



Asbestos Management Policy

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Monitoring & Review	Estates & Facilities Director	
Links	http://www.hse.gov.uk/ASBESTOS/essentials/index.htm Statutory Instrument No.632 – The Control of Asbestos Regulations 2012 L143 (2 nd Edition published 2013) – Managing & working with asbestos.	
Staff responsible	Estates & Facilities Director, Senior Operations Managers, Business Managers	

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1 POLICY STATEMENT

Summit Learning Trust recognises that asbestos-containing materials (ACM's) can, under certain circumstances, pose a risk to the health of people breathing in asbestos fibres.

Summit Learning Trust intends to identify the presence of ACM's within its grounds, properties and various buildings, ensuring that ACM's are assessed, maintained and managed in such a condition that they do not pose a risk to health until such times that they can be removed.

It is the policy of Summit Learning Trust that all asbestos work shall only be carried out by suitably qualified persons or contractors who (where necessary) have a current asbestos removal licence issued by the Health & Safety Executive (HSE).

Summit Learning Trust and its Academy Management Teams will do all that is reasonably practicable to remove or reduce the risks related to asbestos associated with construction operations and maintenance duties and where appropriate, training and information will be provided by each Academy to its workers and information to Contractors.

It is Summit Learning Trust's intention to ensure effective implementation of aforementioned statements and to consider them in all aspects of Health practice and decision-making in conjunction with other Policies and Procedures.

Where Summit Learning Trust operates within a buildings operated/managed by an external provider in the case of private fiancé initiatives it will seek to work in conjunction with the providers to identify the presence of ACM's within its grounds, properties and various buildings, ensuring that ACM's are assessed, maintained and managed in such a condition that they do not pose a risk to health until such times that they can be removed.

2 INTRODUCTION

2.1 Although it became illegal after 1999 to use asbestos in the construction or refurbishment of any premises, many thousands of tonnes of it were used in the past and much of it is still in place. Asbestos was used in many different building products because of its exceptional properties; which include mechanical strength, resistance to high temperatures, resistance to chemicals, electrical insulation & acoustic insulation.

The list of asbestos building products is very long indeed; however, the following are some of the most common asbestos-containing materials (ACM's)

- Thermal & acoustic insulation
- Fire retardant sprayed coatings
- Textiles, ropes & braids
- Cement products such as roof sheets, rainwater goods & boiler flues
- Ceiling tiles, wall boards & door lining panels
- Thermo plastic floor tiles & older vinyl flooring
- Bitumen products, adhesives & plastics
- Textured decorative coatings
- Friction products such as brake pads

2.2 There are three main types of asbestos which were used in the UK. These are called 'blue asbestos' (Crocidolite), 'brown asbestos' (Amosite) and 'white asbestos' (Chrysotile). All of them are dangerous and are determined to be Class 1 carcinogens by the World Health Organisation.

Breathing in asbestos dust can lead to asbestos related diseases, such as cancer of the chest and lungs. Asbestos related lung diseases kill more people than any other work-related illness in the UK. Asbestos related diseases typically take from 15 to 60 years to develop so people will not be aware of any sudden changes in health after breathing in asbestos fibres. The more asbestos dust breathed in the greater the risks to health. There is no known cure for asbestos related diseases.

Asbestos cannot be visually identified by its colour as it may have been painted or discoloured with age. Also when it is combined with other substances, the colour can change. Only technical analysis can indicate presence and type of asbestos.

- 2.3 The Control of Asbestos Regulations (CAR) 2012 came into force on 6th April 2012 and includes Regulation 4, the 'duty to manage', Regulation 5, 'identification of the presence of asbestos' and Regulation 10, 'information, instruction & training'. This regulation is designed to protect those who work within a building that contains asbestos and those whose work activities could foreseeably bring them into contact with asbestos.

Regulation 4 demands that the Duty holder assesses Work-Place premises for asbestos & appropriate management systems are maintained for normal occupation & low level maintenance. Regulation 5 requires that any premises are assessed for asbestos prior to refurbishment or demolition. Schedules are included in the Appendix which define the duty holder & premises covered under Regulation 4. All employers & premises are covered under Regulation 5.

- 2.4 In line with HSE guidelines, there is no policy to remove ACM's but to manage them and only remove where necessary. As a consequence, systems and procedures are being put in place to control the day-to-day activities on the fabric of Summit Learning Trust's premises.

