

# THE DIOCESE OF SHEFFIELD ACADEMIES TRUST

## ASBESTOS MANAGEMENT POLICY AND PLAN 2023-24



THE  
DIOCESE OF  
SHEFFIELD  
ACADEMIES  
TRUST

Approved by: DSAT Trust Board

Last reviewed on: October 2023

Next review due by: October 2024

## Asbestos Management Policy and Plan

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## **1.0 Asbestos Policy**

### **1.1 Asbestos Policy Statement**

This policy has been developed to manage the risk from asbestos within the framework of the current legislative requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Control of Asbestos Regulations 2012.

We recognise the health risks resulting from exposure to asbestos fibres in the air and the need to protect persons from such exposure. It is our duty to manage the risks from asbestos aiming to eliminate or reduce to the lowest level reasonably practicable the health risks to employees, students, contractors, visitors and others.

This policy sets out the procedures to protect our employees and students who occupy our premises for their normal day-to-day activities; our contractors engaged in maintenance, repair or refurbishment work; and our visitors or others from unnecessary exposure to airborne asbestos fibres.

Our policy is that all asbestos containing materials identified as medium or high risk that are damaged, or in poor condition, shall be removed. Any remaining asbestos containing materials that have a low risk potential to release fibres if disturbed, shall be encapsulated and managed throughout the Trust portfolio.

A management inspection programme has been implemented in accordance with Regulation 4 CAR 2012. Removal/remedial works have been undertaken throughout the Trust portfolio as part of major projects bringing all asbestos containing material into a manageable condition. Site-specific management plans are updated to reflect the work completed.

All school leadership teams, employees, and contractors operating in Trust premises must co-operate with the Asbestos Management Plan to comply with their duties set out in legislation.

This Policy will be reviewed annually to ensure that it has been implemented and complied with, and that the procedures are effective in managing the risk of injury from exposure to asbestos.

### **1.2 Statement of Intent**

It is our policy to meet the obligations placed by the Health and Safety at Work Act 1974 and the Control of Asbestos Regulations 2012 (CAR).

To achieve compliance with regulation 4 of the Control of Asbestos Regulations, we have:

- Taken reasonable steps to find materials within our property portfolio likely to contain asbestos and to check their condition;
- Presumed that materials contain asbestos unless there is strong evidence to support that they do not;
- Made a written record of the location and conditions of asbestos and presumed asbestos-containing materials (ACM's) and keep the record up to date;
- Assessed the risk of the likelihood of anyone being exposed to these materials.

The Asbestos Register on each site to manage the risk ensures that:

- Any material known or presumed to contain asbestos is kept in a good state of repair or removed;
- Information on the location and condition of the material is given to anyone potentially at risk;
- Periodic reviews of the plan and regular inspections are undertaken of retained and presumed ACM's.

Asbestos Registers for each school are kept on site and will be maintained by the Trust Building Managers identifying areas of the buildings or plant either as containing asbestos or asbestos free.

The asbestos register will be updated when any changes occur, e.g. removal and replacement with non-asbestos materials or a major change following refurbishment works. The Building Manager will undertake this update based on information provided in writing by contractors/consultants with proof of removal.

Where work on Asbestos is to be carried out it is our policy that the work will be undertaken by Contractors holding a current asbestos licence issued by the Health and Safety Executive Licensing Unit.

Adequate training to those members of staff who require greater awareness of the effects and uses of asbestos will be provided.

This Policy Document will be reviewed on an annual basis, to take account of changes to legislation or current practice.

### **1.3 Responsibilities for Asbestos Management**

#### **1.3.1 Duty Holder**

The **Chief Executive Officer (CEO)** is the senior executive leader of the Trust and is therefore the main named duty holder named under **Regulation 4 CAR Duty to Manage Asbestos**.

The CEO will ensure that the Trust leadership teams co-operate with the Building Managers with regards the provision of information to enable risk assessment for presumed or known ACM's to be undertaken.

#### **1.3.2 Trust Building Managers**

The Trust have appointed 2 Building Managers as their competent persons for matters relating to asbestos. The Building Manager's responsibilities with regards to asbestos are defined below.

