



OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST

Asbestos Policy



Date Issued	07/10/2024
Date of Review	07/10/2024
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Document Control	
Version	1.02
History	Version 1.0 [ORIGINAL] Version 1.01 [REVIEW 2023]

3 John 2: 2 GNT

2 My dear friend, I pray that everything may go well with you and that you may be in good health—as I know you are well in spirit.

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Policy Statement

Purpose

The purpose of this policy is to set out the standards and procedures that the Trust will follow and to provide advice and instruction for all persons involved in work with, or may come into contact with, asbestos containing materials in connection with their work. The Trust recognises and accepts its responsibilities to ensure the effective and safe management of ACM within its premises in accordance with Health and Safety legislation.

The Trust will make use of information gathered from asbestos surveys which have been carried out at all academy sites and at the Trust Central Services facility.

Asbestos surveys are conducted to identify the location, type and condition of asbestos containing materials within the premises. Such information is recorded on a register and encompasses both material and priority analysis. Information regarding asbestos containing materials 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.

The Trust's Asbestos Management Plan conforms to the Health and Safety at Work etc Act 1974, and the Control of Asbestos at Work Regulations 2012. The policy and procedures will apply to all buildings and all individuals therein.

This policy will be brought to the attention of all employees and will be kept readily available for employees on the Trust website.

Background

In the UK, asbestos was used extensively as a fire retardant, insulator and general use material in many buildings until 1985. After this date, only white asbestos was permitted and a total ban on all asbestos materials was not enacted until 1999. This means that any buildings constructed prior to the year 2000 may have asbestos containing materials (ACMs) present, which require assessment and management.

Types of Asbestos:

- a) Chrysotile - known as white asbestos which accounts for approximately 95% in buildings and is probably the least toxic. Belongs to the serpentine family of asbestos related substances.
- b) Amosite - known as brown asbestos. Originates mostly in Africa. It is one of the amphibole groups. Exposure to amosite creates a higher risk of cancer in comparison with other types of asbestos.
- c) Crocidolite - known as blue asbestos. Originates in Africa, Australia and Bolivia. It is known for having the best heat resistance. Many studies suggest that this form may be responsible for more deaths than any other type of asbestos because its fibres are so thin.
- d) Actinolite – type of amphibole asbestos. This has a harsh texture and so is not as flexible as the others. Most often found in metamorphic rock. Not used commercially but is found as a contaminant.
- e) Anthophyllite – type of amphibole asbestos. Was mined primarily in Finland and is a grey-brown colour. Not used commercially and was more of a contaminant. Can be found in composite flooring.
- f) Tremolite – type of amphibole asbestos. Not used commercially but can be found as a contaminant in chrysotile asbestos.

Asbestos fibres were generally mixed with other non-hazardous substances and often sealed or painted. and then sealed with paint or other materials. It is not possible to identify asbestos by colour or structure with the naked eye.

Asbestos does not pose a threat in buildings provided it is in good condition and is not likely to be disturbed. When found it is not automatically removed in buildings as removing it can be more dangerous than leaving it in place and managing it.

The risk of exposure to airborne asbestos fibres would be as a result of:

- Asbestos material being disturbed, e.g. accidental damage, cable laying activities or removed for access, e.g. suspended ceiling tile
- The surface of the asbestos material is damaged
- The protective covering of the asbestos is missing, peeling or breaking off, e.g. paint or coatings
- The asbestos becomes detached, e.g. pipes, boiler lagging
- The asbestos is released during a fire

The most common uses of asbestos in buildings were:

Material	Content	Typical Locations
Sprayed Asbestos	Mixture of 85% asbestos (usually blue or brown asbestos) and cement	Could have been sprayed onto structures, e.g. steelwork, ceilings, partitions and soffit boards for fire protection
Insulation Board	Contains between 20-40% asbestos (usually brown)	Found in ceiling tiles, door facings and general building board. Low to medium density sheet material can be broken which can release fibres
Asbestos Cement	Composed of about 10-15% asbestos (white)	Common in flat or corrugated sheets, used in wall cladding, roofing sheets and guttering. Fibres released through weathering over a period of years or if damaged
Pipe / Boiler Lagging	Contains about 15% asbestos (usually blue or brown)	Usually found in moulded or preformed sections. Release of fibres depends on if it is damaged or if deteriorated with age
Ropes, Yarns and Cloths	Up to 100% of the content could be asbestos	Usually found in fire stopping (where pipes pass through walls), thermal insulation for pipes and electrical cables
Textured Coating	Usually 1-2% content but can be up to 14% asbestos in some textured coatings	Release of fibres depends on disturbed or damaged material
Asbestos Loose Packing	Contains typically 100% asbestos (blue, brown or white)	Generally used in fire breaks in ceiling voids. Release of fibres depends on disturbed or damaged material
Asbestos Paper	Contains typically 100% asbestos (usually white)	Used as insulation on electrical equipment and as fireproof facing on wood fibre board

