



Control of Asbestos Policy

Approved by:	Trustees	Date:	October 25
Maintained by:	P. Marks	Next review due:	October 26

Contents

Statement of Intent	4
Responsibilities	6
Duties of the Trust Board of Directors	6
Duties of the Chief Executive Officer	6
Duties of the Estates Director (Duty Holder)	6
Responsibilities of the Regional Heads of Estates (Appointed Person)	7
Responsibilities of Local Governing Bodies	8
Duties of Headteachers/Principals (Deputy Appointed Persons)	8
Duties of Site Leads (Academy Asbestos Co-ordinator)	8
Academy Reception Teams	9
Duties of All Staff	9
Management of Asbestos	10
Management Surveys	10
Asbestos Register	10
Asbestos Management Plans	12
Demolition / Refurbishment Survey	12
Managing asbestos left in place	13
Removal of Asbestos Containing Materials	14
Condition Monitoring	14
Contractor H&S Policy and Pre-contract checks	14
Emergency Procedures	15
Communication	15
Training	15
Staff Training Requirements	15
General External Contractors/Consultants	17
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)	18
Audit and Review	18
APPENDIX A: Asbestos Management Structure	20

APPENDIX B: Asbestos Induction for Staff (Indicative)	21
APPENDIX C: Asbestos Register & Declaration Portal	22
APPENDIX D: Academy Asbestos Management Plan (TEMPLATE)	25
APPENDIX E: Emergency Procedures (TEMPLATE)	33

Statement of Intent

King's Group Academies, as a Multi-Academy Trust, places significant importance on the health, safety and welfare of staff, students, and visitors, and others who may be affected by our activities.

It is considered essential that management and staff should work together positively to achieve an environment where health hazards to staff, students and visitors and others are minimised so far as is reasonably practical.

The Trust recognises it has statutory responsibilities as an employer under the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Control of Asbestos Regulations 2012. These regulations provide the minimum standard for the control and management of asbestos wherever the Trust has a duty.

The Health and Safety Executive's (HSE) publications (listed below) provide employers with guidance on how to manage asbestos safely and ensure regulatory compliance. The Trust will be mindful of the latest guidance and advice, provided by the Health and Safety Executive, regarding asbestos management and ensure that, as a minimum, its own processes and procedures achieve the same standard of protection. This corporate asbestos policy, with associated framework of arrangements procedures, will document how it intends to achieve this.

[L143 - Managing and Working with Asbestos](#)
[HSG227 – A Comprehensive Guide to Managing Asbestos in Premises](#)
[HSG264 – Asbestos: The Survey Guide](#)
[HSG53 – Respiratory Protective Equipment at Work](#)
[Asbestos Essentials Task Manual](#)

This Statement of Intent provides a framework of principles which will direct all other Trust policies, procedures and decisions concerning the management of asbestos. It is supported by a policy document that describes how specific responsibilities are assigned within the organisation to ensure asbestos risks are managed appropriately and statutory duties met.

To protect its staff, students and visitors to Trust premises, King's Group Academies will:

1. Take all reasonable efforts to ensure asbestos is managed effectively across all Academy premises where it has a statutory duty
2. Appoint the Estates Director as the "Duty Holder" to manage the responsibility for asbestos on behalf of the Trust
3. Appoint the regional Heads of Estates as the "Appointed Person" for asbestos in their area to ensure asbestos materials are properly managed
4. Appoint Headteachers/Principals as "Deputy Appointed Persons" to facilitate the necessary flow of communication of asbestos management to Academy staff and to ensure adequate continuity at Academy-level in the event of an asbestos emergency
5. Appoint individual Academy Site Leads as Asbestos Co-ordinators to undertake the day-to-day operational requirements in a suitable and sufficient manner
6. Ensure that appropriate technical expertise is available that will support the Trust's best interest at all times
7. Provide suitable and sufficient training and instruction to all appropriate staff and volunteers
8. Undertake suitable and sufficient management surveys to identify asbestos in all relevant Academy buildings and other Trust property and assess the risks presented

9. Maintain and implement asbestos management plans that will effectively protect Trust staff, students, visitors and reputation
10. Include routine air monitoring within management plans where circumstance and risk make it appropriate
11. Ensure each Academy maintains an asbestos management register that will allow all appropriate persons to identify the location of all recorded asbestos risks and provide access to the asbestos management plan
12. Maintain an archive of all documents demonstrating asbestos has been managed appropriately e.g. Clearance Certificates and air tests, Surveys, etc.
13. Undertake routine inspections on asbestos risks and reviews of management plans at suitable intervals based on risk and/or when significant changes occur
14. Be proactive in reducing future asbestos risks and liabilities where maintenance and refurbishment works present an effective opportunity
15. Ensure a *Refurbishment or Demolition Survey* * is conducted at the earliest opportunity where any refurbishment or demolition project is proposed so that sufficient time and resources are made available to manage any identified risk effectively
16. Monitor compliance with policies, procedures and asbestos management plans - reviewing performance and identifying risks and introduce measures to control them
17. Ensure only competent, adequately qualified and trained staff and contractors are employed to work on behalf of the Trust
18. Undertake appropriate actions to deal with contractors that do not meet the standards set out by regulations, HSE guidance and/or the Trust
19. Ensure only companies licensed by the HSE carry out work on asbestos across Trust premises for which they are licensed for.
20. Where applicable, ensure all buildings in which staff, students and visitors have access to are subject to a suitable and sufficient management survey to identify asbestos risks and where appropriate a management plan is in place to address any risks identified

* As described by [HSG264 Asbestos: The Survey Guide](#)

The Arrangement section of this policy will detail who has a responsibility in managing and how asbestos will be managed across the Trust estate.

<Signed>

Nick Cross
Chief Executive Officer
Date: <INSERT DATE>

Responsibilities

The Trust

King's Group Academies, as a Multi-Academy Trust, is responsible for determining the educational character and mission of the Trust, for oversight of its activities and for the efficient use of resources.

The Trust, as the employer, has the ultimate responsibility for health and safety and is the Duty Holder for King's Group Academies. However, the Trust has delegated the duty of the day-to-day running of the Trust to the Chief Executive Officer (CEO), and have appointed a person to act as Duty Holder on behalf of the Trust – the Estates Director.

