilled, cut, or subjected to vibration or hammering.
- As the columns are open at the top, the ceilings in this building have been sealed and any work to be done above the ceiling must be preceded by testing and opening of the ceiling space by an HSE approved and licensed asbestos removal contractor.
- In the event of accidental damage to the fabric during working, or any other circumstance which could compromise the sealing; the area must be isolated and the incident reported immediately to the site manager or his duty staff. Contact can be made via the school switchboard (100 on internal phone system).
- The services of specialist asbestos removal contractors will normally be required for work on many types of asbestos containing materials. A separate risk assessment must be carried out by a competent person for this type of work.
- Contractors must inform the occupiers of any accidents or dangerous occurrences (RIDDOR) which occur during the contract period.

General Routines:

- Contractors should keep to the area of their work and avoid contact with pupils as much as possible.
- Emergency evacuation point is on the 'Red Gra' area at the front left of the building. Alarm points by doors, Phone 100 on internal phone .
- Toilet facilities are the staff toilets in the admin block. Pupil facilities must NOT be used.
- In cases of accident, emergency, or to contact site staff report to main office. Office staff will make the appropriate contacts.
- The site is open from 6.00a.m until 10.30pm and is used in the evenings by the local community.
- Pupils and public have access at all times when the building is open.
- DO NOT leave tools, equipment , or materials where they could be interfered with.
- All visitors, workers, contractors etc MUST be signed in at the front desk and wear the identification badge provided.
- The Site staff will advise concerning access to services.
- The building has a flat roof, access to this is restricted – see Site staff.
- Contractors must ensure that their employees or sub-contractors are familiar with these regulations.
- If working at height , access by pupils must be avoided – all tools, equipment, and materials must be kept safe from falling onto people below.
- Vehicle movements should be kept to a minimum. The rear entrance to the building is normally locked. For access see Site Manager. Normal vehicular access is through the front gate.
- Refer to Site Manager for any further information required.

Walsall Council

Your Ref:	4069062
Our Ref:	DB/GKK
Date:	11 July 2007
Ask for:	David Brown
Direct Line:	(01922) 650000

David Brown
Executive Director

Ms Amanda L James
Health & Safety Executive
1 Hagley Road
Edgbaston
BIRMINGHAM
B16 8HS

Dear Ms James

ASBESTOS IN CLASP AND OTHER SYSTEM BUILT SCHOOL BUILDINGS DUTY TO MANAGE, CONTROL OF ASBESTOS REGULATIONS 2006

Thank you for your letter dated 15 June 2007 in relation to the above. I can now respond as follows:-

1.	*The number and location of CLASP school buildings you have under your control* We have 15 sites with a total of approximately 70 blocks, which are:- - Christ Church C of E - Priory School - Little Bloxwich - Lodge Farm - New Invention - Old Hall School - Palfrey Infant School - Pool Hayes Primary - Short Heath Primary - St Johns C of E - The Butts Primary - The Delves Junior - Willenhall Comprehensive Sports - Rushall Comprehensive College - Darlaston Science College

Walsall Metropolitan Borough Council, Room 39, The Council House,
Lichfield Street, Walsall WS1 1TW
Tel: 01922 652081 Fax: 01922 614210 E-mail: brownd@walsall.gov.uk

2.	*How many other types of system built school buildings constructed during the period 1945-1980 you have under your control?* At the moment the Council only has anecdotal information; this is being gathered for entry onto the new Asset Management Register during 2007/08.
3.	*Who maintains asbestos risk registers and risk assessments in these schools, the role (if any) of education Walsall and their contractual obligations?* Type Two asbestos surveys have been completed at all these schools (with the exception of St John's CE Primary). These are maintained as part of the Councils "Asbestos Register" by Property Services, copies of individual Type Two surveys are checked by Property Services to identify any immediate actions required and are then passed onto schools to assist them in managing asbestos on their site, advice is available on request from Walsall Councils Health & Safety services SHAW and Property Services. Policy requires that schools are re-inspected by a qualified analyst every 5 years, walk through surveys are undertaken by site management to supplement this at regular intervals.
4.	*Your updated written records of the location and condition of asbestos containing buildings, in particular the existence of gaps between the column casings and whether there has been maintenance work likely to disturb asbestos containing material such as window replacement* Licensed contractors will be used to carry out inspections to these column casings. If damage is found to the columns providing its minor an analyst will be called in to do reassurance testing and assuming this is clear the contractor will then carry out remedial/sealing works in accordance with HSE guidance notes while they are still on site, if the damage/contamination is significant then the affected area would need to be vacated until the asbestos is treated or removed. Reference to the Type Two survey, local sampling or a Type Three survey would be undertaken prior to any works such as window replacement being undertaken.
5.	*Your assessment of the risk of persons being exposed to asbestos fibres* As stated previously, licensed contractors will be used to carry out inspections. If damage is found to the columns providing its minor, an analyst will be called in to do reassurance testing and assuming this is clear, the contractor will then carry out remedial/sealing works

	in accordance with HSE guidance notes whilst they are still on site. If the damage/contamination is significant, then the affected area would need to be vacated until the asbestos is treated or removed. This action is supplementing existing survey data and material/priority assessments, the risk therefore is low.
6.	*Your written plan detailing action to manage the risk from asbestos containing materials, including work to seal any column casing gaps in accordance with the guidance referred to above* As stated previously licensed contractors will be used to carry out inspections. If damage is found to the columns providing its minor an analyst will be called in to do reassurance testing and assuming this is clear the contractor will then carry out remedial/sealing works in accordance with HSE guidance notes while they are still on site, if the damage/contamination is significant then the affected area would need to be vacated until the asbestos is treated or removed.
7.	*Your arrangements for informing those who need to know about the hazards from and the location of asbestos containing materials, e.g. caretakers, cleaners, teachers, contractors, Education Walsall, etc. Where governors or head teachers approve building work directly, they need to ensure that the appropriate steps are taken to provide this information* Guidance has been sent to all these school site managers on this issue. They can also seek advice from the Councils Health & Safety services, SHAW, via the Asbestos Safety Management Standard on the corporate Health & Safety web pages.