- Provide professional support and advice

*The Trustees acknowledge that the Duty Holder's legal responsibilities cannot be delegated, however, they also recognise that professional support and advice is required. They have appointed 2 Building Managers to support the Trust and in supporting Trustees in complying with their duties as duty holders under **Regulation 4 Control of Asbestos Regulations (CAR) Duty to Manage Asbestos**.*

- Responsible for the provision of information regarding the location and condition of ACM's throughout the property portfolio including the updating and implementation of these Asbestos Management Procedures throughout the Trust.
- Responsible for ensuring the identification and management of asbestos containing materials is carried out to enable the Trust to meet their requirements under this asbestos Management Plan.
- Periodic checks to ensure monitoring and recording the condition of any asbestos containing materials are being carried out by the delegated member of staff at the school.
- Periodic checks to ensure contractors are checking the register regarding the location of known asbestos containing materials and signing permits to work.
- Reviewing the asbestos registers where there is reason to believe it is no longer valid due to significant changes to the premises.
- To ensure that information instruction and training is given to all employees who are likely to work with and/or disturb asbestos materials **Regulation 10 CAR**.

### 1.3.3 Executive Headteacher / Headteacher / Head of school

The Executive Headteacher / Headteacher / Head of school should have read and understood this asbestos management plan in conjunction with their asbestos register on site and ensure that all relevant staff are aware of their roles and responsibilities. These include:

- Providing the asbestos register to all contractors prior to commencing work to ensure they are made aware of location and elements containing or presumed to contain asbestos, the procedures they must follow and sign a permit to work. This would normally be provided by the School Business Manager/Admin Staff/Site Supervisor/Caretaker.
- Where applicable the Site Supervisor/Caretaker is carrying out and recording monthly visual checks of asbestos containing materials which could release fibres and informing their Building Manager of any changes.
- Ensuring all staff are aware of the location of asbestos containing materials and informed not to disturb them by putting up displays etc.
- Ensuring relevant staff are aware of the asbestos management plans and emergency procedures
- To arrange asbestos awareness training where applicable via the Trust Building Managers.

## **2. Position and Procedures**

### **2.1 Current position and objectives**

Asbestos Management Surveys have been carried out at all school buildings within the Trust that were built before 2000. These are required to manage Asbestos containing materials (ACM) during the normal occupation and use of premises.

A Management Survey aims to ensure that:

- nobody is harmed by the continuing presence of ACM in the premises or equipment
- that the ACM remain in good condition
- that nobody disturbs it accidentally

These Surveys locate ACM that could be damaged or disturbed by normal activities, by foreseeable maintenance, or by installing new equipment. They involved minor intrusion and minor asbestos disturbance with samples analysed by an approved laboratory to make Material Assessments. They are reviewed on a regular basis by the Building Managers employed by the Trust.

Some schools within the Trust have also had Refurbishment and Demolition Surveys prior to major works. These have been carried out by approved contractors for specific projects to identify where removal or encapsulation maybe required.

A Refurbishment and Demolition Survey aims to ensure that:

- nobody will be harmed by work on ACM in the premises or equipment
- such work will be done by the right contractor in the right way

The Survey locates and identifies all ACMs before any structural work begins at a stated location or on stated equipment at the premises. It involves destructive inspection and asbestos disturbance. The areas surveyed are vacated, and certified 'fit for reoccupation' after the survey.

Appendix 2 of this policy shows the current position of the Trust portfolio and confirms that whilst 15 of the Trust's 17 schools continue to contain asbestos, they are all in a position where it is well managed (i.e. encapsulated and controlled). Ongoing reviews will continue to be undertaken for any deterioration.

It remains the policy of the Trust that if any areas throughout the portfolio is planned to undergo refurbishment, it will be surveyed prior to the work being carried out. This will be a Refurbishment and Demolition survey in accordance with HSG 264.

Asbestos Registers will continue to be updated and available for the entire site in the form of hard copy on site and an electronic copy held by the Trust Building Managers to show the location(s) of all known asbestos containing materials (ACM's), or presumed ACM's.

Where existing ACM's are in good condition and not subject to abrasion or disturbance, then they will be left undisturbed and their condition monitored through monthly visual inspection and periodic re-inspections.

***Where ACM's are damaged, deteriorating or inadequately sealed they will be either removed, repaired or encapsulated, whichever is the most practical way to prevent the release of asbestos fibres, and manage these materials.***

Adequate planning will be given to maintenance and refurbishment schemes in order to allow asbestos inspection and risk assessment programmes to be undertaken.