Health Risks

There are four main diseases associated with inhalation of asbestos fibres:

- Asbestosis – caused by fibres scarring the lung tissue (not cancerous). It occurs in those persons who have had frequent exposure over a period of 8-10 years. The scarring causes the lungs to shrink, resulting in breathlessness.
- Mesothelioma – a rare form of malignant cancer of the lung lining. The cancer usually affects the thin, protective membrane surrounding the lungs, heart or abdominal cavity.
- Asbestos related lung cancer can develop in the tubes that carry air in and out of the lungs. It can grow within the lung and it can spread outside the lung through the rest of the body.

- Diffuse pleural thickening which is non-malignant disease affecting the lung lining. The problem is linked to heavy asbestos exposure. Scarring of the lining of the lung (pleura) covers a large area and the lining thickens and swells. When this happens the lung is squeezed, causing breathlessness and discomfort.

One reason why industrial health records should be kept for 40 years is that it could take that long for some asbestos-related diseases to develop.

Scope

The purpose of this procedure is to set out the standards to ensure that the risks from exposure to airborne asbestos fibres are reduced as far as possible throughout the Trust sites. In addition to the Health & Safety at Work Act, exposure to asbestos has specific legislation in the Control of Asbestos Regulations 2012. These regulations lay down strict conditions for handling and disposal of all asbestos.

This procedure identifies measures necessary to ensure that known asbestos materials present within the premises are and remain safe and that users of the premises are not put at risk from exposure to asbestos whilst undertaking their work.

Organisation of Duties

Duties of the Trust Board of Directors

The ultimate responsibility for the safe management of asbestos containing materials rests with the Trust as employer.

The Board of Directors will:

- Appoint a person to act as Duty Holder for the Trust.
- Establish mandatory policies and outcomes that academies will follow and achieve.
- Monitor compliance with legislation and policies.
- Monitor academies' performance.
- Ensure any trust-wide purchasing and contracting procedures and arrangements that are in place consider health and safety compliance and performance.
- Ensure that arrangements are in place to consult with employees on matters affecting their health and safety according to the Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996.

Duties of the Chief Executive

The Chief Executive will:

- Ensure Health and safety regularly appears on the agenda for board meetings.
- Appoint a named Duty Holder for the Trust.
- For the purpose of maintaining health and safety legal compliance and/or complying with the Trusts health and safety aims and objectives direct an academy to take compulsory action.

Duties of the Director of Estates and Facilities (Duty Holder)

The Director of Estates and Facilities will:

- Act as Duty Holder for the Trust.
- Take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in.
- Presume materials contain asbestos unless there is strong evidence that they do not.
- Make, and keep up to date, a record of the location and condition of the asbestos- containing materials - or materials which are presumed to contain asbestos.
- Assess the risk of anyone being exposed to fibres from the materials identified.
- Prepare a plan that sets out in detail how the risks from these materials will be managed.
- Take the necessary steps to put the plan into action.
- Periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up to date.
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.
- Ensure that the Trust properly discharges its duties under THIS policy and under HSG227.
- Ensure that competent advice is available.
- Appoint a competent person to advise on asbestos management.
- Review and develop existing and new policies in line with current, and emerging statutory requirements.
- Provide direction as necessary to academy management in the interests of health and safety.
- Ensure that academy management are appropriately trained in health and safety principles.
- Coordinate with Academies ensuring the implementation of the Trust's policies and procedures in relation to asbestos management.
- Coordinate with Academies ensuring that asbestos management systems and procedures, processes and practices are consistent, coordinated and synchronised across all of the Academies in the Trust.

- Ensure that testing and inspections are completed in a timely manner and by staff and contractors who are competent.
- Ensure that priority and material risk assessments are undertaken and reviewed annually or as necessary following remedial works.
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities.

