



## Asbestos Management Policy

### Document Control

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## Statement of Intent

**The Arthur Terry Learning Partnership (ATLP)** will manage any asbestos found in our buildings in compliance with the Control of Asbestos Regulations 2012.

In the event of any incident involving asbestos, the school will take the necessary steps to ensure that everyone is safe and, unless the incident is minor, will report it to the HSE.

To ensure the health and safety of those in our school, we take the following steps:

- Have a 'management survey' of asbestos-containing materials (ACMs)
- Assess the risks associated with ACMs
- Devise an Asbestos Management Plan

## 1. Legal Framework

- 1.1. This policy has due regard to legislation and statutory guidance including, but not limited to, the following:
  - Control of Asbestos Regulations 2012
  - Health and Safety Work Act 1974
  - The Hazardous Waste (England and Wales) Regulations 2005
  - The Control of Substances Hazardous to Health Regulations 2002
  - Environmental Protection Act 1990
  - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- 1.2. This policy has due regard to non-statutory guidance, including the following:
  - ESFA 'Managing asbestos in your school' 2017
- 1.3. This policy operates in conjunction with the following school policies:
  - Health and Safety Policy
  - COSHH Policy

## 2. Roles and Responsibilities

- 2.1. The ATLP is legally responsible for the safe management of asbestos.
- 2.2. The school is not legally required to inform parents about the presence of asbestos in the school; however, should parents request such information, the school will seek legal advice prior to releasing any information.
- 2.3. If management arrangements at the school fail to prevent the disturbance of asbestos containing materials, and there is an accidental release of asbestos fibres, those affected will be informed.

## 3. Daily Management of Asbestos

### **Step 1: Management survey of asbestos-containing materials (ACMs)**

- 3.1. The ATLP will ensure that asbestos management surveys which records the location and condition of the asbestos in all school buildings constructed before 2000 are carried out.
- 3.2. The surveys will be conducted in accordance with HSE guidance and will be undertaken by a United Kingdom Accreditation Service (UKAS) accredited surveying organisation.
- 3.3. The surveys will cover all accessible places, including above the ceilings and floor ducting.

## **Step 2: Assessing the risks associated with ACMs**

- 3.4. The risks associated with each occurrence of asbestos in the school will be assessed.
- 3.5. The assessment will include three parts:
  - **'Material' assessment** – this is provided within the survey and is an assessment of each item of asbestos material identified based upon the type of material, the type of asbestos it contains, its surface treatment and the extent of damage.
  - **'Priority' assessment** – this is the assessment of the likelihood of someone disturbing the material based upon factors such as the number and type (e.g. pupils) of people using the room, the time they spend in the room, the location, accessibility and extent of the asbestos and the frequency and type of activity that might disturb it.
  - **'Total' assessment** – the 'material' and 'priority' assessments will be combined to give a total risk assessment.

## **Step 3: Devising a plan for managing ACMs**

- 3.6. At this stage, the school, supported by the Operations & Estates Team, will create an Asbestos Management Plan (AMP). The AMP will include details of:
  - A plan to manage the risks from ACMs on a day-to-day basis.
  - Arrangements to inform all staff and contractors about the location of ACMs.
  - Measures put in place to prevent disturbing the ACMs.
  - Intrusive Work Permits and Hazard Exchange reports.
  - The schedule for monitoring the condition of ACMs.
- 3.7. The school will ensure its management arrangements are effective during school closure periods, such as after school hours and during community use when school staff presence is minimal.
- 3.8. The AMP will be reviewed and updated **annually**.

## **Step 4: Ensuring staff and visitors know the risks and precautions that need to be taken**

- 3.9. The school will inform staff, volunteers and other stakeholders of the location of all ACMs, how they can be damaged and disturbed. The school will ensure that all these people receive the correct information, instructions and training, and will be clear in what precautions to take.

The school if requested to do so, will provide the Asbestos Management Plan to the emergency services.

## Step 5: Keeping the management of ACMs under review

The plan will need to be updated if:

- New information is received, e.g. from 'refurbishment and demolition' surveys.
  - Work is undertaken on ACMs.
  - Damage to asbestos areas occurs.
  - ACMs are removed.
- 3.10. The asbestos register will be reviewed **annually** and any changes will be communicated to all relevant staff.

## 4. Building and Maintenance Work

- 4.1. The school's management survey only covers readily accessible areas; therefore, it may not have covered all ACMs that are present. If concerns arise that work may disturb hidden ACMs, the school will arrange for a 'refurbishment and demolition' survey to be carried out in the area where the work is set to take place. Due to the intrusive nature of this survey, it will be carried out under controlled conditions. These surveys will be passed on to those who will eventually take on the work.
- 4.2. The removal and disposal of asbestos will be completed by a licensed contractor.

## 5. Asbestos-related Incidents

- 5.1. If the school finds that there has been, or may have been, an unplanned disturbance of asbestos, the following action will be taken:
- **All** activities will **stop** and everyone will be evacuated from the affected area.
  - Staff, pupils and visitors will not be allowed to re-enter the affected areas until any necessary remedial action has been taken.
  - Items, including equipment, books, or personal belongings, will not be moved from the area.
  - The school will notify the **ATLP Operations and Estates Manager** who will liaise with the Health and Safety Executive and a licenced asbestos contractor, with regards to the necessary remedial and long-term action.
  - **The ATLP Operations and Estates Manager** will liaise and support the Headteacher with regards to the necessary remedial and long-term action.

- **The ATLP Operations and Estates Manager** will support the Headteacher to implement their Critical Incident Management Plan where appropriate.
- 5.2. Contractors on a school site will have procedures in place in line with 3.6 above to deal with the unintended or unexpected release of asbestos.
  - 5.3. Anyone who has come into contact with asbestos, and is concerned about their exposure, will be advised to contact their GP.

## **6. Monitoring and Review**

- 6.1. This policy will be reviewed **annually** by the **ATLP Operations and Estates Team.**
- 6.2. Any changes to this policy will be communicated to all members of staff, visitors and stakeholders.