Information contained in the Asbestos Register will be made available on request to all employees, and health and safety representatives and contractors as necessary. The site-specific duty holders and responsible/competent persons shall ensure that the Asbestos Register is readily available and brought to the attention of all contractors prior to the commencement of any building related works. This role may be diluted through other staff who have received the relevant level of training.

### **3.0 Managing asbestos in buildings**

#### **3.1 Outline**

The measures in place to manage ACM's includes:

- Leaving the asbestos material in place, effectively sealed (encapsulated or encased) and monitor the appearance /condition;
- Removing and disposing of the asbestos material and reinstate where required using non-asbestos materials.

Where ACM's have been identified, appropriate remedial measures will be carried out following the relevant regulations and guidance. If there is any uncertainty regarding ACM's within installations, it is presumed that ACM's are present, unless there is strong evidence to prove otherwise.

Any works affecting ACM's will be carried out using procedures, which safeguard contractors, employees, students and visitors. The relevant regulations and guidance documents will be followed when dealing with these materials.

#### **3.2 Re-inspections**

Asbestos materials will be inspected regularly depending upon to the material type, location, condition and the risk assessment score to check for damage or deterioration as this may alter the original risk assessment. The inspection period will normally 12 months for materials in good condition, but the inspection intervals will be increased for materials that are in poor condition or damaged, or in a location where they could be easily damaged.

### 3.3 Asbestos Register

The principal requirements for the Asbestos Register are:

- Keep and maintain an up to date record of the location, condition, maintenance and removal of all ACM's.
- Assist in the provision of information to anyone who is likely to disturb ACM's about the location and condition of the material.

The Trust Building Managers will use asbestos related information to update the management plan and asbestos register for each School.

The site-specific duty holders and responsible/competent persons will ensure that the Asbestos Registers are provided to any contractor or trades person in advance of any work being undertaken that may disturb ACM's. Evidence will be obtained that this information has been read and understood by the trade's person(s) by signing a permit to work.

#### 3.3.1 Asbestos Surveys

In order to make an accurate assessment of the risks associated with asbestos it is necessary to have sufficient information to be able to locate, identify and assess the extent and condition of Asbestos Containing Materials (ACM's).

Management surveys are available at all sites, including management plans and are in line with relevant regulation and legislation.

These surveys were completed for all buildings throughout the Trust which were built pre-2000, and contained site specific management and action plans for all ACM's identified.

#### 3.3.2 Risk assessments and action plan

A legal requirement to carry out a risk assessment for all work activities exists under the Management of Health and Safety at Work Regulations 1999. The requirement to assess the risk posed by asbestos is further enforced by the Control of Asbestos Regulations 2012. These regulations require that asbestos present in the workplace, must not present a hazard to health.

The risks from asbestos have been assessed and managed for all identified or presumed ACM's. The material assessment establishes the likelihood of the ACM releasing fibre into the air if disturbed.

The asbestos management plan/register provides details of the location, condition, and extent of all ACM's throughout the site. This will identify the requirements for;

- Any restrictions around the ACM's
- Any further investigations/sampling
- Future Management/Inspections
- Any abatement works (encapsulate/removal)

The plan will ensure that any asbestos that is left in place is adequately managed to ensure that its potential danger is tightly controlled, and the risks kept to the minimum level.



### **3.4 Prevention of exposure, or release of asbestos fibres**

The actions taken to prevent exposure or the release of asbestos fibres to air may include a combination of the following:

- Identification (through survey works)
- Encapsulation/encasement
- Management
- Training

Labelling has not been adopted on ACM's to the Trust portfolio. Labels can fall off, removed by students or covered with displays and contractors may wholly rely upon their presence to locate asbestos bearing material. The method used by the Trust to make parties aware of ACM's throughout the portfolio is through floor plans clearly showing where ACM's are present.

The communication of information held on the presence of ACM's or the presumed location of asbestos materials will be given to employees and all contractors. Communication is achieved by implementing by the following:

- Training relevant personnel by an appropriate level.
- Distribution of information prior to works being undertaken.
- Copy of the asbestos register/survey report/and relevant asbestos procedures issued and signed by the trades involved.
- All Contractors and Sub-Contractors to have an appropriate level of training on asbestos.
- They will be provided with a copy of the asbestos register/survey report/and relevant asbestos procedures prior to works being undertaken and must sign the declaration sheets/permits to work which are kept within the register.

