

# Policy H4 Control of Asbestos

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## 1. Policy Statement

1.1 This policy has been produced in line with the Trust's Health and Safety Policy to control 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 any occupants of the premises are not exposed to asbestos from ACM's that may be present.

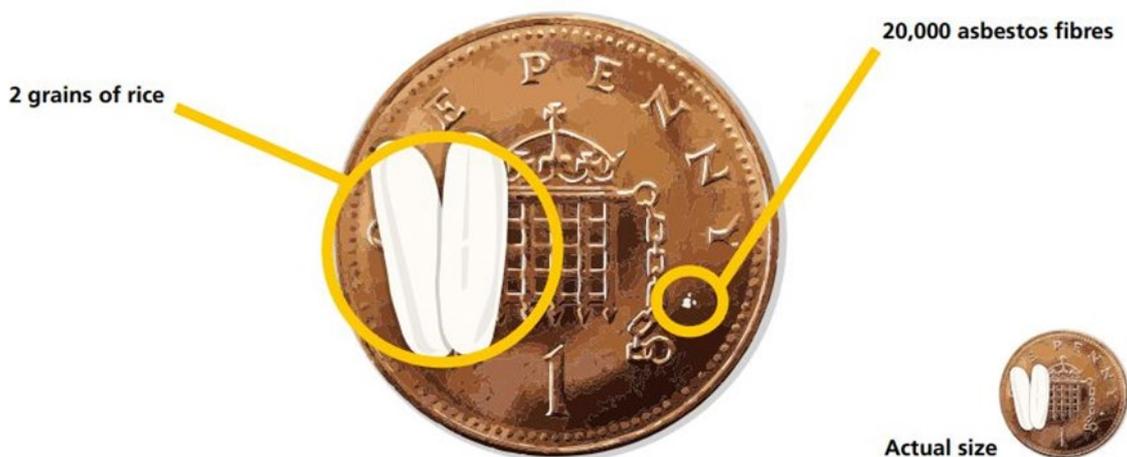
## 2. Introduction

2.1 Asbestos is the name given for a group of naturally occurring minerals that are used in many products. Asbestos is used to strengthen materials and provide fire & chemical resistance; during production, asbestos is usually mixed with other substances to create ACM's.

2.2 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 preformed 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

2.3 The presence of asbestos fibres cannot be identified with the naked eye as they are microscopic – a thousandth of the diameter of a human hair! Yet, it is possible to see dust that may contain fibres when ACM's are disturbed.



There are several types of asbestos, the most commonly used have been:

- Chrysotile (white), banned in the UK in 1999
- Amosite (brown), banned in the UK in 1985
- Crocidolite (blue), banned in the UK in 1985

The less commonly used have been:

- Anthophyllite, banned in the UK in 1992
- Actinolite, banned in the UK in 1992
- Tremolite, banned in the UK in 1992.

- 2.4 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. If left undisturbed, asbestos itself is not dangerous.
- 2.5 It is recognised that asbestos is likely to be present in some academy premises and that an effective management system needs to be in place to control the potential risks to staff, students, visitors, and contractors
- 2.6 Every effort will be made to control the risk to staff, students, visitors, and contractors by effectively managing work where asbestos materials are present.
- 2.7 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.

2.8 **Definitions** (as defined within L143 ACOP) –

**Duty holder:** the person or organisation that has the main responsibility for maintenance or repair of non-domestic premises. For the purpose of this Policy, the duty holder will refer to the Trust.

**Control limit:** means a concentration of asbestos in the atmosphere when measured by a method giving equivalent results to that method approved by the Executive, of 0.1 fibres per cubic centimetre of air averaged over a continuous period of 4 hours.

**Sporadic & Low Intensity (STEL):** this is 0.6 fibres per cubic centimetre (f/cm<sup>3</sup>) in the air measured over a ten-minute period, referring to the highest level of concentration for any ten-minute period of duration of work.

**Competency:** a person or employee who has received adequate information, instruction and training for the task being done and can demonstrate an adequate and up-to-date understanding of the work, required control measures and appropriate law. A person must also have enough experience to apply this knowledge effectively. A training course on its own will not make an employee competent.

**Non-licensable Work:** Work where the exposure is sporadic & low intensity, and the risk assessment identifies the exposure limit will not be exceeded. In addition, one of the following criteria must be met:

- short, non-continuous maintenance activities in which only non-friable materials are handled,
- removal without deterioration of non-degraded materials in which the asbestos fibres are firmly linked in a matrix,
- encapsulation or sealing of ACMs in good condition,
- air monitoring and control and collecting and analysing samples to establish whether a specific material contains asbestos.

