



ASBESTOS MANAGEMENT POLICY

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| Chief Executive's Signature | |
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VALIDITY – Policies should be accessed via the Trust intranet to ensure the current version is used.

CONTENTS

| SECTION | TITLE | PAGE |
|---------|--|------|
| 1.0 | Background | 3 |
| 2.0 | Policy Purpose | 3 |
| 3.0 | Aims | 4 |
| 4.0 | Scope | 5 |
| 5.0 | Roles and Duties | 6 |
| 6.0 | Asbestos Management Plan | 8 |
| 7.0 | Process for Monitoring Compliance | 10 |
| 8.0 | Asbestos Standard Operating Procedures | 10 |
| 9.0 | References | 10 |

Glossary

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| ACoP | Approved Code of Practice |
| ACM | Asbestos Containing Material |
| BS | British Standard |
| DfE | Department for Education |
| H&S | Health and Safety |
| HSE | Health & Safety Executive |
| HSG | Health & Safety Guidance |
| SOP | Standard Operating Procedure |
| UK | United Kingdom |

CHANGE RECORD

| Version | Date | Change details |
|---------|-------------------|---|
| 1.1 | 16 June 2017 | Initial draft |
| 1.2 | 31 July 2017 | Minor changes following internal review |
| 1.3 | 16 September 2020 | Minor changes following internal review |

1.0 BACKGROUND

- 1.1 Asbestos is a naturally occurring mineral present in many building materials, found particularly in older buildings built prior to 2000. Inhalation of a significant quantity of asbestos fibres can lead to asbestos-related diseases.
- 1.2 Asbestos is the greatest single cause of work related deaths in the UK. The Education Alliance has a duty under the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of students, employees, self-employed persons, contractors and members of the public.
- 1.3 Asbestos is only a risk to health if asbestos fibres are released into the air and breathed in. There is usually a long delay between first exposure to asbestos and the onset of disease; this can vary from 10 to 60 years.
- 1.4 The Control of Asbestos Regulations 2012 requires employers to prevent the exposure to asbestos so far as is reasonably practicable. Where it is not reasonably practicable The Education Alliance shall reduce the exposure to asbestos to the lowest level reasonably practicable by measures other than the use of respiratory protective equipment and ensure that the number of employees who are exposed to asbestos is as low as possible.
- 1.5 The Education Alliance's strategy is to remove asbestos whenever the opportunity presents itself as part of alteration or refurbishment work, prior to demolitions, where necessary due to its condition or where maintenance work would require any potential disturbance of asbestos. It is not The Education Alliance's strategy to systematically remove asbestos, but to consider the risk level of any asbestos-containing materials found.
- 1.6 In accordance with Regulation 4 - 'Duty to Manage' of the Control of Asbestos Regulations (CAR) 2012, the Trust has an Asbestos Management Plan and Register which must be referred to whenever work is carried out on buildings built prior to 2000. This is the key document for the safe management of asbestos in the organisation.

2.0 POLICY PURPOSE

- 2.1 The use of all asbestos in products and buildings was finally and completely banned in the UK in 1999. As a result this Policy relates to all Education Alliance properties constructed prior to the year 2000.
- 2.2 The Education Alliance has produced this policy in order to comply with the CAR 2012 and understands its duty to manage asbestos in non-domestic premises (Regulation 4 of CAR 2012).
- 2.3 This document sets out the policy that The Education Alliance will implement, so that all reasonable and practicable steps are taken to secure the health, safety and welfare of all persons who may be exposed to asbestos. This applies

to all staff, contractors, patients and visitors.

- 2.4 The objective is to keep exposure and risks to damaging asbestos or from exposure to asbestos to a minimum whilst managing the asbestos containing materials (ACMs) within any of the organisation's properties or premises. This will be achieved by controlling all building and maintenance works and IT Infrastructure and dealing with asbestos which is known or is found to be situated in the premises of The Education Alliance.
- 2.5 This document will be reviewed by the Responsible Persons on a three yearly basis or amended as and when new legislation requires or in line with good practice.

