

# Policy H4 Control of Asbestos

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## 1. Policy Statement

This policy has been produced in line with the Trust's Health and Safety Policy to, mitigate the risk from asbestos to staff, students, visitors and contractors so far as is reasonably practicable, by ensuring that asbestos containing materials (ACMs) where present on Trust and Academy premises are effectively managed and controlled.

## 2. Introduction

Asbestos is a generic term for naturally occurring fibrous silicates. The fibres are chemically inert, incombustible and insoluble in solvents and water, though some of them may be attacked by strong acids and alkalis.

Asbestos was used in the construction of buildings up until 1999 when a ban was fully implemented. The fibres were incorporated into a wide range of products designed to exploit the unique properties, these include:

- Insulation boards used for fire protection, thermal insulation, wall partitions and ducts;
- Moulded or pre formed sprayed coating and lagging generally used as thermal insulation for pipes and boilers;
- Roofing and wall cladding, including soffits, gutters, rainwater pipes and water tanks;
- Textured coatings, decorative plasters and paints;
- Some reinforced plastics, mastics and sealant;
- Millboard, paper and paper products used for the insulation of electrical equipment;
- Ceiling and floor tiles;
- Asbestos ropes and cloth

The presence of these asbestos containing materials (ACMs) is not in itself dangerous unless they are disturbed or damaged.

A comprehensive set of regulations and supporting legislation imposes control over every aspect of work with asbestos and includes a specific duty to manage asbestos in non-domestic premises such as Academies.

The Trust recognises that asbestos is likely to be present in some of its Academies premises and that an effective strategy, and associated procedures needs to be in place in order to manage the potential risks to staff, students, visitors and contractors

Every effort will be made to minimise the risk to staff, students, visitors and contractors by effectively managing and controlling work where asbestos materials are present.

This document sets out the Trust's Policy, lists its objectives and the procedures that must be followed by designated staff responsible for procuring, controlling or carrying out construction or maintenance work.

## 3. Objectives

The Trust and its academies will have in place;

- Asbestos surveys that identify and assess sources of risk from asbestos.
- An Asbestos Register that is accessible to all internal staff and external contractors who may be brought into contact with asbestos as part of their work activities
- A Management Plan that puts in place control measures that take account of the risk assessment and prevents or minimises the risk from exposure to asbestos.
- Safe Working Practices in compliance with the Policy
- A nominated senior manager to oversee and implement the Policy and Management Plan
- Monitoring and recording procedures to ensure that the measures put in place are adequate and effective

- Regular training of all relevant personnel to ensure they have a level of knowledge and competence commensurate with their involvement in the control procedures
- A system for the review of risk assessments annually and earlier if any significant changes occur
- A system for reviewing the Policy annually and earlier if any legislation has been introduced or amended

#### 4. Statutory Requirements

- The **Management of Health and Safety at Work Regulations 1999** require employers and self-employed people to make an assessment of the risk to the health and safety of themselves, employees and people not in their employment arising out of or in connection with the conduct of their business – and to make appropriate arrangements for protecting these people’s health and safety.
- The **Workplace (Health, Safety and Welfare) Regulations 1992** sets out duties to maintain workplace buildings/premises to protect occupants and workers.
- The **Construction (Design and Management) Regulations 2015** requires the client to ensure that any information about the state or condition of premises (including the presence of hazardous materials such as asbestos) is passed on to other duty holders such as the Principle Contractor, before any work begins and that the health and safety file is available for inspection by any person who needs the information.
- The **Control of Asbestos Regulations 2012 (CAR)** requires employers to prevent the exposure of their employees to asbestos, or where this is not practicable, to reduce the exposure to the lowest possible level. CAR includes a regulation placing a duty on those who have repair and maintenance responsibilities for non-domestic premises to manage the risk from asbestos in those premises. Where there is no contract or tenancy the person controlling access will be the duty holder. There is also a duty of cooperation on other parties. The regulations define ‘licensable work’ and the specific disapplication relating to non-licensable work. The ACOP supporting the regulations, is ‘**Managing and Working with Asbestos**’ L143.

Other regulations relevant to construction work include the Control of Substances Hazardous to Health Regulations 2002, as well as working at height and confined spaces.

