

# United Learning Asbestos Policy

## Scope

This Policy forms part of the health and safety arrangements detailed in Part 3 of the 'United Learning Group Health and Safety Management Policy'. It outlines the arrangements in place to achieve compliance with the duties contained within the Health and Safety at Work etc Act 1974, and specifically with the Control of Asbestos Regulations (2012).

It is applicable to all schools and central office location constructed or modified before 2000, herein referred to as United Learning sites.

## Implementation

The requirements of this Policy must be implemented within 12 weeks of the date of publication.

## Interpretation

The following definitions apply to this policy:

- ACMs – asbestos containing materials both confirmed and presumed.
- AMP – asbestos management plan
- The term 'schools' is used to refer to all United Learning workplaces.
- Competent Person – in this instance is a reputable asbestos surveying company with experience of surveying the types of buildings under consideration.

## Asbestos Survey

United Learning sites must have an asbestos management survey carried out by a competent person. This survey must be reviewed internally annually and recommissioned every 5 years. In appointing a contractor to provide this service all sites must have regard to the Contractor Management Policy.

Asbestos management surveys contain a number of limitations and exclusions. For these reasons, any areas not specifically included in the survey must be presumed to contain asbestos.

Before any intrusive works are carried out, an asbestos refurbishment and demolition survey must be commissioned and its findings acted upon as necessary.

The asbestos survey will generate an action plan identifying any ACMs requiring removal, encapsulation, or monitoring, this plan must be followed.

## Asbestos Management Plan

Using the data obtained from the management survey, schools must develop an asbestos management plan (AMP).

The AMP must detail the following:

- The person(s) responsible for managing the asbestos risk
- A copy of the asbestos register or clear signposting to a live source
- Instructions regarding prohibition of any potential building works and when to consult the register
- The planning arrangements in place for any intrusive works



- Checks to be carried out on any potential asbestos contractors
- Plans for any necessary work identified from the survey/risk assessment
- Reference to and arrangements for, work with asbestos
- The schedule for monitoring the condition of any ACMs present
- Any signage in use to denote ACMs
- How the management plan will be communicated
- Emergency arrangements in the event of exposure/suspected exposure
- Contingency arrangements in the event of the main asbestos contact being unavailable
- The training to be provided to staff likely to disturb ACMs (site staff) and to those working in areas containing ACMs (e.g. teachers)

### Asbestos Register

The asbestos register is a log of all confirmed or presumed ACMs on site. As well as forming part of the AMP, a copy of the register must also be held in a suitable location for review and to be signed by all contractors who visit site.

### Work on ACMs

No work may be carried out on confirmed or presumed ACMs unless the individual concerned is sufficiently trained to do so, a specific assessment of risk has been carried out, and suitable controls are implemented.

Some works may be carried out without the need for a licensed asbestos contractor and reference should be made to the HSE guidance document 'Asbestos Essentials' when considering such works.

Whichever approach is taken, a permit to work system must be used whenever work on ACMs is planned.

### Monitoring

The condition of ACMs must be monitored in accordance with the findings of the asbestos survey. Commonly, for areas in which ACMs are unlikely to be disturbed this is annually. These monitoring activities must be documented.

### Training

Asbestos awareness training (no minimum refresher period) must be provided to all staff whose normal duties could cause them to disturb confirmed or presumed ACMs. This is typically site staff, but may include other groups.

Other general staff may be given simple instruction on the AMP in place and the relevance of any signage/stickers used to highlight ACMs.

### Asbestos Compliance File

It may be helpful to hold all information relating to asbestos in an Asbestos Compliance File. A contents page template is available on United Hub's A-Z H&S pages for this purpose.

### Asbestos Risk Assessment

An asbestos risk assessment must be produced detailing the controls in place for managing the risks from ACMs. A template risk assessment is available on United Hub which schools can tailor to reflect their local arrangements.



## School Asset Manager

The asbestos survey, management plan, and register are all detailed within the 'Soft Asset' section of School Asset Manager. The last review date and next review date for each of these items must be kept updated to allow accurate reporting both in schools and interrogation by central office.

## Publishing Information Relating to Asbestos

All Sites must make their AMP (and more helpfully the whole Asbestos Compliance File), available for inspection by any person who may wish to view this information e.g. a parent. Given the volume of information likely to be within the file and how often its contents will be updated, publication on the website would not be practicable and therefore is not necessary.

To enable the viewing of this information to be evidenced, each time this information is viewed by a third party, the basic details must be recorded (Date, Who, Purpose).

## Cross-Reference to Other Policies

- Contractor Management

## Summary of Requirements

- Asbestos survey
- Action Plan
- AMP
- Asbestos Register
- Training need assessment
- Asbestos risk assessment
- Log of third party viewings

## Further Information

For additional information on asbestos management, refer to the [HSE website](#) and [A-Z section](#) of United Hub.

**UCST - Adherence to the above satisfies ISI requirements relating to Asbestos Management.**

## Local Arrangements

At Guildford High School, Iain Hazellis the nominated asbestos manager.

The asbestos survey is located [in the Facilities Managers Office

The asbestos management plan is located in the Facilities Managers office.

The asbestos register is located in the Facilities Managers Office

Ref	Date Produced	Author	Owned By	Details	Consultation Start Date	Approved By	Date Approved	Scheduled Review Date
HSPA-1	13/1/16	Stuart Males	Stuart Males	1 <sup>st</sup> Publication	5/2/16	Group Board	May 2016	March 2017



HSPA-1.1	6/12/16	Stuart Males	Stuart Males	Update re making information available	N/A	N/A	N/A	September 2017
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