



## **Asbestos Management Policy**

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<b>Reviewed by Trustee</b>	<b>Kerry Jordan-Daus</b>
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## Introduction

The Control of Asbestos Regulations 2012 requires employers to prevent the exposure of their employees to asbestos as far as is reasonably practicable. If this cannot be achieved, then employers must take measures to reduce the employees' exposure to asbestos to the lowest level reasonably practicable. It needs to be emphasised that the regulations do not require the automatic removal of asbestos-containing materials (ACMs). If the material is in good condition and will not be disturbed, then it does not pose a health risk and it is usually safer to leave it in place and manage it.

At Veritas MAT schools, premises staff members constitute a particular group at risk due to the nature of their work (e.g. drilling and fixing). Vandalism and theft may also result in the release of asbestos fibres (e.g. damage to asbestos panels caused by pupils kicking them). Other staff and pupils are not likely to be at risk in the course of their normal activities.

This policy should be read in association with other [Premises Policies](#), including Premises Management and Health and Safety.

## Objectives

The objectives of this asbestos policy are to keep abreast of developments in the handling of ACMs and ensure that Trust schools comply with and implement any changes to legislation.

## Roles and responsibilities

The CEO has overall responsibility, however, as delegated in the [Health and Safety Policy](#), Roles and Responsibilities are delegated to the Trust Business Manager, Headteachers and Site Managers to ensure robust systems are in place:

### All

- Ensure a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Guidance Notes, and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.

### Trust Business Manager

- Take reasonable steps to determine the location, amount and condition of materials likely to contain asbestos. To ensure that all buildings are surveyed (by a United Kingdom Accredited Service, company) to identify any ACM that may be present therein, and to prepare and maintain an asbestos register for all buildings (including regular reviews and to update records of any treatment and/or removal works undertaken). (Appendix 3)
- Presume materials contain asbestos unless there is strong evidence that they do not.
- Require a record to be kept up-to-date of the location and condition of the ACMs or presumed ACMs in the premises.
- A sign is displayed in the reception areas to ensure that reception staff ensure that the asbestos register is signed – and for contractors to be aware that it must be signed.
- To ensure that Asbestos risks are added to the Risk Register.

### Headteacher

- Delegated the Duty Holder responsibility for their site
- To ensure the prevention of exposure to hazards associated with ACM to pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.

- Make staff and others aware of any risks and the procedures necessary in the presence of ACMs, particularly anyone who is liable to work on or may disturb them e.g. site team. contractors or school staff.
- Provide adequate resources to ensure the provision of appropriate information, instruction and training. (See Staff Training below).

### Site Manager

- Designated as Responsible Person
- Inform any people who may disturb ACMs that they are there. Ensure that all contractors and subcontractors engaged to carry out work are provided with a summary listing of all locations that contain, or are strongly suspected of containing, asbestos to ensure that the appropriate procedures and precautions are followed. This may include a separate signing in book for contractors that requires them to consult the ACM register.
- Keep the management of ACMs up-to-date and under review.
- To ensure that any ACM that may be present in any of the buildings are maintained in a condition so as to prevent the possibility of any harm to health occurring.
- If ACMs are damaged or are likely to be disturbed and cannot be repaired or protected, they will be removed.
- Anybody undertaking any sort of work on ACMs at any Trust school must be competent, adequately trained and use safe working methods. Licensed contractors will be used for most work with asbestos insulation, asbestos insulating board and asbestos coatings. Asbestos waste, whether in small or large amounts, is subject to the Hazardous Waste Regulations 2005.
- Only persons who have received adequate information, instruction and training will be authorised to carry out sampling, encapsulation and removal work involving ACM.
- Appendix 1 includes the procedures to follow in an emergency situation involving ACMs.
- Ensure that any ACM that may be present in any of the buildings are maintained in a condition so as to prevent the possibility of any harm to health occurring and an effective management strategy ensures that appropriate measures such as encapsulation, labelling, inspection, and working with or removal of the material can be undertaken.
- Ensure the plan is updated whenever work disturbs asbestos materials, in line with HSE guidance
- All documentation relating to Asbestos Management is to be uploaded to the Every Compliance Portal
- All internal checks and external visits relating to Asbestos Management should be recorded on the Every Compliance Portal

Where the presence of ACM is found or strongly suspected, a hierarchy of control measures will be followed;

- Any asbestos products that are undamaged (as determined by a suitably qualified person on an individual basis), such as roofing sheets, guttering and flue pipes, which do not constitute a hazard, may remain in place but their condition must be monitored on a regular basis by the person(s) nominated as responsible for the building.
- If the material is slightly damaged, but otherwise in a sound condition (as determined by a suitably qualified person on an individual basis) or located in such a position that it may present a future risk to health if it is left untreated, it may be repaired and/or sealed by an approved method and periodically re-inspected to ensure its condition has not deteriorated. All work carried out must be recorded in the register.
- If the material is in such a condition that it presents a risk to health, or may be disturbed by maintenance work, it should be removed by an approved method.
- All work involving such materials will be subject to a Permit to Work system to ensure all necessary precautions are taken and qualified persons carry out the work.

