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4th May 2023

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4th May 2023

1. Introduction

- 1.1. Oak Trees Multi Academy Trust understands that any asbestos found in its school buildings must be managed properly because pupils', staff members' and visitors' health and wellbeing is of the utmost importance. The policy abides by the law stated in the Control of Asbestos Regulations 2012 and the EFA document Managing asbestos in your school October 2020.
- 1.2. If there is an incident of asbestos exposure at any school, the expectation is that the school will take the necessary steps to ensure that everyone is safe, and report all such incidences to the Trust. Unless the incident is minor, they will report it to the Health and Safety Executive (HSE).
- 1.3. To ensure the health and safety of those in schools, the following steps should be taken by schools:
 - 1.3.1. Have a 'management survey' of asbestos-containing materials (ACMs)
 - 1.3.2. Assess the risks associated with ACMs.
 - 1.3.3. Devise a plan for managing asbestos.
 - 1.3.4. Make sure staff and visitors know the risks and the precautions they need to take.
 - 1.3.5. Ensure that contractors and others who have reason to work on the fabric of the building, first read and sign the Asbestos Register.
 - 1.3.6. Keep the management of asbestos under review.

2. Responsibilities

2.1. Duty holder

- 2.1.1. It is the employer's duty to consult with employees on matters that affect their health and safety, which includes asbestos management.
- 2.1.2. The legal responsibility for the safe management of asbestos lies with the Trust board of directors, who have delegated responsibility to the school governors and Headteacher of each school.

2.2. Staff of the schools

- 2.2.1. All staff each school in the Trust have a responsibility to play their part in the safe management of asbestos.

3. Day-to-day management of asbestos

3.1. Step 1: Management survey of ACMs.

- 3.1.1. Every school has an asbestos management survey which records the location and condition of the asbestos in school buildings. Every asbestos survey has been and will be conducted in accordance with HSE guidance, and undertaken by a UK Accreditation Service accredited surveying organisation.
- 3.1.2. The survey will cover the following:
 - 3.1.2.1. All accessible places
 - 3.1.2.2. Above the ceilings

3.1.2.3. Floor ducting

3.2. **Step 2:** Assess the risks associated with ACMs.

3.2.1. The school will assess the risks associated with each occurrence of asbestos.

3.2.2. The assessment includes these sections:

3.2.2.1. 'Material' assessment – an assessment of each item of asbestos material identified based upon the type of material, type of asbestos it contains, its surface treatment and the extent of damage.

3.2.2.2. 'Priority' assessment – this equates to the likelihood of the material being disturbed based on factors such as:

3.2.2.2.1. The number and type of people (e.g. children or adults).

3.2.2.2.2. The time spent by those people in the room.

3.2.2.2.3. The location of the room.

3.2.2.2.4. The accessibility of the room.

3.2.2.2.5. The extent of asbestos in the room.

3.2.2.2.6. The frequency and type of activity that could disturb it.

3.2.2.3. 'Total' assessment – The 'material' and 'priority' assessments are combined to give a total risk assessment.

3.3. **Step 3:** Devise a plan for managing ACMs

3.3.1. In this step, the school will create an Asbestos Management Plan (AMP). The AMP will include details of:

3.3.1.1. The plan to manage the risks from ACMs on a day-to-day basis.

3.3.1.2. Arrangements to inform all staff and contractors about the location of ACMs.

3.3.1.3. Measures which will be put in place to prevent disturbing the ACMs.

3.3.1.4. The plan to check for less easily accessible ACMs where intrusive work has been planned.

3.3.1.5. The schedule for monitoring the condition of ACMs.

3.4. **Step 4:** Ensure staff and visitors know the risks and precautions that need to be taken.

3.4.1. The school will inform staff, other workers in the school, visitors and contractors of all locations of ACMs and how they can be damaged and disturbed. The school will ensure that all these people receive the correct information, instructions and training, and are clear in what precautions to take.

3.5. **Step 5:** Keep the management of ACMs under review

3.5.1. The school will update their plan if:

3.5.1.1. New information is received, e.g. from 'refurbishment and demolition' surveys.

3.5.1.2. Work is undertaken on ACMs.

3.5.1.3. Damage occurs.

3.5.1.4. ACMs are removed.

3.5.2. Any changes will be communicated to all relevant staff.

4. Managing asbestos when building or maintenance work needs to be done

- 4.1. As the maintenance survey only covered readily accessible areas, it may not have covered all ACMs which are present at the school. If there is any concern that work may disturb hidden ACMs, a 'refurbishment and demolition' survey will be arranged to be carried out in the area where the work will take place. As this is an intrusive type of survey, it will be carried out under controlled conditions. These surveys will be passed on to those who will eventually take on the work.
- 4.2. Small, short duration tasks may be carried out by non-licensed workers, provided that they have the appropriate information, instruction and training, and the correct measures are taken. However, higher risk work, such as the removal of asbestos, is done by a contractor licensed by the HSE. The school may need to notify the HSE of some types of non-licensed work.
- 4.3. Waste materials containing asbestos are considered hazardous waste and must be disposed of as such. This work to be undertaken by a licensed Asbestos Contractor.

5. What to do if things go wrong

- 5.1. If it is discovered that there has been or may have been an unplanned disturbance of asbestos, the school will:
 - 5.1.1. Stop all activities and remove everyone from the affected area.
 - 5.1.2. Ensure that no staff and pupils can re-enter the affected area until any necessary remedial action has been taken.
 - 5.1.3. Not move any items, including equipment, books, or personal belongings, from the area.
 - 5.1.4. Seek advice from an asbestos expert regarding remedial action.
- 5.2. Unless the incident is very minor, the school will notify the HSE, as this is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- 5.3. Contractors should have procedures in place to deal with the unintended or unexpected release of asbestos.
- 5.4. Anyone who believes they have come into contact with Asbestos should immediately contact the School's Business Manager and Head teacher and advise them of their concern.
- 5.5. Any incidence in a school where staff or pupils may have been exposed to asbestos must be reported as a matter of urgency to the Trust Health and Safety providers and CEO.