**Notifiable Non-Licensable Work:** Work which is sporadic & low intensity, and the risk assessment identifies the exposure limit will not be exceeded yet fails to meet one of the criteria listed.

**Licensable Work:** Work, which is likely to release asbestos fibres, usually material such as insulation, coatings & AIB and must be notified to the HSE at least 14 days before commencement. This enables the authority to assess the proposals for carrying out work with asbestos and if appropriate, to inspect the site either before or during the work. Licensing will not apply to short-duration work where the risk assessment shows the work will only produce sporadic and low intensity exposure and will not exceed the control limit.

**Asbestos Awareness Training:** Asbestos awareness training should be given to employees whose work could foreseeably disturb the fabric of a building and expose them to asbestos or who supervise or influence the work. Asbestos awareness will not prepare employees or self-employed contractors to carry out work with ACMs. Awareness training is only intended to help employees avoid carrying out work that will disturb asbestos or ACMs.

### 3. Objectives

- 3.1 Each Trust office (where responsible) and academy will have in place.

- Asbestos surveys that identify and assess 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 reduces the risk from exposure to asbestos so far as is reasonably practicable.
- Safe Working Practices in compliance with the Policy
- A competent 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 **Health & Safety at Work Act 1974** places a duty on employers to ensure, so far as is reasonably practicable:
  - the health, safety, and welfare at work of all his employees.
  - to make the provision of such information, instruction, training, and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees,
  - so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks,
  - the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.
- The **Management of Health and Safety at Work Regulations 1999** require employers and self-employed people to assess 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 Principal 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**

### **5.1 All staff**

5.1.1 All staff have a general responsibility to report structural damage and defective fixtures and fittings, any suspected or damaged asbestos containing material to the Facilities Manager

### **5.2 The Board of Trustees**

5.2.1 The L143 ACOP 4:96 identifies the Board of Trustees as being the 'duty holder' who has ultimate responsibility for health and safety within all trust offices and academies and thus by extension the management and control of asbestos. The approval of Health & Safety policy is delegated to the Risk and Audit committee whilst the approval of all operational annexes of the Health and Safety policy is delegated to the Executive Team. The Board of Trustees ensures that those nominated to do all or part of the work to assist in complying with the duties are competent to do so.

5.2.2 The Board of Trustees and the Risk and Audit Committee receive regular Health & Safety monitoring reports and reports of the key risks.

### **5.3 The Executive Team**

5.3.1 The Executive Team has responsibility for:

- Monitoring the implementation of this policy through regular reports from the Estates and Facilities Management team
- Reporting key risks to the Risk and Audit Committee

### **5.4 The Estates and Facilities Management team**

5.4.1 Within the scope of this policy, the Estates and Facilities Management team has delegated responsibility for ensuring:

- The provision of appropriate guidance and standards to enable the requirements of this policy to be adequately implemented.
- Allocating sufficient resources to monitor and report on the legislative requirements for the control of asbestos are met, including surveys, risk assessment and associated organisational or legislative compliance.
- 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.
- Identify and monitor 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.

### **5.5. The Principal**

5.5.1 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 via the Health and Safety Committee (HSC).

- 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 via the Estates and Facilities Management team and subject to the appropriate controls in accordance with this policy.
- All asbestos incidents are reported in line with current regulatory requirements.
- Providing sufficient resource to ensure that suitable asbestos awareness and risk assessment training is available 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.

## **5.6. Health and Safety Committee**

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

- Making and regularly reviewing arrangements for implementing this policy;
- Considering accident, incident and ill health records and statistics in relation to the control of asbestos;
- Considering risk assessments and the management of risks in relation to the control of asbestos;
- Making recommendations on related health and safety training;
- Considering the efficacy of emergency procedures in relation to the control of asbestos;
- Considering any related items raised by management or the staff representatives;
- To make recommendations as to developments, action plans and areas for development and report as required to the Executive Team and or Trustees.

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

5.7.1 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.
- Undertake training relevant to their role and type of work.
- Reporting any identified deficiencies to the Estates and Facilities Management team.
- Liaising with the Estates and Facilities Management team 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/Service and Facilities/Site Managers, and other relevant staff.
- Supporting Heads of Departments/Service 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/Service and Facilities/Site Managers regarding issues arising with asbestos and where necessary seeking assistance from the Estates and Facilities Management team 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 Health and Safety Committee.
- Ensuring that relevant staff undertake suitable asbestos awareness and risk assessment training.

