



ASBESTOS MANAGEMENT POLICY

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Policy Cover Note

Title of the Policy	The Management of Asbestos Policy
Summary/Reason for bringing to Board for Approval	Amended
Statutory Requirement	No
Decisions to be made / recommendation on options	To be approved
Name of the author	Rachel Rowlands
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Policy/Procedure to be published on the trust website	Yes
Policy/procedure to be published on the Academy/Primary website	Yes
Amendments/Updates	

The Management of Asbestos Policy

Introduction

The purpose of this policy is to provide advice and instruction for all persons involved in work with asbestos containing material (ACM). Essa Foundation Academies Trust (EFAT) 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.

EFAT 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.

The management survey(s) is located in the Business Manager's Office.

Only persons who have received adequate information, instruction and training will be authorised to carry out sampling, encapsulation and removal work involving ACM.

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.

EFAT recognises that revisions under the Control of Asbestos Regulations 2012 require some non-licensed asbestos work to be notified to the HSE. Similarly, we understand 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.

Statement of Intent

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

EFAT's Asbestos Policy conforms with the general requirements of the Health and Safety at Work etc Act 1974, and the Control of Asbestos at Work Regulations 2012 (as amended). 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 Health and Safety Policy.

Management of Asbestos - Responsibilities

All those who have responsibility for the control and maintenance and/or repair of the premises have a duty to manage the ACM present in the premises. The extent of the legal duty is determined by the terms of any tenancy agreement or contract that applies, and in the absence of any such agreement, on the degree of control the party has over the premises.

Accordingly, the Principal, on behalf of the Governing Body will ensure that:

- reasonable steps are taken to determine the location and condition of materials likely to contain asbestos;
- 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 risk of the likelihood of anyone being exposed to fibres from these materials is assessed and the risk managed safely;
- a plan is prepared setting out how the risks from the materials are to be managed;
- 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.

Management of Asbestos – Organisation and Arrangements

The Principal will ensure robust systems are in place;

- 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.
- 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).
- All buildings will be assumed to contain ACM unless there is evidence to prove otherwise.
- To ensure that an appropriate system is installed, maintained and implemented for the management of all ACM identified in the register.
- 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.
- 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.
- To promote awareness of the risks from ACM and management procedures and induction of relevant staff.
- To ensure that all contractors and subcontractors engaged to carry out work on any of the 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.

- To ensure that any ACM that may be present in any of the buildings are maintained in a conditions so as to prevent the possibility of any harm to health occurring.
- 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.
- Provide adequate resources to ensure the provision of appropriate information, instruction and training.
- 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.

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 Site Manager must be notified without delay

The Site Manager 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 he will arrange for the affected area/s to be evacuated, locked and sealed off using hazard warning 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 Site 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 Site 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 Principal and the Site Manager will investigate the circumstances of the uncontrolled release of asbestos fibres to ascertain that the Asbestos Policy has been adhered to.

Record of exposure 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 premises (i.e. member of staff or pupil) becomes exposed, the Principal 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 Principal for any occupant who has been exposed, and a health record maintained.