



academies for character and excellence

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## Asbestos Management Policy

Reference: Health & Safety/Estates

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<b>Board Approval</b>	<b>February 2024</b>	
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<b>Author</b>	<b>SW/DHC</b>	<b><u><a href="http://www.acexcellence.co.uk">www.acexcellence.co.uk</a></u></b>

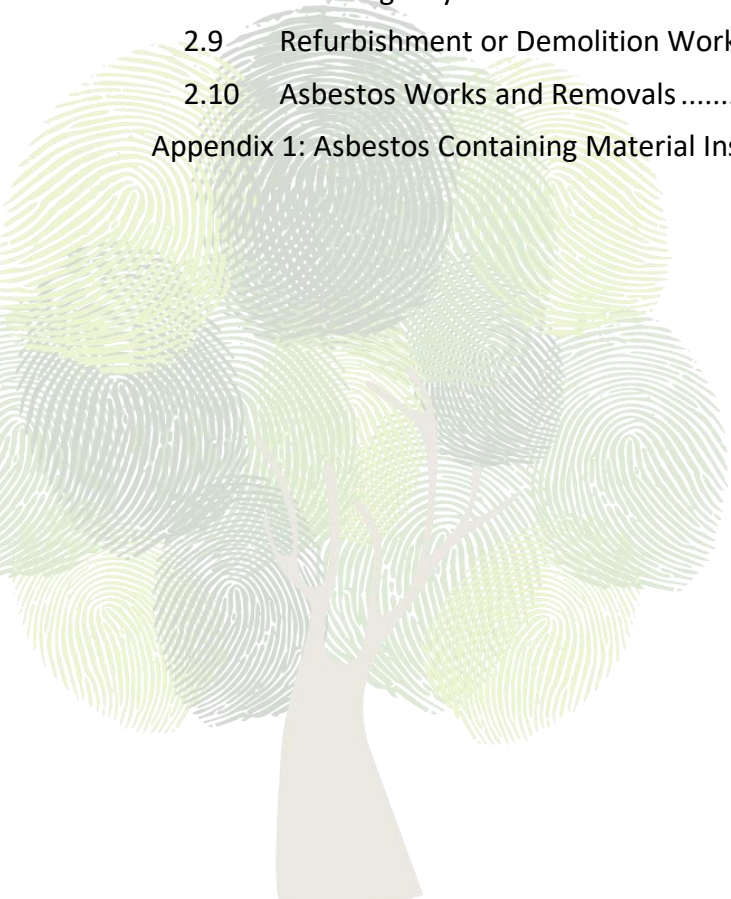
## Who should use this policy?

This policy will apply to all within the Academies for Character and Excellence in relation to Health and Safety at all of our Trust premises.

This policy will be reviewed annually unless significant legislative changes occur before the review date.

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## 1. ASBESTOS MANAGEMENT POLICY STATEMENT

This policy sets out the overarching policy for The Academies for Character and Excellence (ACE) as an organisation in regards to asbestos.

Each school within ACE has their own site-specific Asbestos Management Plan, following the template set out by the HSE. The plans set out the actions taken within ACE school premises to manage Asbestos Containing Materials (ACMs) in accordance with The Control of Asbestos Regulations (CAR).

A copy of each plan will be held in an electronic central folder which can be found in the relevant Teams Channel – ACE information hub – policies

[https://teams.microsoft.com/l/team/19%3anLiQOfQp0pogFJeeInE0VS7Xvje\\_e49olO4miqlfU481%40thread.tacy2/conversations?groupId=6a60f304-34ae-42ad-bbcc-95889f80c7ac&tenantId=31b04316-a073-4107-ac19-1bd65f698dfa](https://teams.microsoft.com/l/team/19%3anLiQOfQp0pogFJeeInE0VS7Xvje_e49olO4miqlfU481%40thread.tacy2/conversations?groupId=6a60f304-34ae-42ad-bbcc-95889f80c7ac&tenantId=31b04316-a073-4107-ac19-1bd65f698dfa)

The premises asbestos survey and register, in addition to any other relevant information as detailed in the school's guidance, is held online and as a hard copy in the school office.