- 2.5 This Asbestos Management Policy (referred to as "the policy" from here- on), outlines:

- a) Summit Learning Trust's approach to asbestos management.
- b) Roles and responsibilities of each Academy and the key personnel whose responsibility it is to deliver the plan.
- c) Training provided to key personnel.
- d) The management of knowledge on the ACM's present in Academy premises.
- e) Procedures and systems for the day to day management of work on ACM's.
- f) Procedures for monitoring the condition of ACM's.
- g) Auditing and monitoring of the plan.
- h) Review of the plan aims.

- 2.6 To ensure that:

- a) All work on the fabric of any Academy building is carried out in a controlled manner to ensure employees, contractors and members of the public are not exposed to significant asbestos fibre concentrations.
- b) To ensure that the Academy's students, employees, contractors and members of the public are not exposed to significant asbestos fibre concentrations, due to the poor condition of ACM's.

3 AIMS AND OBJECTIVES

To ensure that:

- a) Responsible persons are identified and trained in the delivery of this plan.
- b) Information about the presence of ACM's is recorded and maintained and disseminated to all those who need to know.
- c) Work on the fabric of Summit Learning Trust premises is controlled to ensure that any work on ACM's is carried out in a safe manner.

- d) ACM's are maintained in good condition or, where in poor condition, they are repaired, removed or isolated.
- e) The plan is monitored and reviewed for its continued effectiveness.

4 RESPONSIBILITIES

4.1 Chief Executive (Duty Holder)

Has a responsibility to ensure that Summit Learning Trust has an Asbestos Management Policy in place and that the role of Responsible Persons has been allocated to appropriate individuals within the Trust and each Academy ensuring that the Responsible Persons has received sufficient information to carry out their duties.

4.2 Estates and Facilities Director

Responsibility is delegated to the EFD to ensure that the Trust has an appropriate asbestos management policy in place and that the roles of responsible persons are communicated to each Principal for implementation within their Academy and that responsible persons have sufficient information to carry out their duties.

4.3 Principal (Premises Controller)

Has a responsibility to observe & comply with the content of the Asbestos Management Policy and appoint, defer to & support the Responsible person in the implementation of the policy.

4.4 Business Manager /Site Manager/Other (Responsible Person)

To be an Academy lead on asbestos issues, implement & maintain the Asbestos Management Policy and ensure that an up-to-date Asbestos Register is kept on site and available for inspection. That Contractors are checked to ensure they have the necessary asbestos competence and receive sufficient information in order to undertake works in a manner that complies with this policy.

4.5 All Staff

All staff should be aware of the Asbestos Management Policy.

5 ROLES

5.1 Management of asbestos for Summit Learning Trust is controlled by the Estates and Facilities Director. The Responsible Person at each academy will act on behalf of their Academy to fulfil the obligation of the management plan.

The role of the Responsible Person is to:

- a) Oversee the asbestos management plan.
- b) Ensure that the asbestos management plan is current, maintained, implemented and continues to be effective.
- c) Inform maintenance operatives of the principles of the asbestos management plan and the steps that they need to follow before doing any work on the building, plant or equipment.
- d) Ensure that all personnel with responsibilities under this management plan are aware of their responsibilities.
- e) Ensure that all key persons receive training commensurate with their responsibilities under this plan.
- f) Ensure that effective systems and procedures are in place to prevent uncontrolled work on ACM's and to ensure employees and others are not exposed to ACM's as a result of their location or condition.
- g) Ensure that ACM's that become deteriorated or damaged are repaired, removed or isolated by suitably qualified persons & where necessary, licensed contractors.
- h) Make sure amendments are made to the asbestos management plan, where necessary, as a result of the annual review or where during the course of the year deficiencies are highlighted.

Each Academy's general teaching staff does not have any duties under this plan unless they are directly engaging in activities which will affect the fabric of the building. However, all staff should report any significant damage to building materials to the 'Responsible Person' for further investigation.

6 TRAINING AND AWARENESS

It is essential that those with responsibilities under this Plan receive the necessary training to help them fulfil their responsibilities. This training takes different forms depending on the individual's responsibility. This is outlined below.