## **Duty holders**

In all Veritas MAT schools the Trustees, as the employer, also act as the duty holder responsible for matters related to asbestos in the school. At each school site, this is delegated to Headteachers, however, on a day-to-day basis, the Site Manager is responsible. Any areas of uncertainty MUST be raised with the Trust Business Manager.

The Site Manager has responsibility for the maintenance and/or repair of school premises and has day-to-day management on behalf of the duty holder (employer), under Regulation 4 of the Control of Asbestos Regulations 2012.

Appropriate training for the management of asbestos is given to the site team. This means that they know whether the premises contain asbestos, where it is, what condition it is in and ensures that it is managed properly. This includes informing those people who may disturb it that it is there.

The Site Manager has responsibility of ensuring that all ACMs are disposed of safely.

All staff are expected to report any damage or deterioration of ACMs or potential ACMs to the site manager.

## **Staff training**

All staff receive basic awareness training on asbestos at least annually so that they are aware of the location of asbestos in the schools. Any staff changing school site in the Trust will be made aware of the location of asbestos in the building. All HTs, Site Managers, CEO and TBM are to undertake the Certificate in Asbestos Management for Primary Schools and Academies (currently provided by The National College).

Kitchen staff – both those employed in house and contracted – are given a copy of the asbestos awareness information.

## **Monitoring and evaluation**

Veritas MAT has a statutory duty to monitor how it is complying with government regulations. The matter of ACMs in the school will be considered during School Business Meetings. Any items requiring action will be brought to the attention of the Trust Business Committee should finance approval be required to address issues; so that action can be taken as soon as possible and to ensure the school/Trust are accountable.

## **Reviewing**

This policy will be reviewed annually, in line with guidance from HSE and following any incidents or near misses.

## **Compliance**

The Trustees and CEO have a legal duty in relation to asbestos in work premises, to ensure the effective and safe management of ACM within its premises in accordance with current Health and Safety (H&S) legislation. This includes ensuring that staff with responsibility for managing asbestos processes have appropriate time allocation and training to undertake these duties.

The Trust will make use of information gathered from the most recent asbestos management survey that identifies the location, type and condition of ACM within the premises. Such information has been recorded on a register and will be relayed to employees, contractors and occupiers as necessary to ensure the Health,

Safety and Welfare of all persons who may be affected by work that may present a risk of asbestos fibre release.

A risk assessment is undertaken in each school associated with the presence of ACMs and an assessment made of the likelihood of anyone being exposed to fibres from these materials. An asbestos management plan has been developed which is part of this document. The management survey(s) and asbestos management plans are located in the Reception area of the school offices.

The Trust will comply with periodical requests from authorised bodies (e.g. DFE/ESFA) to supply information requested on the Trust's management of asbestos and assurance of its compliance with legislation.

## **Appendix 1: Asbestos Management Plan**

To be completed identifying the key Roles and Responsibilities and information for each school. The Asbestos Management Plan will be maintained in each school to be accessed by appropriate bodies. A copy will also be uploaded to the Every Compliance Management Portal for off-site access.

The AMP will be completed by an accredited provider (Currently The P.A. Group), the delegated Duty holder completed as the Headteacher and Responsible Person delegated as The Site Manager.

Regular checks are entered on the Compliance area in the Every Portal, this would flag if checks are not undertaken. TBM undertakes a Trust Compliance Matrix check prior to Trust Business Committee Meetings.