A hard copy of the asbestos register is held in the school office and shown to all contractors carrying out work at the premises. A QR code linking to a digital version of the asbestos register for each school is affixed to the contractor's key box in each school.

This policy has been approved by the Trustees of ACE.

To ensure school employees, pupils, contractors and visitors to the premises do not disturb ACMs and are safe from potential exposure, the following effective asbestos management procedures are in place:

- A designated person/s responsible for the management of asbestos on each school premises (referred to as the Responsible Person); including the updating of existing records
- A system to ensure ACMs are identifiable through appropriate labelling and/ or colour coding
- Provision of asbestos awareness training to relevant school employees and third parties as deemed necessary (including the keeping of appropriate training records)
- To periodically inspect ACMs on a regular basis as specified within the asbestos register
- To periodically review this policy and each school's Asbestos Management Plan (AMP)
- Provide access to the asbestos survey and register to contractors carrying out maintenance and/ or construction works (this includes IT contractors) prior to the commencement of works
- Ensure that, where deemed necessary, a refurbishment or demolition survey is undertaken when the school undertakes any construction works
- Seek advice and guidance from suitably qualified and experienced Competent Persons on any asbestos related work activities that are to be undertaken (this may include, but is not limited to: re-inspections, asbestos air-monitoring) removal works, environmental cleans, encapsulation works
- Each schools informs the ACE Operations Team as a matter of priority of any instances of suspected exposure to ACMs.

## **2. ASBESTOS MANAGEMENT PLAN**

### **2.1 Duty Holder**

In each school, ACE has appointed the Headteachers as the legally designated Duty Holder (unless an alternative person has been identified and appointed by the Board).

### **2.2 Responsible Persons**

The following members of staff have been nominated by The Board of Trustees to be responsible for managing asbestos on the schools' premises.

Member from each school site – Headteacher

### **2.3 Damaged ACMs / Emergency Procedure**

Where asbestos containing materials (ACMs) have been damaged, or materials/suspected deterioration are identified during inspection processes each school will follow the Discovering or Disturbing Asbestos Process detailed below.

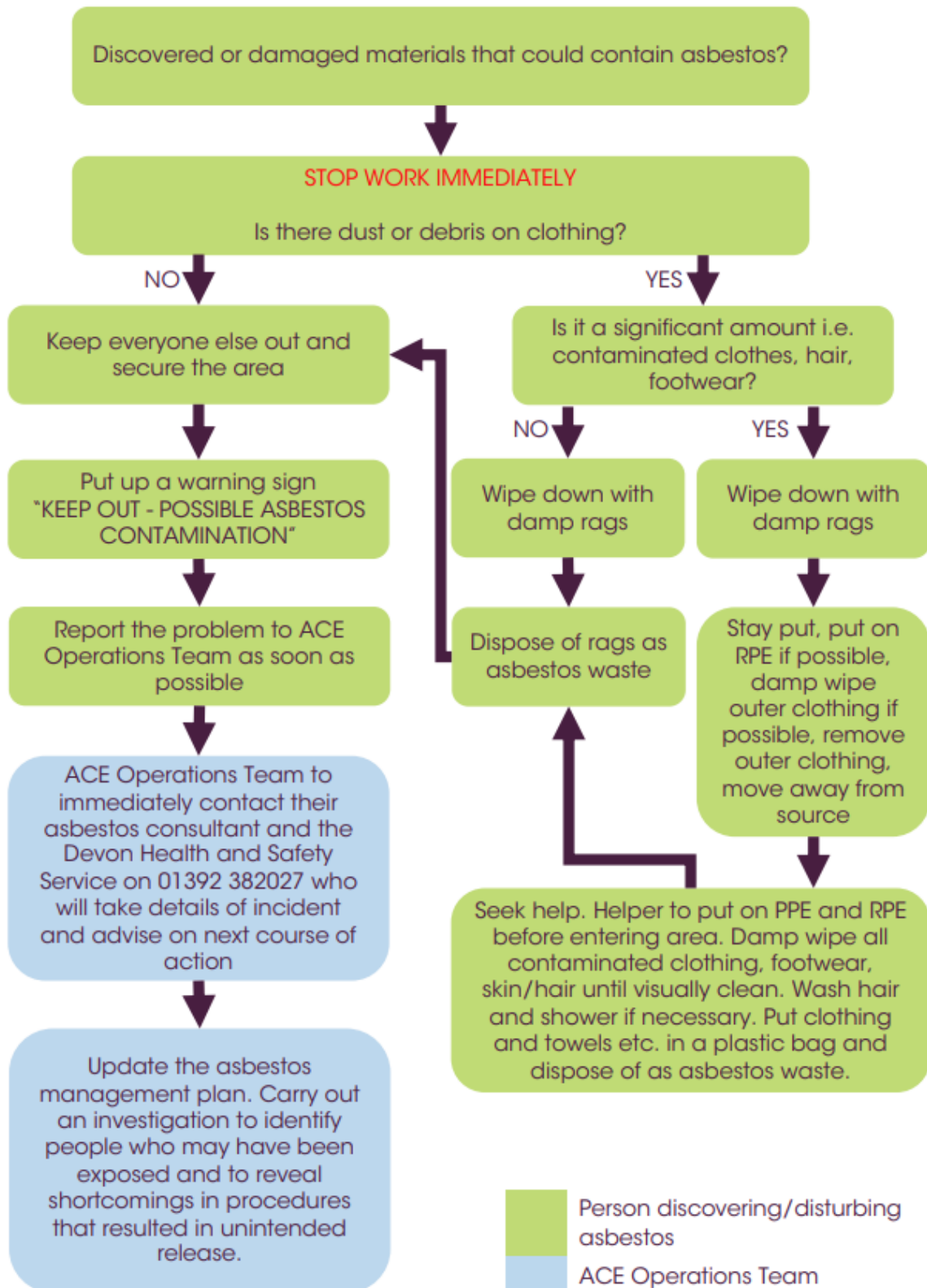
The ACE Operations Team will then provide professional advice and guidance as necessary. This may include, but is not limited to, inspecting the damage reported, arranging an air monitoring test and arranging and managing any associated remedial works required