## **5.8 Facilities Manager**

5.8.1 Within the scope of this policy, The Facilities 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.
- Undertake training relevant to their role and type of work.
- 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, all 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 Health and Safety Committee.
- The asbestos register is reviewed at least annually or when structural/building fabric changes take place and that it is 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 via the Estates and Facilities Management team 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 and method statements.
- Contractors used for asbestos removal and remedial works are competent.
- If suspected asbestos material is discovered during any works, work is halted immediately, and advice is sought from the Estates and Facilities Management team.
- Reporting immediately to the Estates and Facilities Management team 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 any asbestos related incidents are reported using the appropriate reporting procedures and informing the Academy Principal and HSR.
- Liaising and cooperating with the Estates and Facilities Management team in the investigation of asbestos incidents.

## 5.9 Contractors

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

- Ensuring a full R&D survey has been carried out prior to works commencing.
- 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 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 works, halting work immediately and notifying the Facilities Manager and follow the Emergency & Action Procedures in Appendix 1 of this Policy.
- Reporting immediately to the 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.

## 5.10 Director of ICT

5.10.1 Within the scope of this policy, the Director of ICT 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 Estates & Facilities Management Team prior to work commencing
- Liaising with Academy 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 Estates & Facilities Management Team of any asbestos related incidents that occur.

## 5.11 IT Technicians/Staff

5.11.1 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.
- Undertake training relevant to their role and type of work.
- Avoiding the disturbance of or damage to asbestos containing materials
- When work cannot be completed without disturbing asbestos, notifying the IT Manager and Facilities Manager.
- Halting work if suspected asbestos material is discovered during the works and notifying the Estates & Facilities Management Team and Facilities Manager.
- Reporting immediately to the Estates & Facilities Management Team and Facilities Manager any disturbance or damage to materials suspected to contain asbestos.

## 6. Organisational Arrangements

### 6.1. Surveys

6.1.1 Under regulation 4 of the Control of Asbestos Regulations, all premises, principally constructed or refurbished before 2000, are subject to appropriate management asbestos surveys. The Estates and Facilities Management team has a responsibility to verify construction history.

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

6.1.3 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

6.1.4 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.

### 6.2 Definitions of Survey Types

6.2.1 Asbestos surveys are known as "re-inspection surveys", "Management Survey" and "Refurbishment Survey" and "Demolition Survey" (R&D Survey).

6.2.2 A re-inspection survey will look at the previous Management survey and check the condition of the ACM identified in that report. It will document any changes in the building or condition of the ACM's along with any recommendations to enable the Asbestos Register to be updated. A re-inspection will not usually take samples unless a specific request is made.

- 6.2.2 The Management Survey 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.
- 6.2.3 The "Demolition or Refurbishment" survey seeks to identify any suspected ACM's which may be within the fabric of the building and not initially visible or identifiable yet are likely to be disturbed by any planned works. The R&D survey involves extensive asbestos sampling in the areas affected by demolition or major refurbishment works.

### 6.3 Management Survey

- 6.3.1 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 like previously identified materials.
- 6.3.2 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.

### 6.4 Refurbishment and Demolition Surveys

- 6.4.1 This survey is required prior to any refurbishment, alteration or demolition works being carried out. A refurbishment and demolition survey may also be required in other circumstances, e.g., when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.
- 6.4.2 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, or in the whole building if demolition is planned.
- 6.4.3 This survey is designed to access all areas and is likely to involve destructive inspection, such as opening 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.
- 6.4.4 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.
- 6.4.5 These surveys can be localised to specific parts of a premises depending on the nature and scale of the proposed refurbishment.

### 6.5 Competent Person Responsibilities

- 6.5.1 The Estates & Facilities Management Team 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.
- 6.5.2 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.

## **6.6 Risk Assessments**

- 6.6.1 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.
- 6.6.2 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 considers maintenance activities, likelihood of disturbance, human exposure potential, occupant activity or visitors.
- 6.6.3 Algorithms are used to score each item, which results in an overall risk assessment score.
- 6.6.4 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.
- 6.6.5 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.
- 6.6.6. Once the risk assessments have been undertaken and agreed the management plan will be formulated using the Trust Asbestos Management Plan (appendix 2).