# ASBESTOS MANAGEMENT PLAN

PREPARED BY:



PA GROUP UK LIMITED

ON BEHALF OF:



For the management of asbestos at the below premises:

**First Line Address**  
**Second Line Address**  
**Third Line Address**  
**Postcode**



**AMP Version:**

**Effective Date:**

**Last Reviewed:**

**Next Review Date:**

**Document Owner:**

**Date of Approval:**



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Premises Address:			
Premises UPRN:		Date of Approval:	AMP Version:

## CONTENTS

**SECTION 1.** INTRODUCTION / ASBESTOS POLICY STATEMENT

**SECTION 2.** ASBESTOS MANAGEMENT PLAN

- 2.1 Duty Holder
- 2.2 Responsible Persons
- 2.3 Emergency Procedure / Damaged ACM's
- 2.4 Asbestos Survey / Data
- 2.5 Asbestos Containing Materials (ACM's)
- 2.6 Occupant Awareness
- 2.7 Monitoring & Inspection
- 2.8 Works & Visitor Protocols
- 2.9 Minor Maintenance & Refurbishment/Demolition Works
- 2.10 Asbestos Remedial Works

**SECTION 3.** SITE PLAN(S)

**APPENDIX 1.** ASBESTOS REGISTER

**APPENDIX 2.** NO ACCESS REGISTER

**APPENDIX 3.** ACM INSPECTION RECORD

Premises Address:		Date of Approval:	AMP Version:
Premises UPRN:			

## SECTION 1

### INTRODUCTION / ASBESTOS POLICY STATEMENT

An Asbestos Management Plan (AMP) provides details of how the asbestos within buildings, identified or presumed, is to be managed after an Asbestos Survey has been conducted.

(CLIENT NAME) acknowledges the hazards associated with exposure to asbestos and will minimise any exposure to asbestos by adhering to at least the minimum standards in the Control of Asbestos Regulations 2012 (CAR 2012). (CLIENT NAME) undertake all our own internal contractor checks which ensure that all contractors/consultants have the correct accreditations.

## SECTION 2

### ASBESTOS MANAGEMENT PLAN

#### 2.1 DUTY HOLDER

(CLIENT NAME) has appointed the (DUTY HOLDER JOB ROLE), (DUTY HOLDER NAME), as the legally designated Duty Holder in relation to the Management of Asbestos. To help comply with the legal requirements and to ensure that Asbestos Containing Materials (ACM) in premises are properly managed, the Duty Holder has identified a Responsible Person who will be responsible for that management. The Duty Holder will ensure the Responsible Person has the necessary resources, skills, training, and authority to ensure that the ACM's are managed effectively.

#### 3.1 RESPONSIBLE PERSONS

The following members of staff have been nominated by the Duty Holder to be responsible for managing asbestos on these premises:

- 1) (NAME) – (JOB ROLE) – Lead Responsible Person
- 2) (NAME) – (JOB ROLE) – Deputy Responsible Person

The members of staff detailed above have attended a recent asbestos awareness training course.

#### 2.2 EMERGENCY PROCEDURE / DAMAGED ACM'S

Where asbestos containing materials (ACM's) have been damaged, or damaged materials/suspected deterioration are identified during inspection processes, (CLIENT NAME) will instigate the emergency procedure below.

- Evacuate the area immediately and secure the area affected, ensuring no access is permitted (signage should be displayed and barriers erected where appropriate) to prevent unauthorised entry. All belongings and equipment to be left in-situ and not removed.
- Contact the Lead Responsible Person, or if unavailable, the Deputy Responsible Person to implement the above and instigate the emergency procedure.
- Review the impact on the premises operational procedures i.e., if a meeting room is affected, alternative arrangements would need to be implemented whilst the meeting room is out of use, or if a corridor used as a fire escape is affected, an alternative means of egress requires establishing.
- If considered applicable, contact a UKAS accredited contractor or consultant to:
  - Provide professional advice and guidance. This may include, but is not limited to inspecting the damage reported, arranging air monitoring, and arranging and managing any associated remedial works required which could include encapsulation or removal and re-testing.
- Maintain controlled access to the area until such time as formal clearance has been confirmed.
- Maintain good communication with occupants and relevant other parties, providing updates as necessary to ensure the access arrangements are not breached.

Premises Address:			
Premises UPRN:	Date of Approval:	AMP Version:	

### 2.3 ASBESTOS SURVEY / DATA

The asbestos survey / asbestos survey data provides accurate information on the location, extent, and condition of ACM's. The information in the survey report(s) will be used to form the asbestos register which is a key component of the management plan for the premises. (CLIENT NAME) will ensure that an up-to-date copy of the asbestos survey/register will be available on the premises and contained within Appendix 1 of this Asbestos Management Plan.