Duties of the Chief Executive Officer

The Chief Executive Officer will:

- Be responsible for the strategy and allocation (within the limits of the approved budget) of financial and other resources for the control of ACMs across the Trust estate
- Ensure, so far as is reasonably practicable, that adequate resources are provided to enable compliance with Academy asbestos management plans
- Ensure suitably qualified and competent persons are appointed to discharge the responsibilities of the Trust under the Control of Asbestos Regulations 2012
- Support asbestos training and development for all who may require it within the Trust
- Support the development and implementation of robust procedures to manage asbestos and control work on the Trust estate
- Through the Estates Director, ensure, so far as is reasonably practicable, that appropriate resources and expertise is in place for the management and control of asbestos

Duties of the Estates Director (Duty Holder)

The Estates Director will act as the Trust's Duty Holder for asbestos and has overall responsibility for exercising the Trust's duty of care with respect to asbestos management. In exercising their duties, the Estates Director will:

- Ensure that all relevant Academies have suitable and sufficient management surveys in place, which are renewed at a period of every 10 years or more frequently based on risk
- Formally nominate the regional Heads of Estates as the competent authority to act as the 'Appointed Person' for their applicable areas of responsibility
- Delegate duties for the day-to-day management of ACMs to the Appointed Persons
- Ensure that Appointed Persons are aware of their role and responsibilities and that they are competent to discharge them in entirety through suitable and sufficient information, instruction, and training
- Via the authority of the Chief Executive Officer, formally nominate Academy Headteachers/Principals, or Executive Headteachers/Principals, as Deputy Appointed Persons, to ensure appropriate continuity for asbestos management in the event of the absence of the Appointed Person.
- Ensure that Deputy Appointed Persons are aware of their role and responsibilities and that they are competent to discharge them through suitable and sufficient information, instruction, and training
- Formally nominate the senior member of Academy Site Teams to act as the Academy Asbestos Co-ordinator.
- Delegate duties for the day-to-day actions concerning the management of ACMs to the Academy Asbestos Co-ordinators, including, but not limited to, ensuring that appropriate documentation is available to contractors who may come into contact with asbestos
- Ensure that Academy Asbestos Co-ordinators are aware of their role and responsibilities and that they are competent to discharge them through suitable and sufficient information, instruction, and training
- Ensure, so far as is reasonably practicable, that implemented asbestos management plans across relevant Academies are monitored so that working arrangements and provision of financial, technical, human and other resources are suitable and sufficient to meet requirements.

- Ensure, so far as is reasonably practicable, that adequate financial and human resources are understood and requested to enable compliance with Asbestos Management Plans
- In consultation with the Appointed Persons, ensure a list of Trust-approved contractors is available - to include:
 - An Asbestos Inspection & Testing Provider
 - A Licensed Asbestos Removal Contractor (LARC)
 - A competent authority to provide external advice and verification of asbestos management within the Trust
- Formerly instruct the periodic review of asbestos management plans as required.
- Ensure that the Trust properly discharges its duties under this policy and under the HSE's approved codes of practice (ACOPs) and guidance.

Responsibilities of the Regional Heads of Estates (Appointed Person)

The regional Heads of Estates will act as the Appointed Person for their area of responsibility and are responsible for implementing general policy under Health and Safety at Work Act 1974, Control of Asbestos Regulations 2012 and associated ACOPs. The regional Heads of Estates, as Appointed Persons, will:

- Cooperate fully with the Duty Holder
- Facilitate the auditing and ongoing updates to relevant Asbestos Management Plans
- Manage and maintain Academy asbestos registers, including instructing statutory surveys and re-inspections
- Ensure, so far as is reasonably practicable, that appropriate management actions are in place for all ACMs
- Identify and develop asbestos abatement strategies where management is not appropriate
- Inform relevant persons within Academies of any dangerous conditions
- Provide periodic reports to the Estates Director
- Investigate and report on any asbestos incidents and emergencies in consultation with the Health and Safety Manager
- Manage and assess suitability of asbestos consultants and their work
- Identify needs and develop content of asbestos training for Trust employees in consultation with the Health and Safety Manager
- Undertake asbestos training/toolbox talks
- Provide technical asbestos support for Trust employees and projects
- Maintain knowledge of current industry and legislative changes
- Promote a positive asbestos culture
- Work with applicable Headteachers and their Deputies to promote a positive asbestos management culture across the Academies, including ensuring that staff identified by risk assessment or role/job requirements receive the relevant training

Responsibilities of Local Governing Bodies

Local Governing Bodies will:

- Take reasonable steps to make sure that the Academy is following this 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
- Ensure suitable and sufficient internal assurance of asbestos management is undertaken by Academy management

Duties of Headteachers/Principals (Deputy Appointed Persons)

Headteachers/Principals, and Deputies/Assistants in their absence, will act as the Deputy Appointed Person, with Academy-level responsibility for good management of asbestos related matters in the absence of the Appointed Person. Headteachers/Principals will:

- Cooperate fully with the Duty Holder, Appointed Person, and Academy Asbestos Co-ordinator
- Demonstrate visible, active commitment to health and safety improvement
- Ensure that the activities/work within their areas which could potentially disturb asbestos are undertaken as per the requirements of the asbestos management plan
- Identify and inform the Appointed Person or Academy Asbestos Co-ordinator of any employees whose work may involve disturbing the fabric of the building or services within so that provision for training can be made
- Report any suspect materials, building damage or unsafe working to the Appointed Person or Academy Asbestos Co-ordinator
- Consider the potential for asbestos within departmental equipment (in use and during acquisition and disposal) and liaise with the Appointed Person or Academy Asbestos Co-ordinator for support.
- Undertake annual internal assurance on the management arrangements for asbestos within their Academies
- During an incident or emergency attended by the emergency services, take steps to ensure that relevant information concerning asbestos has been provided to them
- Work with the Appointed Person and Academy Asbestos Co-ordinator to promote a positive asbestos management culture across the Academies, including ensuring that staff identified by risk assessment or role/job requirements receive the relevant training

Duties of Site Leads (Academy Asbestos Co-ordinator)

Academy Site Leads (who will be the most senior member of the Site Team) will act as the Academy Asbestos Co-ordinator and will:

- Cooperate fully with the Duty Holder and Appointed Person
- Support the Appointed Person in overseeing the Trust's asbestos management program
- Act as the Academy point of contact for matters relating to asbestos – escalating issues, queries or concerns to the Appointed Person where necessary
- Support the auditing and updating of the asbestos management plan
- Assist in managing and maintaining the asbestos register, ensuring the register is kept current and accessible to relevant stakeholders
- Inspect the condition (condition monitoring) of identified asbestos-containing materials at prescribed intervals and record the condition of each during each survey. The inspection is a visual survey only and will identify changes in condition since the previous survey was carried out. Any changes in condition must be reported the Appointed Person
- Collaborate with the Appointed Person and Duty Holder to ensure that appropriate management actions are in place for all asbestos containing materials
- Assist in developing asbestos abatement strategies
- Identify situations where asbestos management may not be sufficient and support the development of abatement strategies
- Provide input on risk assessments and action plans
- Communicate with relevant persons on dangerous conditions
- Provide reports to the Head of Estates or Estates Director when required
- Assist with investigations and reports on asbestos incidents
- Assess and manage asbestos consultants and contractors when attending the Academy premises, ensuring they read and sign the asbestos register prior to starting any work
- Stay updated on industry and legislative changes
- Maintain awareness of current industry trends, regulations, and legislative changes related to asbestos management
- Provide the emergency services with relevant information in regards to ACMs and their location when in attendance
- Assist the Appointed Person and Headteacher/Principal in promoting a positive asbestos culture, including ensuring that staff identified by risk assessment or role/job requirements receive the relevant training

Academy Reception Teams

In the absence of the Site Lead or suitable Site Staff, the Academy Reception Team will:

- Ensure that contractors are not permitted access to the property to carry out works without authorisation or prior notice
- Ensure that any site works are carried out ONLY in coordination with the Site Team and/or the Head of Estates
- Ensure that attending emergency services have access to the relevant asbestos information

Duties of All Staff

Most staff are not directly involved in managing the buildings or in carrying out repair or maintenance work. However, staff still need to be aware of the potential hazards and they should also report damage to fixtures or fittings that could lead to the release of asbestos fibres, e.g. damage to ceiling or floor tiles, or to column seals in system-built buildings.