3.0 AIMS

3.1 The aims of this policy are to:

- Fully comply with Regulation 4 of the Control of Asbestos Regulations (CAR) 2012
- Identify roles and responsibilities for the management of asbestos
- Outline the requirement and areas for review in relation to this policy

This policy should also be read in conjunction with The Education Alliance's Asbestos Management Plan and Asbestos Standard Operating Procedures, which will confirm the procedures for:

- The management of asbestos including timescales for management works and reviews
- Identifying and recording the presence of asbestos
- Finding materials likely to contain asbestos and how their condition should be checked ensuring the presumption that materials contain asbestos unless there is strong evidence that they do not is reinforced
- Recording the location and condition of asbestos and presumed ACMs and keeping the records up to date
- Monitoring the condition of known and presumed ACMs
- Providing information on the location and condition of ACMs to people who may be at risk of disturbing them during work activities
- Outlining how workers will be prevented from inadvertently disturbing asbestos when works are commissioned
- Recording the actions required to be taken in response to any planned refurbishment or demolition works
- Assessing the risk of the likelihood of anyone being exposed from asbestos from these materials
- Ensuring any material known or presumed to contain asbestos is kept in a good state of repair
- Repairing or removing any material that contains asbestos, if necessary because of the likelihood of disturbance, and its location or condition

- Outlining the actions to be taken should asbestos be accidentally disturbed
- Preparing an Asbestos Management Plan detailing how the risks are to be managed

4.0 SCOPE

- 4.1 This policy applies to all buildings that are owned, occupied or maintained by The Education Alliance and covers activities where inadvertent exposure to asbestos may occur i.e. maintenance, IT and telecoms, refurbishment and demolition work. It also applies to all staff in the Trust and appointed contractors who carry out works in all Education Alliance buildings built prior to 2000 which may contain asbestos.

Where Education Alliance staff are working in landlord managed properties, it is expected that the landlord will have their own asbestos management plan available, controlling the risk presented by such products and will monitor to ensure a safe environment for all users.

The Education Alliance will take all reasonable steps to source copies of the landlord's asbestos management plan and asbestos register, which will be checked for compliance (Asbestos Register and appropriate Asbestos Management Plan) and given approval by the Responsible Persons before taking tenancy.

An annual check will be completed by The Education Alliance of all landlord information, which will require the landlord to provide evidence of re-inspection data and any works completed relating to asbestos.

All Trust staff working in landlord managed properties will comply fully with the landlord's management plan(s).

- 4.2 This policy also applies to tenants housed in Education Alliance buildings. All tenants are to be notified in writing of their duty to work with The Education Alliance to comply with this policy and the CAR 2012.
- 4.3 All staff, contractors and sub-contractors must comply with this policy. When contractors are on site they must ensure that they and their sub-contractors do the same.
- 4.4 All contractors, irrespective of the nature of their work, must view the building's Asbestos Register, and where asbestos exists and is likely to be disturbed as part of their works, liaise with the Estates Department before any work commences. They can then be advised on procedures by the Estates Department as laid out in The Education Alliance's Asbestos Management Plan and Standard Operating Procedures.

5.0 ROLES AND DUTIES

5.1 Chief Executive Officer

Has overall responsibility for the health, safety and welfare of all Education Alliance staff, patients, visitors, etc. This will include compliance with all Statutory Legislation and Approved Codes of Practice relating to the safe management of asbestos products.

5.2 Head of Business Operations [Designated Person]

Has the delegated responsibility for the health and safety of all personnel who may come into contact with asbestos products. He/she shall ensure that appropriate policies and strategies for the safe management, removal and disposal of asbestos related products are in place, maintained and correctly executed.

He/she is responsible for seeking sufficient resources to be made available to the Estates Department with the aim of ensuring that the duties outlined in this policy are carried out.