I trust that this information is helpful but, if you require any further assistance, please contact Jim Ball, Building Services Manager, on Walsall (01922) 471227.

Yours sincerely

David Brown
Executive Director
Children's Services

cc [redacted]

HSE

Health and Safety Executive

Field Operations Directorate

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HM Principal Inspector
Brian Martin

Walsall Metropolitan Borough Council
Civic Centre
Darwall Street
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WS1 1TP

file copy

Date 15 June 2007

Reference 4069062

For the attention of [redacted]
Cc: [redacted]

Dear Mr Brown

ASBESTOS IN CLASP AND OTHER SYSTEM BUILT SCHOOL BUILDINGS DUTY TO MANAGE, CONTROL OF ASBESTOS REGULATIONS 2006

I am writing to you as the executive director with overall responsibility for managing asbestos in Walsall MBC schools.

In October 2006 a joint message from HSE/LGE/DFES highlighting the potential for exposure to asbestos fibres in certain types of CLASP constructed schools, specifically type 4 and 4B, was sent to all Local Authorities/Councils and School Employer Governing Bodies as duty holders. This message provided guidance on the action required. A further advisory note is enclosed.

Please confirm what action you have taken to comply with your duty under the Control of Asbestos Regulations 2006 for CLASP and other system built schools constructed between 1945 and 1980. In particular please provide the following information:

- the number and location of CLASP school buildings you have under your control;
- how many other types of system built school buildings constructed during the period 1945–1980 you have under your control;
- who maintains asbestos risk registers and risk assessments in these schools, the role (if any) of Education Walsall and their contractual obligations;
- your updated written records of the location and condition of asbestos containing buildings, in particular the existence of gaps between the column casings and whether

there has been maintenance work likely to disturb asbestos containing material such as window replacement;

- your assessment of the risk of persons being exposed to asbestos fibres
- your written plan detailing action to manage the risk from asbestos containing materials, including work to seal any column casing gaps in accordance with the guidance referred to above;
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Please respond by 6th July 2007.

Yours faithfully

A L James

Amanda L. James
HM Inspector of Health and Safety

Enc:

Asbestos in CLASP and Other System Buildings – Guidance for duty holders (HSE)
Asbestos: An important message for schools (HSE)

HSE

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Date 15 June 2007

Reference 4069062

For the attention of Mr David Brown, Director, Children & Young People
Cc: [redacted]

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ASBESTOS IN CLASP AND OTHER SYSTEM BUILDINGS

Control of Asbestos Regulations 2006

Guidance for duty holders produced by the HSE Asbestos in Schools 'CLASP' Working Group – March 2007

PURPOSE

1. This guidance gives information about potential asbestos fibre release in CLASP buildings built between 1945-1980. However, it should be noted that the same issues are faced in all types of 'system built' buildings constructed during the same period. The names of other known systems are given in the further information section at para 31.

2. The guidance sets out the action that duty holders (paras 13-14) are required to take to manage asbestos in CLASP buildings of the period defined in para 1 above. Paras 15-17 set out what action should be taken immediately and paras 18-25 set out the action that should be taken in the longer term.

3. Duty holders should already be managing the risks from asbestos present in buildings within their control. However, new information about the potential for asbestos fibre release from damaged column casings in 'system built' buildings has recently come to light. This damage, which includes 'cracks' and 'gaps' in the column casings, may have occurred as a result of previous alteration, removal or direct physical impact on the casing.

4. This guidance should be kept with the asbestos register or the health and safety file for the building. It should be readily available for reference/inspection whenever maintenance work, redecoration, building alteration work or the eventual demolition of the building is commissioned.

INTRODUCTION

5. Asbestos containing materials (ACMs) were widely used in 'system' buildings constructed during the period 1945 – 1980. Within all buildings of the period, ACMs were used extensively on pipe work, heating plant and other services, and as ceiling tiles and wall panels. For example many of the 'system' buildings used lightweight steel frames that required fire protection, particularly in ground floor locations of multi-storey buildings. Asbestos insulating board (AIB) was used for this purpose. It is important to note that the building systems developed over time and details were revised and specification of materials changed. This has led to variation in the types and locations of ACMs within these buildings.

6. CLASP (Consortium of Local Authorities Special Programme) was formed with the purpose of developing a method of building, which did not rely on traditional building skills, to provide fast and efficient permanent buildings. The systems were developed as either proprietary contractor owned products or Local Authority

Consortia designs. Of a total number of 3134 CLASP contracts in the UK there are more than 1400 sites with CLASP built schools (some comprising more than one contract), distributed among 81 LEA/Children's Services Departments/Scottish Local Authorities. Independent schools own a small number of CLASP buildings. There are also small numbers of CLASP buildings across other areas of the public sector including local government, police, fire, MOD, health and railways.

