



Asbestos Management Policy

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Approved by	FARR Committee	Status	Statutory
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Details of Policy Updates

Date	Details
March 2024	'Site Lead' replaced with 'Estates Manager' throughout
March 2026	Section 1a - addition of 'Site Assistants' Section 1b - Contractor stipulations updated to reflect competency verification Section 3.1 - Permit to work system removed Appendix 1 - Emergency Procedures amended to align with Asbestos Management Plans

1. Statement of Intent	2
2. Roles and Responsibilities.....	2
2.1 Introduction.....	2
2.2 Headteacher.....	2
2.3 Estates Manager	3
2.4 Contractors	3
2.5 All Employees.....	4
3. Arrangements.....	4
3.1 Introduction	4
3.2 Identification of Asbestos-Containing Materials (ACMs)	5
3.3 Management of ACMs	5
4. Conclusions.....	7
Appendix 1 - ASBESTOS INCIDENTS – EMERGENCY ACTION	8
Further Guidance	10

1.Statement of Intent

It is the policy of the Trust to ensure that, as far as is reasonably practicable, no persons are exposed to risks to their health due to the exposure of any asbestos-containing materials (ACM) that may present within the premises. This includes students, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.

The Trust's Asbestos Policy conforms with the general requirements of the Health and Safety at Work etc. Act 1974 and the Control of Asbestos Regulations 2012. The Policy and procedures will apply to all buildings and all individuals therein, without exception.

The aim of this Policy is to demonstrate the Trust 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. The Policy applies to all relevant Trust activities, including suitable measures to address unforeseen incidents and emergency situations involving asbestos.

The Trust FARR Committee shall be tasked with reviewing and revising, where necessary, this policy and associated procedures to continually meet legal requirements as necessary.

This policy document should be read in conjunction with the Trust's Health and Safety Policy.

2. Roles and Responsibilities

2.1 Introduction

- The purpose of this Policy is to provide advice and instruction for all persons involved in work with asbestos-containing material (ACM) in connection with the Trust. The management of the Trust recognises and accepts their responsibilities to ensure the effective and safe management of ACM within its premises following current Health and Safety (H&S) legislation.

2.2 Headteacher

The Headteacher should ensure that:

- Adequate resources are available for managing asbestos.
- Reasonable steps are taken to determine the location and condition of materials likely to contain asbestos.
- In all cases where works are proposed, it will be presumed materials contain asbestos unless there is strong written evidence that they do not.
- An up-to-date record of the location and condition of the ACMs or presumed ACMs in the premises is created and maintained.

- The risk of anyone being exposed to fibres from these materials is assessed and the risk managed as per legal requirements.
- An Asbestos Management Plan is prepared setting out how the risks from the materials are to be managed.
- The necessary steps are taken to put the plan into action.
- The plan is reviewed and monitored periodically.
- Information on the location and condition of the materials is provided to anyone who is likely to work on or disturb ACM.
- All asbestos-related incidents and ill health are reported, investigated and any necessary remedial action taken.

1a. Estates Manager and Site Assistants

The Estates Manager and the Site Assistants should ensure that they:

- Know the location and condition of all identified ACMs on the premises.
- Undertake any required training and be aware of the limitations of any asbestos surveys and do not access areas or work on potentially ACMs that have not been surveyed.
- Know the controls that have been identified in the asbestos survey and Asbestos Management Plan and relevant risk assessments.
- Report immediately any concerns about potentially unidentified ACMs or damage to known ACMs to the Headteacher.
- Undertake asbestos awareness training before carrying out any work activities that require them to work in the vicinity of ACMs, and at least annually thereafter.
- Liaise with contractors to ensure that they are aware of the presence of ACMs and associated controls relevant to their proposed work activities.
- Formulate an emergency plan on the procedures to be followed if any ACM is accidentally damaged or disturbed (see Appendix 1).

