

Department of Children's Services
Aiming High for Children

Private and Confidential

For the Attention of all Headteachers

Strategic Director's Office
Margaret McMillan Tower
Prince's Way
Bradford
BD1 1NN

11th September 2017

Dear Head teacher

Asbestos Procedures in Schools

I am writing to remind you about the procedures for managing asbestos in schools and in particular any asbestos surveys which are carried out in schools.

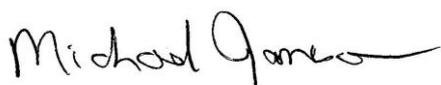
It is crucial that Schools inform the Council of any works which they are planning in the school building and that discussions are held with the Council's Asbestos Unit before any works are undertaken on site. With regards to maintained schools and also Diocese schools there is a long standing policy in place as part of the control of asbestos procedures which states that only the Council's Asbestos Team will carry out surveys in schools, prior to any works commencing. This policy is to ensure that surveys are carried out with the level of rigour which the Council requires and also that the information held by the Council's Asbestos Team is taken into account as part of the process.

Recently there has been a number of incidents where 3rd party companies have carried out asbestos surveys on behalf of schools prior to works commencing and this has introduced risks into the process and also meant that the wider information held by the Council's Asbestos team has not been consulted. If a third party survey company has been used the School have a duty to inform the Council so that we can ensure that the procedures for managing asbestos in Schools have not been compromised.

Each year the Council's Education Client Services Team writes to all schools asking for details of any planned building projects, part of this notification process is so that asbestos management issues can be considered. If any notifications of planned works need to be made please contact Education Client Services on 01274 437777. In addition Schools can contact the Council's Asbestos Unit direct for advice on 01274 433562.

I thank you for your co-operation with this matter.

Yours sincerely



Michael Jameson
Strategic Director
Children Services