

Asbestos Management Policy

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		27/04/2018
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To be reviewed	Annually
Owner	Tracey Nolan
Designation	Estates Manager



Introduction

The purpose of this policy is to provide advice and instruction for all persons involved in work with asbestos containing materials (ACM) within The Sovereign Trust. The Board of the Trust 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.

The Academies will make use of information gathered from the latest asbestos survey that identifies the location, type and condition of ACM with the premises. Such information has been recorded in 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 register is kept by the Trust Estates Manager, copies are held on the reception of those premises affected.

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 pipe, 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.



2 Statement of Intent

It is the policy of the Academy 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.



3 Policy Statement

The Trust's Asbestos Policy conforms with the Health and Safety at Work Act 1974, the Asbestos (Licensing) Regulations 1983 and the Control of Asbestos at Work Regulations 2012. The policy and procedures will apply to all buildings and all individuals therein, without exception. The Trust's policy on asbestos and ACM is:

- 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 annually review the Asbestos Management Policy and Procedures
- To promote awareness of the risks from ACM and the Academy's management procedures and induction of relevant staff
- To ensure that all contractors and subcontractors engaged to carry out work on any of the Academy's 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 condition so as to prevent the possibility of any harm to health occurring



3 Policy Statement cont

- 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 the ACM, irrespective of the length of time any job is to take or the type of ACM to be worked on.



4 Management of ACM

Responsibilities and Arrangements

The Academy acknowledges the health hazards arising from exposure to asbestos and its responsibility to ensure that as far as reasonably practicable no persons are exposed to risks to their health due to the exposure to any ACM that may be present in any of the buildings.

The policies and procedures will apply to all buildings and all individuals without exception.

The Estates Manager and Board of Directors shall be tasked with reviewing and revising the policy and procedures to meet with continuing requirements in accordance with appropriate legislation as necessary.

This policy document should be read in the context of the Trust's Health and Safety Policy.

All those who have responsibility for the control and maintenance and/or repair of the Academy premises have a duty to manage the ACM present in the premises.

Therefore the Trust Estates Manager, on behalf of the Board of Directors 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 ACM or presumed ACM in the premises is created and maintained
- The risk of the likelihood of anyone being exposed to ACM is assessed and the risk managed safely
- A plan is prepared setting out how the risks from the ACM is to be managed
- The necessary steps are taken to put the plan into action
- The plan is reviewed and monitored periodically



5 Asbestos Incidents

Emergency Action

In the event that damage occurs to known ACM, the Head Teacher will ensure (or Deputy Head in their absence) that all staff, pupils and visitors within the areas must vacate the area immediately and the Trust Estates must be notified without delay.

The Trust Estates 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 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 Trust Estates Manager in consultation with the Head Teacher will then contact the Academy's approved Asbestos Removal Contractor (ARC) for attendance on site to decontaminate the affected area/s and remove ACM as deemed necessary
- The Trust Estates Manager will also contact the Trust's approved asbestos consultant/analyst and instruct them to undertake air tests and visual inspections
- The area will remain closed until a certificate of reoccupation is issued by the consultant/analyst
- The Head Teacher and Trust Estates Manager will investigate the circumstances of the uncontrolled release of asbestos fibres to ascertain that the Asbestos Policy has been adhered to and reported to the Board of Directors



6 Record of Exposure and Health Checks

Should it become necessary, the Head Teacher will maintain a health record and medical surveillance/screening programme approved by the HSE, in the event that person/s are exposed to asbestos fibres due to an uncontrolled escape; in accordance with the guidelines set out in the Control of Asbestos at Work Regulations 2006 – where exposure to asbestos exceeds the action levels.

Screening and counselling will be arranged by the Head Teacher for staff known or suspected to have been exposed to asbestos materials.

The Trust's insurers should be notified of any such incidents as soon as possible.