1b. Contractors

- Must ensure that all operatives attending North Star Academy Trust premises are in receipt of Asbestos Awareness training, dated within 12 months
- Must read and sign the asbestos register, asbestos management plan and the contractor declaration.
- Ensure that all work with asbestos must be completed following the current Control of Asbestos Regulations and approved Code of Practice.
- Ensure that projects which need to disturb ACMs identify this within the project plan via commissioning an Asbestos Renovation and Demolition Survey. The asbestos must then be removed or encapsulated within the timescales and funding of the project.
- Liaise and consult with the Estates Manager regarding the location and condition of known ACM and must refer to any available Asbestos Survey Report and the Asbestos Register.

- Carry out more detailed survey work as necessary, where intrusive work is planned at the school.
- Employ, as necessary, a professional individual for coordinating and arranging removal and remediation work where there are insufficient in-house expertise, resources or knowledge;
- If during the course of a contract, material suspected of being/containing asbestos is discovered, the material should not be disturbed. The Estates Manager must be notified immediately, and access to the area restricted to all personnel until a suitable course of action is discussed and agreed.

2.3 All Employees

- Take care of their own health and safety regarding asbestos-containing materials.
- Make sure others are not put at risk by their actions or omissions.
- Be aware of the location and condition of all identified ACMs in their work area and familiar with the controls that have been identified in the Asbestos Survey.
- Report any damage to known ACMs to the Estates Manager.
- Attend any relevant asbestos training if appropriate to their jobs.
- Report shortcomings or problems regarding the provision of relevant asbestos information and the conduct of others on the school.

3. Arrangements

3.1 Introduction

- The school will make use of information gathered from the most recent asbestos management survey that identifies the location, type and condition of ACM within the premises. Such information has been recorded on a register and will be relayed to employees, contractors, and occupiers as necessary to ensure the Health, Safety and Welfare of all persons who may be affected by work that may present a risk of asbestos fibre release.
- The management survey(s) is located in the school office.
- Only persons who have received adequate information, instruction and training will be authorised to carry out sampling, encapsulation and removal work involving ACM.
- 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 Asbestos register and other relevant documentation.

- If the material is in such a condition that it presents a risk to health, or maybe disturbed by maintenance work, it should be removed by an approved method.
- The school recognises that revisions under the Control of Asbestos Regulations 2012 require some non-licensed asbestos work to be notified to the HSE and that brief records must be kept of all non-licensed work, which has to be notified, e.g. copy of the notification with a list of workers on the job, plus the level of likely exposure of those workers to asbestos. This does not require air monitoring on every job if an estimate of the degree of exposure can be made based on the experience of similar past tasks or published guidance.
- The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals within the management plan to ascertain that there has been no damage or deterioration. Where damage or deterioration is found, the asbestos-containing material will be reassessed and repaired or removed as appropriate.

3.2 Identification of Asbestos-Containing Materials (ACMs)

- An Asbestos Survey, an Asbestos Management Plan and an Asbestos Register will be produced to ensure that all buildings are surveyed to identify any ACM that may be present therein.
- The aforementioned documents will be regularly reviewed and updated (including regular reviews and to update records of any treatment and/or removal works undertaken).
- All buildings will be assumed to contain ACM unless there is evidence to prove otherwise.

3.3 Management of ACMs

The Trust is committed:

- To implement and maintain an appropriate system for the management of all ACM identified in the Asbestos Register.
- To implement an effective management strategy in order that appropriate measures such as encapsulation, labelling, inspection, and working with or removal of the material can be safely undertaken.
- To provide information on ACM to contractors and others who may be working in areas with, or near, asbestos as identified in surveys or assumed to be present. This may include a separate signing-in book for contractors that requires them to consult the ACM register.
- To biennially review the Asbestos Management Policy and Procedures.
- To promote awareness of the risks from ACM and school management procedures and induction of relevant staff.