6.1 All Employees

All employees will have a basic general awareness of asbestos that should include:

- a) Health effects of asbestos and that ACM's in good condition pose no risk to health.
- b) How an Academy manages their ACM's.
- c) What to expect from maintenance and building operatives.
- d) What to do if they find damaged asbestos.

6.2 Maintenance workers

Regulation 10 of the Control of Asbestos Regulations 2012 requires that Asbestos Awareness Training is provided to all employees whose work activities could foreseeably expose them to asbestos. This is particularly critical for refurbishment workers, maintenance and allied trades and those in the demolition industry. It is also a requirement that refresher training is provided on a regular basis (typically annually).

6.3 Contractors

Asbestos awareness training as defined above is equally applicable to any contractors whose work activities could foreseeably expose them to asbestos and as such contractors will be required to provide evidence of adequate & current asbestos awareness training.

Where appropriate, contractors will be made aware by the appointing person of procedures for managing ACM's in Academy buildings before they arrive on site or immediately after they arrive on site.

Contractors need to be shown the Asbestos Register relevant to where they are working and asked to sign that they have read and understood it. Further checks for asbestos may be necessary in accordance with Sections 9 & 10 of this Policy.

7 KNOWLEDGE MANAGEMENT (SURVEYS AND ASBESTOS REGISTER)

7.1 Surveys and Asbestos Register

The HSE have produced an asbestos survey guide (Ref HSG264), which sets out the methods of conducting an asbestos survey, the competence requirements of the surveyors and other key factors. In this guide the following asbestos survey types are defined:

- **Management survey** is the standard survey & is appropriate to Regulation 4.
- **Refurbishment and demolition surveys** are needed before any refurbishment or demolition work is carried out & is appropriate to Regulation 5.

All asbestos surveys will be conducted in accordance with The Health & Safety Executive asbestos survey guide (Ref HSG264), and will include the Asbestos Register and a Material Risk Assessment.

Each Academy will retain an Asbestos Register, which will be made available to in-house teams and external contractors.

It is extremely important that the record of ACM's remains accurate. Any new information from surveys or other works must be notified to the Responsible Person, who will update the ACM records accordingly.

8 MATERIAL RISK ASSESSMENT

The purpose of the material risk assessment is to assess the relative risk posed by ACM's so that an effective management plan can be produced. This allows decisions to be made about the relative urgency by which ACM's should be dealt with and considers not only the material but also the likelihood of it being disturbed.

The Material Assessment procedure will determine a 'Risk Category' for any ACM's identified, dependent upon asbestos type, damage, extent, location, accessibility and surface treatment. 'Risk Bands' are defined as 'Very Low', 'Low', 'Medium' and 'High' with suggested action as follows:

High Risk

Immediate action should be taken to reduce the risk; this may include:

- Closing off access to affected areas
- Removal by specialist contractors, or
- Encapsulating, encasing or sealing the asbestos
- Provision of warning signs

NB – Specialist contractors may only carry out the actual removal/repair of the asbestos. When the asbestos has been removed/repared, the Asbestos Register will need to be updated.

Medium Risk

Where practicable, reduce the risk by one or more of the following methods:

Application of a PVA sealant to damaged areas, followed by a paint finish

Painting of sound, unprotected asbestos surfaces

Encasing the asbestos in timber, plasterboard, metal sheets etc.

NB – Before this work can be undertaken, it should be considered whether the work can be done without further disturbance or damage to the material. If it cannot be safely done, consideration should be given to arranging for removal (as for a 'High Risk' category item).

Specialist contractors may only carry out the actual removal/repair of the asbestos.

When the asbestos has been removed/repared, the Asbestos Register will need to be updated.

Low Risk / Very Low Risk

As the material may deteriorate in the future, a programme of routine re-inspection should be determined and the Asbestos Register updated accordingly. This re-inspection programme should be undertaken on a yearly basis (or more frequently if deemed necessary) and include all asbestos incidences detailed in the Asbestos Register.