7. Marks 2, 3, 3b, 4, 4b and early 5 CLASP buildings built between 1945 and 1980 may all contain asbestos materials, particularly mark 4 and 4b. Other 'system' buildings will have used similar construction techniques and are also likely to contain asbestos (see para 31).

8. In these types of buildings, some steel columns may be insulated with AIB. The AIB may only be present in those that provide fire protection, usually on the ground floor in multi-storey buildings. It may be fixed directly to the column or glued to the metal casing. AIB was also sometimes used as column packing. Other ACMs may also be found in blind boxes to the windows.

9. ACMs may also have been used in these buildings as unrecorded substitute items where there were material shortages and/or poor supervision. In addition excess or waste ACMs may have been left hidden inside columns or panels and ceiling voids. Consequently, asbestos may be found in some unexpected locations and the presumption should be that ACMs would be present in other concealed areas.

10. The potential for asbestos fibre release in 'system' buildings was recently highlighted at a mark 4/4b CLASP school that had undergone window replacement and associated asbestos removal work. Further details of this are given in paras 26-28. Duty holders need to take action in the light of this new information. The nature of the school environment and the vulnerability of the population exposed, together with the largest stock of CLASP buildings, mean that schools are a particular priority.

MANAGING ASBESTOS

11. Duty holders have a responsibility under regulation 4 of the Control of Asbestos Regulations (CAR) 2006, to manage the risks arising from asbestos in buildings under their control. Duty holders must take reasonable steps to find ACMs in their premises and to check its condition. Duty holders must provide information on the location and condition of the asbestos to those people who are liable to disturb it. The information is particularly relevant to contractors and others who undertake maintenance and refurbishment work or other work, which disturbs the fabric of the building, e.g. cable installation.

12. ACMs pose no threat to health if intact, undamaged and not disturbed. HSE recommends that ACMs are left in place and managed where they are in good condition and will not be damaged by activities. These materials do not present a risk to the building occupants. Where ACMs do pose a risk to health then action should be taken to encapsulate or remove the material. See http://www.hse.gov.uk/asbestos/index.htm for more information.

WHO HAS THE DUTY TO MANAGE ASBESTOS?

13. In educational establishments the duty holder will be the employer. Who the employer is can vary with the type of school:

- For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the Local Authority.
- For foundation schools, foundation special schools and voluntary aided schools, the employer is usually the Governing Body
- For independent schools, the employer is usually the Governing Body or the proprietor.

14. In other parts of the public sector, the duty holder will be the health or ambulance trust, LA, fire & rescue authority (board in Scotland) or police authority (board in Scotland).

ACTION REQUIRED BY DUTYHOLDERS

Immediate action

15. Duty holders must ensure the following action is taken immediately to manage asbestos in 'system' buildings.

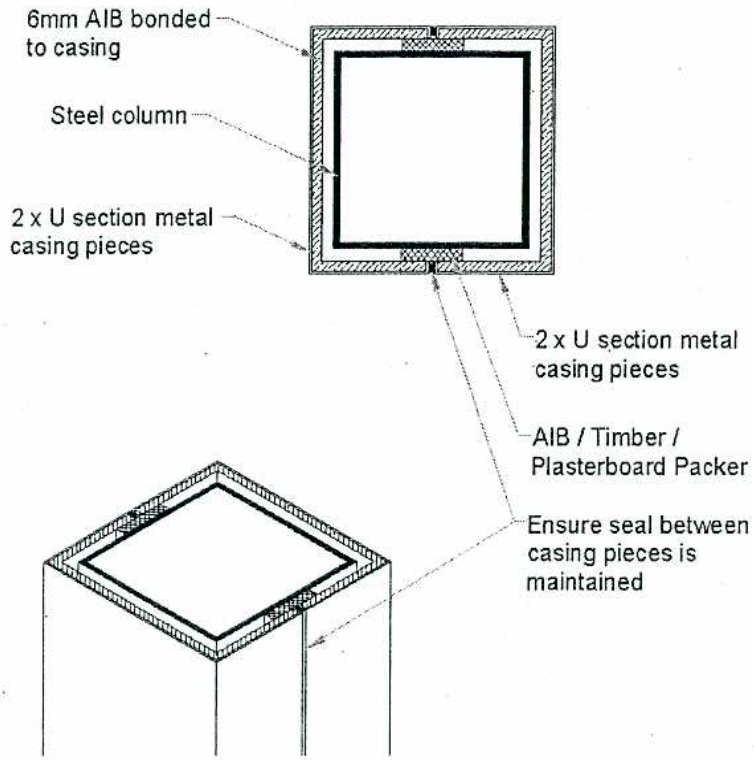
i) Identify all CLASP (and other building systems) buildings, particularly mark 4 and 4b as a priority, but also include CLASP buildings built between 1945 and 1980. Assistance on identifying CLASP buildings can be obtained from SCAPE (see para 30). Carrying out a desktop survey of building plans can also help with this but note that these plans may not always be wholly accurate (see para 5).

ii) Where the building is a CLASP or other system design, visually inspect (see para 16 for priority areas for inspection)

- the full lengths of all the column casings for cracks, gaps, presence of screws, dents, damage and movement
- the back of the casings as there is potential for gaps to occur here
- the top and bottom of the column casings

- check also for signs of maintenance work after installation e.g. fixtures attached to casing, holes drilled or improper installation.

