

QUANTUM MULTI-ACADEMY TRUST



Asbestos Management POLICY

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Source	

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V1	New QMAT Policy

Aim

The purpose of this policy is to set out the organisation and arrangements for managing asbestos at all schools within Quantum Multi Academy Trust (QMAT)

The policy indicates the responsibilities of key personnel, including managers and contractors responsible for premises, who have a crucial role in ensuring the effective management of asbestos in the schools.

1. Scope

The Trust subscribes to the Essex County Council Health & Safety Service. A number of documents are referred to throughout this policy that are available on the Essex website. Should you require access please contact the school site managers or email – hs@essex.gov.uk.

2. Statement of Intent

The Trust acknowledges the health hazards arising from the exposure to asbestos and recognises its responsibilities to protect employees, contractors, students /pupils and other third parties from exposure to asbestos, so far as is reasonably practicable.

The school's shall:

- Carry out an initial Management Survey to identify the location and condition of asbestos containing materials (ACMs) (see Appendix 1);
- Ensure that managers responsible for premises have a system in place to ensure work is not undertaken on buildings without the prior assessment for asbestos (Asbestos Containing Materials or ACM's);
- Provide information, guidance and training for managers responsible for premises and other key managers to ensure they are aware of their role with regard to the management of asbestos;
- If an emergency arises (i.e. if asbestos is damaged or disturbed by accident) ensure that premises managers take all practicable steps to eliminate any risks to persons occupying the areas;
- Ensure that managers responsible for premises have a written asbestos management plan for premises under their control

3. Responsibilities

Trust Board

Ultimate responsibility and accountability for the management of asbestos rests with the Trust Board who are responsible for all Health and Safety matters in school but will delegate day-to-day responsibility to the Headteacher's.

Headteachers

The head teacher has overall responsibility for ensuring arrangements are in place within the school for the effective management of asbestos and is responsible for

ensuring that this policy is implemented, and that appropriate training is provided for those with responsibility for compliance.

Headteachers have responsibility for ensuring that this policy is implemented within their premises, and must ensure:

- Where the premises (or any part) was built before 1999, there is an up-to-date asbestos register available. This should include a suitable and sufficient Asbestos Survey and risk assessment that reflects the premises and its use;
- An up to date 'management plan' is available and shared with appropriate staff;
- Where staff, visitors or contractors could potentially disturb known ACMs, they are informed of the location(s) and instructed not to disturb it;
- All contractors sign that they have read and understood the asbestos survey, including noting its limitations (i.e. it is a non-intrusive survey) on the contractors monitoring sheet.
- Appropriate arrangements are in place for monitoring and recording the condition on known ACMs on an asbestos monitoring sheet and that the appropriate action is taken should there be any noted deterioration or disturbance of ACMs;
- Where there are any building works undertaken within the school, there must be certainty that asbestos fibres will not be disturbed. A 'refurbishment and demolition' survey of the areas where the work is to take place is usually needed in order to identify the presence of less easily accessible asbestos. Only a competent asbestos survey company, who follow the requirements of HSG264, 'Asbestos the Survey Guide' and are UKAS accredited to produce management or refurbishment, and demolition surveys are to be used to produce this;
- Where asbestos removal is carried out, it is only done so by a HSE licensed asbestos removal company and records are kept;
- Asbestos waste is disposed of in accordance with the Hazardous Waste Regulations and the ECC 'Hazardous Waste Management'
- They and staff with responsibilities for managing asbestos are competent to do so
- Records of associated asbestos works are kept for the life of the building.

Further guidance is available on [HSE.gov.uk](https://www.hse.gov.uk) 'Asbestos in Schools'

Employees

Employees have a duty not only for their own health and safety but also to co-operate with their employer in the implementation and maintenance of its arrangements to satisfy its statutory duties for health and safety. Employees therefore have a responsibility to:

- Avoid damaging or disturbing asbestos-containing material;
- Report any damage to known or suspected ACMs to their line manager;
- Stop any work that has damaged or disturbed any known or presumed asbestos-containing material and report it to their manager without delay;
- Attend training on asbestos if identified as a requirement to carry out their role.

