

ASBESTOS MANAGEMENT POLICY

Learning Academies Trust

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CHANGES

Policy date	Summary of change	Author	Version	Review date
12/11/2020	Policy has been created.	Duncan Baldie, Estates Manager	1.0	12/11/2020

1. STATEMENT OF INTENT

At Learning Academies Trust we understand the importance of protecting the Health and Safety of all our employees and pupils, parents and members of the Public.

The Asbestos Management Policy details how Learning Academies Trust meets the requirements of the Control of Asbestos Regulations 2012 (CAR 12). In addition to this, the policy provides assurance to occupants and Building Owners that measures are in place to ensure compliance with the regulations and to identify, manage and/or mitigate risks associated with Asbestos Containing Materials (ACM's).

The policy is relevant to all Learning Academies Trust employees, contractors and other persons who may work on, occupy, visit, or use its premises, or who may be affected by its activities or services. It should be used by all to ensure they understand the obligations placed upon Learning Academies to maintain a safe environment for occupants and employees within all non-domestic premises or areas of buildings.

Learning Academies Trust will follow a systematic approach to the management of Asbestos to ensure it meets the requirements set out in the Control of Asbestos Regulations 2012 (CAR 12) and other relevant legislation relating to Hazardous Substances. This is to ensure the safety of occupants, employees and members of the public.

2. POLICY STATEMENT

The Trust recognises its duty to comply with the Control of Asbestos Regulations 2012 (CAR 12) and other relevant legislation and guidance. It is our objective to ensure that Asbestos Containing Materials are managed effectively, and employees understand their duty to contribute to the robust management of such materials

- The key objectives of this policy are to establish:
- Asbestos Management Principles
- Inspection Testing Regime
- Record Keeping
- Competent Person
- Training

Note: Learning Academies Trust will only remove Asbestos Containing Materials where the risk of fibre release is identified as High and cannot be safely managed. Additionally the Trust will endeavour to remove ACMs in conjunction with any relevant building work in the vicinity if practical. There is no requirement to remove in situ Asbestos where it is safely managed, and this approach is supported by The Health and Safety Executive.

<https://www.hse.gov.uk/services/education/asbestos-faqs.htm>

3. LEGAL OBLIGATIONS

This policy has due regard to the related statutory legislation, including but not limited to the following:

- Health and Safety at Work etc. Act 1974
- Control of Asbestos Regulations 2012

This policy will also have due regard to the following guidance:

HSE 'Asbestos' Guidance: <https://www.hse.gov.uk/asbestos/detail.htm>

The schools will implement this policy in conjunction with our Health and Safety Policy.

The Control of Asbestos Regulation 2012 impose duties on building owners and managers to protect user's safety in the buildings with respect to Asbestos. The main duties of employers are set out as below:

"In order to manage the risk from asbestos in non-domestic premises, the dutyholder must ensure that a suitable and sufficient assessment is carried out as to whether asbestos is or is liable to be present in the premises."

4. DEFINITIONS

For the purpose of this policy, the following definitions apply:

- "asbestos" means the following fibrous silicates—
 - a) asbestos actinolite,
 - b) asbestos grunerite (amosite), Commonly referred to as Brown Asbestos
 - c) asbestos anthophyllite,
 - d) chrysotile, Commonly referred to as White Asbestos
 - e) crocidolite, Commonly referred to as Green/Blue Asbestos and
 - f) asbestos tremolite,
- "asbestos cement" means a material which is predominantly a mixture of cement and chrysotile and which when in a dry state absorbs less than 30% water by weight;
- "asbestos coating" means a surface coating which contains asbestos for fire protection, heat insulation or sound insulation but does not include textured decorative coatings;
- "asbestos insulating board" (AIB) means any flat sheet, tile or building board consisting of a mixture of asbestos and other material except—
 - a) asbestos cement; or
 - b) any article of bitumen, plastic, resin or rubber which contains asbestos, and the thermal or acoustic properties of the article are incidental to its main purpose;
- "asbestos insulation" means any material containing asbestos which is used for thermal, acoustic or other insulation purposes (including fire protection) except—
 - a) asbestos cement, asbestos coating or asbestos insulating board; or
 - b) any article of bitumen, plastic, resin or rubber which contains asbestos and the thermal and acoustic properties of that article are incidental to its main purpose;

5. ROLES AND RESPONSIBILITIES

Note: Knowle Primary School, Shakespeare Primary School and Mayflower Academy are known to not contain Asbestos as they were constructed after the use of ACM's were banned by the UK Government via The Asbestos (Prohibitions) (Amendment) Regulations 1999, however the Site Manager and Head Teacher should familiarise themselves with this policy should they be required to assist at another site where Asbestos may have been is used.