## **4.0 Training**

The Trust leadership teams will be adequately trained in accordance with regulation 10 of the Control of Asbestos Regulations 2012, and the approved code of practice and guidance document L143 (work with asbestos materials containing asbestos).

Training will be provided for all employees who are likely to come into contact with ACM's and will be designed to provide them with suitable and sufficient level of information in accordance with regulation 10.

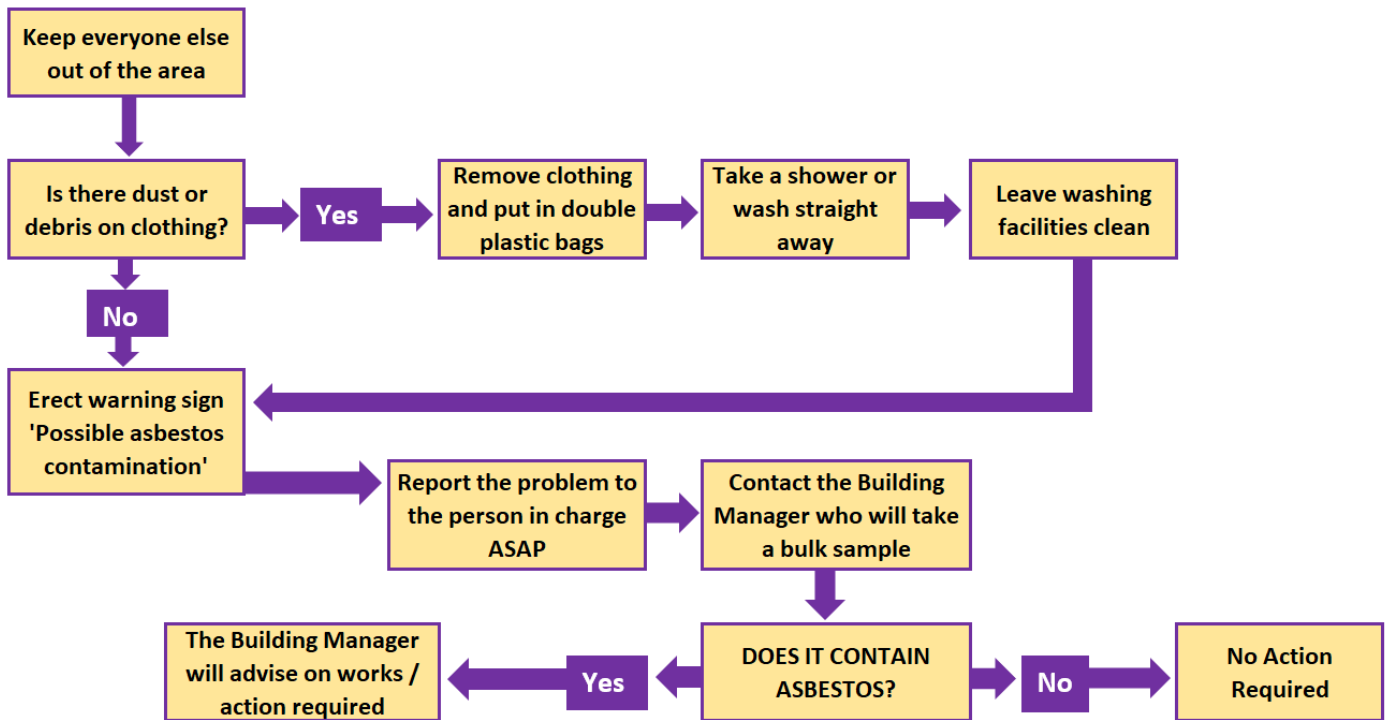
Duty to manage asbestos awareness training will be provided or in place for the following people:

- Executive Headteachers/ Headteachers/Heads of School
- Site Supervisor / Caretaking staff
- School Business Manager

Refresher training will be provided for all employees with a responsibility for the management of or those whose work may interface with asbestos. This will be undertaken by the Trust Building Managers.