The schools

Must ensure that:

- The premises has an asbestos register;
- Other materials are presumed to contain asbestos, unless there are good reasons not to do so (see Appendix 1) for information about asbestos
- Assess and monitor the condition of known ACMs and presumed ACMs;
- Assess the risk of exposure from ACMs and presumed ACMs and prepare a written plan of the actions and measures necessary to manage the risk (i.e. the management plan); and take steps to see that these actions are carried out.

The head teacher may delegate certain responsibilities to a person regarding the management of asbestos, but it must be ensured that the below actions are covered:

- keeping the asbestos register up-to-date, recording the location, condition, maintenance and removal of all ACMs on the premises;
- the repair, seal or removal of ACMs if there is a risk of exposure due to their condition or location;
- maintaining ACMs in a good state of repair and regularly monitoring their condition;
- informing anyone who is liable to disturb the ACMs about their location and condition;
- arrangements and procedures in place so that work which may disturb the ACMs complies with CAR 2012; and
- review the plan at regular intervals and make changes if circumstances change.

Asbestos Registers, Surveys and Plans

What should the asbestos register include?

The asbestos register should be up-to-date and maintained. It should contain the following:

- A management survey carried out by a competent (UKAS registered) company that has, as far as reasonably practicable, located and recorded the location, extent and product type of any presumed or known ACMs
- A plan/drawing of the premises with the locations surveyed clearly identifiable
- A risk assessment of how any ACMs should be managed
- The asbestos management plan
- Record of contractors' inspection of asbestos register

Records of asbestos condition monitoring, removal and licensed waste removal may be kept within the register however, in order to keep the register concise these should be kept safely in a separate folder.

Asbestos Management Survey

All buildings built before 1999 must have a management survey (previously known as 'Type 2' surveys) unless it can be determined that no ACMs were used in its build or within its plant.

The management survey is restricted to reasonably accessible parts of the building and no intrusion is made into the structure or ducts. For example, areas above suspended ceilings will only be surveyed if easily removable "lay in" type ceiling tiles are in place. It is important that the limitations of the survey are communicated to anyone who is likely to carry out any intrusive works or maintenance.

Where it is decided to commission a new management survey, only a competent UKAS registered survey company must be engaged. The survey should be carried out following the requirements of HSG264, 'Asbestos the Survey Guide'. The survey should include:

- executive summary;
- introduction covering the scope of work;
- general site and survey information;
- survey results (including material assessment results);
- conclusions and actions;
- bulk analysis results

It is important that the survey is checked by the client to ensure that it is accurate including;

- It meets the original tender requirements;
- There are no unagreed caveats or disclaimers;
- The correct survey is commissioned: management or refurbishment and demolition;
- The diagrams and plans are clear and accurate;
- All rooms and areas have been accessed;
- Sufficient samples have been taken and that sample numbers are not disproportionate (e.g. dominated by one ACM type);
- The sample numbers reflect variations in the ACMs e.g. different ceiling tiles in the same room;
- If there are any obvious discrepancies or inconsistencies.

Risk Assessing Asbestos-Containing Materials (ACM's)

Asbestos registers contain information that assists in this process, and the following action should be taken:

- Access the risk from the asbestos-containing materials (the material assessment);
- Assess the risk of someone disturbing the asbestos-containing materials (the priority assessment);
- With this information, decide how you are going to manage the risk. You may need to

- take appropriate action such as sealing, protecting or removing the material. You must
- ensure that the register is available to anyone carrying out work on the premises;
- Produce an asbestos managements plan.

Schools are advised to obtain advice from their property consultant when carrying this out.

Asbestos Refurbishment and Demolition Survey

Where intrusive works are proposed such as alterations to building walls or ceilings, a 'refurbishment and demolition' (R&D) survey (formally known as a 'type 3' survey) must be commissioned against the scope of works being carried out. It must be commissioned to a competent company who are UKAS registered. The survey should be carried out following the requirements of HSG264, 'Asbestos the Survey Guide' before the works are carried out. Any work on identified ACMs that may be disturbed or need removing must only be carried out by an appropriately HSE licensed asbestos removal company. The survey should include the same sections as a management survey but with samples specific against the proposed areas of refurbishment and scope or works. The R&D survey should then be used to update the management survey where appropriate.