- To ensure that all contractors and subcontractors engaged in carrying out work on any of the school buildings are provided with sight of the asbestos management survey.
- To ensure that only contractors licensed by the HSE will be used for the removal of asbestos-containing materials unless the work involves the removal of materials in which:
 - Asbestos fibres are firmly linked in a matrix
 - The exposure during the removal process is likely to be sporadic or of low intensity
- To ensure that contractors hired to carry out building or allied trade work that will involve minor work with asbestos or ACM must comply with the Control of Asbestos Regulations 2012 even if the work is not notifiable.
- To ensure that any ACM that may be present in any of the buildings are maintained in a condition so as to prevent the possibility of any harm to health occurring.
- To 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.
- To provide adequate resources to ensure the provision of appropriate information, instruction and training.
- To ensure that only licensed contractors and subcontractors, in accordance with HSE recommendations, carry out all work to ACM, irrespective of the length of time any job is to take or the type of asbestos to be worked on.

4. Conclusions

- The identification of ACMs and communication of their extent, condition and location are crucial to asbestos management throughout the school.
- When ACMs are in good condition, the best way to manage them is to be aware of their location and to ensure any work activities do not adversely affect their current condition.
- When ACMs are in poor condition the best way to manage them is to appoint a competent person to either remove them or encapsulate them, with all work to be carried out following current Control of Asbestos Regulations.
- Regular visual inspections with documented evidence will ensure that any potential to deterioration or damage is identified quickly.

Appendix 1 - ASBESTOS INCIDENTS – EMERGENCY ACTION

1.	Stop work and activities immediately. Clear the area of all personnel by using the nearest exit point. Leave any tools and contaminated overalls behind. Isolate the location, such as a single room, by closing all the doors and windows and turn off air conditioning/warm air systems if possible.
2.	Prohibit all access to the area.
3.	Inform the named representative for the building i.e. Headteacher / Site Assistant etc.
4.	Building Representative to inform the Estates Manager.
5.	Where persons and clothing may have been contaminated but not able to be removed, individual(s) should remain nearby, outside of the affected area, and stay away from other people to await further advice from the nominated Asbestos Team and Estates Manager.
6.	An Asbestos Team member or the Estates Manager will assess the situation, access the area with appropriate personal protective equipment and decide on a further course of action.

In such cases:

At no time should any person enter the contaminated area. The Estates Manager will contact the Trust approved Asbestos Removal Contractor (ARC) for attendance on-site to decontaminate the affected area/s and remove ACM as deemed necessary.

The Estates Manager will also contact the Trust approved asbestos consultant/analyst and instruct them to undertake air tests and visual inspections.

The area/s will remain closed until a certificate of reoccupation is issued by the consultant/analyst.

The Headteacher and the Estates Manager will investigate the circumstances of the uncontrolled release of asbestos fibres to ascertain that the Asbestos Policy has been adhered to.

Record of exposure and health checks

In the event of a release of asbestos fibres (other than a very minor amount) to which an employee/occupant of the School (e.g. member of staff or student) becomes exposed, the Headteacher and Director of Finance and Operations (DFO) shall ensure that a record is kept of what happened and which occupant(s) might have inhaled the fibres.

Where exposure to asbestos is known or believed to have exceeded current control limits as set out in the Control of Asbestos Regulations 2012 guidelines, medical/health surveillance and counselling will be arranged by the DFO for any occupant who has been exposed, and a health record maintained.

Further Guidance

Further guidance is available from the legislation relevant to this document, enforcing bodies and organisations such as the Trade Unions and Judicium Education. The following are some examples.

- HSE
<https://www.hse.gov.uk/>
- HSE - Asbestos in School
<https://www.hse.gov.uk/education/asbestos.htm>
- HSE - Asbestos management – checklist for School
<https://www.hse.gov.uk/education/asbestos-management-checklist.htm>
- HSE - Managing asbestos in School - Frequently asked questions
<https://www.hse.gov.uk/education/asbestos-faqs.htm>
- Department for Education - Managing asbestos in your School
<https://www.gov.uk/government/publications/asbestos-management-in-schools--2>

Further Resources

- Public Health England - Asbestos: health effects, incident management and toxicology
<https://www.gov.uk/government/publications/asbestos-properties-incident-management-and-toxicology>
- National Education Union (NEU) - Asbestos in School
<https://neu.org.uk/advice/health-and-safety/workplace-conditions/asbestos-schools>