## **6.7 Asbestos Register**

- 6.7.1 The Asbestos Register identifies the location, extent, and condition. This must be on display and accessible in the Facilities Managers office or other readily accessible location. An additional copy must be placed in the Emergency Evacuation Box.
- 6.7.2 A digital copy of the register will be available on Trust and Academy internal networks.
- 6.7.3 It will be the responsibility of the Facilities Manager to ensure the register is reviewed annually and kept up to date with information regarding remedial works, removals, and any newly located ACMs, and made available to relevant persons when requested.
- 6.7.4 Where ACM's have subsequently been removed the records will be archived but retrievable.
- 6.7.5 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.

## **6.8 Continued Monitoring of ACMs**

- 6.8.1 All known ACMs will as part of the Academies Planned Preventative Maintenance (PPM), be 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 rule this will be at 6 monthly intervals.
- 6.8.2 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. The Estates & Facilities Management team are responsible for funding and carrying out of surveys.

## **6.9 Asbestos Management Plan**

- 6.9.1 It will be the responsibility of the Facilities Manager to ensure the Asbestos Management Plan is maintained, updated and made available to relevant persons Trust template (appendix 2). A digital copy will be available on the Academy's internal network and hard copies shall be kept in the in the

Facilities Managers office and the Emergency Evacuation box at reception. This plan should be reviewed as a minimum every 12 months or if there is a reason to believe circumstances have changed.

## 7. Training Requirements

### 7.1 Facilities, IT and other Staff

- 7.1.1 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.
- 7.1.2 Line Managers have responsibility to ensure that all relevant staff have undertaken suitable asbestos awareness training (certificated).

### 7.2 Refresher Training

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

## 8. 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. Policy Monitoring and Review

<b>Written by:</b>	Estates and Facilities Management Director
<b>Owner:</b>	Estates and Facilities Management Director
<b>Status:</b>	V4 = Approved
<b>Approval date:</b>	Approval history available on request V4 = 29.11.2022 Risk and Audit Committee
<b>Review Date:</b>	Sep 2025

## Appendix 1 Emergency Actions and Procedures

### 1. An uncontrolled release of asbestos fibres

- 1.1 In the event of an uncontrolled release of asbestos fibre, the Facilities Manager and/or Principal must be notified immediately to enable the Critical Incident and Business Continuity Plan to be implemented.
- 1.2 In all cases, where there has been an uncontrolled release of asbestos materials into the workplace, employers should take steps to:
  - warn people who may be affected,
  - exclude people from the area, who are not needed to deal with the release,
  - identify the cause of the uncontrolled release,
  - regain adequate control as soon as possible,
  - anyone in the work area affected who is not wearing PPE, including RPE, leaves that area immediately.
  - arrangements are made to decontaminate anyone who is contaminated with dust and debris.
  - any clothing or PPE is decontaminated or disposed of as contaminated waste.
  - measures are taken to contain and reduce fibre release.
- 1.3 All incidents involving asbestos shall be reported and investigated in accordance with the Trust Accident, Incident Reporting Policy and Procedures.

### 1.3 Significant Damage (dust visible)

- 1.4 In the event that damage occurs all persons within the area must leave and the Facilities Manager and/or the Principal notified immediately.
- 1.5 The Facilities Manager will assess the situation and arrange for the affected area/s to be evacuated and made secure.
- 1.6 At no time should any person enter or re-enter the site.
- 1.7 The Facilities Manager and/or Principal will contact the Estates and Facilities Management team and implement the Critical Incident and Business Continuity Plan.
- 1.8 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 and undertake air tests and a visual inspection.
- 1.10 The area/s will remain closed until a certificate of reoccupation is issued by the Consultant / Analysis.
- 1.11 The incident will be reported and investigated in accordance with the Trust Accident, Incident Reporting Policy, and Procedures.

### 1.12 Slight Damage (no visible dust)

- 1.13 In the event that damage occurs the Facilities Manager and/or Principal must be notified immediately and all persons within the area must leave.
- 1.14 The Facilities Manager will assess the situation and arrange for the affected area/s to be evacuated and made secure.
- 1.15 The Facilities Manager and/or Principal will contact the Estates and Facilities Management team who will decide whether to implement the Critical Incident and Business Continuity Plan.
- 1.16 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.

- 1.17 The area/s will remain closed until the remedial works have been completed.
- 1.18 The incident will be reported and investigated in accordance with the Trust Accident, Incident Reporting Policy,, and Procedures.