Asbestos Management Plan

The asbestos management plan sets out how the risks from ACMs are to be managed on a day to day basis. It should reflect the size and complexity of the building, the amount of asbestos present and the management and maintenance arrangements in place.

Employee responsibilities – Give the name of the person responsible for managing asbestos in the building, for keeping the register up-to-date and for producing and reviewing the plan. Give the name of the premises manager and state that they have been made of the plan's contents.

Reviewing the plan – You will need to check that the arrangements to control the risk, set out in your plan, have been put in place and are working effectively. You must also review the plan if there are significant changes that will affect these arrangements, for example if the use of a room is changed and an ACM becomes more likely to be disturbed as a result of this, or if new areas of asbestos are discovered that should have been identified in the original Asbestos Management Survey, or if any damage to ACMs occurs. The plan should also be reviewed following any removal of ACMs. State how often the plan will be reviewed. The frequency of review will depend on how likely the arrangements could go wrong (asbestos management plans should normally be reviewed every six months but for small, straight forward premises an annual review will be sufficient). The plan should be dated with a space for the date of the last review.

Reviewing the plan is independent of the need to monitor the condition of the asbestos in the building (see below).

How the location and condition of asbestos containing material is recorded – The asbestos register should include a survey of the premises which identifies known or presumed ACMs and their condition. State that there is an asbestos file that contains this survey and any other information on asbestos in the building that might be available. Also state where the register is kept.

Results of the risk assessments and action required (if any) – You should produce an action plan, which will say what is going to be done, when and how. If the register contains priority assessment scores, use these to justify the decisions made. The action plan can be a simple list provided that it clearly shows the priorities and a timetable for action. Where decisions have been made about management options you include the rationale. There is no need to record in the plan any work on ACMs that has already been carried out. If there is no need to carry out any further work for the time being it will only be necessary to make a statement to that effect.

Monitoring of asbestos in the building – State the arrangements for monitoring the ACMs left in place, including those that have been sealed or enclosed, in order to make sure that their condition has not changed. The time between inspections will depend on the type of material, where it is and its condition. As a minimum it should be every six to twelve months, but some materials may need inspecting more frequently, for example asbestos insulating board panels on the walls of a constantly used corridor may need inspecting once a month. Monitoring inspections should be recorded.

How information about asbestos in the building is passed to those that need it – Where employees could disturb or damage ACMs, they should be informed of the relevant location of these. It should be stated how this is to be communicated. Also, state what arrangements are in place to make sure that no-one (including contractors, maintenance workers, voluntary workers or staff) carries out any work in the building without being informed that the materials they are working on may contain asbestos or about the limitations of the register i.e. it is a non-intrusive survey. This procedure should allow for staff absence due to illness etc. State whether warning labels have been used (see section 6.6 below for further advice on the labelling of ACMs).

Training – Provide information on who has received training on asbestos management, their job title and when it took place. Premises managers and Head teachers/Business Managers are normally required to receive this training but it is also appropriate for other staff with any delegated responsibilities. Any persons trained must have the experience and ability to implement this policy effectively (i.e. is able to set up and maintain a system for controlling work in the building, advise staff etc.).

Labelling of ACMs

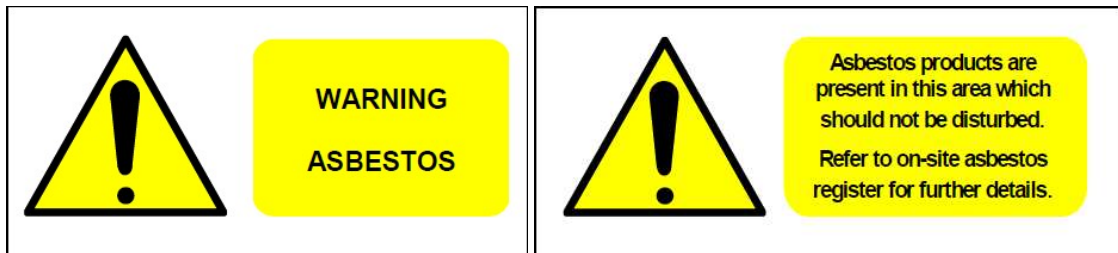
Careful consideration must be given to the labelling of ACMs. Labelling may cause unnecessary concern and worry to people who may not be aware that when in good condition and handled properly ACMs are not a danger to health.