#### 5. Roles and Responsibilities

All staff have a general responsibility to report structural damage and defective fixtures and fittings to their Line Manager/Head of Department. It is the responsibility of all Line Managers/Heads of Department, Technicians, other Staff and Contractors to report any suspected or damaged asbestos containing material to the Site/Facilities Manager

##### 5.1 The Trust

Within the scope of this policy, the Trust has overall responsibility for ensuring:

- The policy is implemented and asbestos across the Trust and its Academies is managed and controlled effectively in accordance with current legislation.
- The provision of appropriate guidance and standards to enable the requirements of this policy to be adequately implemented.
- Allocating sufficient resources to ensure that the Trust and its Academies meet all legislative requirements for the control of asbestos.
- Reviewing the policy, procedures and management plan annually and /or when there are changes in statutory legislation, working practices, and / or when an incident occurs that requires improvement.
- The provision of and access to competent Health and Safety advice.

- That all asbestos incidents are fully investigated and reported in line with current regulatory requirements.
- The provision of suitable asbestos awareness and risk assessment training and instruction for all relevant staff.
- The provision and access to occupational health surveillance monitoring services monitoring if appropriate.
- The provision of a safe and healthy workplace for employees, students and visitors to the premises whatever their role.

## 5.2. The Principal

Within the scope of this policy, the Principal is responsible for ensuring:

- That this policy, procedures and management plan are implemented and if present asbestos in the Academy premises is managed and controlled effectively.
- Adequate resources are provided to ensure compliance with legislative requirements.
- The policy, procedures and management plan are regularly monitored and any deficiencies are highlighted and reported to the Trust via the Academy Health and Safety Management Committee.
- Safe working procedures are used and reviewed regularly to minimise risk and maintain effectiveness.
- Any work commissioned on the Academy building fabric and services is approved by the Trust and subject to the appropriate controls in accordance with this policy.
- All asbestos incidents are fully investigated and reported in line with current regulatory requirements.
- Disciplinary procedures are applied to any member of staff who persistently fails to follow the agreed procedures
- Providing suitable asbestos awareness and risk assessment training for all relevant staff.
- Access to occupational health surveillance monitoring if required.
- The provision of a safe and healthy workplace for employees and visitors to the premises whatever their role.

## 5.3. Academy Health and Safety Management Committee

Within the scope of the Policy the Academy Health and Safety Management Committee is responsible for ensuring:

- The Academy complies with this policy, and if present, asbestos is managed and controlled effectively.
- Liaising with the Academy management and its staff representatives, and the Trust with regard to the management of the asbestos within the Academy.
- Regularly reviewing and monitoring the policy and management systems in place to ensure that it meets current legislation and remains effective.
- Considering any identified deficiencies raised by the Academy management or its staff representatives, and the Trust in relation to this policy.
- Making recommendations to the Trust as to the areas that require further improvement to ensure the Policy and existing management systems remain effective.
- Reporting on Asbestos related incidents and legislative changes to the Trust.

## 5.4. Health and Safety Representative or Persons with Appointed Responsibilities (HSR)

Within the scope of this policy, HSR's or individuals with appointed responsibilities are responsible for:

- Supporting the implementation of this policy, procedures and management plan to ensure if present in the Academy premises, asbestos is controlled and managed effectively.
- Reporting any identified deficiencies to the Academy Health and Safety Management Committee.
- Liaising with the Trust Health and Safety Officer regarding information and legislative changes relating to the control of asbestos in the workplace.
- Disseminating information on changes in legislation to the Principal, Heads of Department and Facilities/Site Managers, and other relevant staff.
- Supporting Heads of Departments and Facilities/Site Managers in recognising risk, implementing safe working practices, carrying out risk assessments and applying appropriate control measures.
- Liaising with the Heads of Department and Facilities/Site Managers with regard to issues arising with asbestos and where necessary seeking assistance from the Trust Health and Safety Officer or specialist authorities.
- Assisting in the investigation of asbestos incidents and ensuring that the appropriate reporting procedures are followed.
- Reporting on Asbestos related incidents and legislative changes to the Academy Health and Safety Management Committee.