In the event that sufficient resources are not available, prioritisation of allocation of expenditure will be agreed via the relevant approval processes.

He/she will work closely with the Responsible Persons.

5.3 Responsible Persons (Asbestos) [Premises and Site Managers]

The Responsible Person(s) are responsible for understanding legislation relevant to this policy and for ensuring compliance with policies and procedures relating to asbestos and that staff and contractors are familiar with and comply with all relevant sections of The Education Alliance's and Standard Operating Procedures.

The Responsible Persons are responsible for ensuring staff and contractors check estate records for any known asbestos before commencement of any work likely to disturb the fabric of any building pre 2000. They are also responsible for the identification and prioritisation of asbestos removal/encapsulation schemes and the provision of Personal Protective Equipment.

The Responsible Persons must be trained in the necessary precautions and procedures relating to asbestos and must be proactive to ensure the Trust remains up to date with all legislative and best practice developments. They will need to keep up to date reference material, for use by themselves and other Trust staff in managing asbestos. These should include as a minimum:

- Approved Code of Practice (ACoP) L143 'Managing and working with asbestos.'
- HSG 227 'A comprehensive guide to Managing Asbestos in premises'.
- HSG 247 'Asbestos: The licensed contractors' guide'.

- HSG248 'Asbestos: The analysts guide for sampling, analysis and clearance procedures'.
- HSG 264 'Asbestos: The survey guide'
- HSE 210 'Asbestos Essentials Task Sheets'.

The Responsible Persons will have a wide range of duties as set out in the Asbestos Management Plan and Standard Operating Procedures. The Responsible Person(s) will be responsible for:

- The Management of re-inspection surveys and periodic inspection in high risk areas as identified on the building management plans
- The production and maintenance of a written record of the locations of asbestos and presumed ACMs
- The production of a register of ACMs and keep it up to date which will include the location, condition, maintenance arrangements and details of removal for all ACMs from within The Education Alliance's Management plans
- Working with appointed consultants to assess the risk of exposure and document actions necessary to manage the asbestos
- Training staff to oversee the Asbestos Management Policy
- Reviewing the conditions of all ACMs on Trust property at a frequency representative of their risk and update the asbestos register as required
- Making current and appropriate information available to those who may come into contact with or disturb ACMs
- Providing relevant information, training and supervision to all Trust staff and contractors
- Liaison with landlords regarding asbestos

The Responsible Persons will also:

- Ensure that no materials containing Asbestos are used in any development work
- Ensure that all capital projects carried out on buildings built prior to 2000, have an Asbestos Refurbishment/Demolition survey carried out (where required), and that any asbestos works are carried out in line with all current asbestos regulations and guidance, and that the Responsible Persons are made aware of any such work to ensure compliance.
- Ensure all contractors and sub-contractors working on projects are competent and qualified to undertake the work specified and are up to date with their relevant Asbestos training

5.4 Nominated Officers [Senior Caretaker/Assistant Site Managers/ICT Managers]

The Nominated Officers will assist the Responsible Persons in their duties, and complete all relevant activities on behalf of the Trust; ensure the contents of this policy are fully compliant, implemented and reviewed as specified within.

If a Nominated Officer believes the policy (or any parts within) cannot be implemented, they will notify the Responsible Persons. The Nominated Officers are

to monitor that the policy meets the requirements of current legislation at all times, and escalate any departures or concerns to the Responsible Person.

5.5 Directors and Line Managers

Directors and Line Managers are managerially responsible for organising health and safety matters within their area. They will:

- Ensure that all departments within their areas of responsibility are adhering to this and other health and safety related policies and procedures
- Ensure that all tenants and other bodies using Trust premises within their areas of responsibility are aware of this policy and procedure
- Ensure an effective line of communication is maintained within their locality/area for all matters relating to this policy
- Respond to reports and requests from their line managers to take appropriate remedial action to minimise risks
- Identify and allocate resources, both human and financial in order to comply with this policy

5.6 Contractors

Contractors must ensure that they and any sub-contractors reporting to them:

- Are competent and qualified to undertake the work specified and are up to date with their relevant Asbestos training
- Report to the Estates department or specific building's reception, sign in and check the Asbestos Register

Comply with the relevant sections of the Trust's Asbestos Management Plan and Standard Operating Procedures, other relevant Trust Policies and procedures and current health and safety legislation.