Therefore, all staff must:

- Take appropriate action to ensure they do not disturb or damage asbestos-containing materials or the fabric of the building, for example by not pinning work to walls
- 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 policy and 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

[Appendix A](#) contains an organisational chart detailing the asbestos management structure.

Management of Asbestos

Management Surveys

All Academies built before 2000 must have a suitable and sufficient management survey in place which complies with the asbestos regulations (these used to be known as 'Type 2 surveys'). Although there is no statutory requirement to have management surveys renewed once completed, it is good practice to renew it every 10 years.

Management surveys should include an assessment of the condition of the ACMs and their potential to release fibres into the air if disturbed. This will be done through material assessment scoring, which will form the starting point for assessing the risks posed by the ACMs.

Management surveys will typically include a combination of both sampling and presumptions of suspect materials and ACMs. Management surveys will also include limitations or areas of no access that have not been subject to inspection. These areas must be presumed to contain asbestos until suitable checks have been undertaken.

By conducting comprehensive management surveys, the Trust aims to identify and assess ACMs to ensure they are managed safely and in accordance with regulatory requirements.

Management surveys must only be undertaken by a competent person, and therefore it will be necessary to engage the services of licensed contractors with UKAS Accreditation. The survey must include locations of any potential ACM's, e.g. storerooms, yards, outbuildings, under floor services, pipes, ceiling voids, corridors etc.

Asbestos Register

In addition to having a management survey in place, Academies must have an up-to-date asbestos register. The register is informed by the management survey and provides a record of ACMs within a building or across the

premises, including their location, condition, and associated risks. The register should be a live document that must be kept up-to-date, typically annually (see [condition monitoring](#) below), to reflect any changes in the building or the ACMs.

A register of location(s) of any ACM’s must be recorded and include:

- Date of inspection
- Date of next review
- Should be supported by a marked floor plan and photographs.
- Type of asbestos
- What products it is contained in
- The condition
- Photographs

A copy of the register must be provided to any person who will be planning to undertake work on the building(s) or any groundwork’s which may be contaminated – for further information on the communication requirements with contractors, please see [Communication](#) below.

Assessing the Risks

All ACMs identified will be subject to risk assessments which will be based upon Material Assessment Scoring and subsequent Priority Assessment Scoring. The scoring systems used will be as per the guidance within HSG 227 and HSG 264.

The purpose of material assessment scoring is to assess the relative risk of an ACM’s ability to release asbestos fibres and therefore the potential for exposure. Material assessments will be undertaken for all identified and presumed ACMs by the asbestos surveyor and will consider the following:

- Product type
- Extent of damage
- Surface treatment

The purpose of priority assessments is to assess the potential risks which may result in disturbance of ACMs based upon the nature of the space, the location of asbestos within it and how the space will be used. Priority scoring will be undertaken for all identified and presumed ACMs by considering the following:

- Normal occupant activity
- Likelihood of disturbance
- Human exposure potential
- Maintenance activity

The priority assessments be conducted by the Duty Holder in collaboration with the relevant Appointed Person, alternatively, the priority scoring may be undertaken an asbestos consultant when supplied with all the necessary information and documentation.

Finally, once a material risk score and priority risk score have been calculated, the combined risk score can be generated to provide an overall risk score for each ACM identified. These scores provide an indicative assessment of the relative risk of each ACMs and assist in determining where abatement is required and which items may require prioritisation.

Categorisation of these combined risk scores can be found in the table below:

Combined Risk Score	Categorisation	Actions Required
2-8	Very Low Risk	Low risk products with applications unlikely to be disturbed – low exposure potential. Record in register and periodically re-

		inspect. Re-inspection frequencies are likely to be 12 months or longer
9-13	Low Risk	Applications which are in good condition and unlikely to be disturbed. Record in register and periodically re-inspect. Re-inspection frequencies are likely to be around 12 months
14-17	Medium Risk	Higher risk products in good condition, moderate risk products which may require abatement, products in locations where disturbance is possible. May require more frequent re-inspections, repair, encapsulation or removal
18-24	High Risk	Higher risk products which due to their location and/ or condition require urgent attention. These items require urgent attention/prioritisation and may require locking off/access restrictions and planned removal or abatement.

Asbestos risk scoring algorithms are a useful tool when considering multiple ACM applications across the Trust estate. The scoring process assists in determining which items require prioritisation when many actions may be needed. The Trust understands that risk scores are only indicative and that priority scoring can be somewhat subjective. There may be additional factors beyond the set criteria that influence the need to undertake abatement.

Therefore, all items identified as requiring action, and those which have become damaged, will be assessed on an individual basis to identify appropriate actions and associated prioritisation. This approach ensures that each situation is carefully evaluated to determine the most effective and timely response, enhancing the overall safety and management of asbestos within the Trust.

Asbestos Management Plans

Academies must have an Asbestos Management Plan in place which should be updated regularly following asbestos inspections, works, refurbishments, demolitions, or new surveys. An asbestos management plan sets out the procedures and arrangements to manage the risk from ACMs across the Academy premises.

An Academy Asbestos management plan should include:

- who is responsible for managing asbestos including deputies
- The asbestos register, including the site plan showing the location of ACMs and areas not inspected
- the schedule for monitoring the condition of ACMs
- how the Academy will share the asbestos register with workers or contractors doing maintenance work
- control arrangements to ensure that ACMs are not disturbed
- emergency procedures if ACMs are disturbed (found in [Appendix E](#) of this Policy)

The plan must be localised for each Academy and so should be site-specific, it must say who is responsible for each element of the plan. It is the responsibility of Appointed Persons to ensure each Academy has a suitable and suitable management plan in place.

A template asbestos management plan can be found at [Appendix D](#) and can be downloaded from the Trust Health and Safety Portal.

Demolition / Refurbishment Survey

There is a legal requirement for all ACMs to be removed, as far as reasonably practicable, before major refurbishment or demolition. Therefore prior to any demolition, refurbishment or major works, a survey must be undertaken to locate and identify ACMs, including those hidden within the building fabric, before any structural work begins at the premises or on equipment.

A refurbishment or demolition survey must be carried out by a competent surveyor. It involves destructive inspection and potential asbestos disturbance so the area must be vacated during the survey. The surveyor must confirm it as 'fit for reoccupation*' after the survey.

A refurbishment or demolition survey aims to ensure:

- ACMs are removed, where required, before the work starts
- nobody will be harmed by work on ACMs in the premises or equipment
- such work will be done [safely by an appropriate contractor](#)

This type of survey is generally valid for a period of up to 12 months, unless the asbestos has been managed in the interim. Following removal of asbestos, [the management plan should be updated](#) to reflect the changes.

Each Academy must prepare a written plan before any work on asbestos is carried out, including details of the work and the appropriate actions to control risk and prevent harm. (Refer to H5a27Asbestos Management Action Plan)

Managing asbestos left in place

If the material is in good condition, well protected either by its position or physical protection (e.g. encapsulated, reducing the likelihood of damage) and is unlikely to be worked on regularly or otherwise disturbed, it is usually safer to leave it in place and manage it. This information should be entered on to the asbestos register including locations and the information kept up to date.