## 5.0 Emergency Procedures

In the event of damage to ACM's or suspected ACM's, or the accidental release of known asbestos fibres into the air, the following emergency procedure should be instigated immediately:



### Stage 1 – Isolate the area

- 1) Immediately clear the area of all persons;
- 2) If anyone has been potentially contaminated remove all contaminated clothing and leave within the contaminated area for disposal as contaminated waste;
- 3) Leave the area. Do not remove any potentially contaminated items including clothing, tools, equipment etc. from the area;
- 4) Isolate area if possible - (e.g. if in a single room);
- 5) Prohibit access to area and secure the area. (Barrier tape off, & signage etc.);
- 6) Turn off any ventilation systems in the area (e.g. Air Conditioning units, extractors etc. unless to do so, you would need to re-enter area);
- 7) Inform the Trust Building Managers

## **Stage 2 make safe**

- 8) The Building Manager Assesses the incident, and instructs a licenced removal contractor to clean up the area of contamination and repair / seal the damaged materials;
- 9) The Building Manager will take bulk samples of the debris and damaged material analysis of which shall be included in the investigation;
- 10) The Building Manager will arrange air testing of the area following the incident and for an inspection by the analyst that the area is free from debris, the underlying materials have been made safe and the area is for re-occupation.

## **Stage 3 Investigate & action plan**

- 11) The Building Manager assesses the incident and collates the following information:
  - Type of material disturbed
  - Location and amount of material
  - Details of how the damage occurred
  - Actions taken by who and when
- 12) The Building Manager and the specialist contractor will give specialist guidance / technical support / and assist with the investigation as required;
- 13) Initiate appropriate agreed actions to resolve the incident
- 14) Compile a report on the conclusion of the incident.
- 15) Update the asbestos management plan

Contact telephone numbers in the event of asbestos being inadvertently disturbed are given in Appendix 1.

Should any member of staff consider that they have been inadvertently exposed to asbestos they shall immediately notify the Trust Building Managers and the Business Operations Executive immediately. Details of the exposure will be recorded in the employees Personnel File.

## 6.0 Policy Implementation

Evidence of implementation of this policy will be:

- Training to relevant staff has been provided
- Updated surveys of all sites as defined by the desk top study
- Action plans implemented (ongoing)
- Planned maintenance implemented to prevent disturbance of ACM's
- All asbestos materials re-inspected
- Policy reviewed annually

## Appendix 1: Contact Details

Asbestos Professional Advisor Contact Details		
Wendy Lloyd DSAT Building Manager	Mobile: 07383 831562	Email: <a href="mailto:wloyd@dsat.education">wloyd@dsat.education</a>
Lynn Newby DSAT Building Manager	Mobile: 07482 493065	Email: <a href="mailto:lnewby@dsat.education">lnewby@dsat.education</a>
Health & Safety /Risk Management provider	In the event that the Trust Building Managers are unavailable	Contact details within the SLA for this provision

Trust Named Responsible Officers	
Trust Named Duty Holder Trust Responsible Person	Andrew Waldron - Chief Executive Officer Nevine Towers - Business and Operations
<b>Aston All Saints Primary</b>	
Site Duty Holder	Deborah Ball – Executive Head, Rebecca Webster – Head of School
Responsible Persons	Office Manager and Dario Lanera – Caretaker
<b>Canon Popham Primary</b>	
Site Duty Holder	Sharon Patton – Executive Head, Jackie Shelton – Head of school
Responsible Persons	Tracey Bell – Office Manager and Nick Morte – Site Supervisor
<b>Emmanuel Junior</b>	
Site Duty Holders	Maureen Andrews – Executive Head, Joanne Thorpe - Head of School
Responsible Persons	Dale Shaw – Office Manager, Glynn Carrington - Caretaker
<b>Flanderwell Primary</b>	
Site Duty Holders	Adam Cornes – Headteacher
Responsible Persons	Chloe Richards/Leigh-Anne Jackson – Office Manager, Lee Skelding – Caretaker
<b>Laughton C of E Primary</b>	
Site Duty Holder	Julie Armitage – Headteacher
Responsible Person	Karen Hague – School Administrator
<b>Pye Bank C of E Primary</b>	
Site Duty Holder	Rhea Kurcewicz – Head of School
Responsible Persons	Karen Stanley – Business Manager, Glenn Wild - Caretaker
<b>St Albans C of E Primary</b>	
Site Duty Holders	Amy Gurner – Head Teacher
Responsible Persons	Sharon Horner – Business Manager, Gary Hetherington – Caretaker