When considering labelling the following should be taken into account:

- Asbestos in public areas should not generally be labelled;

- Where labelling could result in damage by vandalism it should not be used;
- Where there are large areas of the premises containing ACMs, labelling should not be carried out;
- Labels are best used where contractors or maintenance personnel have unsupervised access to remote areas containing ACMs.

The management plan should reflect where labelling is used.



It is the school's policy to use a blue dot label in open areas where staff/visitors have regular visibility.

More definitive labels can be used in closed areas such as the boiler rooms and storage cupboards.

Management of asbestos waste

Asbestos waste is classed as 'hazardous waste' in accordance with the Hazardous Waste Regulations and must be disposed of in accordance with the ECC 'Waste Management Procedure' [HSP 9.15].

Competence and Training

Employees who have responsibilities for managing asbestos within ECC premises must be competent to do so. In order to carry out these duties, they must:

- Have read this policy and associated documentation;
- Attended ECCs (run by Juniper) 'Managing Asbestos' training;
- Recognise the limitations of their competence and obtain further advice from their property consultant where required;
- Keep their skills and knowledge up to date.

In order to meet the required training standard, it should have been delivered either:

- ECC Corporate Health and Safety; or
- If arranged through another competent provider of asbestos management training.
- Proof of completion of the training (such as an attendance certificate) must be sent to the ECC Corporate health and Safety Team by e-mail at hs@essex.gov.uk

Monitoring and Review

The following is required;

- The management plan, including records and drawings should be reviewed every 12 months; or If there is reason to believe that it is no longer valid i.e. change of use of building, ACMs removed.
- Any identified ACM or suspected ACM must be inspected and its condition assessed periodically, checking that there has been no deterioration or damage. The frequency should be determined as per the risk assessment and records kept.
- The asbestos risk assessment should be reviewed by a competent person if:
 - There is reason to suspect it is no longer valid;
 - There is doubt about the efficiency of the control measures i.e. there has been a disturbance of ACMs;
 - There have been significant changes in the premises

Record Keeping

The following records must be kept and where noted, for the frequencies indicated.

Health records for Non-notifiable licensed work – From 1st May 2015, anyone carrying out NNLW should be medically examined under CAR 2015. Workers carrying out NNLW for the first time must have the examination before the work commences. The examination does not need to be carried out by an HSE-appointed doctor and should be repeated every 3 years (or shorter if advised by a doctor) whilst the employee continues to carry out NNLW.

From this there should be a health record that the employee can access on request. This should be kept for 40 years from the last date of entry or until the employee reaches 80 years old.

The employer must:

- Enter the employees carrying out the work in a register or record, indicating the nature and duration of the activity and the exposure to which they have been subjected;
- Have a recording and planning system which records the date of the last examination and brings forward the next required medical examination date for each individual;
- Keep the certificate of examination for at least 4 years from the date of issue.

Uncontrolled release of asbestos – Where an employee has potentially been exposed to asbestos fibres in an incident, a note that the exposure has occurred must be made on that employee's health record. If the employee does not have a health record, the note must be made on that employee's personal record. It should be kept for 40 years from the last date of entry or until the employee reaches 80 years old whichever is longest.

ACM monitoring records – As per the frequency determined by the risk assessment.