Note: CATERed provide Kitchen Services to ALL Learning Academies Trust schools and relevant staff should make themselves aware of CATERed Policy and Procedure as well as CATERed being aware of this policy.

5.1. The Headteacher is responsible for:

- The day-to-day implementation of this policy and ensuring that all staff are aware of their roles and responsibilities, as well as the necessary control measures, they need to undertake.
- Ensuring that members of staff receive effective and relevant training.
- Conducting risk assessments where Asbestos may have been utilised and ensuring effective control measures are in place.
- Ensuring that an up-to-date record is kept of all Known and Suspected Asbestos Containing Materials in each school via the Asbestos Register and Asbestos Management Plan.
- Ensuring all relevant works to potential ACMs are undertaken in line with CAR2012.

5.2. The Site Manager is responsible for:

- Ensuring all relevant works to potential ACMs are undertaken in line with CAR2012.
- Ensuring regular checks of all potential and confirmed ACM's are undertaken and reporting any issues in a prompt and formal manner.
- Ensuring that the controls used are necessary, safe, and regularly reviewed.
- In conjunction with the Estates Lead preparing an asbestos register identifying the location of asbestos containing materials for the premises, the risk presented by the asbestos containing materials and the priority for abatement.
- Communicating the asbestos management plan, policy and procedures by ensuring that any staff, students, contractors or visitors who may come into contact with asbestos containing materials are made aware of their location and the procedures to be followed if they are likely to disturb the asbestos.
- Formulating an emergency plan on the procedures to be followed if any asbestos containing materials are accidentally damaged.
- Ensuring risk assessments are prepared for the work activities they control ensuring due attention is given to the threats posed by asbestos at any particular site and adequate precautions are used.

5.3. Other staff members are responsible for:

- Familiarising themselves with this policy and the procedures they must follow.
- Ensuring no alterations are made to any part of the building fabric, including Mechanical and Electrical Installations without written authority.
- Attending relevant training and annual awareness sessions (or online equivalents).
- Reporting any health and safety concerns to the Site Manager or Head Teacher immediately.
- Communicating the procedures and control measures to pupils where relevant.

5.4. Pupils are responsible for:

- Following the procedures as stated by their class teacher.

5.5. Contractors (CATERed) are responsible for:

- Monitoring and reporting any issues with ACM's within their area of work, namely Kitchen areas.
- Ensure awareness of this Policy.
- Ensure communication with relevant Staff to ensure compliance and reporting of incidents.

6. PROCEDURES

An Asbestos Management Plan must be produced by each establishment. It covers all aspects of the asbestos management process including:

- Who is responsible for management of asbestos.
- Key employees and their responsibilities.
- The location and condition of the asbestos-containing material (Asbestos Register).
- How the risk from this material will be managed.
- A timetable for action.
- Monitoring arrangements.
- Training arrangements for employees and contractors
- The arrangements/mechanism for passing on information about the location and condition of asbestos containing materials to those who need it.
- The Estates Lead should ensure that the plan and the arrangements are reviewed at regular intervals or if the use of the building changes, work is carried out on the asbestos, or if there is an incident.

7. CONTROL OF ACCESS TO ASBESTOS-CONTAINING MATERIALS

Access to asbestos-containing materials in the premises will be controlled to prevent inadvertent disturbance of the material and the release of asbestos fibres. A plan or register showing the location of all asbestos-containing materials and presumed asbestos-containing materials will be made available. Systems will be put in place locally to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location, including any worker/contractor carrying out maintenance.

Asbestos Containing Materials should be labelled where possible to do so safely.

8. ASBESTOS REGISTER

The establishment asbestos register should contain the following information:

- A description of the specific item.
- Where the material is located (description or photograph).
- How much material is located (by area/volume).
- Surface coating or containment of material.
- The type of asbestos present.
- An assessment of its condition.
- An assessment of how accessible the material is.
- An assessment of the risk assessment that underpins the decision to remove or manage in situ asbestos containing materials.
- Inspection periodicity.

