



THE NEW GUILD TRUST

Asbestos Management Policy

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Statement of Intent

The New Guild Trust knows that any asbestos found within its academy school buildings must be managed properly because the health and wellbeing of pupils, staff and visitors is of the utmost importance. This policy abides by the law stated in the Control of Asbestos Regulations 2012 where academies must identify, record, manage and maintain any Asbestos Containing Materials (ACMs) within their premises.

If there is an incident of asbestos exposure, The New Guild Trust will take the necessary steps to ensure that everyone is safe, and unless the incident is minor, will report it to the Health and Safety Executive (HSE).

To ensure the health and safety of pupils, staff and visitors, the New Guild Trust will take the following steps:

- Have a 'management survey' of Asbestos Containing Materials (ACMs) accessible at all times.
- Assess the risks associated with ACMs.
- Devise a plan for managing asbestos.
- Make sure staff and visitors know the risks and the precautions they need to take.
- Keep the management of asbestos under review.

1. Responsibilities

Duty Holder

- 1.1. It is the employer's duty to consult with employees on matters that affect their health and safety, which includes asbestos management.
- 1.2. For Academies the legal responsibility for the safe management of asbestos lies with the employer.
- 1.3. The budget for building management is shared between the school and the PFI contract to which the school is in contract to until 25/10/2025. As part of the PFI Agreement, it is the responsibility of Equans (Facilities Management Provider) to remove any asbestos or risk from asbestos that they expose as a result of any building or maintenance work that they complete.
- 1.4. To support duty holders, HSE have guidance for [the duty to manage asbestos in buildings](#).

Staff of the School

- 1.5. All staff at the school have a responsibility to play their part in the safe management of asbestos.

2. Day-to-Day Management of Asbestos

- 2.1. Step 1: Management Survey of Asbestos Containing Materials (ACMs).

The New Guild Trust will ensure that the Asbestos Management Survey which records the location and condition of the asbestos in our building will be conducted in accordance with HSE guidance, and be undertaken by a UK Accreditation Service accredited surveying organisation.

The survey will cover the following:

- All accessible places
- Above the ceilings
- Floor ducting

- 2.2. Step 2: Assess the risks associated with ACMs.

The New Guild Trust will assess the risks associated with each occurrence of asbestos in the school in line with the Asbestos Register.

- 2.3. Step 3: Devise an Asbestos Management Plan (AMP) for Managing ACMs.

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

The New Guild Trust will inform staff, other workers in the school, visitors and contractors of all locations of ACMs and how they can be damaged and disturbed. We will ensure that all these people will receive the correct information, instructions and training, and will be clear in what precautions to take. Visiting contractors will sign to say they have read and understood the Asbestos Register and plan.

2.5. Step 5: Keep the management of ACMs under review.

We will update our plan if:

- We receive new information, e.g. from 'refurbishment and demolition' surveys.
- Work is undertaken on ACMs.
- Damage occurs.
- ACMs are removed.

Any changes will be communicated to all relevant staff.

3. Managing Asbestos When Building or Maintenance Work Needs to be Done

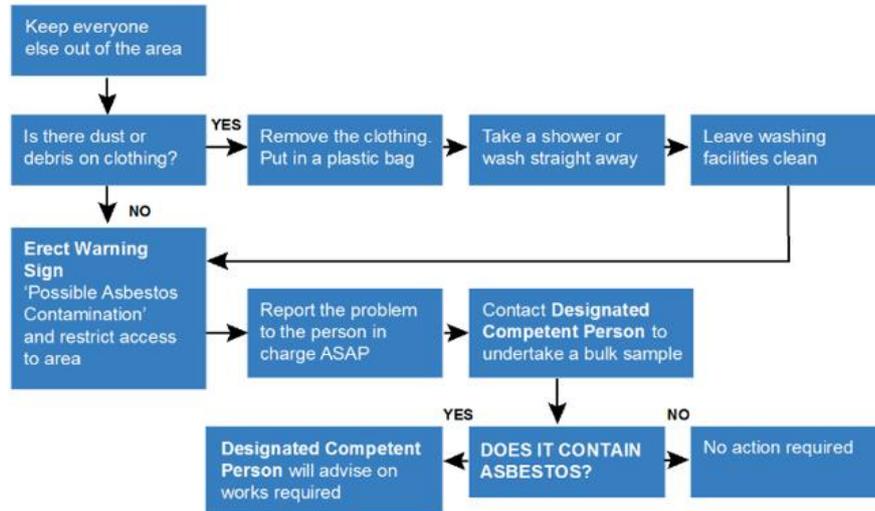
- 3.1. As our maintenance survey only covered readily accessible areas, it may not have covered all ACMs which are present at our school. If we are worried that work may disturb hidden ACMs, we will arrange for a 'refurbishment and demolition' survey to be carried out in the area where the work will 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.
- 3.2. 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.
- 3.3. Waste materials containing asbestos are considered hazardous waste and must be disposed of as such.

4. What To Do If Things Go Wrong

- 4.1. If it is found that there has been or may have been an unplanned disturbance of asbestos, The New Guild Trust will:
- Stop all activities and remove everyone from the affected area.
 - Ensure that no staff and pupils can re-enter the affected area until any necessary remedial action has been taken.
 - Not move any items, including equipment, books, or personal belongings, from the area.
 - Contact the Local Authority.
- 4.2. Unless the incident is very minor, we will notify the HSE, as this is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- 4.3. Contractors should have procedures in place to deal with the unintended or unexpected release of asbestos.
- 4.4. Anyone who has come into contact with asbestos, and is concerned about their exposure, will be advised to contact their GP.
- 4.5. Our school's AMP will detail the procedures for our staff to follow in the event of an incident, and will be communicated to all staff within The New Guild Trust.

In Emergency the following procedure will be implemented with Westland Environmental

Appendix J –Asbestos Incident Plan



Contact Westland Environmental contact details:

Westland Environmental Safety Ltd.
3 Cherry Orchard
Ryecroft
Newcastle-Under-Lyme
ST5 2UB
Telephone: **01782 624642**
Email: **info@westlandes.co.uk**
Web: **www.westlandasbestos.com**