## 5.6 Facilities/Site Manager

Within the scope of this policy, The Facilities/Site Manager is responsible for ensuring

- The implementation of this policy, procedures and management plan to ensure if present in the Academy premises, asbestos is controlled and managed effectively.
- That staff under their control comply with this policy, procedures and management plan.
- Implementing safe working procedures for relevant staff and ensuring that these are adhered to.
- Where known or assumed, ACMs are present and accessible in areas used by staff and students, Line Managers/ Heads of Department are notified.
- This policy and its associated procedures are regularly monitored to ensure they remain effective.
- Identified deficiencies are reported to Principal, Academy HSR and /or the Academy Health and Safety Management Committee.
- The asbestos register is reviewed at least annually and kept up to date
- Contractors commissioned to carry out work on the building fabric or services are provided with asbestos information relevant to the premises prior to commencing with the works.
- That work commissioned on the building fabric and services where asbestos is present must be approved by the Trust prior to work commencing.
- No intrusive works are undertaken on Academy premises without a suitable refurbishment/demolition survey in place.
- That remedial and removal works are commissioned as required following asbestos risk assessments.
- Contractors used for asbestos removal and remedial works are competent.
- If suspected asbestos material is discovered during the course of any works, work is halted and advice is sought from the Trust Health and Safety Officer.
- Reporting immediately to the Principal and Trust Health and Safety Officer any materials suspected to contain asbestos where the materials have been disturbed or damaged, or where works are likely to be undertaken that may affect such materials.
- Implementing the emergency procedures if it is suspected that asbestos containing materials have been damaged and fibres released.
- Ensuring that relevant staff receive suitable asbestos awareness and risk assessment training.
- Ensuring that any asbestos related incidents are reported using the appropriate reporting procedures and informing the Academy Principal and HSR.
- Liaising and cooperating with the Trust Health and Safety Officer in the investigation of asbestos incidents.
- Disciplinary procedures are applied to any member of the department who persistently fails to follow the agreed procedures

## 5.7 Contractors

Within the scope of this policy, once the contractor has received the asbestos register they are responsible for:

- Ensuring that suitable risk assessments and safe working procedures are in place and adhered to when working in areas where there are known or assumed ACMs present.
- When work cannot be completed without disturbing asbestos, notifying the Site/Facilities Manager and ensuring that the appropriate measures are taken and the Academies asbestos management plan is adhered to.
- If suspected asbestos material is discovered during the course of works, halting work and notifying the Site/Facilities Manager.
- Reporting immediately to the Site/Facilities Manager any materials suspected to contain asbestos where the materials have been disturbed or damaged, or where works are likely to be undertaken that may affect such materials.
- Ensuring that employees under their control are trained in asbestos awareness and familiar with the Academy's emergency procedures for asbestos related incidents.

## **5.8 IT Manager**

Within the scope of this policy, the IT Manager is responsible for ensuring:

- All staff under their control adhere to this policy, procedures and management plan.
- All relevant staff under their control are trained in asbestos awareness.
- Suitable risk assessments and safe working procedures are in place and implemented.
- Prior to commencing with any works, Technicians are instructed to familiarise themselves with Academy's asbestos registers.
- Contractors commissioned to carry out work on the building fabric or services are provided with asbestos information relevant to the premises prior to commencing with the works.
- That work commissioned on the building fabric and services where asbestos is present must be approved by the Trust prior to work commencing
- Liaising with Academy Site/Facilities Managers regarding asbestos issues affecting work to be carried out.
- IT Technicians / Staff are aware of the Academy's emergency procedures for asbestos related incidents.
- Notifying the Line Manager of any asbestos related incidents that occur.
- Disciplinary procedures are applied to any member of the department who persistently fails to follow the agreed procedures.

## **5.9 IT Technicians/Staff**

Within the scope of this policy, the IT Technicians/Staff are responsible for:

- Complying with this policy, procedures and management plan.
- Adhering to risk assessments and following safe working procedures.
- Avoiding the disturbance of or damage to asbestos containing materials
- When work cannot be completed without disturbing asbestos, notifying the IT Manager and Site/Facilities Manager.
- Halting work if suspected asbestos material is discovered during the course of the works and notifying the IT Manager and Site/Facilities Manager
- Reporting immediately to the IT Manager and Site/Facilities Manager any disturbance or damage to materials suspected to contain asbestos.

## **6. Organisational Arrangements**

### **6.1. Surveys**

Under regulation 4 of the Control of Asbestos Regulations, the Trust and its Academies shall ensure all premises under their control, principally constructed or refurbished before 2000, are subject to appropriate asbestos surveys. The Trust and the Academies has a responsibility to verify construction history.

