

Asbestos Management Policy

Contents

Policy on a page		2
1. Purpose of the Policy		3
2. Responsibilities		3
2.1. The Trust		3
2.2. The Local Governing Committee (LGC)		4
2.3. Persons Commissioning contractors		4
2.4. Premises Manager		5
2.5. Employees		5
2.6. Estates and Facilities Officer		5
3. Trust Processes for the management of asbestos		6
3.1. Asbestos Register		6
3.2. Permit to Work		7
3.3. Local Asbestos Management Plan		7
3.4. Annual Review of asbestos management arrangements		7
3.5. Procedures to be followed in the event of suspected danger of exposure to ACM's		8
3.6. Provision of Information		9
4. Links		9

Document Owner:	Estates and H&S Senior Business Partner
Version:	4.0
Date of last review:	03/2024
Date of next review	03/2027
Category:	Trust Policy
Date Approved by Bath & Wells Multi Academy Trust Board:	

POLICY ON A PAGE

The Bath and Wells Multi Academy Trust acknowledges and accepts all duties and responsibilities attributed by the Health and Safety at Work etc. Act 1974, the Control of Asbestos Regulations 2012 and all other relevant statutory provisions. The Trust specifically acknowledges its responsibility as employer and duty holder. The Trust's principal objective is to ensure that its employees are provided with a safe work environment and that any work conducted, which is associated with asbestos, does not give rise to risk to others. The regulations to manage asbestos and prevent exposure are given specific importance by the Trust via this policy and subsequent management arrangements.

In order to comply with the above this policy provides the Trust's rules that must be followed, the standards to be maintained and signposts to further guidance. It also highlights the risks to users, clients and the Trust and the potential consequences of breaching this policy.

This document will be available to the: Trust Chief Executive Officer, Board of Directors, Local Governing Committees for all schools within the Trust, Headteachers, Employees within the Trust, 3rd Party Contractors working for or on behalf of the Trust and Volunteers.

Key Messages

- The Trust will ensure that asbestos is identified in all premises for which it is responsible
- The Trust will ensure that, where asbestos is identified, the risks are fully assessed
- Where asbestos is present, each school will ensure all staff have been notified of its presence
- Where asbestos has been identified, each school will make available a copy of their asbestos register for anyone who needs to see it e.g. contractors etc.
- Premises Managers must ensure that their responsibilities are carried out, as specified within this policy
- Premises Managers are also required to undertake an annual review declaration on iAM compliant Annual Review of their Asbestos, or sooner if a significant change occurs to the building or the activities carried out.
- The Trust will ensure that all schools who have asbestos present on site, have a local asbestos management plan in place, which should take into account emergency situations.

This “policy on a page” is a summary of the detailed policy document below. Please ensure you read, understand and comply with the full policy.

Managing the risks from Asbestos

1. PURPOSE OF THE POLICY

The Bath and Wells Multi Academy Trust is committed to preventing exposure to airborne asbestos fibres that could be inhaled and cause serious harm to health.

The quantity and variety of asbestos containing materials (ACMs) within our schools pose a very serious risk to the health of employees and others who may be present when proper controls are not in place.

The harm is caused by loosened asbestos fibres becoming airborne and being inhaled. Once inside the lungs they initiate a variety of changes that could eventually lead to death. However, when the situation is correctly managed and the materials are maintained in good condition, people can continue to operate alongside ACMs quite safely.

This policy describes the arrangements in place to manage the risk.

A critical responsibility lies at the location where the asbestos exists – because that is where it is so easy to disregard the risk, with such serious consequences. The control measures will only be effective if they are understood and followed rigorously. The key methods to achieve control are the use of the Asbestos Register and the Permit to Work scheme, plus the awareness and confidence of people to use them correctly, both in day to day building use and prior to maintenance/refurbishment/demolition work being carried out.

2. RESPONSIBILITIES

2.1 <u>The Trust</u>	2.2 <u>Local Governing Committee (LGC)</u>
2.3 <u>Persons commissioning contractors</u>	2.4 <u>Premises Manager</u>
2.5 <u>Employees</u>	2.6 <u>Estates and Health & Safety Senior Business Partner</u>

2.1 The Trust will:

- Appoint a competent contractor to establish the location & condition of ACMs within its schools
- Ensure that it earmarks sufficient funds for the removal of any ACMs when and where it is considered appropriate
- Ensure that the removal and disposal of all ACMs within its schools is conducted in accordance with current regulations and Trust policy
- Continuously manage the known ACMs within its schools through an Asbestos Register so that:
 - they are only “interfered with” after the appropriate processes & measures have been taken.
 - if they are inadvertently damaged, appropriate remedial action is taken quickly to make safe the affected area
 - they are resurveyed by a competent person, on a regular basis, as required