## **2. Record of Exposure and Health Checks**

- 2.1 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. The incident must be immediately reported to the Trust Safety and Compliance Manager so they can report this to the Health and Safety Executive (HSE) under the Reporting of Injuries Diseases Dangerous Occurrences Regulations (RIDDOR) 2013. The academy/ Professional Service Team **must** complete a 'dangerous occurrence' Parago report within 24 hours.

## **3. Reporting Damage**

- 3.1 All staff have a general responsibility to report structural damage and defective fixtures and fittings any suspected or damaged asbestos containing material either directly to the Facilities Manager or through the Parago HI. Where material is found that is thought to be asbestos, the Facilities Manager will review the Academy's Asbestos Register.

## **4. Building Refurbishment Works or Demolition**

- 4.1 Any academy undertaking refurbishment project work or works involving demolition have responsibilities as detailed under section 4 Statutory Requirements.
- 4.2 It is imperative that the Project/FM Manager reviews the Academy's Asbestos Register and initiates a 'Refurbishment and Demolition Survey' of the area at the start of the project.
- 4.3 The Project/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.
- 4.4 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 to minimise damage to the asbestos and prevent or reduce exposure.
- 4.5 Project/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/FM Manager should ensure that the removal contractor has suitable arrangements in place for dealing with emergencies that may arise during high-risk removal operations.
- 4.6 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.
- 4.7 If suspect material is discovered during the project works, the person in charge shall **immediately** halt the works, inform the Project/FM Manager.
- 4.8 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 acilities Manager to be kept with the Academy's Asbestos Records.

## **5 Building Alteration Works Including Services**

- 5.1 All Contractors, 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 Facilities Manager as to the presence of asbestos within any parts of the building concerned.
- 5.2 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.
- 5.3 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.

## **6. Maintenance Works Including Services**

- 6.1 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.

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

- 7.1 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

- 1.1 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.
- 1.2 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

- 2.1 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.
- 2.2 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 being present are being managed. This plan needs to address several features, including the safe removal of damaged materials, through to the regular inspection of materials that are left in position and 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 because of a fire.

#### 3. Completion of the Plan

- 3.1 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.
- 3.2 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 outlines 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.

**Please make sure an Asbestos Risk Assessment has been carried out before completing this plan.**

**Assessment of Risk from Asbestos**

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

.....

A re-inspection 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 Facilities Manager and stored electronically in a central file for all staff to reference.

Any ACMs identified in the survey/re-inspection 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 Academy has a responsibility to monitor and manage lower risk asbestos material and plan for removal when the condition shows signs of deterioration or damage. The asbestos risk assessment is therefore to be viewed as a 'live' document and will require updating following the 6 monthly inspections.

**(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 is acting as the FM manager for the site and has completed a suitable asbestos duty to manage training course and is competent to carry out condition inspections. In their absence, the Academy ABM ..... will administer the responsibilities normally undertaken by the FM manager in relation to asbestos in this plan.

Where damage is identified, the responsible person will notify and seek advice from the Safety & Compliance Manager.

A record of the inspections must be kept as specified in the Trust Control of Asbestos Policy and within the Parago reporting system.

**(b) Avoidance of disturbance**

**i. Site Plan**

A site plan is to be produced by the Academy to identify where asbestos is located, and the type of material contained. A good example of such a plan is in the Asbestos Management Survey.

**ii. 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:

<b>Location</b>	<b>Material Type</b>

**NB** If required please continue 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 Duty to Manage 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. Facilities Managers and Technicians, IT Managers and Technicians.

Name	Position	Date of Asbestos Duty to Manage Training	Date of Asbestos Awareness Training	Date Asbestos Inspection Report Read

**Asbestos training is to be refreshed annually.**

The 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 and any ongoing updates and or any refresher training requirements.

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

All Academy staff who may work in areas where asbestos containing materials are present and accessible are to be given instruction and advice on the locations and the need to avoid damage or disturbance, it is recommended that this is conducted at the start of each academic year. It is the responsibility of Senior Leadership Team within the Academy (SLT) to ensure that all relevant staff especially those newly appointed receive this instruction.



**(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 Facilities Manager annually or when there are significant changes.

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

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

Date Reviewed \_\_\_\_\_ Date of Next Review (within 12 months) \_\_\_\_\_

Copy issued to Estates and Facilities Management on \_\_\_\_\_