Figure 1 - DIAGRAM OF CASING AROUND COLUMNS



iii) Seal all gaps in the joints between:

- column casing to casing
- column casing to skirting
- column casing to walls

using a silicone based sealant to enclose dust and debris within the casing. UPVC strips can be used as finishing over the top of the sealed gaps using the same sealant.

iv) Visually check to ensure that the sealing is effective.

v) If the casings are loose they should be resecured. The fixings are normally at high (above ceiling) and low (behind skirting board) level and may be fixed with either a locking rod or screwed/nailed in. Any work undertaken to resecure loose casings should be carried out in line with the procedures given in the Asbestos Essentials Task Sheets for minor drilling work - see http://www.hse.gov.uk/asbestos/essentials/index.htm

vi) Note and record the action taken.

16. Priority for the visual inspection should be given to:
- Mark 4 and 4b buildings but also include all buildings constructed prior to 1974
- Ground floor columns, as they are the most likely to have AIB fire protection on the steel work
- Where refurbishment/installation works have disturbed the column casings and the internal lining to the external wall.
- Where cables or wires have been threaded inside the column casings possibly disturbing the ACM.
- Where items have been fixed to the column casings e.g. fire extinguishers hanging brackets.

17. As the above action does not involve contact with ACMS (in most cases) it can be considered routine maintenance work and can be carried out by maintenance personnel e.g. joiner, rather than a licensed asbestos contractor. However, if there is serious damage to a column and suspected exposed asbestos material then assistance should be sought from a licensed asbestos contractor.
The Control of Asbestos Regulations 2006, Approved Code of Practice and guidance L143 (see http://www.hse.gov.uk/asbestos/regulations.htm) contains specific obligations for the provision of asbestos awareness training to all employees who could foreseeably be exposed to asbestos. This includes caretakers and other maintenance staff.

Action to be taken in the longer term

18. Action may also be required in the ceiling void. The tops of columns in the ceiling void are usually open or unsealed. Although there is little evidence to date to suggest contamination of ceiling voids, where the column AIB has been damaged there may have been spread of asbestos material into the void. There is minimal risk unless people enter the area. If maintenance or other work requires staff to access the area they should be aware of the potential for contamination and be suitably protected – see paras 21-23 below. Duty holders may wish to inspect these areas sooner rather than wait until entry is required. A visual inspection can be carried out to determine if there is any asbestos contamination, which again maintenance personnel can undertake provided they have been trained and equipped as described in paras 21-23.

19. If the initial visual inspection reveals contamination of the ceiling void with ACM debris, licensed asbestos contractors should be used to clean the area and seal the tops of the columns using polyurethane foam or similar – see http://www.hse.gov.uk/asbestos/licensing/index.htm for a list of licensed contractors.

20. In schools, teaching staff should be instructed not to lift ceiling tiles to display pupils' work.

21. All employees entering a potentially contaminated area or involved in work with asbestos must be trained and suitably equipped. The training should include information about what asbestos is (the types), where it is found, and what the risks and health effects are from exposure to asbestos. They should be provided with suitable and appropriate personal protective equipment (PPE) as a precaution. Suitable PPE includes:

- Disposable overalls (type 5) fitted with a hood.
- A suitable fit-tested particulate respirator e.g. a disposable FFP 3 mask.
- Cover shoes or boots without laces e.g. (laced boots can be difficult to decontaminate).

22. All PPE should be inspected before use, and any defects reported to the relevant supervisor. Users should be instructed to put the facemask on under the hood of the asbestos suit and not over the hood.

23. Detailed guidance on Personal Protective Equipment and Personal Decontamination is available in HSE guidance notes em6 and em8 respectively. These can be downloaded from http://www.hse.gov.uk/asbestos/essentials/index.htm

24. Any further work that may disturb the column casing should be properly assessed to determine the potential for ACM disturbance. Where work with ACMs is likely, it should be carried out in accordance with CAR 2006. Under no circumstances must any item of plant, equipment, accessory or fixture be mechanically fixed to the metal column casing without a Type 3 survey being undertaken and the process being fully risk assessed.

25. Duty holders are reminded that CAR 2006 applies to all property maintenance and refurbishment projects. It is known that the current 'Building Schools for the Future' programme will involve extensive refurbishment and remodelling of existing school buildings therefore under the 'duty to manage' the duty holder must ensure all stakeholders are made aware that asbestos is likely to be encountered when planning and undertaking such works.

BACKGROUND

26. Following window replacement and associated asbestos removal work at a Mark 4/4b CLASP school in late July 2006, contractors failed to obtain levels of fibre in air below 'clearance levels' when as part of deliberate disturbance they struck parts of the metal casing around columns in the room. The measured concentrations inside the tented enclosure suggested that there was release of fibres from within the columns. The standard method used to count the fibres (phase contract microscopy) did not discriminate between asbestos and non-asbestos fibres.