The purpose of surveys is to identify and record the location and condition of ACMs (known and presumed)

Surveys shall be in accordance with the survey types described in HSE Guidance” **Asbestos: The survey guide” HSG 264** i.e., either Management Surveys or Refurbishment and Demolition Surveys, depending on requirements

The purpose of the survey is to record, as far as is reasonably practicable, the location, extent, condition and accessibility of suspected ACMs that could be disturbed or damaged during normal occupancy including foreseeable maintenance.

### 6.1.1 Definitions of Survey Types

Asbestos surveys are no longer known as “type 1”, “type 2” and “type 3” since the publication of the HSE’s guidance notes (HSG264, Asbestos: The Survey Guide). They have been replaced with the “Management Survey” and “Refurbishment Survey” and “Demolition Survey”.

The Management Survey is a combination of the type 1 and type 2 surveys, which includes sampling, but may be restricted to sampling only those materials where the presumption of asbestos could create difficulties or unnecessary expense for the building’s duty holder.

The old “Type 3” asbestos survey is required on premises that are undergoing major refurbishment or are due for demolition and is now known as either a “Demolition or Refurbishment” survey.

These are both intrusive surveys and may involve some damage to certain decorative finishes and even the fabric of the building. The demolition survey involves extensive asbestos sampling, in the areas affected by demolition or major refurbishment works.

### 6.1.2 Management Survey

The survey will entail minor intrusive inspection with sampling and analysis of presumed ACMs. Sampling can be deferred to a later date e.g. when a proposed project impacts on it. Obvious ACMs may be strongly presumed: in which case no sampling is necessary. Other materials may be recorded as being visually similar to previously identified materials.

The competent person requires reasonable access to all rooms, voids, ducts and services. It is expected that any area not inspected must be accurately reported and presumed to harbour ACMs until proven otherwise. Caveats should be avoided by discussion at the survey planning stage. Survey reports carrying caveats not agreed by the Trust and its Academies will be rejected.

### 6.1.3 Refurbishment and Demolition Surveys

This survey is required prior to any refurbishment, alteration or demolition works being carried out.

The purpose of the survey is to locate and describe, as far as is reasonably practicable, all ACMs (that have not previously been identified) in the building / area where works are to be undertaken, including cable routes.

This survey is designed to access all areas and is likely to involve destructive inspection, such as opening up of the structure to view inside cavities, floor voids, risers and services ducts etc.

where such access would have been deemed unreasonable for the management survey. Specialist services may be required to facilitate access in the avoidance of caveats. Rigorous risk assessments for these surveys will be expected from the surveyor. Where licensed removal contractors are required to allow safe access, the work may be regarded as licensable and the 14-day notification to the HSE will apply.

Samples are taken and the type and extent/amount of the ACM is recorded. The material assessment is only conducted when circumstances dictate that the removal cannot follow immediately and the building would be occupied in the interim. In this case the damage inflicted by destructive inspection would require short-term remediation and the ACMs managed until the building is de-commissioned. Reassurance air testing may be required to prove fitness for reoccupation.

These surveys can be localised to specific parts of a premises depending on the nature and scale of the proposed refurbishment.

#### **6.1.4 Competent Person Responsibilities**

Academies shall appoint external competent persons (surveyor) to undertake these surveys. The materials sampled and confirmed, presumed, or strongly presumed to contain asbestos, shall be risk assessed using the recommended algorithms. Using the material assessment (HSG 264) and the priority assessment;

**(“A comprehensive guide to managing asbestos in premises” HSG 2279).**

They shall sample photograph and record its specific location on a CAD plan. In addition they will record the full extent of all visually similar material and any areas, rooms or voids not accessed on the CAD plan.

The surveyor will use risk assessments to determine the control and management actions required by the Academy. This information will be compiled into an Asbestos Register.

#### **6.1.5 Risk Assessments**

As recommended by the HSE, when an inspection or survey is undertaken for known ACMs or presumed ACMs, a risk assessment is carried out to assist in deciding on appropriate action and formulating a management plan.

The risk assessments are carried out in two parts, the first is a material assessment which assesses the condition of the material and the likelihood of it releasing fibres if disturbed, the second part is a priority assessment which takes into account maintenance activities, likelihood of disturbance, human exposure potential, occupant activity or visitors.

Algorithms are used to score each item, which results in an overall risk assessment score.

