



Requirements for asbestos removal in schools

Before commencing any asbestos removal work in schools, the engaged licensed asbestos removalist must prepare an Asbestos Removal Control Plan (ARCP). This is a requirement under the Health and Safety at Work (Asbestos) Regulations 2016 (regulation 32).

Below is a checklist of the New Zealand School Property Agency's (NZSPA's) requirements for asbestos removal in schools. You can submit your ARCP along with this completed checklist for our Health and Safety team's review prior to starting any refurbishment or demolition works in school property.

Send the documents via email: HealthandSafety@schoolproperty.govt.nz.

Detail		Check	Verification (e.g. page number where this was referenced in the ARCP, file name of the document submitted, etc.)
1	Asbestos survey Complete and provide a copy of the asbestos refurbishment or demolition survey that relates to the ARCP and the refurbishment or demolition work to take place.		
2	Licensed removalist The asbestos removalist must be selected from the NZSPA accredited suppliers list and be accredited for removing the identified asbestos within the survey (Class A and B).		
3	NZQA training for the removal team Show proof that all removal team members have completed the relevant NZQA training for the asbestos types to be removed (Class A and B).		
4	WorkSafe notification Submit a copy of the removal notification to WorkSafe. Note that WorkSafe notification must be completed 5 days before the removal work begins.		

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5	Amount and type of asbestos involved Describe the asbestos containing materials to be removed, including type, condition and quantity (within the property and in the soil).		
6	Method of removal Outline a step-by-step process for the removal of each asbestos containing material. Include details of removal method, and tools and equipment that will be used to remove the asbestos.		
7	Decontamination Provide a detailed decontamination methodology.		
8	Disposal arrangements Set out waste disposal processes, including waste containment, storage, and transport to the approved landfill for disposal.		
9	Personal protective equipment (PPE) / Respiratory protective equipment (RPE) List all PPE and RPE gears to be used.		
10	Emergency planning Establish site-specific emergency procedures involving asbestos or asbestos-containing materials.		
11	Site hazards and risks Provide site works hazard register that includes identified risks and control measures to manage the risks.		
12	Site plan Submit a site plan that identifies the position of site fencing, signage, secure storage of asbestos waste, proposed location of air monitors and decontamination zones.		
13	Air monitoring Describe how and when the air will be monitored and identify the selected NZSPA accredited supplier who will complete this. Important note: The asbestos assessor must be engaged independently from the asbestos removal works.		
14	Site clearance Identify the NZSPA accredited asbestos assessor that will complete and provide a site clearance. Important note: The asbestos assessor must be engaged independently from the asbestos removal works.		

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15	Communication to school community Confirm that communication regarding the asbestos removal will be sent to the school community – staff, students, families/whānau and any third-party occupiers who may be using the site – prior to commencing works.		
16	Communication to neighbours Confirm that communication regarding the asbestos removal will be sent to everyone within the school's immediate vicinity prior to commencing works.		
17	Works timing Confirm that the removal will not be carried out during school hours. If not, note the rationale for this decision.		

For more information, visit our website (schoolproperty.govt.nz) and search for 'Managing asbestos in schools'.

You can also email HealthandSafety@schoolproperty.govt.nz

