



THE
1590
TRUST

THE 1590 TRUST ASBESTOS MANAGEMENT POLICY

Date: March 2023
Policy Review Cycle: Annually
Review Assigned to: Conyers School
Facilities Manager
Origin:

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Introduction:

The purpose of this policy is to provide advice and instruction for all persons who may work with or come into contact with asbestos containing materials (ACM) in connection with the 1590 Trust.

The 1590 Trust Trustees and management team recognises and accepts its responsibilities to ensure the effective and safe management of ACM within its premises in accordance with current Health and Safety (H&S) legislation.

Asbestos is a mineral that is resistant to heat, fire and corrosive chemicals. There are three main types:

- Crocidolite (blue)
- Amosite (brown)
- Chrysotile (white)

Asbestos is composed of small fibres, which can only be detected by using a microscope under laboratory conditions. Asbestos fibres are hazardous, and principally cause harm to the lining of the lungs when inhaled. As Asbestos ages, weathers or is worked upon, it becomes more “friable” and fibres may be released more easily.

Trust management team will make use of information gathered from asbestos surveys carried out by Stockton Borough Council and by Third parties on behalf of Stockton Borough Council and the School that identifies the location, type and condition of ACM within the premises. Such information has been recorded on a register managed and prepared by Stockton Borough Council 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.

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, floor tiles and over door panels 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.

All work involving such materials will be subject to a Permit to Work system managed by Stockton Borough Council to ensure all necessary precautions are taken and qualified persons carry out the work.

Statement of Intent:

It is the policy of The 1590 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 ACM that may be present within the premises. This includes pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.

Policy Statement:

The 1590 Trust Asbestos Policy conforms to the Health and Safety at Work Act 1974, the Asbestos (Licensing) Regulations 1998 and the Control of Asbestos Regulations 2012. The policy and procedures will apply to all buildings and all individuals therein, without exception. The 1590 Trust policy on asbestos and ACM is;

- To ensure the prevention of exposure to hazards associated with ACM to pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.
- To ensure that all buildings are surveyed to identify any ACM that may be present therein, and to prepare and maintain an asbestos register for all buildings (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.
- To ensure that an appropriate system is installed, maintained and implemented for the management of all ACM identified in the 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 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.
- To annually review the Asbestos Management Policy and Procedures.
- To promote awareness of the risks from ACM and the School's management procedures and induction of relevant staff.

To ensure that all contractors and subcontractors engaged to carry out work on any of the School's buildings are provided with a current Asbestos Management Summary sheet listing all locations that contain, or are strongly suspected of

- Containing, asbestos to ensure that the appropriate procedures and precautions are followed.
- To ensure that any ACM that may be present in any of the buildings are maintained in a conditions so as to prevent the possibility of any harm to health occurring.
- 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.
- Provide adequate resources to ensure the provision of appropriate information, instruction and training.
- Licensed contractors and/or subcontractors, in accordance with HSE recommendations, must carry out all work

Asbestos Incidents – Emergency Action:

Where asbestos material is disturbed either during maintenance work or accidentally, the area must be evacuated, closed and secured immediately. No one should enter the area or attempt to clean up the material. All clothing worn by the operator who disturbed the material should be bagged and sealed. All tools and associated equipment should be left in situ.

The School Headteacher, and Site Supervisor and the Trust CEO, Director of Finance & Operations and Facilities Manager should be contacted immediately and informed that there is an asbestos emergency.

The Facilities Manager will contact and inform the Stockton on Tees Borough Council (the School Asbestos Management team) and arrange for UKAS accredited consultants to complete air tests in the area. The area will be cleaned in accordance with asbestos management regulations. Only when air testing shows compliance with standards, will the area be reinstated for normal use.

The Governors of the school and the trustees of the 1590 Trust will be informed of the incident and can request copies of air testing certificates confirming that the area is safe to occupy and that exposure limits did not exceed the Control Limits.

If necessary full consultation with staff will take place, and will include the Council's Occupational Health Adviser, the Health & Safety Manager and any other appropriate officer.

Management of Asbestos – Organisation and Arrangements:

The Trust acknowledges the health hazards arising from the exposure to asbestos and therefore it is the policy of each individual school within The 1590 Trust to ensure that as far as reasonably practicable that no persons are exposed to risks to their health due to the exposure to any ACM that may be present in any of the buildings.

The policies and procedures will apply to all buildings and all individuals present on the premises 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.

The existing Health and Safety committee shall be tasked with reviewing and revising, where necessary, the policy and procedures to meet with continuing requirements as necessary.

This policy document should be read in the context of The 1590 Trust Health & Safety Policy and the Asbestos Risk Assessment.

Asbestos Management Plan:

Managing the risk means making sure that, so far as is reasonably practicable, no one can come to any harm from asbestos on the premises.

Each school within the Trust has a written plan which sets out how the risks from any asbestos identified are to be managed at each school site. The plan will be printed and available with control of contractor's information and also accessible in shared e-filing and so will be readily available and accessible.

The plan will have all identified asbestos on site and will need to specify whether any repair or removal work needs to be done and the order of priority for this. Generally, the areas of greatest risk will need the earliest attention and the strictest management.

