

Roles and Responsibilities – Asbestos Management

Below is a brief outline of the roles and responsibilities for the Duty to Manage Asbestos. Please note that the duty / responsibilities at each level cannot be delegated.

<p><u>Duty Holder</u></p> <p>Kent County Council KCC Managed Schools</p>	<p>KCC has the duty to manage asbestos within the buildings that it has responsibility for. This includes but not limited to the provision of Policy, procedures, and training.</p>
<p><u>Responsible Person(s) (RP)</u></p> <p>The person in control of the premise such as a Headteacher or Registered Manager.</p>	<p>They have a responsibility to ensure that the instructions from the Duty Holder are followed and therefore MUST complete KCC's statutory compliance asbestos management training modules. Refresher training is required every 2 years.</p>
<p><u>On site Competent Help</u></p> <p>Caretaker or building manager.</p>	<p>Supporting the RP in ensuring tasks, processes and procedures are completed on site. This would include the regular monitoring and recording of the condition of asbestos on site and the completion of KCC's statutory compliance asbestos management training modules is required. Refresher training is required every 2 years.</p>
<p><u>Project / Construction Management</u></p>	
<p style="text-align: center;"><u>KCC Managed</u></p> <p>Ensure that a refurbishment / demolition survey is undertaken prior to the commence of any works and actioning the outcomes and a copy must be sent to site.</p> <p>Conduct a new asbestos management survey on completion of works.</p>	<p style="text-align: center;"><u>School Managed</u></p> <p>Ensure that a refurbishment / demolition survey is undertaken prior to the commence of any works and actioning the outcomes.</p> <p>Conduct a new asbestos management survey on completion of works. This is paid for by the school as part of the project undertakings.</p>
<p><u>Emergency Support</u></p> <p>If asbestos is disturbed or it is suspected to have been disturbed please immediately contact: -</p> <ul style="list-style-type: none"> • Call Skanska helpdesk 0800 901 2464 • Email Kenthelpdesk@skanska.co.uk <p>Be clear that this is suspected damaged or disturbed asbestos, isolate the contaminated area and a contractor will be dispatched immediately for attendance within 2hours. There is also guidance available in the KCC asbestos Management Policy.</p>	