27. An assessment of the cause of the release found that a particular set of circumstances was needed for there to be a release of fibres. These were:

(i) damaged asbestos insulating board and debris lying within the columns, for example, if the AIB has been damaged by earlier maintenance or installation work such as window replacement that has broken into the columns (this method of work is contrary to advice from SCAPE System Build Ltd, which is the trading company for CLASP)

(ii) significant impact on the casings, i.e. casings being forcibly struck by furniture or people causing fibres to come off the exposed edges of the damaged AIB, and vibration caused by closure of windows and doors.

(iii) a poor seal in some of the metal column casings that are meant to enclose the AIB, causing gaps through which fibres can escape into the room. Gaps are most likely to occur between joints in the metal casing around the columns, between the casing and skirting or wall (see figures 1-4). They are most likely to be present if the metal casing has been cut in some way, for example, by maintenance and installation work or if the casing has been removed and then repositioned. However, even where none of these activities have occurred, gaps may still be found along the 2 joints to the column casings or at the bottom of the casing.

28. Further investigations showed that there were a number of other factors that would have contributed to the incident:

- During the original construction of the school, waste material, including AIB and asbestos cement sheet, had been discarded within the external wall cavities. This was particularly poor practice and could occur in other system-buildings.
- The metal column casings had been disturbed over the years during cabling and other minor work. These activities had caused damage to the concealed AIB.
- Replacement windows had been fitted in a manner that had also caused disturbance of the metal column casings and damage to the AIB. Window replacement work was not carried out in accordance with CLASP's standard recommended fixing methods.

- Debris from previous asbestos installation or removal works in the column casings behind panels, walls skirting board etc. Again this was particularly poor practice in this school and may or may not be common to other system buildings.

Figure 2: Metal clad column showing gap at front of column where the two halves of the cladding meet

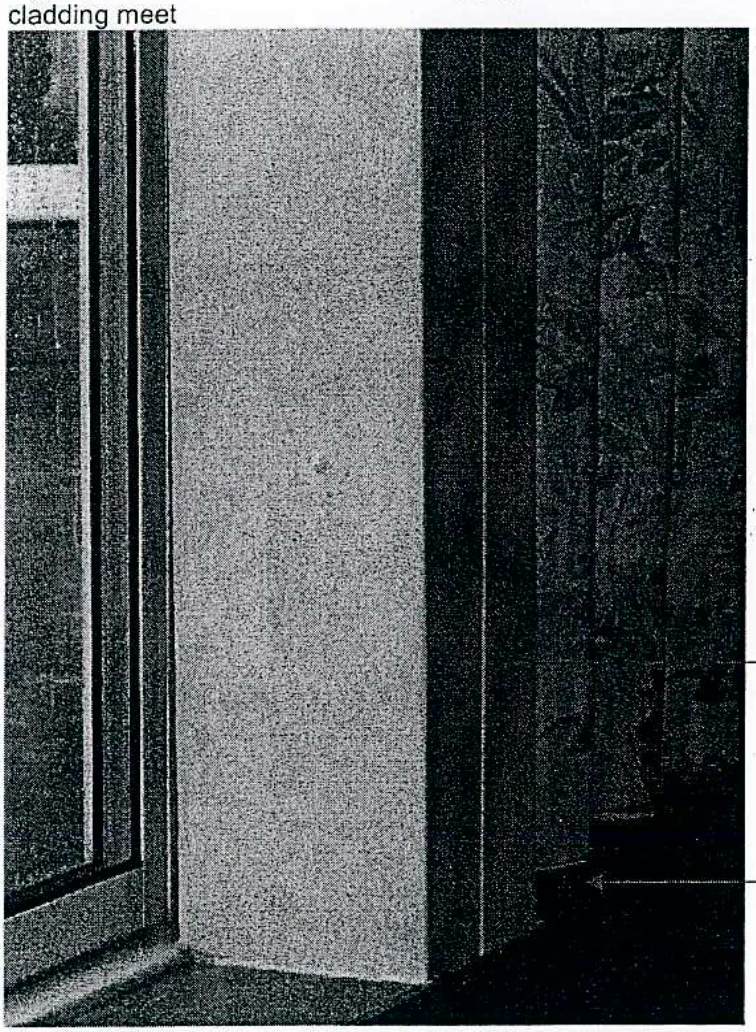


Figure 3: Window column with half the section of casing removed –revealing the column and AIB