Asbestos management plan

Record of Contractors' inspection of asbestos register

Training records and certificates

Emergency Procedures if Asbestos is Damaged or Disturbed

If material containing or is suspected of containing asbestos is damaged or disturbed by accident or during maintenance works, the following should be followed:

- **STOP** all work in progress in the area. Do not attempt to clear up suspected debris;
- Clear everyone from the affected area
- Close the area off;
- Prevent access to or through the area;
- Notify:
 - The school's Property Consultant or Competent Asbestos Surveyor (action may involve analysis of samples, removal of asbestos and air tests)
- Inform your line manager;
 - Retain all documentation relevant to the work being carried out;
 - Complete a list of people in the area at the time of the incident and who may have been exposed to dust released from the material; and
 - Complete an ECC online accident / incident form.

Procedures in the Event of Accidental Exposure

In the event of an incident in which any person becomes contaminated with asbestos (or suspected asbestos) dust or debris, the first priority is to prevent or minimise exposure of the person concerned and others, and the prevention of further contamination of the site. The following action should be taken:

- The exposed person should leave the contaminated area;
- They must remove contaminated clothing as soon as possible (outside but close to the contaminated area) and wash down or shower if this facility is available;
- The contaminated clothing must be placed inside a polythene bag, sealed, then put in a second polythene bag; it must be clearly labelled with a label stating "contains asbestos";
- The area where clothes are removed/stored should be treated as contaminated
- Identify areas that may have been contaminated as a result of movement around the Premises and close these off as a precaution. Treat as contaminated.

Further action with regard to the clothing will depend on whether it is confirmed that it has been contaminated with asbestos, whether it can be cleaned or whether it has to be disposed of.

Reporting of Incidents

Incidents relating to the disturbance or possible exposure of ACMs should be reported as per section 10 above.

The incident may need to be referred to Occupational Health.

Links with other policies

- Retention Schedule
- Health and Safety Policy
- Risk Management Policy

APPENDIX 1 – About Asbestos

What is Asbestos?

Asbestos is a term used for a number of naturally occurring minerals which have crystallized to form minute long, thin fibres which cannot be seen by the naked eye. The fibres have a high tensile strength with chemical, electrical and heat resistance. Asbestos was widely used because of these properties, either raw (e.g. textiles and insulation) or more often combined with other materials (e.g. insulation board and asbestos cement).

Extensively used between 1950 and 1980, certain types of asbestos were gradually banned, with the use of all types being finally banned in 1999. Any structures built from 2000 onwards should not contain ACMs.

Why is Asbestos Dangerous?

Breathing in air that contains asbestos fibres may lead to an asbestos-related disease, mainly cancers of the lung and chest lining.

Asbestos is only a risk to health if asbestos fibres are released into the air and inhaled. It is estimated that 5000 people die from asbestos related illness each year in the UK (Source – Health and Safety Executive statistics). There is no cure for asbestos related diseases and should these develop following an exposure, it may take between 15 to 60 years.

Exposure to asbestos fibres does not necessarily mean that an asbestos related illness will occur but exposure should be avoided. It is highly unlikely that a single or repeated low-level exposure will lead to asbestos related diseases. High exposures for long periods are more clearly linked to these diseases.

There are three main types of asbestos:

- Amosite – Brown asbestos
- Chrysotile – White asbestos
- Crocidolite – Blue asbestos

Using colour to identify them is not sufficient. All of them are dangerous with amosite and crocidolite being considered more dangerous than chrysotile.

Although it is now illegal to use asbestos in the construction and refurbishment of any premises, many thousands of tonnes of it were used in the past and much of it is still in place. As long as it is in good condition and is not being disturbed or damaged there is no risk. If however it is disturbed or damaged, it can become a danger to health because asbestos fibres are released into the air and people can breathe them in.

Who is at Risk?

People who use premises where asbestos containing materials have deteriorated or been damaged and fibres are released can be at risk. Vandalism may result in the release of fibres e.g. damage to an asbestos panel in a school which has been kicked by a pupil. However, the most likely way for asbestos to be disturbed is through

construction or maintenance activities, even where the job is small such as installing telephone, electrical equipment, shelving or CCTV.

Therefore anyone whose work involves drilling, sawing or cutting into the fabric of buildings containing ACMs, such as caretakers and contractors could potentially be at risk as they may breathe in asbestos fibres during their day to day task.