### 2.4 ASBESTOS CONTAINING MATERIALS (ACM'S)

The areas of the premises which have asbestos containing materials (ACM's) that require management will be noted from the asbestos register within the asbestos survey report. A copy of the asbestos register is attached to this document in Appendix 1. Where ACMs have been identified, the person/s named earlier in this plan as being responsible for managing asbestos will ensure that the materials are capable of being identified visually by all staff and contractors by applying asbestos labels / stickers to the ACM.

### 2.5 OCCUPANT AWARENESS

All staff within the premises will be provided with relevant information on:

- Types and location of ACM's (via the Asbestos Register & Plan)
- The visual means of identifying ACM's (labels/colour coding)
- How to avoid risks from asbestos (e.g., not disturbing)
- How to report concerns about ACM's (e.g., to the Duty Holder)

New and temporary staff will as part of their staff induction to be introduced to the control of asbestos containing materials in the premises and their known locations by the Duty Holder, outlining the Management Plan procedures and the location of the Asbestos Management Plan.

All members of staff can raise concerns that they may have with ACM's, its location, and methods of work in its vicinity directly with the Duty Holder.

Notice of all asbestos related work, such as removal, will be communicated to staff via an all-staff email.

### 2.6 MONITORING & INSPECTION

(CLIENT NAME) will ensure formal visual inspections of all known ACM's are carried out quarterly, as a minimum, by the Responsible Persons, recording the details of such inspections using the form contained within this AMP below in Appendix 3.

Any damaged or deteriorated materials found will be reported according to the procedures detailed earlier in this plan at Section 2.3.

### 2.7 WORKS & VISITOR PROTOCOLS

#### 2.7.1 Contractors

Everyone attending the premises to carry out any works will be required to access and review the asbestos survey, register, and plan before undertaking any work.

This will be provided by the person/s responsible for managing asbestos as previously described in this plan or other relevant member of staff within the premises.

All contractors undertaking any work will be required to sign that they have reviewed the asbestos survey, register, and plan using Appendix 3.

Where there are ACM's that are to be worked on or nearby, no work will take place until an appropriate risk assessments and method statements (RAMS) of work is produced by a specialist HSE licenced asbestos removal contractor and all HSE notification procedures given within the time scales for the HSE to authorise

Premises Address:			
Premises UPRN:		Date of Approval:	AMP Version:

prior to works commencing. Air monitoring must be conducted by a UKAS accredited contractor and found to be satisfactory for reoccupation on completion of the works.

### 2.7.2 Emergency Services

Emergency Services personnel attending the premises must be given access to the asbestos survey, register, and plan on arrival.

## 2.8 MINOR MAINTENANCE & REFURBISHMENT/DEMOLITION WORKS

Where the school commissions any construction works involving an upgrade, refurbishment, or demolition work, a refurbishment or demolition survey will be undertaken as necessary to locate and describe, as far as is reasonably practicable, all ACM's in the area where the work will take place.

This will be undertaken in accordance with the requirements of the Health and Safety Executive guidance HSG264.

## 2.9 ASBESTOS REMEDIAL WORKS

(CLIENT NAME) will ensure that any works undertaken involving ACM's is carried out within the requirements of the Control of Asbestos Regulations 2012. Guidance from the Health and Safety Executive can be found at: <http://www.hse.gov.uk/asbestos/index.htm>.

Control measures will be detailed in the risk assessments and method statements provided by the contractor.

The premises asbestos register will be updated accordingly following completion of the asbestos related works by the Duty Holder - both for any hard and digital copies.

Where (CLIENT NAME) requires further guidance in relation to the Control of Asbestos Regulations 2012, the support of an external UKAS accredited consultant or HSE licenced asbestos removal contractor will be sought.

## SECTION 3

### SITE PLAN(S)

The annotated floor plans below, extracted from the asbestos survey data, detail the approximate location of ACM's and the 'Finding' references. The floor plans are diagrammatic and should not be relied on for determining precise extents or scale.

Please refer to the key below to ascertain which items contain asbestos, which items do not contain asbestos, and which areas of the building have not been accessed – and therefore have not been inspected. Refer to Section 3: Asbestos Register, Section 4: No Access Register, and Section 5: Non-Asbestos Register for further information relating to each Finding.