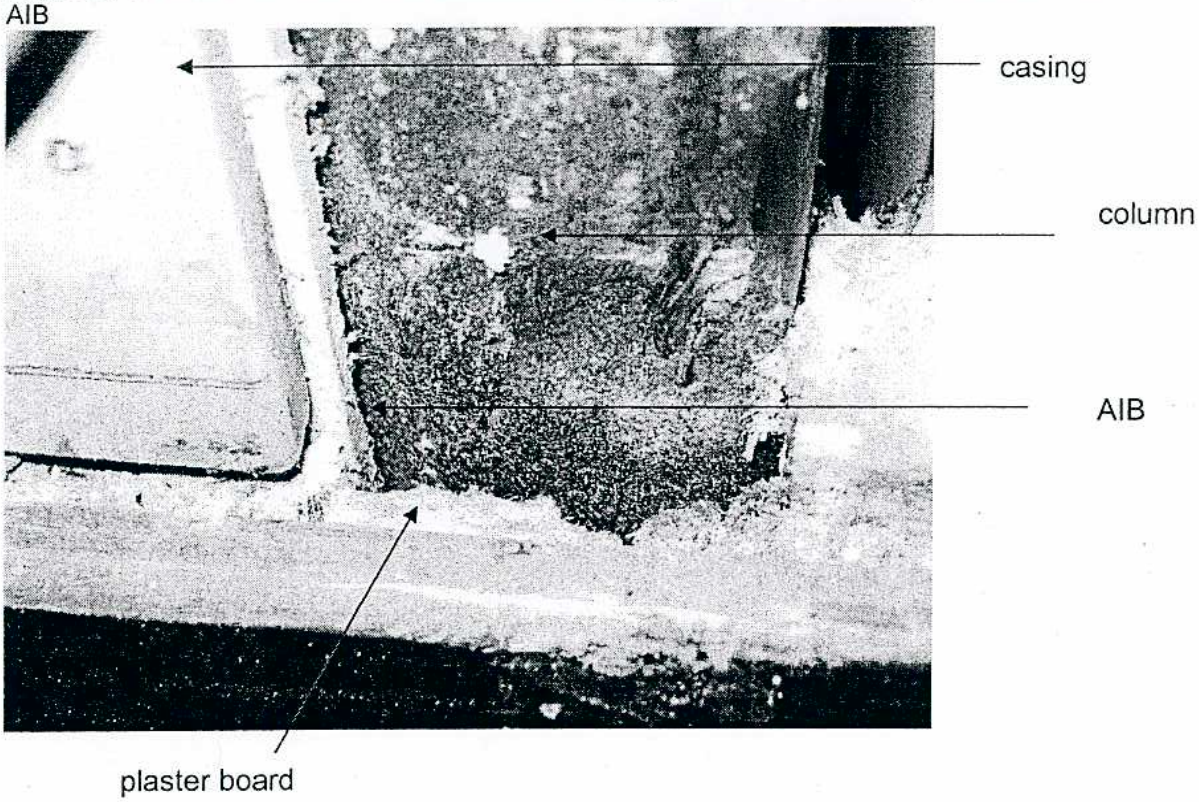
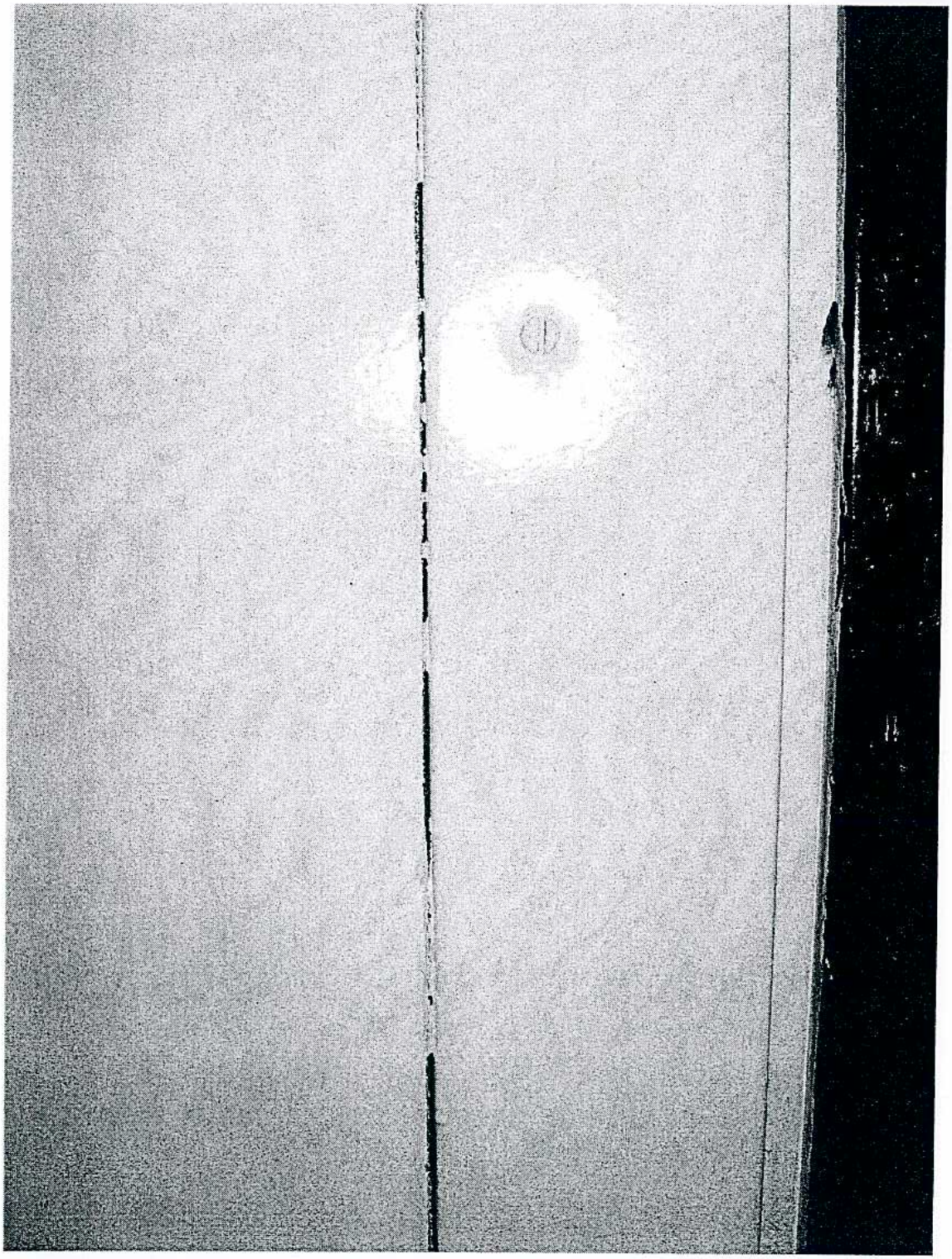


Figure 4: Example of a gap in the casing



FURTHER INFORMATION

29. The Scape **Asbestos Awareness Handbook** can be down loaded from http://www.scapebuild.co.uk/NetBuildPro/process/29/BuildingSystems.html. The Handbook is not a substitute for the correct performance of the procedures and surveys set out in the HSE Regulations. It does however, provide guidance as to where asbestos was typically specified in the CLASP standard details.