<b>St Mary's C of E Primary</b>	
Site Duty Holders	Maureen Andrews– Executive Head, Karen Miller – Head of School
Responsible Persons	Chris Webb – Building Supervisor and Pedro Jorge – Building Maintenance
<b>St Michael's C of E Primary</b>	
Site Duty Holders	Jenny Birks – Headteacher
Responsible Persons	Natalie Feirn – Business Manager, Dave Lakin – Site Manager
<b>St Oswald's C of E Primary</b>	
Site Duty Holder	Sharon Patton – Headteacher
Responsible Persons	Jo Bertram - Office Manager and Nick Morte – Site Manager
<b>St Thomas C of E Primary</b>	
Site Duty Holder	Vicky Sherwood – Head of School
Responsible Persons	Julie Myers – Business Manager, Neil Whiting – Site Manager
<b>Swallownest Primary</b>	
Site Duty Holders	Leyton McHale – Head Teacher
Responsible Persons	Joanne Mathieson – Business Manager, Paul Anthony - Caretaker
<b>Thrybergh Fullerton C of E</b>	
Site Duty Holders	Hannah Lambert – Head of School
Responsible Persons	Jenny Sharp – Business Manager, Karen Bailey - Caretaker
<b>Totley All Saints C of E</b>	
Site Duty Holders	Melisa Drake- Head of School
Responsible Persons	Karen Stanley– Building Manager, Sam Smith – Caretaker
<b>Travis C of E</b>	
Site Duty Holder	Philippa Cousins – Headteacher
Responsible Persons	Adele Ward – Business Manager, Dave Wood - Caretaker
<b>Treeton C of E</b>	
Site Duty Holder	Deborah Ball – Headteacher
Responsible Persons	Lisa Cowell – Business Manager, Chris Stirling– Caretaker
<b>Trinity Croft C of E</b>	
Site Duty Holders	Maria Allen – Head of School
Responsible Persons	Lynne O'Brien – Business Manager and Brian Hales – Cleaner in Charge

## Appendix 2 – Review / Current Position

Site	Current Position	Action Plan	Timescale	Completed (Yes/No)
Aston C of E	Management survey and management plan in place	Annual re-inspection	12 Months	Yes
	R&D Surveys prior to rewire, heating replacement and re-roofing	Carried out		Yes
Canon Popham	Management survey and management plan in place	Annual re-inspection	12 Months	Yes
	R&D Survey prior to re-roofing work	Carried out		Yes
Emmanuel Junior	Management survey and management plan in place	Annual re-inspection	12 Months	Yes
	R&D Survey prior to re-roofing and partial window replacement	Carried out		Yes
Flanderwell Primary	Management survey and management plan in place	Annual re-inspection	12 Months	Yes
	R&D Surveys prior to heating replacement, rewire, kitchen refurbishment and hall re-roofing	Carried out		Yes
Laughton C of E	Management survey and management plan in place	Annual re-inspection	12 Months	Yes
	R&D Survey prior to extension	Carried out		Yes
Pye Bank	Built after 2000 – No survey required	No action required	N/A	N/A
St Alban's	Management survey and management plan in place	Annual re-inspection	12 Months	Yes
	R&D Survey prior to distribution pipework replacement, window and door replacement	Carried out		Yes
St Mary's	Management survey and management plan in place	Annual re-inspection	12 Months	Yes
	R&D survey prior to boiler replacement and re-roofing	Carried out		Yes

Site	Current Position	Action Plan	Timescale	Completed (Yes/No)
St Oswalds	Management survey and management plan in place	No actions required	12 months	Yes
	R&D Survey prior to boiler replacement and re-roofing	Carried out		Yes
St Thomas	Management survey and management plan in place	Annual re-inspection	12 Months	Yes
	R&D Surveys prior to heating replacement and kitchen refurbishment	Carried out		Yes
Swallownest Primary	Management survey and management plan in place	To be updated to DSAT format	6 months	
Thrybergh Fullerton	Management survey and management plan in place	Annual re-inspection	12 Months	Yes
	R&D Surveys prior to partial rewire, re-roofing and partial heating replacement	Carried out		Yes
Totlely C of E	Management survey and management plan in place	Annual re-inspection	12 Months	Yes
	R&D Survey prior to floor replacement	Carried out		Yes
Travis C of E	Management survey and management plan in place	To be updated to DSAT format	6 months	
Treeton C of E	Management survey and management plan in place – No asbestos detected	No ACM's detected	N/A	Yes
	R&D Survey prior to rewire	Carried out		Yes
Trinity Croft C of E	Management survey and management plan in place	Annual re-inspection	12 Months	Yes
	R&D Survey prior to rewire and internal refurbishments	Carried out		Yes