Maintain controlled access to the area until such time as formal clearance has been confirmed.

Maintain good communication with school staff and relevant other parties, providing updates as necessary, to ensure the access arrangements are not breached.



## Discovering or Disturbing Asbestos



## 2.4 Asbestos Survey and Register

The asbestos survey in each school provides accurate information on the location, amount and condition of ACMs on the premises. The information in the survey report will be used to form the asbestos register which is a key component of the management plan for the school.

Each school will ensure that an up-to-date copy of the asbestos survey/register is available at all times.

This will be kept in the school office.




## 2.5 Asbestos Containing Materials



The areas of each school which have asbestos containing materials (ACMs) that require management will be noted from the asbestos register within the asbestos survey report.

Where ACMs have been identified, the person/s named earlier in each schools' AMP as being responsible for managing asbestos will ensure that the materials are capable of being identified visually by all staff and contractors using the following:

- Asbestos containing materials in classrooms, corridors and other areas accessible to all staff and pupils will be identified by a label/ sticker similar to those contained within the table below

Asbestos containing materials in other areas will be labelled using labels commensurate with legislative requirements i.e. a 'tombstone' label (see table below)

<b>Acceptable asbestos stickers/ labels to be used</b>	
<p>The following examples of labels/ stickers are suitable for use within the school premises as part of the management control procedures outlined within this Asbestos Management Plan.</p> <p>These examples are not extensive and other appropriate stickers/ labels may be used.</p>	<p><b>Asbestos 'tombstone' sticker – normal industry standard label used</b></p> 
<p><b>Presumed asbestos sticker – used when similar materials have been proven to contain ACMs</b></p>	
<p><b>Encapsulated asbestos sticker – used when ACMs have been encapsulated</b></p>	

<p><b>Asbestos sticker –</b> An alternative to the ‘tombstone’ sticker highlighted above</p>	
<p><b>Warning sticker –</b> Can be used in communal areas where ACMs are present; may be used in place of other types specified above which may cause unnecessary concern.</p>	

## 2.6 Staff Awareness

All staff within each school will be provided with relevant information on:

- Location of the asbestos register-types and location of ACMs (via the asbestos register and 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 ACMs (e.g. to the Duty Holder)

All staff will sign to say they have read the register, are aware of location of ACM and know how to report change – The H&S administrator will ensure this recording is in place and actioned.

