

**Inspire Partnership Academy Trust**  
**Asbestos Management Policy (Approved Policy Template)**  
**Version: Final for Approval**

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<b>Approved by:</b>	Trust Finance & Resources Committee
<b>Policy Owner:</b>	Alan Williams
<b>Next Review date:</b>	March 2025

## 1. Statement of Intent

It is the policy of the Inspire Partnership Academy Trust to ensure that, as far as is reasonably practicable, no persons are exposed to risks to their health due to the exposure of any Asbestos Containing Materials (ACM) that may be present within the premises. This includes pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.

The Trust's Asbestos Policy conforms with the general requirements of the Health and Safety at Work etc. Act 1974 and the Control of Asbestos Regulations 2012. The policy and procedures will apply to all buildings and all individuals therein, without exception.

The policy will 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.



The Health and Safety Committee shall be tasked with reviewing and revising, where necessary, the policy and procedures to meet with continuing requirements as necessary.

This policy document should be read in conjunction with the Trust Health and Safety Policy.

The policy applies to all relevant school activities and is written in compliance with all current UK health and safety legislation.

### Review Procedures

This Policy will be reviewed regularly and revised as necessary. Any amendments required to be made to the policy as a result of a review will be presented to the Trust Board or relevant Sub-Committee for acceptance.

Name	Position	Signature	Date
Ray Williams	Chair of FRC		25/04/2024
Owen Phillips	Headteacher & Duty Holder of Woodhill Primary School		25/4/2024

## CONTENTS

### Contents

<b>1.</b>	<b>Statement of Intent.....</b>	<b>2</b>
<b>2.</b>	<b>Roles and Responsibilities.....</b>	<b>4</b>
<b>2.1</b>	<b>Introduction.....</b>	<b>4</b>
<b>2.2</b>	<b>Health and Safety Lead (Headteacher).....</b>	<b>4</b>
<b>2.3</b>	<b>Premises Team.....</b>	<b>4</b>
<b>2.4</b>	<b>Contractors.....</b>	<b>5</b>
<b>2.5</b>	<b>All Employees.....</b>	<b>5</b>
<b>3.</b>	<b>Arrangements.....</b>	<b>6</b>
<b>3.1</b>	<b>Introduction.....</b>	<b>6</b>
<b>3.2</b>	<b>Identification of Asbestos Containing Materials (ACMs).....</b>	<b>6</b>
<b>3.3</b>	<b>Management of ACMs.....</b>	<b>7</b>
<b>4.</b>	<b>Conclusions.....</b>	<b>8</b>
	<b>Appendix 1.....</b>	<b>9</b>
	<b>ASBESTOS INCIDENTS – EMERGENCY ACTION.....</b>	<b>9</b>
	<b>Further Guidance.....</b>	<b>10</b>
	<b>Further Resources.....</b>	<b>10</b>

## 2. Roles and Responsibilities

### 2.1 Introduction

- 2.1.1. The purpose of this policy is to provide advice and instruction for all persons involved in work with asbestos containing material (ACM) in connection with the schools. The Trust Leadership team recognises and accepts its responsibilities to ensure the effective and safe management of ACM within its premises in accordance with current Health and Safety (H&S) legislation.

### 2.2 Health and Safety Lead (Headteacher)

- 2.2.1. The Health and Safety Lead will ensure that:
- ☐ reasonable steps are taken to determine the location and condition of materials likely to contain asbestos (via an asbestos management or refurbishment survey);
  - ☐ that in all cases where works are proposed, it will be presumed materials contain asbestos unless there is strong evidence that they do not;
  - ☐ an up to date record of the location and condition of the ACMs or presumed ACMs in the premises is created and maintained (the asbestos register);
  - ☐ the risk of the likelihood of anyone being exposed to fibres from these materials is assessed and the risk managed safely (via an asbestos risk assessment);
  - ☐ a plan is prepared setting out how the risks from the materials are to be managed (the asbestos management plan);
  - ☐ the necessary steps are taken to put the plan into action;
  - ☐ the plan is reviewed and monitored periodically; and
  - ☐ information on the location and condition of the materials is provided to anyone who is liable to work on or disturb them.

### 2.3 Premises Team

- 2.3.1 The Premises Team will ensure that they:
- ☐ are aware of the location and condition of all identified ACMs on the premises;
  - ☐ are aware of the limitations of any asbestos surveys and do not access areas or work on potentially asbestos-containing materials that have not been surveyed;
  - ☐ are familiar with the controls that have been identified in the asbestos risk assessment;
  - ☐ report any concerns about potentially unidentified ACMs or damage to known ACMs to the Health and Safety Lead;
  - ☐ undertake asbestos awareness training before carrying out any work activities that require them to work in the vicinity of ACMs, and at least annually thereafter; and
  - ☐ liaise with contractors to ensure that they are aware of the presence of ACMs and associated controls relevant to their proposed work activities;

## **2.4 Contractors**

- 2.4.1 All work with asbestos must be in accordance with the current Control of Asbestos Regulations and approved Code of Practice.
- 2.4.2 The Contractor must consult the Premises team regarding the location of known asbestos, and must refer to any available Asbestos Survey Report.
- 2.4.3 If during the course of a contract, material suspected of being/containing asbestos is discovered, the material should not be disturbed. The Headteacher must be notified immediately and access to the area restricted to all personnel until a suitable course of action is discussed and agreed.

