



Asbestos Management Policy

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Introduction

The Trent Academies Group recognises and accepts its responsibilities to ensure the effective and safe management of asbestos containing material (ACM) within its premises in accordance with current Health and Safety legislation.

Statement of Intent

It is the policy of Trent Academies Group 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.

This Asbestos Management Policy conforms to the general requirements of the Health and Safety at Work etc. Act 1974, and the Control of Asbestos at Work Regulations 2012 (as amended). The policy and procedures will apply to all buildings and all individuals therein, without exception.

The policy will 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.

This policy document should be read in conjunction with the Trent Academies Group Health and Safety Policy and the Trent Academies Group Managing Contractors Policy.

It is the policy of Trent Academies Group that:

Roles and Responsibilities

All those who have responsibility for the control and maintenance and/or repair of School premises have a duty to manage the ACM present in the premises. The extent of the legal duty is determined by the terms of any tenancy agreement or contract that applies, and in the absence of any such agreement, on the degree of control the party has over the premises.

The Trust Board shall:

- Review and approve the TAG Asbestos Management Policy.
- Hold the Chief Executive Officer accountable for the implementation of the policy.

The Chief Executive Officer (CEO) shall:

- Ensure that an Asbestos Management Policy exists, is approved by the Trust Board and is reviewed periodically.
- Hold Head Teachers at schools within Trent Academies Group accountable for the implementation of the policy at their schools.
- Hold Head Teachers at schools within Trent Academies Group accountable for the implementation of the Asbestos Management Plans at their schools.

The Head Teacher at each School shall:

- Be the legally designated Duty Holder.
- Implement the Asbestos Management Policy at their School.
- Implement the Asbestos Management Plan at their School.
- 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.
- Ensure budgets are available for managing asbestos.

The Governing Body at each School shall:

- Review, monitor, and make recommendations with respect to the Asbestos Management Plan at their School.

Further roles and responsibilities at each school shall be described in each schools' site-specific Asbestos Management Plan.

Asbestos Register

- Each School within the Trent Academies group shall maintain and operate an Asbestos Register that identifies the location, type and condition of ACM within the premises.
- A competent independent person shall undertake a formal annual survey to inspect and review the condition of each known occurrence of asbestos.
- The register shall be reviewed and updated annually following the annual inspection survey.
- The register shall be updated if previously unknown asbestos is identified at the premises.
- The register shall be updated to record works to encapsulate, remove, or otherwise work on asbestos.
- Only persons who have received adequate information, instruction and training will be authorised to carry out sampling, encapsulation and removal work involving ACM.

Asbestos Management Plan

Each School within the Trent Academies group shall maintain and operate an Asbestos Management Plan (AMP). The purpose of the plan is to record the arrangements by which the risk of exposure to ACM is managed.

The Asbestos Management Plan shall include:

- The name and Job Title of the legally designated Duty Holder.
- The name and Job Title of Responsible Persons.
- Arrangements for the periodic review of the AMP.
- Asbestos Management Flowchart.
- Emergency Procedure for Damaged ACMs. Arrangements for:
 - Securing the area & controlling access until formal clearance has been confirmed.
 - Reviewing impact on school operation.
 - Obtaining professional guidance on:
 - Air Testing.
 - Asbestos removal and disposal.
 - Supporting exposed persons.
 - Implementing asbestos removal.
- Arrangements for maintaining a current Asbestos Register:
 - Arrangements for a termly visual inspection by competent school staff
 - Arrangements for formal annual inspection of ACM
- Arrangements for conducting Asbestos surveys prior to undertaking refurbishment or premises maintenance and repair in accordance with the requirements of Health & Safety Executive Guidance HSG264 .
- All buildings shall be assumed to contain ACM unless there is evidence to prove otherwise
- Arrangements for raising staff awareness of the presence of ACMs:
 - Provision of simple introduction to Asbestos:
 - What it is.
 - Who is at risk.
 - Where asbestos is typically found in school buildings.
 - Types of activities that might cause asbestos to become damaged.
 - Staff must not damage any surface suspected of containing asbestos. They must not put pins, staples, sticky tape or blutack-type products into or onto these surfaces.
 - Induction and periodic refresher awareness training.
 - Examples of typical acceptable asbestos stickers and warning labels in use.
 - How to avoid risks from asbestos.
 - Including reference to the presence of Asbestos Containing Materials in the Risk Assessment documents for any activities or procedure that might otherwise risk damage to asbestos
 - How to report concerns about ACMs or report damaged ACMs.
- Arrangements to ensure the asbestos safety of all contractors and subcontractors engaged to carry out work on any of the School buildings:
 - Access to Asbestos Register and any project-specific Asbestos surveys.
 - Contractors site-specific Risk Assessments and Method Statements.
 - All work involving ACMs will be subject to a Permit to Work system to ensure all necessary precautions are taken and qualified persons carry out the work. The Permit To Work procedures shall include obtaining signatures from contractors to confirm that they have reviewed the Asbestos Register, Plan and Surveys.
- Arrangements for undertaking asbestos works and removal in accordance with the Control of Asbestos Regulations 2012 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 pipes, 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.
- Control measures for specific high risk areas, if identified.

Review

The Chief Executive Officer (CEO) shall review, and where necessary revise, this policy to meet with continuing requirements as necessary. The review period shall be every two years or when legislation changes.

The CEO may delegate the review to a competent person or organisation but shall remain responsible for ensuring the review is undertaken in a timely manner.

Signatures

Signed

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Chief Executive Officer

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Chair of Board of Trent Academies Group

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Date

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Date of Next Review