All new/temporary staff are to be advised (on induction) of the whereabouts of the register. Any concerns regarding Asbestos in the workplace should be raised with the appropriate staff member.

All ACE premises staff will receive annual asbestos awareness training. Records of all training received will be recorded in 'Every'.

## 2.7 Monitoring and Inspection

The ACE Operations Team will ensure formal visual inspections of all known ACMs are carried out annually at each school as stipulated within the asbestos register, recording the details of such inspections using a suitable proforma (see Appendix 1 for a template).

Any damaged or deteriorated materials found will be reported according to the procedures detailed earlier in this plan at Section 3.3 (*Damaged ACMs / Emergency Procedure*).

All elements of health and safety and premises management are audited and monitored in accordance with our H&S Audit Cycle (5.4 of the ACE Operations Manual). This involves: inspections of our sites by external specialist advisors, internal H&S audits by senior members of the Trust central team, monitoring inspections by members of the local advocate board, H&S support reviews by central Operations Administrators, and regular meetings of the Trust H&S Committee (with representatives of each school). At each inspection/visit, checklists are used that seek to provide assurance that the provisions of this policy are being complied with.

## **2.8 Works and Visitor Protocols**

### **2.8.1 Contractors**

Everyone attending each school to carry out any works will be required to access and review the asbestos survey, register and plan before undertaking any work. The asbestos survey is available in each school as a hard copy and a digital copy accessible via QR codes placed on the contractors key box and/or in a prominent place in the school office.

This will be provided by the person/s responsible for managing asbestos or other relevant member of staff within the school.

All contractors undertaking any work will be required to sign that they have reviewed the asbestos survey, register and plan using Appendix 2 below.

Where there are ACMs that are to be worked on or nearby, no work will take place until an appropriate method statement of work is produced and the Permit-to-Work procedures detailed in Appendix 3 duly authorised and implemented.

### **2.8.2 Emergency Services**

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

## **2.9 Refurbishment or Demolition Works**

Where the Trust 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 ACMs 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.

Where necessary, the Trust will seek further advice and guidance from the Devon Health and Safety Service on the contact details specified earlier in this plan.

## **2.10 Asbestos Works and Removals**

The Trust will ensure that any works undertaken involving ACMs will be 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 method statement provided by the contractor.

Where ACMs are to be removed or encapsulated etc, ACE Director of Operations (DOO) will be contacted prior to any such works taking place and provided with a copy of the contractor's method statement etc. The DOO will confirm they are happy for the school to proceed and will update their records accordingly.



The school asbestos register will be updated accordingly following completion of the asbestos related works using the information provided by the approved contractor (usually taking the form of a completion pack).

Where any ACE school requires further guidance in relation to the Control of Asbestos Regulations 2012, the support of the ACE DOO will be sought.



## Appendix 1: Asbestos Containing Material Inspection Record

School		Date of Inspection	
Inspection By (signature)		Print Name	

### Good Practice Guidance:

- Take photographs of ACMs for each inspection and store for future reference
- Compare previous photographs with current condition state to determine whether there has been any deterioration since the last inspection
- Replace missing/ damage asbestos labels/ stickers
- Where the condition is determined as either **Medium** or **High**, the emergency procedure needs to be instigated