To ensure the safe management of ACMs across the Trust estate, it is essential to identify and label these materials appropriately, based on their type and location. The types of labels, stickers, signage used within any particular Academy will be detailed within the site-specific asbestos management plan. However, the following guidelines outline the approach to labelling ACMs, taking into consideration the risks associated with different types of asbestos materials and the environments in which they are found:

Low-Risk Materials

Low risk materials such as chrysotile floor tiles, or bitumen adhesive, pose a minimal risk of asbestos fibre release when undisturbed. Due to the low risk and the potential for labels to wear off in high-traffic areas, such as floors, asbestos warning stickers will not be applied to these materials.

Alternative identification methods will be utilised, such as maintaining detailed records of the locations and types of ACMs within the Asbestos Folder and ARDP, which can be accessed by relevant personnel and contractors

Higher-Risk Materials

Fibrous asbestos materials (e.g. asbestos insulation board (AIB), or sprayed coatings), present a higher risk and therefore must be visibly labelled to ensure that anyone working in proximity is aware of the potential hazard.

Asbestos left in place must be monitored, see [Condition Monitoring](#) below.

Removal of Asbestos Containing Materials

Any contractor used for the removal of ACMs must have a current HSE Licence.

On completion of an assessment of potential risk, if it is necessary to remove ACMs, the Health and Safety Manager must be informed.

Condition Monitoring

The environment around ACMs is a significant risk factor. ACMs can deteriorate due to age, fire, flood, wear and tear, and damage, therefore the register should be reviewed every 12 months, this is referred to as 'Condition Monitoring'. The monitoring must be recorded, and, where practical, photographs of the current visual state of the ACMs and surrounding environment should be taken to update the register. The condition monitoring must not disturb the ACMs or expose the persons undertaking the work to asbestos.

For Academies with minimal low risk ACMs on site, the Academy Asbestos Co-ordinator will be able to undertake the annual condition monitoring; this is to ensure there is an up-to-date record of the visual condition of ACMs. If an Academy has small amounts of high-risk ACMs present, the Asbestos Co-ordinator should undergo further training (such as a Duty to Manager – Appointed Persons course) before undertaking the annual condition monitoring – alternatively, the Academy could utilise the services of a licensed contractor.

For Academies with multiple high-risk ACMs on site, the condition monitoring must only be undertaken by licensed contractors – in this event, the Academy will require a management survey or re-survey to be undertaken annually to serve the purpose of condition monitoring.

The Trust has produced a procedure for Academy Asbestos Co-ordinators on how to safely undertake the condition monitoring programme, this procedure and associated guidance can be found within Blue Leaflet 1a: Asbestos Condition Monitoring – Inspection Procedure available to download from the Trust Health and Safety Portal.

Contractor H&S Policy and Pre-contract checks

All Contractors completing surveys must be UKAS Accredited and contractors undertaking the removal of ACMs must hold a current HSE Licence, these must be checked by the Appointed Person (regional Heads of Estates) to ensure that they are in date.

A Contractor H&S Policy and Pre-contract Checks form must be completed by the contractor and evidence provided by the contractor should include:

- Health and Safety Policy
- Risk Assessments & Method Statement
- Emergency Procedures

The above information along with a copy of the Asbestos Policy and associated documentation (including any appendices) must be provided to relevant authoritative agents when requested e.g. emergency services.

Emergency Procedures

Asbestos incidents and emergencies can be categorised as being one of the following:

- Discovery of a suspect ACM
- Disturbance or damage of a known or suspect ACM
- Uncontrolled release of fibres during asbestos abatement works

In any of the instances detailed above, the Appointed Person must be contacted immediately.

[Appendix E](#) contains a template for Emergency Procedures which can be localised for each Academy, with the Appointed Person, with assistance from Asbestos Co-ordinators, taking responsibility to ensure these procedures are communicated to relevant persons and contractors. The principles of the emergency procedures follow the guidelines laid down in the HSE's [EM1 Asbestos Essentials – What to Do if you Accidentally Disturb Asbestos During your Work](#)

Communication

All information regarding ACMs must be recorded and easily accessible. Appointed Persons (regional Heads of Estates) must keep an Asbestos file for each Academy within their area of responsibility which can be shared with any relevant persons who potentially could release asbestos, for example in-house staff who may undertake maintenance work, or the emergency services when attending an incident on premises.

Any Licensed Contractors used should provide the Academy (on request) information relating to the work to be completed, for example risk assessments, methods statements, safe systems of work (including barriers, and signage), and an Incident Management Procedure.

This policy must be communicated to all staff, therefore it must be promulgated via the Trust’s health and safety management system, SmartLog, to ensure adequate records are held that the policy has been communicated and read.

Appointed Persons should ensure that Academies utilise the Trust’s Academy-specific online Asbestos Register and Declaration Portal (ARDP) in order to ensure suitable records are held that contractors have been given the appropriate information concerning ACMs at the premises and have signed to declare they have read this information. The Health and Safety Manager will work with Appointed Persons and Academy Asbestos Co-ordinators to ensure each Academy has an ARDP in place, however the principals of the ARDP can be found at [Appendix C](#)

Training

Staff Training Requirements

The Trust recognises and takes seriously its responsibilities to provide suitable information, instruction and training under regulation 10 of the Control of Asbestos Regulations 2012. Therefore, the Trust will provide role-specific asbestos training to all employees who are potentially liable to disturb ACMs and to those who supervise, manage, or instruct them.

To ensure that the training provided is appropriate to the role and responsibilities of the employees, a number of training types are available. The target audiences and a summary of the training content and duration are provided for each.

Training Type	Who For	Specific Content
Asbestos Induction	Those whose work may bring them into contact with asbestos incidentally and first responders. For example: Teachers, Teaching Assistants, Technicians, Support Staff, Cleaners	<ul style="list-style-type: none"> ● Brief overview of legislative duties on employers, employees and Duty Holders ● Brief content on properties and uses of asbestos ● The health effects ● Typical asbestos applications at the Academy and locations ● Accessing the Academy’s asbestos register ● Designated Persons and their responsibilities (Duty Holder, Appointed Person and Co-ordinator) ● Site-specific instructions <p>This training should be delivered as part of new staff inductions, and should feature as annual refresher training for all staff during INSET days or other training opportunities.</p>
Asbestos Awareness (online)	Estates Director, Heads of Estates, Relevant Governors, Headteachers/Principals, SLT or relevant members, Academy Site Team, Site Technicians, IT Technicians, any other, all other relevant staff as required by their job role or local factors	<ul style="list-style-type: none"> ● Identifying asbestos ● Asbestos health risks ● Relevant legislation ● Dealing with asbestos ● Emergency procedures ● Risk assessments <p>This online training must be completed annually.</p>

		This training will also need to be supplemented with training on the Trust Asbestos Policy, designated persons and key responsibilities, the local asbestos applications, and the Management Plan/Register. This can be completed in a session facilitated by the Appointed Person.
Asbestos Duty Holder & Appointed Persons (Duty to Manage)	Those who have senior management responsibilities and specific duties under this Management Plan. For example; Trust Members, Director of Operations, Premises Compliance Manager/Officer	<ul style="list-style-type: none"> ● Introduction to Duty to Manage Asbestos ● Legislation Behind Managing Asbestos. ● Developing an Asbestos Management Strategy ● Asbestos Risk Assessments ● Reporting Results ● Asbestos Registers and Management Plans ● Asbestos Remediation <p>This training will also need to be supplemented with training on the Trust Asbestos Policy, designated persons and key responsibilities, the local asbestos applications, and the Management Plan/Register. This can be completed in a session between the Appointed Person, Co-ordinator and any other person identified as requiring the training.</p>

The Asbestos Awareness training is mandatory for identified staff whether or not the building or premises was built pre-2000.