Scape

30. Scape System Build Limited is a Local Authority Controlled Company. It commenced business in April 2006 and is the trading company for the CLASP Consortium. For more detail consult the Scape web site www.scapebuild.co.uk and the CLASP web site www.clasp.gov.uk.

31. Other building designs include local authority systems such as SCOLA, MACE, ONWARD, Method, SEAC and contractor systems such as Hills, Laingspan and Vic Hallam.

HSE

Health and Safety Executive

ASBESTOS
An important message for schools

This document provides a summary of the key issues governors, proprietors and Head Teachers in England and Wales should be aware of in relation to asbestos in their schools. This is not a comprehensive guide and should only be read in conjunction with the further information outlined in Annex 1.

Do you know if your school/college contains asbestos? Do you know what condition any asbestos containing material is in? Have you informed those people who may disturb the asbestos that it's there?

If you have answered 'No' to any of these questions, you may not be meeting your legal duties in relation to asbestos in work premises and you will need to take action to ensure compliance with the law.

What is asbestos?

Asbestos is a naturally occurring fibrous mineral and has been used for about 150 years on a commercial basis. It is versatile, plentiful and was ideal as a fireproofing and insulation material. Serious, often fatal diseases can be caused when asbestos fibres are released from materials, become airborne, and are inhaled.

Asbestos was used extensively as a building material in Great Britain from the 1950s through to the mid-1980s. It is estimated that more than 500,000 non-domestic premises, including schools, still contain some form of asbestos.

Where is asbestos found in buildings?

Asbestos and asbestos containing materials (ACMs) may be found in schools/colleges built or refurbished before blue and brown asbestos were banned in 1985. Some asbestos containing materials such as asbestos cement were still used up until 1999.
High-risk ACMs include:

- asbestos moulded or preformed lagging used as thermal insulation on pipes and boilers
- sprayed asbestos used for thermal insulation, fire protection, partitioning and ducts
- asbestos insulating board used for fire protection, thermal insulation, partitioning and ducts
- some ceiling tiles
- asbestos insulation board (AIB)

Lower risk ACMs include:

- asbestos containing floor tiles
- asbestos cement roofing and guttering
- textured coatings

Who's at risk?

The most likely way ACMs in schools/colleges to be disturbed or damaged is through maintenance, repair or construction activities. This includes even small jobs such as installing telephones or computers, putting up shelving or installing security systems. Anyone carrying out such work will need to know whether the building does, or may contain ACMs, where the ACMs are located and what condition it's in.

Updated and re-issued 25/08/06

School caretakers have been identified as a particular group at risk due to the nature of their work (e.g. drilling and fixing.). Vandalism may also result in the release of asbestos fibres e.g. damage to asbestos panels caused by pupils kicking them.

Teachers (and pupils) are not likely to be at risk in the course of their normal activities. However if they carry out activities which cause damage to ACMs, such as pinning or tacking work to asbestos insulation board or ceiling tiles, some asbestos fibres may be released. This represents a potential exposure that, although very low, is avoidable and therefore such activities, which may release fibres, should be stopped. LAs and governing bodies will need to notify staff not to damage walls and ceilings in this way.

What should I do?

If you have responsibility for the maintenance and/or repair of non-domestic premises (e.g. schools) then you have duties, as a 'dutyholder', under Regulation 4 of the Control of Asbestos at Work Regulations (CAW) 2002. This means that you should know whether your premises contain asbestos, where it is, what condition it's in and then ensure that you manage it properly which includes telling those people who may disturb it that its there. Even if you are not the 'dutyholder' you should be able to answer these questions.

For the majority of educational establishments, the dutyholder will be the employer. Who the employer is varies with the type of school, but for community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the Local Education Authority (LEA). For voluntary assisted and Foundation schools it will be the school governors. For independent schools it may be the proprietor, governors or trustees.

Local Authorities as employers

Where the Local Authority (LA) is the employer it must set health and safety policies and procedures for its schools including general policies dealing with health and safety responsibilities and policies and arrangements for dealing with specific risks (eg on site vehicle movements, violence to staff, manual handling, control of hazardous substances and work-related stress). LAs should also set policy for maintenance issues, especially where, as the employer, they have statutory duties such as asbestos management. All policies and procedures should set out the standard schools are expected to achieve and how compliance will be monitored.

It should be made clear, either in these policies or in separate documentation, which health and safety related functions are delegated to governing bodies and are therefore required to be funded through their delegated budget, and which functions are carried out by the LA.