### Condition Key:

**Good:** No visible damage; review at next inspection date

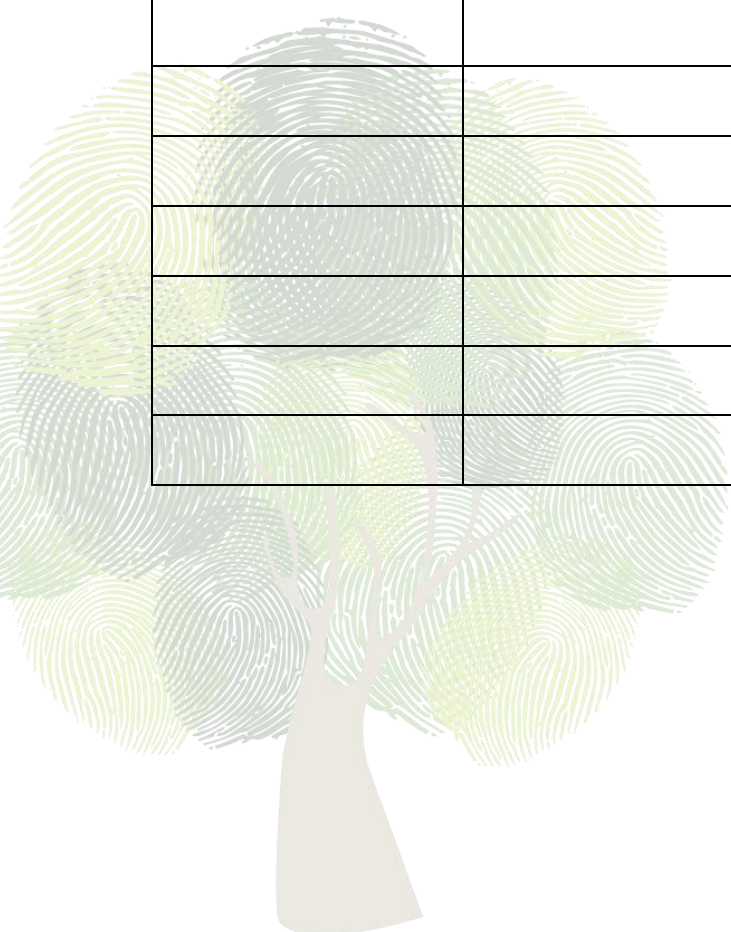
**Low:** A few scratches or surface marks but no signs of asbestos debris; review at next inspection date for further signs of deterioration

**Medium:** Significant breakage of materials or several small areas where material has been damaged; encapsulation works likely - follow the emergency procedure

**High:** Visible asbestos debris; environmental clean and encapsulation works likely – follow the emergency procedure



LOCATION OF ACM	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
		Good / Low Medium / High	
		Good / Low Medium / High	
		Good / Low Medium / High	
		Good / Low Medium / High	
		Good / Low Medium / High	
		Good / Low Medium / High	
		Good / Low Medium / High	
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		Good / Low Medium / High	



**Appendix 2: Contractor Review of Asbestos Register/Survey**

This sheet should be signed by all those carrying out repair/maintenance work on the premises (including voluntary workers or staff) that will involve disturbing the fabric of the premises.

Persons signing this sheet are signing to say that they have seen the Asbestos Register and Management Plan and checked that whether there is any known or presumed asbestos in the area in which they are working.

Where an asbestos containing material is suspected, no work should be carried out until all relevant procedures have been carried out as detailed in this plan.

Date	Company	Details of Work	Print Name	Signature

Date	Company	Details of Work	Print Name	Signature



**Appendix 3: Asbestos Permit to Work Proforma**

**Permit to Work Issuing Instructions**

To be used when any work on/near asbestos containing materials is to take place

**ASBESTOS PERMIT TO WORK**  
Date/s for Works/ Activity:..... Times:.....  
**Section 1: Location and description of work**

**Section 2: Asbestos Register**  
2.1 Has the Asbestos Register been reviewed by the staff member/Contractor? Yes / No  
2.2 Will the work disturb any asbestos containing material? Yes / No  
*If the answer to 2.2 is YES – proceed to Section 3; if NO – proceed to Section 4*

**Section 3: Work ON asbestos containing materials**  
3.1 Contractors competency to work on ACM's been confirmed? Yes / No  
3.2 Worked planned in accordance with the requirements of The Control of Asbestos Regulations 2012? Yes / No  
3.3 Somerset County Council CFM been informed and given approval? Yes / No  
*Work can commence once the above are confirmed*

**Section 4: Activity / Work NEAR asbestos containing materials**  
4.1 Has a method statement been prepared for the work? Yes / No  
*The activity / works can commence once the above is confirmed but must stop immediately if any suspicious materials are discovered*

**Section 5: Academy Approval**  
Signature: ..... Date:.....  
Print Name:..... (Responsible Person)

**Section 6: Staff / Contractor Confirmation**  
I confirm that the activity / work will be undertaken in accordance with the requirements of this permit and academy asbestos management plan.  
Signature:..... Date:.....  
Print Name:..... Company Name:.....