- their condition is regularly monitored, and any changes reported and dealt with
- Ensure that those individuals who, when exposed to asbestos fibres under the control of the Trust, are correctly advised, supported and their details recorded on an “At-risk Register”
- Provide support and training, regarding the management procedures, to people responsible for implementing the arrangements within this policy
- Provide Asbestos awareness training to all school caretakers and premises managers (including those with delegated premises responsibilities)
- Provide support to contractors carrying out work, on behalf of the Trust, which is likely to involve disturbing the fabric of the building (e.g. plumbers, electricians, IT installers, roofers, decorators, handymen)
- Supervise those identified above at work
- Provide support and training for those planning or controlling work which involves disturbing the fabric of a building which may contain asbestos
- Ensure that adequate records relating to the management of the risk from asbestos are created and maintained

2.2 The Local Governing Committee will:

- Ensure that:
 - Premises managers are appointed and are competent to meet their responsibilities
 - All relevant employees have been informed about the risks & how they are being controlled
 - Specified employees, e.g. caretakers, have been trained to the appropriate level for their duties
 - Each school has been provided with an Asbestos Register (where applicable)
 - Local control measures are being correctly implemented
 - The annual review declaration on iAM compliant is regularly completed

2.3 Persons commissioning asbestos contractors will:

- Arrange for a competent asbestos contractor to carry out asbestos site surveys to the appropriate standard (as and when required)
- Arrange for a competent asbestos contractor to take and analyse samples of suspect materials when required
- Arrange for a competent asbestos contractor to create, maintain and update the Asbestos Registers for all Trust schools (who have asbestos present) as and when required
- Liaise with the asbestos contractor to ensure that site drawings are up to date following any significant changes
- Monitor compliance by external contractors with the relevant regulations governing the removal of asbestos
- Vet and oversee the work of asbestos contractors engaged in the removal of ACMs in Trust premises
- Ensure that all construction works are undertaken by contractors, who have received asbestos awareness training and satisfy regulation 10 of the Control of Asbestos Regulations – Further details contained in HSE ACOP “Managing and Working with Asbestos”.

2.4 Premises Managers (the person with overall responsibility for the premises):

Premises Managers have a key role to play in ensuring that the buildings are occupied, adapted and maintained in a fashion that does not lead to an unplanned release of asbestos fibres. They

must use the resources and arrangements outlined in this policy to achieve this. In particular they will:

- Ensure that the annual review declaration on iAM compliant is completed when prompted
- Ensure that as part of the induction process employees are being made aware of the location of any asbestos containing materials that they may come into contact with during their normal day to day activities/work
- Ensure that the Asbestos Register is always available and accessible to staff and contractors who work on the site
- Ensure that there are written records to prove that the Asbestos Register was inspected prior to any work being carried out
- Ensure all staff and others (such as contractors) who need to be aware of the nature and degree of the local risk from ACMs are suitably briefed.
- Ensure the Asbestos Register is kept up to date and well-organised
- Maintain contact with the Estates and Health & Safety Senior Business Partner to clarify any anomalies over the location details in the Asbestos Register
- Whenever maintenance or refurbishment work on premises is being considered:
 - consult the Asbestos Register
 - contact the Estates and Health & Safety Senior Business Partner for advice & to see if a Demolition/ Refurbishment survey is legally required
 - inform the Estates and Health & Safety Senior Business Partner of the planned work if it would involve disturbance of, or is in close proximity to, ACMs or Inaccessible/Not Assessed (N/A) items
 - check that the contractor's operational staff, including supervisory, have received asbestos awareness training within the last year prior to awarding any contract
- Use the Permit-to-Work system in relation to work on or around ACMs or N/A items, when it is appropriate
- Ensure that the condition of visible ACMs is regularly monitored on at least an annual basis and the results of the check recorded in an appropriate manner
- Report any ACM considered to be in poor condition to the Estates and Health & Safety Senior Business Partner and take appropriate steps to ascertain the identities of any individuals who may have been exposed to released fibres and pass their details on.
- Ensure that all asbestos removal works are completed in accordance with the current legislation and that the Estates and Health & Safety Senior Business Partner is made aware of this work.
- Ensure that a risk assessment is completed that focuses on the location of the asbestos and the possibilities of a disturbance based on the schools normal operation and activities.