The scores are not absolute measures, simply a guide as to the relative risk. The management actions that should be applied depend on the component scores for each ACM. Two ACMs with the same overall risk might not provide the same response.

It is the task of the appointed surveyor to apply the material assessment algorithm. It is the Academy's responsibility as Duty Holder to apply the control and management actions. The surveyor may assist in this but the Academy as Duty Holder has the regulatory responsibility under the supervision of the Trust.

Once the risk assessments have been undertaken and agreed the management plan will be formulated using the Trust Asbestos Management Plan (appendix 1).

## **6.2 Asbestos Register**

The Asbestos Register identifies the location, extent and condition. This must be on display and accessible in the Site/Facilities Managers office. An additional copy must be placed in the Emergency Evacuation Box.

A digital copy of the register will be available on Trust and Academy internal networks.

It will be the responsibility of the Site/Facilities Manager to ensure the register is reviewed annually and kept up to date with information regarding remedial works, removals and any newly located ACM's, and made available to relevant persons when requested.

Where ACM's have subsequently been removed the records will be archived but retrievable.

Any new buildings acquired by the Trust or its Academies shall be subject to the necessary surveys/inspections to be included in the asbestos register and management plan.

### **6.3 Continued Monitoring of ACMs**

All known ACMs will as part of the Academies Planned Preventative Maintenance (PPM), monitored by periodic visual inspections undertaken by a competent Manager (See section 9). The period between inspections will vary depending on the risk assessment findings, but as a general rule this will be at 6 monthly intervals.

All Trust and Academy premises with known or presumed ACMs will be re-surveyed by appointed external competent persons at 2 year intervals. A record of this will be kept in the Asbestos Management Plan and Asbestos Register with accompanying photographs and CAD plan.

### **6.4 Asbestos Management Plan**

It will be the responsibility of the Site/Facilities Manager to ensure the Asbestos Management Plan is maintained and updated, and made available to relevant persons Trust template (appendix 1). A digital copy will be available on the Academy's internal network and hard copies shall be kept in the in the Site/Facilities Managers office and the Emergency Evacuation box at reception.

## **7.0 Training Requirements**

### **7.1 Site/Facilities, IT and other Staff**

All staff involved with demolition, refurbishment, alteration or other material changes to the buildings and services will be made aware of and trained in this Policy and its associated procedures as part of their induction training.

It is the responsibility of the Academies to ensure that all relevant staff have undertaken suitable asbestos awareness training (certificated).

### **7.2 Refresher Training**

All relevant staff will be required to undertake annual refresher asbestos awareness training and review this Policy.

## **8.0 References**

### **8.1 Regulations**

- The Management of Health and Safety at Work Regulations 1999  
<http://www.legislation.gov.uk/ukxi/1999/3242/contents/made>

- The Workplace (Health, Safety and Welfare) Regulations 1992  
<http://www.legislation.gov.uk/ukxi/1992/3004/contents/made>
- The Construction (Design and Management) Regulations 2015  
<http://www.legislation.gov.uk/ukxi/1992/3004/contents/made>
- The Control of Asbestos Regulations 2012 (CAR)  
<http://www.legislation.gov.uk/ukxi/2012/632/made>

## 8.2 HSE Guidance:

- Managing and Working with Asbestos' L143.  
<http://www.hse.gov.uk/pubns/books/l143.htm>
- Asbestos: The Survey Guide HSG 264 <http://www.hse.gov.uk/pubns/books/hsg264.htm>
- A Short Guide to Managing Asbestos in Premises INDG 233 (rev 5)  
<http://www.hse.gov.uk/pubns/indg223.htm>

## 9.0 Policy Monitoring and Review

<b>Written by:</b>	Health and Safety Officer
<b>Owner:</b>	Health and Safety Officer
<b>Status:</b>	V1 = Approved
<b>Approval date:</b>	HAT = Policy sub-committee 23/5/16 UoBAT = BoD 20/7/16 Merger editorial changes 1 September 2017
<b>Review Date:</b>	2018

The Policy will be monitored regularly by the Trust and the Academies Health and Safety Management Committees. A review of the policy shall be carried out by the Trust annually, and/or when there are changes in legislation, and/or when an incident occurs.