For those staff undertaking nominated duties under the Trust's statutory obligations must undertake further asbestos training to enhance their knowledge and competency. Training such as [Duty to Manage Asbestos](#) courses which are accredited by the HSE will be sufficient, alternatively educational setting specific training will also be sufficient providing it covers the broad range of content in the above table.

For staff who are unlikely to be unlikely to disturb asbestos within their normal daily activities but work in a building that contains ACMs, such as teachers, this policy directs that they should receive a brief induction on asbestos. The content of this induction is available as a template to be localised for each Academy. The indicative content can be seen at [Appendix B](#) and is available to download from the Trust Health and Safety Portal.

Training undertaken via Smartlog will be recorded on the system, external training should be recorded locally at Academy level, or Centrally by the Estates Director, for Academy and Trust Central staff respectively.

General External Contractors/Consultants

All contractors and consultants who undertake work as defined below will be required to have, as a minimum, valid asbestos awareness training:

- Work on the fabric of the estate – building structure, fixtures, finishes, internal and external
- Work on building plant and equipment – mechanical, electrical, ventilation, gas, etc.
- Work which could foreseeably disturb any of the above
- Work planning or instructing those to undertake the above
- Workers who access non-occupied/service areas – plant rooms, ducts, risers, ceiling voids, etc

However, if it is proven through inspection that no asbestos is present directly in the work area, or that the work will not indirectly affect any areas containing ACMs, then the contractor may not necessarily need asbestos awareness training as a minimum requirement.

Contractors who plan to undertake work with asbestos that does not require a licence from HSE (e.g. installing cables in areas containing undamaged asbestos materials) must be able to evidence suitable training. The same applies for contractors who undertake work with asbestos that does require a licence from HSE, such as work on asbestos insulation, asbestos insulating board and lagging (including sealing and removal).

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Under RIDDOR, any of the following diseases occurring from an activity involving the working or handling of asbestos or any admixture of asbestos is reportable:

- Mesothelioma
- Lung Cancer
- Asbestosis

Should any member of staff feel concerned about possible exposure to asbestos from work activities, they are advised to consult their GP and ask for a note to be made in their personal record about possible exposure, including date(s), duration, type of asbestos and likely exposure levels (if known). In some circumstances, the GP may make a referral to a specialist in respiratory medicine.

The HSE does not advocate routine X-rays for people who have had an inadvertent exposure to asbestos. Asbestos-related damage to the lungs takes years to develop and become visible on chest X-rays. X-ray examinations cannot indicate whether or not asbestos fibres have been inhaled. Any exposure to ACM's must be reported to the Health and Safety Manager as soon as possible.

Audit and Review

The system for managing asbestos across the Trust should be regularly audited every 12 months to ensure that it remains compliant with the current regulations. Audits will also identify whether the process is effective and appropriate actions can be taken.

The responsibility for undertaking assurance activity is shared across the Trust, with responsibilities falling to the Duty Holder (working collaboratively with the Appointed Persons), and to Deputy Appointed Persons (working collaboratively with Academy Asbestos Co-ordinators) for undertaking Academy-level reviews. These two systems are further explained below:

Duty Holder and Appointed Persons

The Duty Holder and Appointed Persons must conduct internal assurance on the strategic-level policy and arrangements to manage asbestos across the Trust. The audit should include the assistance of the Health and Safety Manager and should cover areas such as (not an exhaustive list):

- **Policy** – is it in date for review, has the Statement of Intent been signed by the CEO, has it been cascaded to all Trust staff, are persons nominated to undertake extra responsibility aware of their duties, does it reflect statutory responsibilities and guidance relating to asbestos management?
- **Surveys, Registers and Management Plans** – is there evidence that adequate checks have been undertaken on asbestos surveyors to ensure they are competent, are surveys suitable and sufficient, do the surveys provide sufficient information to produce an asbestos register, are the risks from asbestos assessed utilising appropriate guidance on scoring, does the management plan template ensure compliance with legislation and guidance?

- **Contractor list** – is there an up-to-date list of Trust-approved contractors, does it contain details of licensed asbestos contractors and surveyors, are licenses checked to ensure they are still valid with time to run?
- **Training** – are there appropriate training records held for the Duty Holder, Appointed Persons, Deputy Appointed Persons, Academy Asbestos Co-ordinators in line with policy?
- **Emergency Procedures** – are they still relevant based on the current principals of the HSE’s *EM1 Asbestos Essentials – What to Do if you Accidentally Disturb Asbestos*
- **Control of Contractors** – is there suitable and sufficient information and instruction on the control of contractors to ensure compliance and the safety of students, staff, visitors and contractors themselves?
- **Asbestos in Projects** – a recent project which involved asbestos should be reviewed to ensure all the principals on this Policy, associated procedures, and, ultimately, legislation and guidance have been adhered to.

Where deficiencies or areas for improvement are identified, an action plan should be completed with nominated persons taking responsibility and identified timescales for completed. The action plan should remain a live document, to be updated once actions are complete, until no further actions are outstanding – the document should then be kept in an archive sub-folder within the Trust’s main Asbestos Management folder.