Responsibilities of the Trust Maintenance Manager

The Trust Maintenance Manager will:

- Cooperate fully with the Duty Holder.
- Demonstrate visible, active commitment to health and safety improvement.
- Promote the maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site.
- Ensure that the requirements of all relevant legislation, codes of practice and academy policies are met at all times.
- Ensure that any site works are carried out ONLY in coordination with the Director of Estates.
- Ensure safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others.
- Consult with employees, and safety representatives, on local health and safety issues.
- Ensure effective means of communication with staff on health, safety and welfare issues.
- Work with the Director of Estates to ensure that defects in the premises, its plant, equipment or facilities are reported and made safe.
- Work with the Director of Estates to ensure that emergency procedures are in place.
- Identify the training needs of his/her team and ensure that they are 'competent' to carry out their activities.

Responsibilities of Academy Local Governing Bodies

Governing Bodies will:

- Take reasonable steps to make sure that the academy is following the employer's policy and procedures e.g. through regular discussion at governance meetings.
- Integrate this policy and asbestos management procedures into decision making.
- Approve the Trust Asbestos Policy.
- Ensure that adequate resources are made available to meet requirements.

Duties of Head Teachers and Deputy / Assistant Head Teachers in the Head Teachers

Absence

Head Teachers and their deputies will:

- Cooperate fully with the Duty Holder.
- Demonstrate visible, active commitment to health and safety improvement.
- Promote the maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site.
- Ensure that the requirements of all relevant legislation, codes of practice and academy policies are met at all times.
- Ensure that any site works are carried out ONLY in coordination with the Director of Estates.
- Ensure safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others.
- Consult with employees, and safety representatives, on local health and safety issues.
- Ensure effective means of communication with staff on health, safety and welfare issues.
- Work with the Director of Estates to ensure that defects in the premises, its plant, equipment or facilities are reported and made safe.

- Work with the Director of Estates to ensure that emergency procedures are in place.

Duties of Responsible Property Officers (RPO's) or Site Managers

The Responsible Property Officer will:

- Cooperate fully with the Duty Holder.
- Ensure that the academy properly discharges its duties under THIS policy.
- Work with the Director of Estates to review and develop existing policies and procedures in line with statutory requirements.
- Coordinate with the Trust to ensure implementation of THIS policy and other procedures in relation to managing asbestos containing materials and ensuring that the academy discharges its duties.
- Coordinate with the Director of Estates ensuring that asbestos management systems and procedures are consistent, coordinated and synchronised across all of the Academies in the Trust.
- Ensure that any site works are carried out ONLY in coordination with the Director of Estates.
- Ensure that when works are required on site, the asbestos records are inspected and that facilities-related risk assessments and other statutory and non-statutory inspections are completed in a timely manner and by staff and contractors who are competent PRIOR TO any works being carried out.
- Only engage the services of a contractor or supplier who has been approved by the Trust and ensure that suitable and sufficient risk assessments and methods statements are provided prior to the commencement of any works.
- Survey identified asbestos-containing materials at prescribed intervals and record the condition of each during each survey. The survey is a visual survey only and will identify changes in condition since the previous survey was carried out. Any changes in condition will be immediately reported the Director of Estates and Facilities.

Duties of IT Support Managers and Technicians

IT Support Managers and Technicians will:

- Cooperate fully with the Duty Holder.
- Ensure that the academy properly discharges its duties under THIS policy.
- Coordinate with the Trust to ensure implementation of THIS policy and other procedures in relation to managing asbestos containing materials and ensuring that the academy discharges its duties.
- Coordinate with the Director of Estates ensuring that asbestos management systems and procedures are consistent, coordinated and synchronised across all of the Academies in the Trust.
- Ensure that any site works, such as accessing service and/or ceiling voids, are carried out ONLY in coordination with the Director of Estates.
- Ensure that when works are required on site, the asbestos records are inspected and that facilities-related risk assessments and other statutory and non-statutory inspections are completed in a timely manner and by staff and contractors who are competent PRIOR TO any works being carried out.
- Only engage the services of a contractor or supplier who has been approved by the Trust and ensure that suitable and sufficient risk assessments and methods statements are provided prior to the commencement of any works.

Office Managers and/or School Receptionist

Office Managers and/or School Receptionists will in the absence of the RPO:

- Ensure that contractors are not permitted to access to the property to carry out works without planning or prior notice.
- Ensure that any site works are carried out ONLY in coordination with the RPO and the Director of Estates.