## **Appendix 1 Emergency Actions and Procedures**

### **1.1 An uncontrolled escape of asbestos fibres**

In the event of an uncontrolled release of asbestos fibre, the Site/Facilities Manager and/or Principal must be notified immediately to enable the Critical Incident and Business Continuity Plan to be implemented.

All incidents involving asbestos shall be reported and investigated in accordance with the Trust Accident, Incident Reporting Policy and Procedures.

#### **1.1.1 Severe Damage (significant dust visible)**

In the event that damage occurs to a high-risk ACM such as lagging, sprayed coating or insulating board, all persons within the area must leave and the Site/Facilities Manager and/or the Principal notified immediately.

The Site/Facilities Manager will assess the situation and arrange for the affected area/s to be evacuated and made secure.

At no time should any person enter or re-enter the site.

The Site/Facilities Manager and/or Principal will contact the Trust Health and Safety Officer and implement the Critical Incident and Business Continuity Plan.

Arrangements will be made to contact an approved Asbestos Removal Contractor (ARC) for attendance on site to decontaminate the affected area/s and remove ACM as deemed necessary.

The Site/Facilities Manager will also contact an approved Asbestos Consultant / Analysis to undertake air tests and a visual inspection.

The area/s will remain closed until a certificate of reoccupation is issued by the Consultant / Analysis.

The incident will be reported and investigated in accordance with the Trust Accident, Incident Reporting Policy and Procedures.

#### **1.1.2 Slight Damage (no visible dust)**

In the event that damage occurs to a low-risk ACM such as asbestos cement or resinous WC cistern, the Site/Facilities Manager and/or Principal must be notified immediately and all persons within the area must leave.

The Site/Facilities Manager will assess the situation and arrange for the affected area/s to be evacuated and made secure.

The Site/Facilities Manager and/or Principal will contact the Trust Health and Safety Officer who will decide whether to implement the Critical Incident and Business Continuity Plan.

Arrangements will be made to contact an approved Asbestos Removal Contractor (ARC) for attendance on site to decontaminate the affected area/s, remove and/or encapsulate the damaged asbestos material.

The area/s will remain closed until the remedial works have been completed.

The incident will be reported and investigated in accordance with the Trust Accident, Incident Reporting Policy and Procedures.

## **1.2 Record of Exposure and Health Checks**

In the event that staff are exposed to asbestos fibres above the required control limits as determined by air tests, a note of the occurrence must be recorded on the employees personnel file and the incident immediately reported to the Health and Safety Executive (HSE) under the Reporting of Injuries Diseases Dangerous Occurrences Regulations (RIDDOR) 2013.

## **1.3 Reporting Damage**

All staff have a general responsibility to report structural damage and defective fixtures and fittings to their Line Manager/Head of Department. It is the responsibility of all Line Managers/Heads of Department, Technicians, other Staff and Contractors to report any suspected or damaged asbestos containing material to the Site/Facilities Manager. Where material is found that is thought to be asbestos, the Site/Facilities Manager will review the Academy's Asbestos Register. Where the material is damaged refer to the procedures in section 8.1, 8.1.1 or 8.1.2.

## **1.4 Building Refurbishment Works or Demolition**

All Academies' undertaking refurbishment project work or works involving demolition in Academy buildings have responsibilities as detailed under section 4 Statutory Requirements.

It is imperative that the Project/Site/FM Manager reviews the Academy's Asbestos Register and initiates a 'Refurbishment and Demolition Survey' of the area at the start of the project.

The Project/Site/FM Manager will provide a copy of the asbestos survey report to the project team with recommendations for any remedial action that should be incorporated. The report will form an integral part of their risk assessment arrangements for compliance with CDM Regulations.

Where it is recommended and or agreed that asbestos material will be removed, a licensed contractor and analyst shall be engaged. The asbestos removal works should be carefully programmed so as to minimise damage to the asbestos and prevent or reduce exposure.

Project/Site/FM Manager should liaise with the removal contractor to determine and mitigate the effect of removal works on fire alarms, escape routes and signage, and emergency evacuation procedures. Project/Site/FM Manager should ensure that the removal contractor has suitable arrangements in place for dealing with emergencies that may arise in the course of high-risk removal operations.

All contractors working for the Trust and its Academies have responsibilities as outlined in the Trust Health and Safety Policy and section 5 Roles and Responsibilities, 5.10 Contractors.