KEY		
Finding	Finding	Finding
<b>ASBESTOS FINDING</b>	<b>NON ASBESTOS FINDING</b>	<b>NO ACCESS FINDING</b>

PLANS INSERTED ON NEXT PAGE(S)

Premises Address:					
Premises UPRN:		Date of Approval:		AMP Version:	

**SECTION 3**

**SITE PLAN(S) (CONTINUED)**

Premises Address:			
Premises UPRN:		Date of Approval:	AMP Version:

**APPENDIX 1**

**ASBESTOS REGISTER**

Finding Ref.	Building	Floor	Room	Location	Description	Risk Level	Approximate Extent	Level Of Identification	Asbestos Result

Premises Address:			
Premises UPRN:		Date of Approval:	AMP Version:

**APPENDIX 2**

**NO ACCESS REGISTER**

Finding Ref.	Building	Floor	Room	Location	Description	Reason for No / Partial Access

Premises Address:			
Premises UPRN:		Date of Approval:	AMP Version:

**APPENDIX 3**

**ACM INSPECTION RECORD**

Date	Checked By (Name)	Finding No.	Condition (Good, Fair, Poor, Bad)	Recommendation		Date Actioned	Actioned By (Name)
				Manage	Remove		
				Repair	<del>Encap</del>		
				Label	Enclose		
				Manage	Remove		
				Repair	<del>Encap</del>		
				Label	Enclose		
				Manage	Remove		
				Repair	<del>Encap</del>		
				Label	Enclose		
				Manage	Remove		
				Repair	<del>Encap</del>		
				Label	Enclose		
				Manage	Remove		
				Repair	<del>Encap</del>		
				Label	Enclose		
				Manage	Remove		
				Repair	<del>Encap</del>		
				Label	Enclose		
				Manage	Remove		
				Repair	<del>Encap</del>		
				Label	Enclose		

Premises Address:			
Premises UPRN:		Date of Approval:	AMP Version:

**APPENDIX 3**

**ACM INSPECTION RECORD (CONTINUED)**

Date	Checked By (Name)	Finding No.	Condition (Good, Fair, Poor, Bad)	Recommendation		Date Actioned	Actioned By (Name)
				Manage	Remove		
				Repair	<del>Encap</del>		
				Label	Enclose		
				Manage	Remove		
				Repair	<del>Encap</del>		
				Label	Enclose		
				Manage	Remove		
				Repair	<del>Encap</del>		
				Label	Enclose		
				Manage	Remove		
				Repair	<del>Encap</del>		
				Label	Enclose		
				Manage	Remove		
				Repair	<del>Encap</del>		
				Label	Enclose		
				Manage	Remove		
				Repair	<del>Encap</del>		
				Label	Enclose		
				Manage	Remove		
				Repair	<del>Encap</del>		
				Label	Enclose		



## **Appendix 2: Asbestos Incidents – Emergency Action**

In the event that damage occurs to known ACM, all staff, pupils and visitors within the area must vacate the area immediately and the Site Manager, Headteacher and Trust Business Manager must be notified without delay.

The team will assess the situation and take appropriate action with advice from consultants and in the light of the risk set out in the register. Where there is risk of fibres being released or having been released into the air the Site Manager will arrange for the affected area/s to be evacuated, locked and sealed off using asbestos hazard tape and polythene sheeting to minimise any possible spread of asbestos fibres into adjoining areas.

In such cases:

- The affected areas should be immediately sealed and at no time should any person enter the area
- The contaminated area will be locked or sealed off until the Authorised contractor arrives on site to deal with the problem
- The Site Manager will contact the Trust authorised asbestos consultant / analyst and instruct them to undertake air tests and visual inspections.
- Agreement is required and given for access, fire escapes, sensitive equipment, plant and items contained within the contaminated area which form part of the risk assessment
- The damaged asbestos will then be encapsulated or removed and the area thoroughly cleaned. An accredited laboratory technician will be required to carry out a successful inspection and air test before the area is handed back for normal occupation.
- The area/s will remain closed until a certificate of reoccupation is issued by the consultant / analyst.
- The Site Manager, Headteacher and Trust Business Manager will investigate the circumstances of the uncontrolled release of asbestos fibres to ascertain that the Asbestos Policy has been adhered to, reporting to the CEO.

### **Emergency contact for**

### **Record of exposure and health checks**

In the event of a release of asbestos fibres (other than a very minor amount) to which a person (i.e. member of staff or pupil) becomes exposed, the Headteacher shall ensure that a record is kept of what happened and who might have inhaled the fibres.

Where exposure to asbestos is known, or believed to have exceeded current control limits as set out in the Control of Asbestos Regulations 2012 guidelines. Medical/health surveillance and counselling will be arranged by the central F&HR Team (notified by the Headteacher at the appropriate school site) for any occupant who has been exposed, and a health record maintained.