The records and the plan will be kept up to date and any alteration due to removal / repair / encapsulation etc. must be noted in the plan and on the drawings.

No one must work on any asbestos containing materials unless the requirements of the Control of Asbestos at Work Regulation are complied with.

Communicating the Plan:

The contents of the asbestos management plan are available to employees and/or their representatives. Employees will be told what the arrangements are for managing asbestos within their school.

The plan can be communicated by informing employees on their induction process and outlining duties towards asbestos management, regular health and safety updates to all staff and by putting up notices stating that no building work or maintenance is to be started without written permission.

Schools can also choose to use only one contractor who has a copy of the drawing and plan or by using only a contractor who holds a licence from the HSE to work on asbestos. Contractors also need to comply with the Control of Asbestos at Work Regulations.

Responsibilities:

All those who have responsibility for the control and maintenance and/or repair of the 1590 Trust 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.

Therefore, CEO, in accordance with Trustees, Director of Finance & Operations and the Facilities Manager, will;

- take reasonable steps to determine the location and condition of materials likely to contain Asbestos
- presume materials contain asbestos unless there is strong evidence that they do not
- make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises
- assess the risk of the likelihood of anyone being exposed to fibres from these materials
- prepare a plan setting out how the risks from the materials are to be managed
- take the necessary steps to put the plan into action
- review and monitor the plan periodically
- and provide information on the location and condition of the materials to anyone who is liable to work on or disturb them

Signed: _____ **CEO**

Signed: _____ **Chair of Trustees**

Signed: _____ **Director of Finance & Operations**

Signed: _____ **Facilities Manager**

Date of document: _____

Date of next review: _____

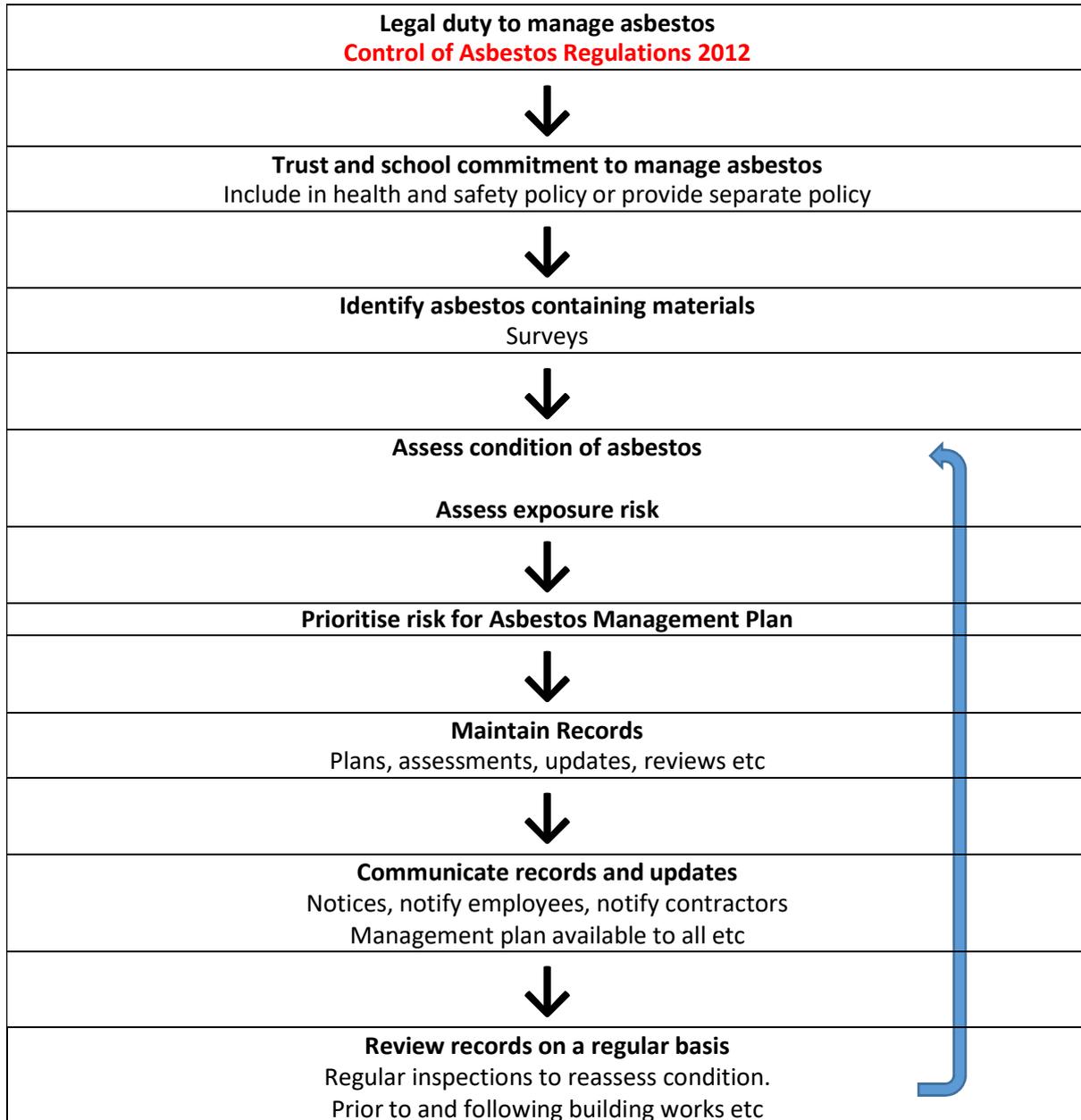
Monitoring:

How it will be monitored:	By whom:
<ul style="list-style-type: none">● Annually● When there are changes to the LA Management Policy● When there are changes to any Government Policy that directly refers to the Management of Asbestos (including ACOPS)● When there are significant changes to the buildings or structures● When there has been a release of asbestos Fibres● When there has been a change of senior management	<ul style="list-style-type: none">● Facilities Manager● Director of Finance & Operations

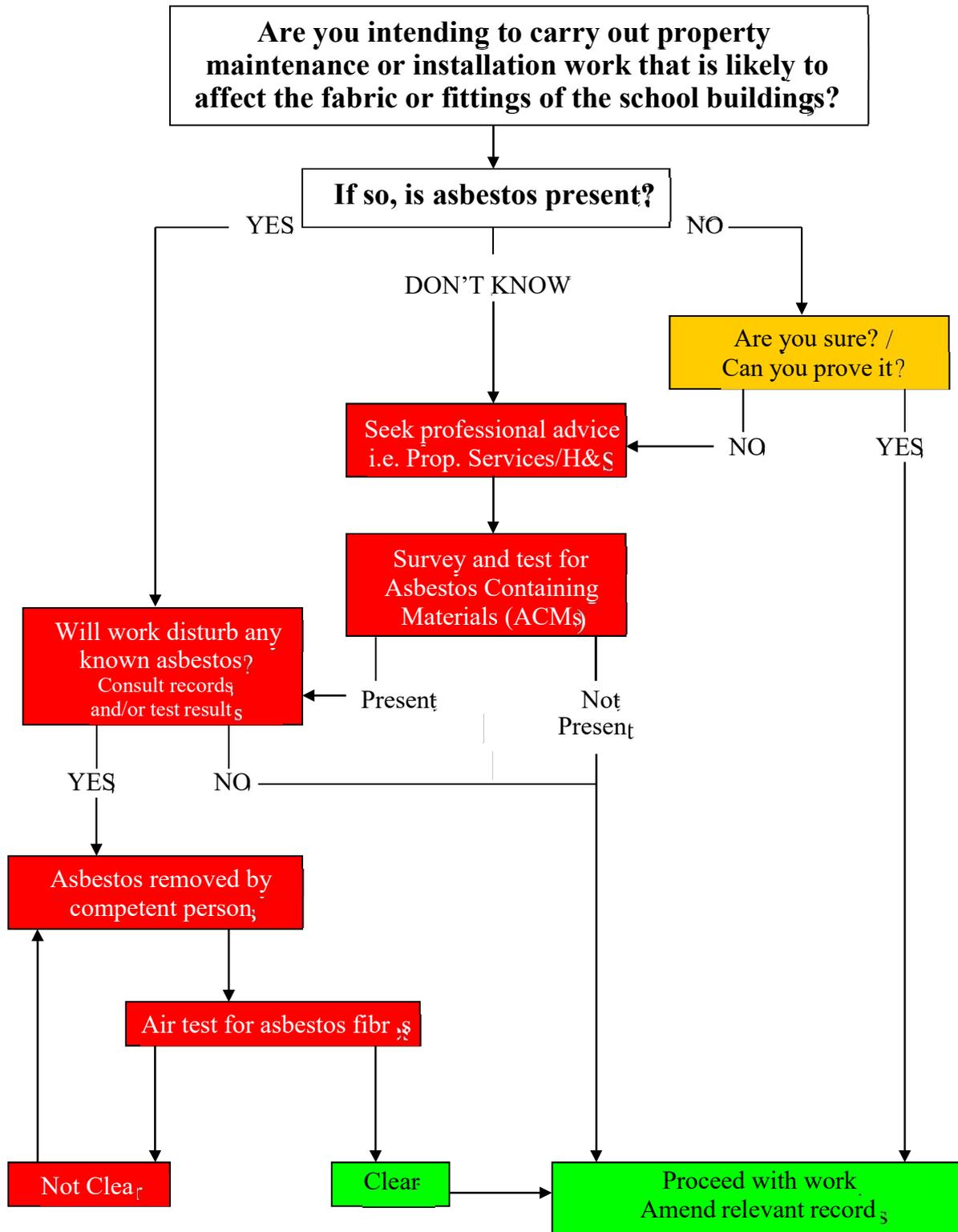
Review:

Review date:	Review assigned to:
March 2023	Executive Team Conyers LGB Care, Support & Guidance Committee

Appendix 1: Managing Asbestos in Schools



Appendix 2: Managing Asbestos prior to property maintenance or installations work



Appendix 3: Managing Asbestos discovered during property maintenance of installations work