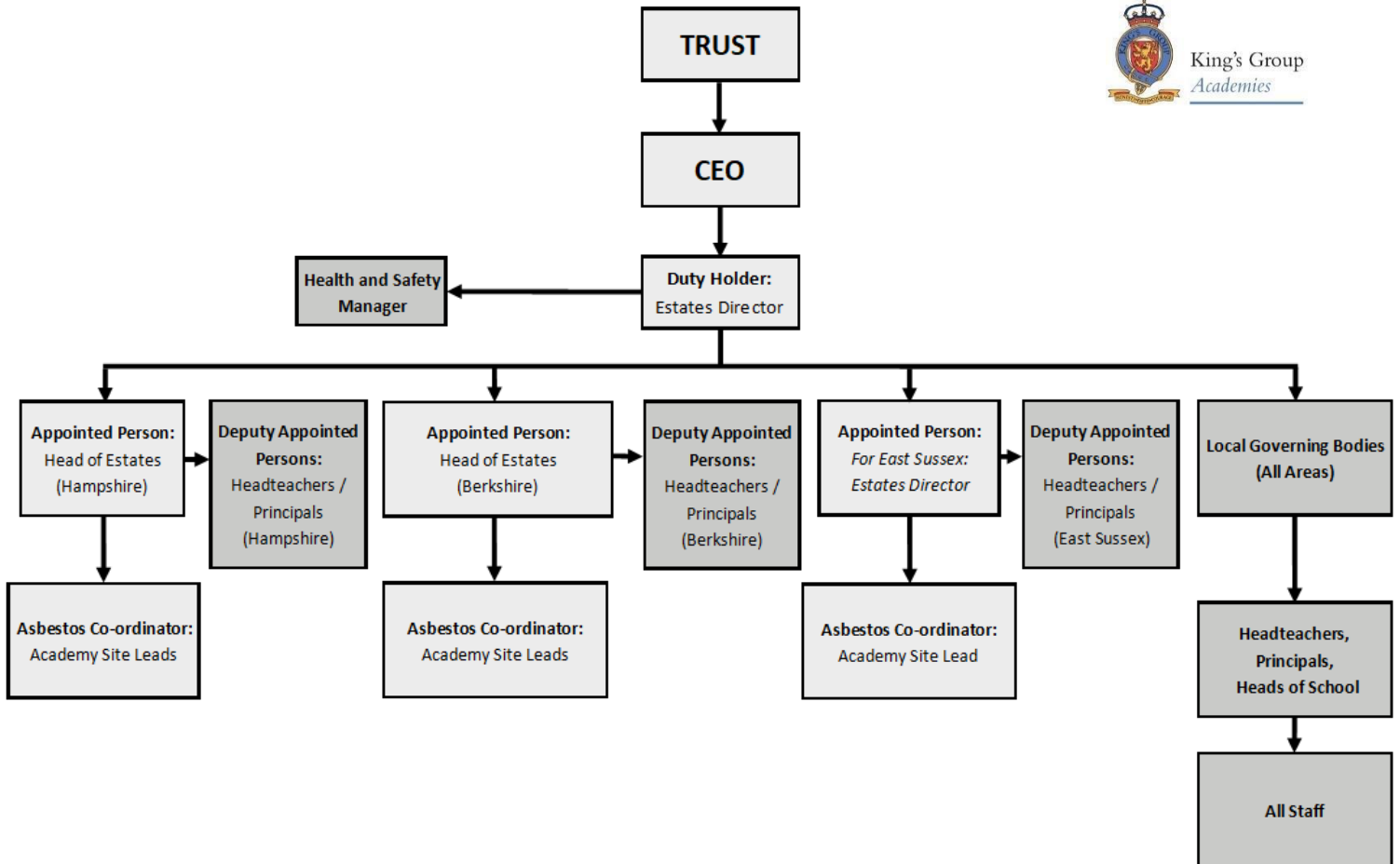
Headteachers/Principals (Deputy Appointed Persons)

Headteachers/Principals have overall responsibility for health and safety within their Academies, however this Policy clearly identifies staff within the Trust who have statutory responsibilities for the management of asbestos. A key reason for ensuring that Headteachers/Principals are nominated as Deputy Appointed Persons is to ensure that there is a senior manager at Academy level to take responsibility for the Academy the local arrangements both in the absence of the Appointed Person and for matters where they concern information, instruction and training for Academy staff. Therefore, it is of vital importance that Academy Leadership undertake internal assurance activity in relation to asbestos management matters.


To assist Headteachers/Principals in this responsibility, the Trust has created a guidance document with a helpful assurance checklist and action table template. This document, titled *Blue Leaflet 1c: Asbestos Management Assurance Checklist for Academies*, can be downloaded from the Trust Health and Safety Portal.

The two auditing processes detailed above should ensure a full 360-degree review of the entire asbestos management framework, across the Trust, annually. The Health and Safety Manager will be involved in the Trust-level assurance undertaken by the Duty Holder, and will ensure, via attendance at Academy Health and Safety Committees, that Headteachers/Principals undertake the local-level assurance, thereby having oversight of all processes.

APPENDIX A: Asbestos Management Structure



APPENDIX B: Asbestos Induction for Staff (Indicative)



King's Academy
<NAME>

Asbestos Induction



Section 1: Statutory Duties

- Asbestos was fully banned in the UK in November 1999 - the ban made it illegal to buy, sell, import or export any asbestos containing materials
- The Control of Asbestos Regulations 2012 provide the most regulations on working with asbestos
- The 2012 Regulations apply to employers, employees and those the maintenance of non-domestic premises
 - Regulation 4 establishes the role of a Duty Holder and requires them to manage asbestos to ensure that it is maintained in a safe condition and that employees are

Section 2: The Properties of Asbestos

Asbestos is a general name given to several naturally occurring fibrous minerals that have crystallised to form long thin fibres. These are divided into two sub-groups:



Section 3: Health Effects

The main route of exposure of asbestos fibres is through inhalation and to a lesser extent ingestion. The potential for fibre release from asbestos containing materials such as the type of materials/asbestos, the way sealant or enclosure.



Asbestos fibres which hang in the air - these are much smaller than the width of a human hair and are inhalable. Asbestos fibres can cause damage to your airways and is like Mesothelioma, lung cancer, and asbestosis usually only develop after low levels of asbestos for fibres to be

Section 4: Typical Applications at the Academy

Like most schools in the country, at King's Academy <NAME> we have asbestos containing materials (ACMs).

The most common types of applications of ACMs are:

- Presence in walls/wall cavities
- Presence in shelves
- Lagging around pipework
- Ceiling tiles
- Floor tiles
- Roof tiles
- Asbestos sealant, add or delete

The buildings/areas where you will find asbestos are:

- A Block
- C Block - first floor only
- Sports Hall (roof only)
- Asbestos sealant, add or delete

Section 5: The Academy's Asbestos Register

The Academy's asbestos register is available to all staff, contractors and visitors online.

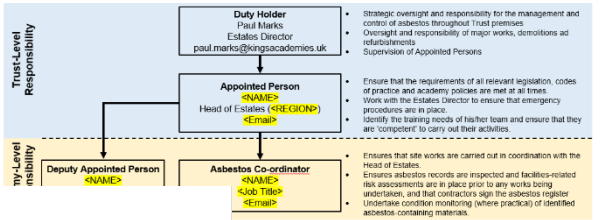
The asbestos register will provide information on the types and applications of asbestos containing materials as well as the locations and photographs of the materials.

You can access the asbestos register by utilising the following options:

- Clicking here <create hyperlink>
- Using the QR Code opposite - click on the link on the page which opens, you don't need to sign the register
- Asking for a copy of the register from the Academy's Asbestos Co-ordinator

Section 6: Designated Persons & Responsibilities

The designated persons, under the 2012 Regulations, relevant to King's Academy <NAME> are shown below with a very brief description of their responsibilities



Section 7: Site-Specific Instructions

The following instructions are important to ensure your health, safety and wellbeing in regards to asbestos and asbestos containing materials:

- Never pin anything to walls (e.g. artwork, notices, learning materials, etc)
- If you need to attach something to a wall and do not have space on a surface, you can be provided with more



Section 8: Emergency Procedures

The condition of asbestos-containing materials are checked at least annual, however damage/deterioration can between checks.

Immediately notify the Headteacher/Principal, Asbestos Co-Ordinator, any member of the Site Team or your Line Manager/supervisor immediately of any damaged/deteriorated ACMs.