9 CONTROLLING WORK IN THE FABRIC OF THE BUILDING

9.1 Principles of Controlling Work

There are several elements to be considered when controlling work on buildings which could contain ACM's. These are:

a) Planning

Sufficient planning should be given to any works involving the disturbance of building materials, and therefore possible ACM's, so that proper consideration can be given to the best way forward. This planning should also consider whether the work, assuming it is going to disturb ACM's, is necessary or can be carried out another way.

b) Awareness and Training

Formal asbestos awareness training and more specific training, where necessary, means that employees are aware of the procedures for the control of building works.

c) A Knowledge Base

Information about the location of ACM's is held at each Academy and supplied to those who need the information through electronic or paper versions.

d) Safe Working Procedures

A procedure by which all maintenance personnel and contractors know the steps to take before starting work.

10 CONTROLLING BUILDING MAINTENANCE WORK

Maintenance work includes planned and unplanned maintenance on the fabric of the building, internal fixtures & fittings and building services (plumbing, heating, electrics, etc.).

Building work includes refurbishment and demolition works. The general principle for all these is, if there's a potential to disturb any material which could contain asbestos, then a series of checks should be made to determine if ACM's are present. Fundamental to the effectiveness of this control is that the following individuals and departments are aware of this procedure:

- a) Chief Executive, Estates and Facility Director, Principals, Business Managers, Site Managers and IT Managers.
- b) Planning/architects/contractors who may undertake work on School premises.
- c) Academy maintenance/Site teams.

When building or maintenance work (planned or unplanned) is required, the steps taken will depend on the knowledge of the presence or otherwise of ACM's in the intended area of work.

These steps are as follows:

- a) The asbestos register is checked by the relevant personnel, to see if the areas of planned work have been fully surveyed. The survey may have been non-invasive and not broken through into partition walls or other cavities (Management Survey). If the planned work will involve breaking through into non-surveyed areas, a Refurbishment & Demolition Asbestos Survey should be commissioned.
- b) If a new suspect material is unexpectedly found (i.e. the area was surveyed but the discovered material was in an area concealed and not predicted) it should be assessed. If the discovered material to be disturbed is obviously non-asbestos (i.e. brick, breeze block, stone, wood, glass, metal, plastic, rubber or solid plaster), the work can proceed. If it is not, work should be suspended and a sample should be taken for asbestos content or an immediate survey commissioned.
- c) If asbestos is present, consideration is given to finding an alternative way of completing the work, e.g. routing services by a different route or cancelling the work.
- d) If the work that will disturb the ACM has to be completed, a suitably trained individual or licensed asbestos removal contractor is commissioned to do the work (e.g. drill holes) or remove the ACM.

If contractors are being brought in to perform building works, the presence or otherwise of ACM's is checked before they arrive on site. If contractors are working in areas where ACM's are present, although not working on them, they are still informed of its presence.

11 CONTROLLING THE CONDITION OF ACM's

Condition monitoring is carried out to ensure that ACM's are maintained in good condition and to detect deterioration at an early stage. Condition monitoring is carried out -

- a) Formally – every 12 months unless certain ACM's are deemed to require more or less frequent inspections.
- b) Informally – ACM's or presumed ACM's showing signs of significant deterioration or damage may be reported by any member of staff.

Any damaged or deteriorated ACM is risk assessed and remedial action taken as necessary.

Monitoring and Review

The management plan and all systems and procedures will be regularly reviewed. This should include:

- a) A full annual review of all systems and procedures.
- b) Audits to ensure:
 - i) Condition inspections are being carried out.
 - ii) Maintenance/building works are following the correct procedures including checks that 'trained' individuals are on site.
- c) A review of the risk assessment and the information on the current status of ACM's within each Academy premises.

12 UNPLANNED RELEASE OF ASBESTOS FIBRES

If any ACM is subject to damage & asbestos debris or fibres are accidentally released, the area should be immediately sealed off and the Responsible Person contacted without delay.

13 REFERENCE INFORMATION

- Statutory Instrument No.632 – The Control of Asbestos Regulations 2012

- L143 (2nd Edition published 2013) – Managing & working with asbestos.
- HSG264 (2nd Edition published 2012) – Asbestos: The survey guide.

<http://www.hse.gov.uk/ASBESTOS/essentials/index.htm>

Appendix 1

List of Individuals with Key Responsibilities

School employees – including lists of all individual site locations

Chief Executive: Catherine Anwar

Trust Estates & Facilities Director : Stephen Smith

Academy

Responsible Persons:

Principal
Business Manager
Site Manager
IT Manager

External Consultant:

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