If suspect material is discovered during the course of the project works, the person in charge shall halt the works, inform the Project/Site/FM Manager and take any necessary or recommended action.

On completion of any remedial works a completion document shall be retained with the project file / Health and Safety File, and a copy issued to the Academy's Site/Facilities Manager to be kept with the Academy's Asbestos Records.

## **1.5 Building Alteration Works Including Services**

All Contractors, Site/Facilities Staff and IT staff initiating modifications to building structures, services e.g. I.T, telecoms and A.V. etc. must review the Academy's asbestos register in the first instance. If the

information available is insufficient, advice must be sought from the Academy's Site/Facilities Manager as to the presence of asbestos within any parts of the building concerned.

If assumed ACMs are present in the work area or it is suspected they are present a Refurbishment and Demolition survey must be undertaken by competent persons prior to the commencement of works.

Although these types of works i.e. changing door furniture, shelf fixing, opening voids for access, and other routine maintenance activities may seem trivial, if not properly considered beforehand, there can be unexpected consequences.

## **1.6 Maintenance Works Including Services**

All internal and external maintenance staff undertaking maintenance tasks must review the Academy's Asbestos Register prior to carrying out works and ensure a suitable risk assessment and safe working procedure is in place.

## **1.7 If the Academy has an interest in a property but is not the Duty Holder**

Where Academies lease part/s of their building/s to others but has no obligations for maintenance or repair under the terms of the lease and by definition is then not termed the 'Duty Holder', responsibilities under Regulation 4 of CAR 2012 lies with the occupants. In these circumstances the Academy will request a copy of their register and management plan and will cooperate with the identified Duty Holder to discharge his/her liabilities.

## Appendix 2 Asbestos Management Plan

### Introduction

This template is intended to be used by the Trust's Academies that have had an asbestos survey to enable them to produce the legally required asbestos management plan.

#### 1. The Need for Plans to Avoid the Dangers from Asbestos

Asbestos was used in many buildings for a variety of purposes, ranging from insulation on boilers and pipework, fire protection and as a constituent of floor and ceiling tiles. The dangers from asbestos relate to such materials becoming damaged or disturbed, resulting in asbestos fibres being released into the air and breathed in. Asbestos materials which are in good condition, and which are not damaged or liable to be damaged, only present a risk if they are disturbed.

The purpose of an asbestos management plan is to lay down the way in which the risks from any asbestos present are managed and such dangers are avoided.

#### 2. Legal Requirements

Under the requirements of the Control of Asbestos at Work Regulations 2012 there is a legal obligation for an assessment of the premises to be made to establish if asbestos is, or is liable to be, present.

3. In addition, where asbestos is, or is liable to be, present there is a legal duty to have a written plan indicating how the risks from asbestos present are being managed. This plan needs to address a number of features, including the safe removal of damaged materials, through to the regular inspection of materials that are left in position and, in particular, the provision of information to those who may otherwise inadvertently disturb asbestos that is present. The plan also needs to address how information is provided to the emergency services who may, for example, attend the premises in the event of a fire and be placed at risk from asbestos disturbed as a result of a fire.

#### 4. Completion of the Plan

The plan is intended to be easy to complete and has been provided in Word format so that the relevant sections can be filled in electronically. The italicised sections contain instructions for the completion and should be deleted when the plan is finished.

The asbestos management plan template is laid out in the following pages:

**Academy Name**.....

**Address**.....

.....

.....

**Asbestos Management Plan  
Control of Asbestos at Work Regulations 2012**

**Introduction**

This plan lays down how the risks from asbestos have been assessed at the Academy and how residual hazards from asbestos containing materials (ACMs) which is, or is liable to be, present have been addressed.

**Assessment of Risk from Asbestos**

An asbestos survey of the Academy was undertaken on ..... by

.....

A re-survey was undertaken on ..... by.....

..... consisting of a visual inspection of the premises and, to identify suspect materials, an assessment of the condition of the materials and the likelihood of their damage or disturbance and sampling and identification materials suspected of being asbestos.

The inspection report for the Academy is held by the Site/Facilities Manager.

