



Ministry Requirements for Asbestos Removal

The Health and Safety at Work (Asbestos) Regulations 2016 (regulation 32) places a duty on licensed asbestos removalists to prepare an asbestos removal control plan for any licensed asbestos removal work the removalist is commissioned to undertake.

This factsheet outlines the process that must be taken to check for and manage the presence of asbestos in schools.

Asbestos Removal Control Plan requirements/checklist

Check

1	Type, condition and quantity of asbestos identified (property and soil).	<input type="checkbox"/>
2	Establish Site Hazard Register (this must include risk and control measures for removing asbestos within school environment).	<input type="checkbox"/>
3	Complete task analysis or detailed methodology outlining a step-by-step process for the removal including details, type of removal and tools and equipment to be used to remove asbestos. Consider engaging a suitably qualified and experienced person to assess land area if applicable.	<input type="checkbox"/>
4	Clearly display Site Plan showing the location of asbestos, location of fencing, asbestos signage, air monitors and decontamination zones.	<input type="checkbox"/>
5	Identify the type of respirator and protective clothing to be worn.	<input type="checkbox"/>
6	Document decontamination procedures.	<input type="checkbox"/>
7	Detail/Describe air monitoring that will occur before, during and after removal including clearance procedure. NB: This must be undertaken by a competent person with the appropriate skills and knowledge. The person must also be financially independent from the engaged asbestos removal company.	<input type="checkbox"/>
8	Establish site specific emergency procedures involving asbestos or ACM.	<input type="checkbox"/>
9	Document first aid certificate holder in emergency plan.	<input type="checkbox"/>
10	Waste disposal processes including detail of waste containment, storage and approved Landfill for disposal.	<input type="checkbox"/>

Requirements for removing asbestos in schools

Check

1	Complete asbestos refurbishment or demolition survey ahead of any works beginning.	<input type="checkbox"/>
2	Licence for removalist company and workers relevant NZQA training supplied and verified.	<input type="checkbox"/>
3	Confirmation received that the licence holder will be: a) on site during Class A removal, or b) within the immediate vicinity and readily available for Class B removals.	<input type="checkbox"/>
4	Notify WorkSafe NZ at least 5 days prior to works being carried out.	<input type="checkbox"/>
5	Receive School / BOT agreement for works commencing.	<input type="checkbox"/>
6	Inform school community (staff, parents and students) of intended works. Communications can be via email, Facebook, School Newsletter or website.	<input type="checkbox"/>
7	Notify persons in the immediate vicinity of, or occupying premises in the immediate vicinity, of the removal works taking place prior to commencement of the works (i.e. neighbours who share a boundary with school or who are in close proximity).	<input type="checkbox"/>
8	Confirm that the removal will not be carried out during school hours. If not, note the rationale for this decision and confirm approval from Te Pou Hanganga, Matihiko Infrastructure and Digital (TPHM) Health and Safety team.	<input type="checkbox"/>
9	Check with your local council whether any special permits or resources consents are required.	<input type="checkbox"/>

All Asbestos Removal Control Plans (ARCPs) must be submitted to the TPHM Health and Safety team for review and acceptance before any removal works can start.

Please email your ARCPs to TPHM.healthandsafety@education.govt.nz

Further information

Schoolproperty.Asbestosmanagement@education.govt

www.education.govt.nz/school/property-and-transport/health-and-safety-management/asbestos/



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