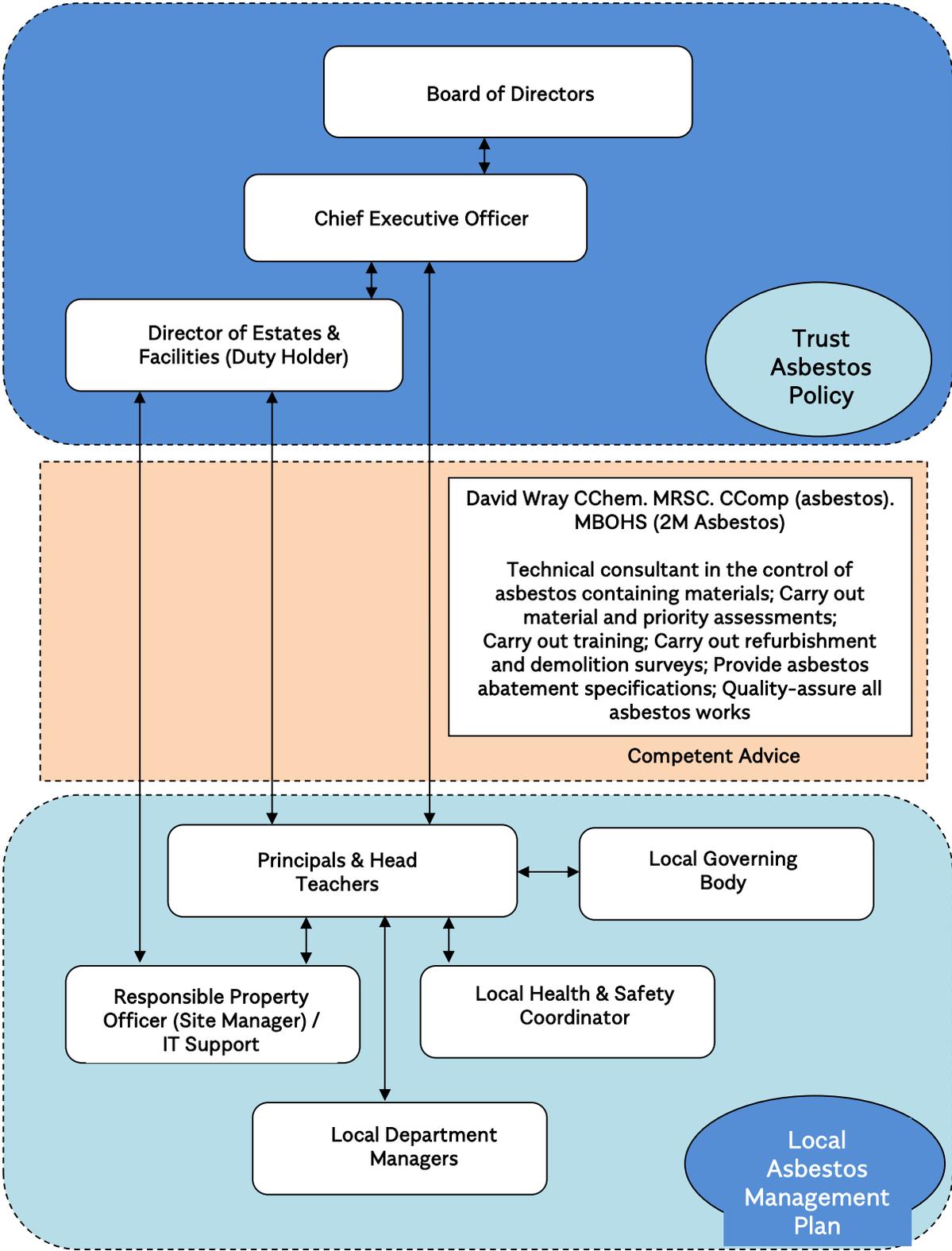
Duties of All Employees

All employees will:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action.
- Cooperate with the academy on asbestos management matters including compliance with Trust and academy procedures.
- Not interfere with anything provided to safeguard their health and safety.
- Report any health and safety concerns, e.g. hazards or defects etc. in line with local procedures.

Organisation

The chart below shows the relationship between the Trust Asbestos Policy and Local Asbestos Management Plans (LAMP) and shows how key management roles interact.



Arrangements

Duty Holder

The Director of Estates and Facilities will act as Duty Holder for the Trust.