If any items known or suspected to contain asbestos are accidentally disturbed:

- work MUST STOP work immediately
- DO NOT ATTEMPT TO CLEAR UP ANY DEBRIS
- Clear the immediate area of people and stop any others entering
- Contact the Site Team/Headteacher who will escalate the matter and take immediate action
- Do not reoccupy the area until the Headteacher or Asbestos Co-ordinator informs you that it is safe

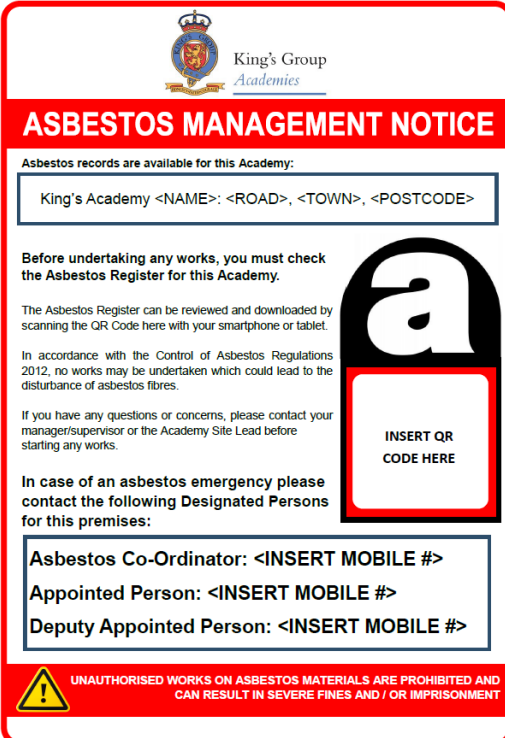
APPENDIX C: Asbestos Register & Declaration Portal

Introduction

The Asbestos Register & Declaration Portal (ARDP) will be made available to all Academies within the Trust to ensure that there is a one simple electronic solution to share relevant records and documentation concerning asbestos with those who need to know them, specifically contractors working on Academy premises.

Accessing and using the ARDP

Accessing the ARDP by visitors to Academies will be via smartphone or tablet by utilising a QR Code, or via a laptop utilising a short link. The QR features on a poster which will be displayed within Academy Receptions – an example of the post is provided below:



The poster is a rectangular notice with a red border. At the top left is the King's Group Academies logo. The title 'ASBESTOS MANAGEMENT NOTICE' is in a red banner. Below the title, it states 'Asbestos records are available for this Academy:' followed by a box for 'King's Academy <NAME>: <ROAD>, <TOWN>, <POSTCODE>'. The main text includes instructions to check the Asbestos Register before work, a QR code area labeled 'INSERT QR CODE HERE', and contact information for designated persons. A warning symbol and text are at the bottom.

ASBESTOS MANAGEMENT NOTICE

Asbestos records are available for this Academy:

King's Academy <NAME>: <ROAD>, <TOWN>, <POSTCODE>

Before undertaking any works, you must check the Asbestos Register for this Academy.

The Asbestos Register can be reviewed and downloaded by scanning the QR Code here with your smartphone or tablet.

In accordance with the Control of Asbestos Regulations 2012, no works may be undertaken which could lead to the disturbance of asbestos fibres.

If you have any questions or concerns, please contact your manager/supervisor or the Academy Site Lead before starting any works.

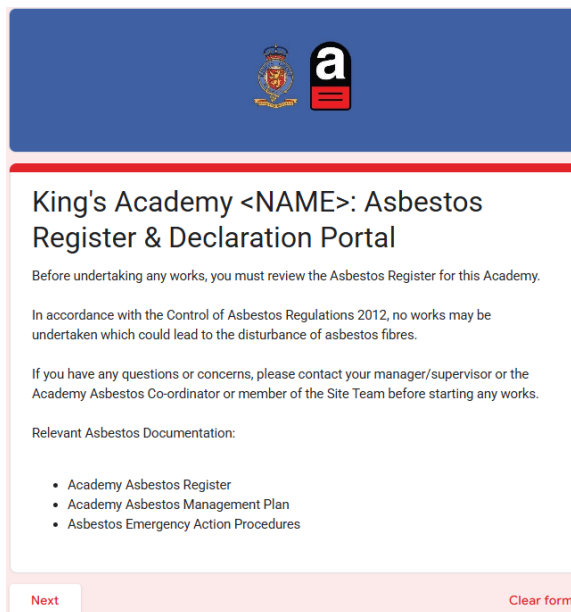
In case of an asbestos emergency please contact the following Designated Persons for this premises:

Asbestos Co-Ordinator: <INSERT MOBILE #>
Appointed Person: <INSERT MOBILE #>
Deputy Appointed Person: <INSERT MOBILE #>

UNAUTHORISED WORKS ON ASBESTOS MATERIALS ARE PROHIBITED AND CAN RESULT IN SEVERE FINES AND / OR IMPRISONMENT

Once the QR code has been scanned, or link accessed, the user will be taken to a portal, where the following steps form part of the process to ensure relevant documentation is communicated, and a declaration is signed by the person undertaken works:

1. Portal Home Page and Documentation List:



The screenshot shows the top of a web portal. At the top is a blue header with the King's Academy crest and a logo with the letter 'a'. Below the header is a white box with a red border containing the following text:

King's Academy <NAME>: Asbestos Register & Declaration Portal

Before undertaking any works, you must review the Asbestos Register for this Academy.

In accordance with the Control of Asbestos Regulations 2012, no works may be undertaken which could lead to the disturbance of asbestos fibres.

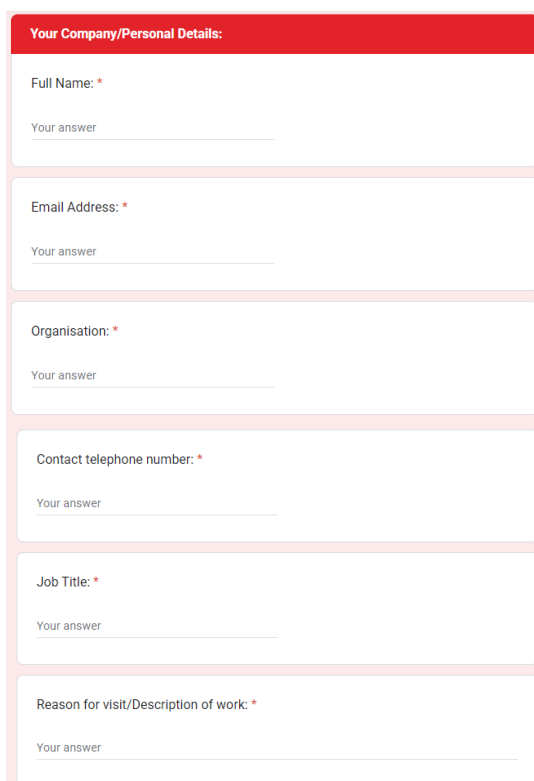
If you have any questions or concerns, please contact your manager/supervisor or the Academy Asbestos Co-ordinator or member of the Site Team before starting any works.

Relevant Asbestos Documentation:

- Academy Asbestos Register
- Academy Asbestos Management Plan
- Asbestos Emergency Action Procedures

At the bottom of the white box are two buttons: "Next" on the left and "Clear form" on the right.

2. Requirements for details concerning the worker and work being undertaken:



The screenshot shows a form titled "Your Company/Personal Details:" in a red header. The form contains six input fields, each with a label and a "Your answer" placeholder:

- Full Name: *
- Email Address: *
- Organisation: *
- Contact telephone number: *
- Job Title: *
- Reason for visit/Description of work: *

3. Prompting to review the Register (in addition to the first page)

The Asbestos Register

Click here to review the Asbestos Register
 If you would like this information in hard-copy then please speak to the Academy Asbestos Co-ordinator, Site Team, the Academy Health and Safety Lead, or the Headteacher.

