



MANAGEMENT OF ASBESTOS AT OLCHEFA SCHOOL

Asbestos is a naturally occurring fibrous material that has been a popular building material since the 1950's. It is used as an insulator (to keep in heat and keep cold out), has good fire protection properties and protects against corrosion.

Asbestos needs to be treated very carefully. It is not dangerous unless disturbed and asbestos fibres released. Therefore we need to make sure we manage our building with care and respect. The responsibility to ensure a safe working environment is divided between the Asbestos Team, the Premises Manager, Employees and Customers.

You can find asbestos in the following

- sprayed coating – found as fire protection on structural supports (eg beams and columns).
- Pipe insulation
- Insulating board (ceilings and door panels) known as AIB
- Window panels
- Floor tiles
- Asbestos cement roof sheeting
- Textured decorative coating (such as Artex)

It is important not to disturb the integrity of the walls, doors, ceilings and floors (by affixing drawing pins / screws / drilling / nailing / accessing roof voids).

Watch out for potential asbestos disturbance and report immediately:

- Horseplay/malicious/accidental act
- Water damage
- Structural damage
- Unauthorised works

Asbestos Emergencies

If you consider asbestos has been disturbed then you will need to follow the site asbestos emergency action plan (EAP)

Site Emergency Action Plan (EAP)

Should you **SUSPECT** that asbestos has been disturbed then you must:

- Clear the area – evacuate the room of all occupants
- Close the door (strictly no entry). For open plan area keep all away.
- Contact Wayne the Premises Manager **Tel 07890 367730**
- The Premises Manager will contact the Asbestos Team on 01792 511014 or 07796 275545 – 01792 511044 or 07796 275549 out of hours (01792 521500)
- The Premises Manager will inform rest of staff and keep persons from area
- **DO NOT:**
- Attempt to clear up suspect material or collect samples
- Re-enter the area to collect tools, equipment, items, documents or belongings etc.

We may not re-enter the room until the Asbestos Team has given the all clear.

A copy of the Asbestos Register is available to view upon request.

Club: _____

Club Representative (Please print) _____

Signature: _____

Date: _____

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