Even where health and safety related functions have been delegated to governing bodies, the LA as the employer must still set the policy for asbestos management. It should be made clear within this policy, or in separate documentation, whether asbestos management as a health and safety function is also delegated to governing bodies. Health and safety issues including asbestos management can only be delegated to competent individuals. Hence the LA would need to ensure that the individual who they intend to delegate to are trained to a sufficient level of competency.

The responsibility as dutyholder cannot be delegated and is retained by the LA regardless of whether the function is delegated or not. The LA cannot fulfil its statutory duty unless it monitors how its schools are complying with their policy. They should monitor this robustly to ensure required standards for asbestos management are reached and they should take action where they are not. LAs have powers under the School Standards and Framework

Act 1988 that allows them to require specific action to be taken to ensure compliance with their policy.

DfES guidance 'Health and Safety: Responsibilities and Powers' clarifies responsibilities under existing health and safety legislation. It explains who is responsible for the health and safety of school staff, pupils and others on school premises and it sets out related powers under education legislation. The guidance can be downloaded from http://www.teachernet.gov.uk/wholeschool/healthandsafety/visits/responsibilities/

What are the main dutyholder requirements?

Regulation 4 requires dutyholders to:

- take reasonable steps to determine the location, amount and condition of materials likely to contain asbestos;
- presume materials contain asbestos unless there is strong evidence that they do not;
- make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises;
- assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- prepare a plan setting out how the risks from the materials are to be managed;
- take the necessary steps to put the plan into action;
- review and monitor the plan periodically; and
- provide information on the location and condition of the materials to anyone who is liable to work on or may disturb them i.e. maintenance workers and teachers

It needs to be emphasised that the regulation does not require the automatic removal of ACMs. If the material is in good condition and will not be disturbed then it does not pose a health risk and it is usually safer to leave it in place and manage it. If the material is damaged or is likely to be disturbed and it cannot be repaired or protected, it should be removed.

Anybody undertaking any sort of work on ACM's must be competent, adequately trained and use safe working methods. Licenced contractors must be used for most work with asbestos insulation, asbestos insulating board and asbestos coatings. Asbestos waste, whether in small or large amounts, is subject to the Hazardous Waste Regulations 2005.[1]

What guidance is there?

A range of HSE guidance material is available to help dutyholders comply with their duties under the CAW Regulations (see Annex 1).

The DfES has also produced guidance on managing asbestos in schools (see Annex 1) and has routinely required condition surveys at school premises as part of their Asset Management Planning guidance. Para 12 of AMP guidance Section 3 states: *"Condition surveys are normally non-intrusive. However, they should be sufficiently thorough as to identify the need for any further surveys or tests. The results of such further surveys or tests should be taken into account in the condition assessment."* The LEAs surveyor or consultant working on their behalf will have recorded the findings in the school's AMP, with the need for any further testing and remedial work being linked to the schools planned maintenance programme. This will include an estimate of costs and the likely timescale for carrying out any necessary work.

[1] This is enforced by the Environment Agency

In many cases only visual surveys will have been completed and intrusive surveys will not have been done. This is sufficient to comply with the duty to manage regulations (so long as any asbestos present is in good condition and unlikely to be disturbed or damaged) but will not provide a definite identification of asbestos. Therefore in most cases it will not be known whether or not asbestos is actually present and in these cases the dutyholder should always presume that any material contains asbestos unless there is strong evidence to suggest it does not. Before extensive refurbishment or demolition takes places you may wish to conduct intrusive surveys to ascertain for sure whether ACMs are present or not. If you do not conduct such surveys, any work undertaken will have to done on the basis that the material does contain asbestos (unless there is strong evidence to suggest it does not), which will mean adopting suitable safe working practices and employing adequately trained and competent contractors.

Annex 1 – Guidance

HSE Guidance

Further guidance on asbestos can be found at http://www.hse.gov.uk/asbestos. A number of free information leaflets can be downloaded from the HSE website.

Priced publications

The Management of Asbestos in Non Domestic Premises, Approved Code of Practice, L 127.

A Comprehensive Guide to Managing Asbestos in Premises. HSG 227.

The above can be obtained from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA. Tel 01787 881 165. Web site www.hsebooks.co.uk.

Information Document HSE 265/48 (Part 1) Inadvertent exposure to asbestos: advice for employers and (Part 2) advice for employees can be downloaded from the HSE website http://www.hse.gov.uk/foi/internalops/fod/oc/200-299/265_48.pdf

SIM 07/2001/36 (Sector Information Minute) Managing Health and Safety in Schools under 'Fair Funding' can be downloaded from the HSE website http://www.hse.gov.uk/foi/internalops/sectors/public/7_01_36.pdf

HSE InfoLine Tel 0845 345 0055

DfES Guidance

Administrative Memorandum 3/86 (Department of Education and Science).

Asset Management Plans

- Section 3: Condition Assessment ref: DfEE 0-097/2000
- Section 3a: Getting into Condition ref: DfES/0175/2003

Health and Safety: Responsibilities and Powers ref: DfES/0803/2001

The DfES also has information on its current position on asbestos on its website http://www.teachernet.gov.uk/ and http://www.governornet.co.uk/

Environment Agency Guidance

Environment agency website http://www.environment-agency.gov.uk/?lang=_e
A guide to the hazardous waste regulations leaflet is available to download from http://www.environment-agency.gov.uk/commondata/acrobat/hazardous_waste_guide_1219517.pd