The register should be readily accessible to those that need to check it and signed declaration made that it has been read. It is recommended that the initial site Asbestos Register is compiled by a Licensed and Accredited Asbestos Surveying Firm.

9. INSPECTION AND MAINTENANCE

The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals within the management plan usually at least annually to ascertain that there has been no damage or deterioration. Where damage or deterioration is found, the asbestos-containing material will be reassessed and repaired or removed as appropriate. The Trust Estates Lead should be contacted for advice in all cases.

10. ARRANGEMENTS FOR CONTROLLING WORK ON ASBESTOS IN THE WORKPLACE PREMISES

Any work on, or removal of, asbestos-containing materials must comply with the general requirements in the Control of Asbestos Regulations 2012. All work will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres. Work with asbestos and asbestos-containing materials is subject to risk assessment to determine whether it is licensable (work notifiable to the HSE at least 14 days in advance of starting intended work) or non-licensable. Depending on the type of work, some non-licensable activities are also required to be notified to the HSE ("notifiable non-licensed work").

Guidance on this is given on the HSE website.

<http://www.hse.gov.uk/asbestos/licensing/licensed-contractor.htm>

High risk work must only be carried out by a licensed contractor (licensed by the HSE).

For certain work involving asbestos, such as demolition, construction work or work on removing asbestos or asbestos-containing materials from buildings, structures or installations, a written plan of work (or “Method Statement”) must be drawn up before work of any kind begins. The plan should specify that, so far as is reasonably practicable, how the asbestos and/or asbestos-containing materials are removed or made safe (assuming that it is not possible to undertake the works in some other way, thus eliminating the need to disturb asbestos). The plan of work should include the following information:

- The nature and probable duration of the work.
- The address and location where the work is to be carried out.
- The methods to be used where the work involves the handling of asbestos or of material containing asbestos so as to prevent or reduce exposure.
- The characteristics of the equipment, including personal protective equipment, used for the protection and decontamination of those carrying out the work.
- The protection of other people present on or near the work site.
- The measures for cleanliness of premises and plant.

Managers must ensure that a copy of the plan of work is notified to HSE before the start date of the projected work and 14 days prior to commencement of work. Notification to the HSE is via their forms found at <https://www.hse.gov.uk/forms/asbestos/>

11. SELECTION AND CONTROL OF CONTRACTORS TO WORK ON ASBESTOS-CONTAINING MATERIALS

When contractors are engaged to work on the premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risk to health. Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- Asbestos fibres are firmly linked in a matrix
- The exposure during the removal process is likely to be sporadic or of low intensity

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos or asbestos containing materials must comply with the Control of Asbestos Regulations 2012 even if the work is not notifiable.

12. PLANNING FOR ACCIDENTS, INCIDENTS, AND EMERGENCIES

The Trust will aim to effectively manage every identified risk that is involved with Asbestos; however, we recognise that there may be instances when accidents, could occur and may be damaging to an individual's health and safety.

A detailed emergency plan will be established, by the site manager as part of the risk assessment, who is responsible for communicating this to all those involved with Building Works

- The following procedures are in place:
- Rooms where damaged Asbestos has been identified are to be sealed as soon as possible.
- Incidents will be responded to promptly, and where relevant reported to Health and Safety Executive in line with RIDDOR Regulations.
- Emergency services will be contacted immediately where the incident cannot be resolved by a trained member of staff. Via 999.
- Any incidents that occur should be reported to the headteacher immediately.
- The emergency procedure will be regularly practiced as part of a 'safety drill' method, to ensure all individuals at each school are aware of the steps that must be followed.

13. TRAINING OF STAFF

The Headteacher will ensure training for staff is undertaken on a regular basis and will ensure that all staff are aware of:

- The existence of Asbestos within relevant buildings via Asbestos Register.
- The use of online training resources including iHASCO packages and use of Plymouth Learning Partnership.
- The appropriate precautions and control measures that they are expected to take to protect themselves, pupils and others at the school including but not limited to fixing to ACM's by use of staples, pins etc.
- The emergency procedures which need to be followed.
- The Estates Manager will ensure the policy is reviewed regularly.

Training will also be conducted in response to any changes required to the Regulations e.g. additional information required on risk assessments, new PPE equipment, etc.

14. MONITORING AND REVIEW

This policy will be reviewed at least every three years by the Trust in conjunction with the Estates Manager, who will make any necessary changes and communicate this to all staff.