Trust Competent Adviser (TCA)

The Trust has appointed the following a competent adviser (TCA):

- David Wray CChem. MRSC. CComp (asbestos). MBOHS
- 2M Asbestos as specialist safety and risk advisors in respect of the control of asbestos containing materials, material and priority assessment.

Competent advice is taken in the management of asbestos at both Trust and academy level.

The Trust Estates Portal

Relevant records, registers, documents, reports, surveys, testing and compliance information will be held on the Trust Estates Portal under the 'Compliance' library. The Responsible Property Officer (RPO) or Site Manager will upload data to the Compliance Library to demonstrate compliance and provide an audit trail.

2M Customer Property Database

Relevant records, registers, documents, reports, surveys, testing and compliance information will be held on the 2M Customer Property Database. The Responsible Property Officer (RPO) or Site Manager will have access to records, registers and reports via this system. Contractors will also be provided with access as required.

Academy Local Asbestos Management Plan (LAMP)

All academies will have a local asbestos management plan (LAMP). The plan will be approved by respective Local Governing Bodies and will describe how asbestos is managed within the setting, how they meet best practice aims and emergency procedures to follow in the event of a release of asbestos fibres.

Asbestos Management

The Trust will maintain a register of asbestos containing materials at each site. Asbestos management surveys identifying both material and priority assessments will be commissioned and updated not less than annually.

If asbestos containing materials pose a serious risk to the health of persons using the academy, the materials shall be dealt with as safely and as soon as reasonably practicable possible.

Management surveys will be updated annually for all buildings constructed prior to 2000. The Director of Estates will organise any work required as a result of the survey in coordination with the Nottingham Diocese, the Head Teacher, the RPO and the Trust competent advisor. Any new acquisitions will have an asbestos management survey carried out.

Where asbestos containing materials are present, and do not pose a serious risk, the Trust will take the opportunity to remove them progressively when it is safe and cost effective to do so. Whilst asbestos containing materials remain in situ the academy will ensure that they are managed in accordance with their Local Asbestos Management Plan and in such a manner so

that the risk to the health of our employees, contractors, visitors and other people using the premises is minimised.

All specified work on asbestos containing materials will be carried out in accordance with the current legal standards using the best working practices by licensed contractors where applicable. Where non-licensed work is carried out, this will be carried out to the standards laid out in the HSE Asbestos Essentials reference manuals and process sheets. Where removal or remedial works take place, records will be updated accordingly.

The condition of known asbestos in the building will be monitored by the Responsible Property Officer (RPO) or Site Manager at specified intervals in the Asbestos logbook.

No destructive or potentially destructive work (however minor) will be undertaken in the academy without first reference to the asbestos survey and logbook. This includes accessing service voids and ceiling voids

The academy will identify areas that are not covered by an asbestos survey and thus may not be accessed without further sampling and/or air tests and these areas will be considered out of bounds.

The Asbestos Survey and logbook will be held in the academy and on the Trust Estates Portal and will be made available to contractors prior to their carrying out work within the premises.

Works Management and Standards Auditing

Where any work is undertaken on or in the vicinity of asbestos containing materials, the works will be managed and audited by the Trusts competent adviser, namely David Wray CChem. MRSC. CComp (asbestos). MBOHS. (hereafter known as the TCA).

The project designer/ project manager will ensure that the TCA is consulted at the initial planning stage for any proposed works. Should asbestos works be required, the TCA will draw up a written specification.

In the case of licenced works, the TCA will propose a minimum of 3 suitable licenced contractors who are qualified to carry out the work. The TCA will appoint 1 of the proposed contractors in liaison with the Trust.

In the case of non- licenced works, the TCA will propose how, when and by whom the works will be carried out.

The TCA will manage both licenced and non-licenced works. No asbestos works will be carried out, whether licenced or non-licenced, without the approval of the TCA.

The TCA will audit both licenced and non-licenced works against the written specification and best practice.

Following testing and the issue of a reoccupation certificate, the principal contractor will seek approval to continue work from the TCA.

The project designer/ project manager and the principal contractor, will liaise with the TCA at each stage of the works from planning stage through to completion.

Contractor Induction

The RPO will undertake an induction of new contractors prior to commencement of any locally managed works. This will include completing the required documentation including a contractor induction form and a permit to work form, as required.

Where new contractors are part of third-party managed works, the principal contractor will undertake an induction of subcontractors prior to commencement. This will include completing the required documentation including a contractor induction form and a permit to work form, as required.