2.5 Employees will:

- follow local guidance or instruction in relation to the management of asbestos on the premises

2.6 The Estates and Health & Safety Senior Business Partner Officer will:

- Maintain the At-risk Register
- Maintain this policy and review it every 3 years
- Support any contingency arrangements and investigations into incidents involving suspected asbestos release
- Facilitate training to premises managers on the risks from asbestos and associated management arrangements they are required to follow.
- Monitor the local implementation of this policy

3. TRUST PROCESSES FOR THE MANAGEMENT OF ASBESTOS

3.1 <u>Asbestos Register</u>	3.2 <u>Permit to Work system</u>
3.3 <u>Local Asbestos Management Plan</u>	3.4 <u>Annual Review of Asbestos Management Arrangements</u>
3.5 <u>Procedures to be followed in the event of suspected danger of exposure to ACM's</u>	3.6 <u>Provision of information</u>

3.1 Asbestos Register

The asbestos register lists building components that are either presumed to contain asbestos or laboratory analysis has confirmed an asbestos content.

N.B. The Asbestos Register will not contain an exhaustive list. It is possible that there are further ACMs hidden within the fabric of the building or located in a position which makes their inspection impractical.

The data for the asbestos register is collected during site surveys by Asbestos Surveyors who enter the data onto a database – from which the site asbestos register is generated.

All premises controlled by the Trust must have an up to date copy of the local asbestos register available – or a copy of a written declaration that the building(s) does not contain asbestos.

3.1.2 Updating the Asbestos Register

The Asbestos Register can only be updated by a competent Asbestos contractor appointed by the Trust. The following are events that could trigger an update:

- Through the premise's re-survey programme drawn up and implemented by the Trust
- After a Demolition/Refurbishment Survey, prior to building refurbishment or alterations
- After remedial work on, or removal of, ACMs.
- After minor works, e.g. painting carried out locally, and information sent to the Estates and Facilities Officer using the Asbestos Permit to Work.
- Following a condition check

Where the fabric of the premises is going to be altered or disturbed in any way, a further survey request must be initiated at an early stage of the project. The type of survey carried out will be more intrusive so as to discover the nature of any hidden asbestos materials that maybe disturbed. The register will ultimately be re-issued showing the updated information.

When the Asbestos Register is updated by the contractor, an up-to-date copy will be issued to the premise's manager (for that school).

The premises manager must then print off the new copy of the register and replace the old copy in the Asbestos Register file.

3.2 Permit to Work system

What is this?

This is a means to control work on or near Asbestos Containing Materials (ACMs) and 'Not accessed'/ Inaccessible items and to enable the Asbestos Register to be kept up to date. It has been developed for use prior to all work which could increase the risk of an asbestos fibre release.

Why do we need it?

Such a system is necessary because the dangers posed by exposure to asbestos and the legislation in force to control them require that all asbestos be accounted for and work with it is tightly controlled. This system explained here, has been produced to enable you to comply with all the legal and health requirements. It is essential that you follow the procedures closely, and so a one page, step by step guide, and a specially designed form has been prepared to provide the system you will need.

Responsibility

Responsibility for work with asbestos, like all hazardous substances, rests with those planning, managing, supervising and carrying out the work, in addition to the employer. However, responsibility for undertaking specific tasks can be delegated to a willing and competent person. Where tight controls are used, such as this permit, the person in charge (the issuer of the permit) retains accountability for all matters within the control scheme until the work is complete. If in any doubt about the need to use a permit, the responsibilities involved, or practicalities related to proposed work, those responsible should contact the Estates and Health & Safety Senior Business Partner.

3.3 Local Asbestos Management Plan

The Local Asbestos Management Plan document accompanies this policy and must be completed for all Trust schools (only those who have asbestos present) by the Premises Manager (which in most cases will be the Headteacher. A template is available at: [BWMAT - Asbestos Management Plan template.docx \(sharepoint.com\)](#)

3.4 Annual review of Asbestos Management arrangements

This review must be completed and submitted by the Premises Manager on an annual basis to demonstrate how effectively the risk from exposure to asbestos is being minimised at the premise.

Annual condition checks

Premises managers must ensure that a visual check of the condition of visible/accessible ACMs listed in the Asbestos Register is completed by a competent person on at least an annual basis and acted upon accordingly. (It may be that items in heavily trafficked areas are checked more frequently).

Completing the visual checks

A person competent to undertake the visual check has the following attributes:

- good eyesight
- proficient with taking digital pictures
- basic awareness of the appearance of ACMs/
- an understanding of the standard of integrity or surface condition of the ACMs that is required.