## **2.5 All Employees**

- 2.5.1 All employees should ensure that they:
  - ☐ are aware of the location and condition of all identified ACMs in their work area;
  - ☐ are familiar with the controls that have been identified in the asbestos risk assessment;
  - ☐ report any damage to known ACMs to the Health and Safety Lead;

### **3. Arrangements**

#### **3.1 Introduction**

- 3.1.1. Each school 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.
- 3.1.2. The asbestos management survey(s) is located in the School Office.
- 3.1.3. Only persons who have received adequate information, instruction and training will be authorised to carry out sampling, encapsulation and removal work involving ACM.
- 3.1.4. Where the presence of ACM is found or strongly suspected, a hierarchy of control measures will be followed;
- 3.1.5. 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.
- 3.1.6. 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.
- 3.1.7. 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.
- 3.1.8. 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.
- 3.1.9. The Trust recognises that revisions under the Control of Asbestos Regulations 2012 require some non-licensed asbestos work to be notified to the HSE. Similarly the Trust understands that brief records must be kept of all non-licensed work, which has to be notified e.g. copy of the notification with a list of workers on the job, plus the level of likely exposure of those workers to asbestos. This does not require air monitoring on every job, if an estimate of degree of exposure can be made based on experience of similar past tasks or published guidance.

#### **3.2 Identification of Asbestos Containing Materials (ACMs)**

- 3.2.1 To ensure that all buildings are surveyed 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).
- 3.2.2 All buildings will be assumed to contain ACM unless there is evidence to prove otherwise.

### 3.3 Management of ACMs

The responsibilities for management of ACMs are:

- 3.3.1 To ensure that an appropriate system is installed, maintained and implemented for the management of all ACM identified in the register.
- 3.3.2 To implement an effective management strategy in order that appropriate measures such as encapsulation, labelling, inspection, and working with or removal of the material can be undertaken.
- 3.3.3 To provide information on ACM to contractors and others who may be working in areas with, or near, asbestos as identified in surveys or assumed to be present. This may include a separate signing in book for contractors that requires them to consult the ACM register.
- 3.3.4 To review the Asbestos Management Policy and Procedures as required.
- 3.3.5 To promote awareness of the risks from ACM and include within school management procedures and induction of relevant staff.
- 3.3.6 To ensure that all contractors and subcontractors engaged to carry out work on any of the school buildings 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.
- 3.3.7 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.
- 3.3.8 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.
- 3.3.9 Provide adequate resources to ensure the provision of appropriate information, instruction and training.
- 3.3.10 Ensure that only licensed contractors and/or subcontractors, in accordance with HSE recommendations, carry out all work to ACM, irrespective of the length of time any job is to take or the type of asbestos to be worked on.

## **4. Conclusions**

- 4.1 Identification of ACMs and communication of their extent, condition and location are the key to asbestos management throughout the school.
- 4.2 When ACMs are in good condition the best way to manage them is to be aware of their location and to ensure any work activities do not adversely affect their current condition.
- 4.3 When ACMs are in poor condition the best way to manage them is to appoint a competent person to either remove them or encapsulate them, with all work to be carried out in accordance with current Control of Asbestos Regulations.



## Appendix 1

### **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 Headteacher and Regional / School Premises Manager must be notified without delay

The Regional / School Premises Manager and Headteacher 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 they 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:**

At no time should any person enter the contaminated area.

The Regional / School Premises Manager will contact the approved Asbestos Removal Contractor (ARC) for attendance on site to decontaminate the affected area/s and remove ACM as deemed necessary.

The Regional / School Premises Manager will also contact the approved asbestos consultant / analyst and instruct them to undertake air tests and visual inspections.

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

The Headteacher and the Regional / School Premises Manager will investigate the circumstances of the uncontrolled release of asbestos fibres to ascertain that the Asbestos Policy has been adhered to.

#### **Records of exposures and health checks:**

In the event of a release of asbestos fibres (other than a very minor amount) to which an employee/occupant of the School (i.e. member of staff or pupil) becomes exposed, the Headteacher shall ensure that a record is kept of what happened and which occupant(s) 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 Headteacher for any occupant who has been exposed, and a health record maintained.

## Further Guidance

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The H&S lead in the school will keep under review to ensure links are current.

- HSE  
<https://www.hse.gov.uk/>
- HSE - [Asbestos in schools](https://www.hse.gov.uk/services/education/asbestos.htm)  
<https://www.hse.gov.uk/services/education/asbestos.htm>
- HSE - [Asbestos management – checklist for schools](https://www.hse.gov.uk/services/education/asbestos-checklist.pdf)  
<https://www.hse.gov.uk/services/education/asbestos-checklist.pdf>
- HSE - [Managing asbestos in schools - Frequently asked questions](https://www.hse.gov.uk/services/education/asbestos-faqs.htm)  
<https://www.hse.gov.uk/services/education/asbestos-faqs.htm>
- Department for Education - [Managing asbestos in your school](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/650935/Managing_asbestos_in_your_school.pdf)  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/650935/Managing asbestos in your school.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/650935/Managing_asbestos_in_your_school.pdf)

## Further Resources

- Public Health England - Asbestos: health effects, incident management and toxicology  
<https://www.gov.uk/government/publications/asbestos-properties-incident-management-and-toxicology>
- National Education Union (NEU) - Asbestos in schools <https://neu.org.uk/advice/asbestos-schools>