Any ACMs identified in the survey/re survey have been divided into four risk band categories. The scoring algorithm for establishing these risk bands is detailed in the survey report and includes the likelihood of disturbance of the asbestos;

**Risk Band High** - high risk material requiring immediate attention

**Risk Band Medium** - medium risk material requiring near term attention

**Risk Band Low** - low risk material requiring regular monitoring

**Risk Band Very Low** - minor risk material requiring regular visual inspection

**(1) Control Measures identified to Minimise the Risk from Asbestos**

**(2) Removal of Asbestos Material**

**a) Removal of high and medium risk asbestos material**

ACMs identified as being in the high or medium band must be removed by competent contractors.

**b) Removal of lower risk asbestos material**

Where asbestos that is in good condition becomes damaged or deteriorates, arrangements will be made for its safe removal in consultation with the Trust. The Trust has an overall programme of reviewing the remaining risk of damage or disturbance of lower risk asbestos material to determine whether further removal work in the longer term is required. This programme is based on an assessment using the priority algorithm published by the Health and Safety Executive in HSG 227.

**(3) Management of Remaining Asbestos Based Material in Risk band Low and Very Low**

**(a) Inspection**

Risk band Low/Very Low materials are inspected for condition every six months.

The responsible person undertaking these inspections is .....who has completed a suitable asbestos awareness training course and is competent to carry out condition inspections.

Where damage is identified, the responsible person will notify and seek advice from the Trust Health, and Safety Advisor.

A record of the inspections must be kept as specified in the Trust Control of Asbestos Policy.

**(b) Avoidance of disturbance**

**i. Labelling**

Asbestos located in the following areas has been labelled to alert those who may disturb it to the nature of the materials and the need to avoid disturbance:

- .....
- .....
- .....
- .....
- .....
- .....
- .....
- .....
- .....
- .....
- .....
- .....
- .....
- .....
- .....

**NB If required please continue on a separate sheet and attach to the asbestos management plan.**

**(4) Work undertaken by Internal Staff**

The location of the ACMs risk banded as Low/Very Low have been reviewed by the responsible person to confirm that routine access to or disturbance of these asbestos materials is not likely, due to the location and area in which it is present. Where disturbance could be possible, the area has been encapsulated.

## (5) Staff Training

The following staff have completed suitable Asbestos Awareness Training and have been shown the Asbestos Inspection Report, and the location in which the asbestos relates. The list includes all staff who undertake maintenance work for the Academies that could bring them in to the proximity of asbestos capable of being disturbed or damaged i.e. Site/Facilities Managers and Technicians, IT Managers and Technicians.

<b>Name</b>	<b>Position</b>	<b>Date of Asbestos Awareness Training</b>	<b>Date shown Asbestos Inspection Report</b>

The Site/Facilities Manager is responsible for ensuring that new staff appointed to positions that involve co-ordinating demolition, refurbishment and alteration works or undertaking maintenance works are familiarised with the Asbestos Inspection Report and the locations of the asbestos as part of their induction.

### (i) Information to Staff not Involved in Maintenance

All Academy staff who may work in areas where asbestos containing materials are present and accessible have been briefed on their location and the need to avoid damage or disturbance. It is the responsibility of Heads of Department (HOD) to ensure that newly appointed staff are similarly briefed.

<b>Head of Department</b>	<b>Staff Name</b>	<b>Date of Briefing</b>	<b>Staff Signature</b>

(ii) Control of Contractors

Contractors undertaking work at the Academies and who could enter areas that contain asbestos are warned of the need to avoid disturbance.

Where contract work may be undertaken in the vicinity of ACMs which could result in damage or disturbance the Site/Facilities Manager, IT Manager or Project Manager is responsible for contacting the Trust's Health Safety Advisor to seek advice before the work commences.

(iii) Major Building Works

Where major building works capable of disturbing part of the building which could not be accessed for the asbestos survey, need for further investigations and intrusive surveys will be discussed with the Site/Facilities Manager, IT Manager or Project Manager for the work involved.

**(6) Provision of information to the emergency services**

As specified in the Trust Control of Asbestos Policy a copy of the Asbestos Survey Inspection Report and Asbestos Register is kept in the Emergency Evacuation box located at the Academy reception.

**(7) Review of Asbestos Management Plan**

This asbestos management plan will be reviewed by the Site/ Facilities Manager annually or when there are significant changes.

Signed \_\_\_\_\_ Position \_\_\_\_\_

Date of Plan \_\_\_\_\_

Date Reviewed \_\_\_\_\_ Date of Next Review \_\_\_\_\_

Copy issued to the Trust on \_\_\_\_\_

