



Deanwell School

Every Child, Every Day, Every Opportunity: Today's Children, Tomorrow's Future
Ia Tamaiti, Ia Rā, Ia Angitū: Ngā Tamariki O Ēnei Rā, Ko Ngā Rangatira O Āpōpō

Asbestos Management Plan

Asbestos and Health

Where asbestos is left in place and is in good condition, it does not pose a significant health and safety risk. However if it is disturbed during refurbishment or demolition, there is a risk of asbestos fibres becoming airborne and creating a health risk.

Asbestos fibres pose a risk to health when they are breathed in and can cause lung disease including cancer. Asbestos risk needs to be managed in a consistent way during all property projects within schools.

The presence of asbestos is not itself a risk. Asbestos and ACMs become a health risk when they are disturbed and fibres are released. It could take many years for the signs of asbestos exposure to show as a health problem. The long period between exposure and sickness means that the risk of asbestos can be overlooked by those undertaking work within the built environment.

The School's Health and Safety Responsibilities

Boards of trustees are responsible for managing any asbestos assumed or identified in their schools, like any other hazards or risks.

Before any construction, demolition, or refurbishment works, the work area needs to be assessed for the presence of asbestos and ACMs. If found, it must be appropriately managed.

Managing asbestos at your school is part of your overall health and safety responsibilities.

Risk Assessment

The Health and Safety at Work (Asbestos) Regulations prescribe a number of duties for the management of asbestos. An underlying requirement (Regulation 9) is that the PCBU with management or control of the workplace must ensure that:

- exposure of a person to airborne asbestos is eliminated so far as is reasonably practicable; and
- if it is not reasonably practicable to eliminate exposure, to minimise that exposure.

When managing projects where asbestos is present, or might be present, it is important that the risks be assessed as this will help determine the best control methods to ensure health and safety.

Download Checklist for Risk Assessment

This checklist outlines the actions you need to take to meet the requirements of Regulation 9: click [here](#).

Deanwell Avenue

Hamilton 3206

Ph 07 843 7069 Fax 07 843 8680

office@deanwell.school.nz

Kairangi	Aumangea	Mahi Ngātahi	Tū Pono	Hauora	Manaakitanga
Excellence	Be Strong	Work together	Stand proud	Healthy, happy, strong	Respect



Deanwell School

Every Child, Every Day, Every Opportunity: Today's Children, Tomorrow's Future
Ia Tamaiti, Ia Rā, Ia Angitū: Ngā Tamariki O Ēnei Rā, Ko Ngā Rangatira O Āpōpō

Asbestos Management Process

The Asbestos Management Process is designed to ensure the safety of all people who may be affected by asbestos works - including pupils, teachers, contractors, visitors and neighbours.

The process reflects good practice and ensures compliance with the Health & Safety at Work (Asbestos) Regulations 2016.

The process outlines the steps that must be taken to check for and manage the presence of asbestos during Ministry-run property projects within schools.

Asbestos management steps summarised

The following steps summarise the process for managing asbestos projects.

1. Check for asbestos before starting a project

Before starting any project, check your buildings for the presence of Asbestos or ACM.

WorkSafe New Zealand has provided some diagrams showing areas where materials containing asbestos are commonly used during construction.

See [Where asbestos can be found](#) (Work Safe website)

2. Review the school risk register

Obtain a copy of the school risk register and review it. If the school doesn't have a risk register, ensure one is put in place immediately.

The risk register should include whether any asbestos or ACM has been identified and if so, the location, condition and quantity of the asbestos.

See Tool 14 on: [Risk identification, assessment and management](#)

3. Consider the type of work involved

If the work involves partial/complete refurbishment, or demolition of a building, plant or infrastructure, it will be intrusive in nature. You cannot start any demolition or refurbishment work until the structure has been inspected to determine whether asbestos or ACM is fixed to or installed in the structure or plan. If material cannot be identified but it is reasonably believed that it is asbestos or ACM, you must assume it to be asbestos.

4. Confirm if asbestos is present

If the work involves demolition or refurbishment, inspect the building or structure to confirm whether asbestos is present.

The person doing the inspection must use appropriate Respiratory Protective Equipment (RPE) as a minimum.

Deanwell Avenue

Hamilton 3206

Ph 07 843 7069 Fax 07 843 8680

office@deanwell.school.nz

Kairangi	Aumangea	Mahi Ngātahi	Tū Pono	Hauora	Manaakitanga
Excellence	Be Strong	Work together	Stand proud	Healthy, happy, strong	Respect



Deanwell School

Every Child, Every Day, Every Opportunity: Today's Children, Tomorrow's Future
Ia Tamaiti, Ia Rā, Ia Angitū: Ngā Tamariki O Ēnei Rā, Ko Ngā Rangatira O Āpōpō

Consider how to provide and manage access to subfloor and ceiling spaces, particularly for buildings which are still in use.