6.0 ASBESTOS MANAGEMENT PLAN

6.1 THE PLAN

The Asbestos Management Plan has been designed with the purpose of managing the risk from ACMs identified within The Education Alliance so that as far as reasonably practicable no one can come to any harm from ACMs on its premises. It is an integral part of the Trust's strategy for compliance with all current Health and Safety legislation regarding asbestos.

The main principles of asbestos management are to:

- Assess
- Record
- Inform

- Monitor

The Trust's Asbestos Management Plan can be viewed in the Estates Department at each school.

6.2 TRAINING

Those who are appointed in writing to carry out the control measures and strategies will be suitably informed, instructed, trained and suitability assessed which ensures that tasks are carried out in a safe and technically competent manner. Regular refresher training will be provided and records of all initial and refresher training will be maintained.

All members of staff including those with managerial responsibilities for Asbestos will receive training commensurate with their duties as identified in the table below:

| Role | Training Requirement | Period |
|--|---|---------------|
| Designated Person | Accredited Responsible Person (Asbestos) Course | Every 3 years |
| Responsible Person | Accredited Responsible Person (Asbestos) Course | Every 3 years |
| Nominated Officer | Asbestos Awareness Course | Annual |
| Caretakers and Assistant Site Managers | Asbestos Awareness Course | Annual |
| Cleaning Supervisors and Deputy Cleaning Supervisors | Asbestos Awareness Course | Annual |
| IT Management | Asbestos Awareness Course | Annual |

Although training is an essential element of competence, it is not the only factor – it should be viewed as a product of sufficient training, experience, knowledge and other personal qualities which are needed to undertake a job safely.

Competence is dependent on the needs of the situation and the nature of the risks involved.

The Asbestos Awareness refresher course will be provided by an independent accredited trainer. Additional asbestos toolbox talks will also be provided to staff by the Trust's Responsible Persons as required.

7.0 PROCESS FOR MONITORING COMPLIANCE

7.1 Compliance will be reviewed on an annual basis by the Responsible Person(s) to ensure that:

- The Asbestos Register is updated
- The Asbestos Management Plan and Standard Operating Procedures are

reviewed and updated

- Those procedures for working in areas containing ACMs are followed
- Refurbishment and demolition surveys are carried out prior to any such work commencing
- Estates staff are up to date with asbestos awareness and refresher training
- All contractors who are brought to work on their sites by Estates and IT departments are made aware of the presence of asbestos during their sign in and induction process and that they are questioned every time they sign in to site
- Only UKAS approved licensed asbestos consultants and removal contractors are appointed to carry out asbestos related works, in accordance with the latest regulations
- Incidents that are reported/recorded on the Trust's reporting system are investigated by the Responsible Person(s)
- All findings will be reported back to the Asbestos Management Group

8.0 ASBESTOS STANDARD OPERATING PROCEDURES

8.1 The 'Asbestos Standard Operating Procedure' document referred to throughout this policy is to be used to manage and monitor all aspects of asbestos compliance all as detailed in section 3.1.

9.0 REFERENCES

- Asbestos Management Plan and Standard Operating Procedures
- Health and Safety at Work Act 1974
- The Control of Asbestos regulations 2012 and its Approved Codes of Practice, (The Management of Asbestos in Non-domestic Premises, L127 and "Work with Materials Containing Asbestos, L143) and Note HSG227 (A Comprehensive Guide to Managing Asbestos in Premises)
- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Hazardous Waste (England & Wales) Regulations 2011