The check is completed by walking through all the areas of the premises where the presence of the relevant items is recorded (not items in areas which do not have regular access; e.g. boiler rooms, roof voids etc); observing the condition of each item and coming to a conclusion as to whether the condition of the material has deteriorated. Evidence of poor condition should be photographed with a digital camera.

The results of the check must be manually recorded and held, along with copies of any photographs, within the Asbestos Register File until the next formal survey by the Asbestos Contractor.

From Autumn term 2022, this will be completed by the Trust's asbestos contractor which ensure the risk assessment stays current.

Reporting poor condition

Where the integrity or surface condition of any relevant item is felt to be unsatisfactory, as the result of either a routine visual check or an internal defect report, the details, along with photographic evidence, must be passed to the Estates and Health & Safety Senior Business Partner as quickly as possible, to allow them to consider an appropriate response. A record of any relevant communication should be placed on the Asbestos Register file.

Where it is considered that there is a possibility of a release of fibres into the air, the area must be closed off if possible, and also reported to the Estates and Health & Safety Senior Business Partner. It must be kept clear of people until a specialist Asbestos contractor has attended the site.

3.5 Procedures to be followed in the event of suspected danger of exposure to ACM's

In the event of an incident occurring which has resulted in damage to ACMs and/or release of asbestos fibres, the area must be closed off and kept clear of people. The incident must be reported immediately to the following:

- Headteacher
- Estates and Health & Safety Senior Business Partner
- Director of Operations
- Chief Executive Officer

The immediate action to minimise exposure must be carried out. Following which there must be an immediate site meeting involving representatives of the above to decide on the severity of the incident and the need for any further action; in which case consideration should be given to informing the following:

- Trustees
- Directors
- Local Governing Committees

Further meetings will be held to decide on the measures required - which may include the following:

- Evacuation, closure and sealing-off the area concerned;
- Sampling/analysis of the material concerned;
- Air sampling in the area concerned;
- Survey/assessment of the extent of the problem;
- Notification of the incident to the Health and Safety Executive;
- Establishing who may have been affected and ensure that they are contacted and where appropriate, their details entered on to the At-risk register.
- Providing access to counselling and health surveillance for anyone affected;
- Consultation with the Estates and Health & Safety Senior Business Partner and a Licensed Asbestos Contractor over remedial works required;
- Arrangements for any remedial works required including funding;
- Arrangements for asbestos air monitoring, clearance and re-occupation of the area;
- Arrangements for temporary re-location of activities normally carried out in the area concerned;
- Reporting of the incident to any other relevant parties who will need to be notified

After the matter has been fully dealt with, the relevant parties in the Trust must review the incident to:

- Determine what measures, if any, could be taken to prevent a re-occurrence,
- Draw up and circulate an appropriate advisory notice

- Make recommendations to the Estates and Health & Safety Senior Business Partner for inclusion in the Management of the risks from Asbestos Policy

3.6 Provision of information

Employees

Managers must consider the level of detail required by employees on the presence of ACMs. This will vary to take account of the location of ACMs, the roles being performed and the local policies in place regarding the ability of employees to disturb the fabric of the building.

This should be discussed during the initial induction of the employee when all health and safety matters should be discussed. Those who are (even occasionally) required to disturb the fabric of the building must be provided with asbestos awareness training.

There is a module on Educare which staff can complete.

Contractors

Contractors will be provided with information relating to the type, location and amounts of ACMs in buildings where they are being asked to work.

All Works Orders/ Site Instructions will contain the following standard message:

ALL CONTRACTORS WHOSE WORK INVOLVES DISTURBING THE FABRIC OF THE BUILDING MUST CHECK FOR ASBESTOS IN THE ASBESTOS REGISTER HELD ON THE PREMISES PRIOR TO COMMENCING ANY WORK

4. LINKS

HSE Guidance and Information on Asbestos

https://www.hse.gov.uk/asbestos/?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=asbestos&utm_content=home-page-info

L143 – Managing and Working with asbestos (Control of Asbestos regulations 2012 approved code of practice and guidance document)

<https://www.hse.gov.uk/pubns/books/l143.htm>

HSG210 – Asbestos Essentials (A guide for building, maintenance and allied trades of non-licensed asbestos work)

<https://www.hse.gov.uk/pubns/books/hsg210.htm>

HSG227 – Managing asbestos in buildings (A comprehensive guide)

<https://www.hse.gov.uk/pubns/priced/hsg227.pdf> (hse.gov.uk)

HSG247 – Asbestos, The licensed contractor's guide

<https://www.hse.gov.uk/pubns/books/hsg247.htm>