[Respiratory Protective Equipment – Advice for employers](#) (Work Safe website)

5. Asbestos survey

If asbestos is assumed (or if work involves partial/complete refurbishment or demolition) an asbestos survey for the area of work must be arranged before work starts.

The person procured to conduct the asbestos survey must be suitably qualified/certified to undertake asbestos sampling, testing and/or a survey report based on the work involved.

The surveyor should be briefed with a complete overview of the scope of work to be undertaken as part of the main project. Testing must be analysed by an accredited laboratory.

6. Isolate the hazard

If asbestos is present (and it is confirmed that the condition of the material will either pose a risk to health in its current form or if it is disturbed as a result of work about to commence), the work area should be isolated immediately and appropriate warning signage displayed.

7. Prepare an Asbestos Management Plan

The [Health and Safety at Work \(Asbestos\) Regulations 2016](#) impose a duty on the 'person conducting a business or undertaking' (PCBU) to prepare an asbestos management plan if asbestos or ACM is present. In this case the board would be the PCBU. With your project manager, prepare an Asbestos Management Plan which include the following:

- identification and location of any asbestos or ACM
- decisions, and reasons for decisions, about managing the risk arising from asbestos
- procedures for detailing incidents or emergencies involving asbestos
- detail about the workers who carry out work involving asbestos including information and training, roles and responsibilities and any health monitoring of the workers that has or will be undertaken.

In the case of ministry lead projects, EIS or their designated project manager is responsible for preparing an Asbestos Management Plan.

8. Carry out the removal works

When you commission the asbestos removal, as a PCBU, you must ensure that the asbestos removal work is carried out by a licensed asbestos remover. The licensed asbestos remover you commission must prepare an 'asbestos removal control plan'.

- [Licence holder register](#) (Work Safe website)
- [Duties of a licensed asbestos remover](#) (Work Safe website)

For all ministry-led projects, Asbestos Removal Control Plans must be provided to the EIS Health and Safety team for review prior to works commencing.

Deanwell Avenue

Hamilton 3206

Ph 07 843 7069 Fax 07 843 8680

office@deanwell.school.nz

Kairangi	Aumangea	Mahi Ngātahi	Tū Pono	Hauora	Manaakitanga
Excellence	Be Strong	Work together	Stand proud	Healthy, happy, strong	Respect



Deanwell School

Every Child, Every Day, Every Opportunity: Today's Children, Tomorrow's Future
Ia Tamaiti, Ia Rā, Ia Angitū: Ngā Tamariki O Ēnei Rā, Ko Ngā Rangatira O Āpōpō

- [Ministry Requirements for Asbestos Removal](#)

The Ministry follows good practice for all removals and enforces air monitoring for all Ministry-Led projects, no matter the size or class of removal. Boards are encouraged to follow Ministry processes in relation to air monitoring.

9. Communicate

It is important to communicate to everyone who may be affected by the works.

Communications must clearly state:

1. Why the work is being undertaken
2. What is involved with the work
3. When it will start and finish
4. The safeguards that will be in place during the works.

Use the Communications Guidance to help communicate clearly with your community:

- [Communications Guidance for Asbestos Management](#)
- Template - ["Notice of Asbestos Removal Work"](#)

10. Monitor the works

Even if a building or other infrastructure is not assumed to contain asbestos or a survey has concluded that there is no asbestos present, as PCBU, you must nevertheless have an Asbestos Management Plan in place to monitor the works for potential asbestos.

11. Get clearances and update the Risk Register

When the work is finished, as PCBU, you must ensure necessary clearances are obtained before anyone not directly involved in the asbestos work can re-occupy the area. You must also update the school's asbestos information (both school and Ministry records), the hazard register for the site and the more general risk register for the school.

12. Paying for asbestos management

The cost of managing the asbestos safely is part of the project costs.

If this causes a major overrun in a project budget, help may be available.

See: [Budget Plus and Unforeseen Work funding for school property work](#)

Deanwell Avenue

Hamilton 3206

Ph 07 843 7069 Fax 07 843 8680

office@deanwell.school.nz

Kairangi	Aumangea	Mahi Ngātahi	Tū Pono	Hauora	Manaakitanga
Excellence	Be Strong	Work together	Stand proud	Healthy, happy, strong	Respect



Deanwell School

Every Child, Every Day, Every Opportunity: Today's Children, Tomorrow's Future
Ia Tamaiti, Ia Rā, Ia Angitū: Ngā Tamariki O Ēnei Rā, Ko Ngā Rangatira O Āpōpō

Ref: Ministry of Education - Asbestos Management - <https://education.govt.nz/school/property/state-schools/fixing-issues/asbestos/>

Deanwell Avenue

Hamilton 3206

Ph 07 843 7069 Fax 07 843 8680

office@deanwell.school.nz

Kairangi	Aumangea	Mahi Ngātahi	Tū Pono	Hauora	Manaakitanga
Excellence	Be Strong	Work together	Stand proud	Healthy, happy, strong	Respect