4. Finally, the user is required to sign the declaration:

Declaration

I have undertaken Asbestos Awareness Training or Refresher Training in the last 12 months: *

Choose ▾

I agree to comply with all site health & safety requirements, rules and regulations: *

Yes

I agree to read, or can confirm that I have read, the Asbestos Register for this premises and other relevant documentation before commencing work on this premises: *

Yes

I agree to NOT undertake works that could disturb any known asbestos containing materials: *

Yes

Please input your full name as confirmation of your declaration: *

Your answer _____

[Back](#) [Submit](#) [Clear form](#)

Once the declaration has been submitted, the data is stored on a Google Sheets spreadsheet, where all relevant staff at the Academy (and centrally within the Trust) will have access. An example of the spreadsheet has been provided below:

Timestamp	Full Name	Email Address	Organisation	Contact telephone number	Job Title	Reason for visit/Description of work	I have undertaken Asbestos Awareness Training or Refresher Training in the last 12 months
13/04/2025	Jason Smith						
25/05/2025	Simon Johnson						
						I agree to read, or can confirm that I have read, the Asbestos Register for this premises and other relevant documentation before commencing work on this premises:	
						I agree to comply with all site health & safety requirements, rules and regulations:	
						I agree to NOT undertake works that could disturb any known asbestos containing materials:	
						Please input your full name as confirmation of your declaration:	
						YES	JASON SMITH
						YES	Simon Johnson

APPENDIX D: Academy Asbestos Management Plan (TEMPLATE)



King's Academy <NAME>

Asbestos Management Plan

Duty-holder:	<NAME>, on behalf of King's Group Academies
Appointed Person:	<NAME>, <JOB TITLE>
Deputy Appointed Person:	<NAME>, <JOB TITLE>
Asbestos Co-ordinator	<NAME>, <JOB TITLE>
Plan approved on:	<INSERT DATE>
Review date:	<INSERT DATE>

Introduction

This Academy Asbestos Management Plan must be read in conjunction with the Trust Asbestos Policy. This Plan sets out the actions taken within the Academy premises to manage Asbestos Containing Materials (ACMs) in accordance with The Control of Asbestos Regulations (CAR) 2012, best practice guidance, and Trust policy. A copy of this plan and the premises asbestos survey and register, in addition to any other relevant information as detailed in the Trusts guidance, will be held in the

Asbestos folder on the Academy's shared google drive - this folder will be made readily available to all those who need access to the asbestos documentation.

This plan has been developed by the Head of Estates (<INSERT REGION>) acting as the Trust's Appointed Person for the management of asbestos in this region, and has been approved by the Trust's delegated asbestos Duty Holder – the Estates Director.

To ensure Trust employees, students, contractors and visitors to the premises do not disturb ACMs and are safe from potential exposure, the following effective asbestos management procedures are in place:

- A designated person/s responsible for the management of asbestos on the Academy's premises (referred to as the Academy Asbestos Co-Ordinator); including the updating of existing records, and undertaking condition monitoring on an annual basis or more frequently based on risk
- A system to ensure ACMs are identifiable through appropriate labelling and/ or colour coding
- Provision of asbestos awareness training to all Academy employees and third parties as deemed necessary (including the keeping of appropriate training records);
- To periodically inspect ACMs on a regular basis as specified within the asbestos register
- To periodically review this Asbestos Management Plan
- Provide access to the asbestos folder for contractors carrying out maintenance and/ or construction works (this includes IT contractors) prior to the commencement of works
- Provide relevant information to emergency services when attending site
- Ensure that, where deemed necessary, a refurbishment or demolition survey is undertaken when the Academy undertakes any construction works
- Seek advice and guidance from suitably qualified and experienced Competent Persons on any asbestos related work activities that are to be undertaken (this may include, but is not limited to: re-inspections, asbestos removal works, environmental cleans, encapsulation works & air-monitoring)
- Inform the Academy Asbestos Co-ordinator, Appointed Person (Head of Estates), or Deputy Appointed Person (Headteacher/Principal) immediately of any instances of suspected exposure to ACMs so that an emergency plan can be enacted

Identification of ACMs

Management Surveys

Regulation 4 of the Control of Asbestos Regulations 2012CAR 2012 concerns the management of asbestos in non-domestic premises. A management survey is the standard survey required to enable a suitable and sufficient assessment as to whether asbestos is or is liable to be present in the premises. The survey also provides for the creation of an asbestos register as required under the above regulation. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in a building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

The Appointed Person (regional Head of Estates) is responsible for commissioning all surveys. The minimum standard to be adopted is described in HSG 264 Asbestos – The Survey Guide; the surveys will be undertaken and reported by a UKAS-accredited consultant, in accordance with HSE guidance.

Academy buildings constructed prior to the year 2000 will be subject to a management survey.

Academy buildings constructed after 2000 will not require a survey; however all Academy staff must ensure that any equipment which may contain asbestos i.e. ovens/incubators etc. are identified to the Academy Asbestos Co-ordinator and Appointed Person.

Intrusive works

Regulation 5 of the 2012 Regulations concerns the identification of the presence of asbestos. Where the Trust is to undertake work in demolition, refurbishment or maintenance, those originating and/or undertaking that work must make a suitable and sufficient assessment as to whether asbestos is likely to be present. A management survey is VERY unlikely to provide sufficient information to satisfy this requirement, particularly where intrusive works are planned.

Where any intrusive work is planned in a building constructed before 2000 a refurbishment and demolition survey is needed before any refurbishment or demolition work can be carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

Refurbishment surveys are based on the scope of the refurbishment project and as such are only as intrusive as necessary for the scope. Changes to the extent of work should be communicated to the Appointed Person for review and possible additional survey work planned. Surveys will be commissioned by the Appointed Person through approved framework consultants accredited by the United Kingdom Accreditation Service (UKAS) for undertaking surveys for asbestos containing materials.

Control measures

Work with or near ACMs

If building, project or maintenance work has the potential to disturb ACMs, those materials will normally be removed prior to work commencing. In exceptional cases removal may prove impracticable, in such cases any works directly involving disturbance of ACM must be undertaken by Licensed Asbestos Contractors under controlled conditions and in accordance all health and safety and University regulations, guidance and procedures. This may involve the sub-contracting of small sections of otherwise specialist work to a Licensed Asbestos Contractor e.g. electrical conduit attachment to asbestos insulating board.

Labelling

Warning labels or appropriate signage will be applied to ACMs considered to be a significant risk where this is deemed to help prevent accidental damage, and not cause undue concern. Examples of typical warning labels and signs has been provided below (these examples are not extensive and other appropriate stickers/ labels may be used):



Lower risk materials such as floor tiles, textured coatings, cement materials will not be routinely labelled but adequate steps will be undertaken to raise site awareness of their presence.

If an asbestos label is present, it must be assumed that ACMs are present. Conversely, depending on location, the absence of a label does not mean that ACMs are not present. If in doubt, ASK.

The use of local warning signs and labels can be beneficial in decreasing the chance of inadvertent damage and exposure. However, labelling may not always be considered, particularly where they may cause anxiety to the building occupants.

The Asbestos Register must still be consulted on every occasion when intrusive work is proposed.

Restricted Access

Where ACMs are identified in poor condition the Appointed Person may require the area to be isolated or access restricted to selected personnel/work activities until such time as remediation work can be undertaken. In these circumstances, warning signage will be placed on all access positions with instructions for the Appointed Person to be contacted if access is required; areas affected by restrictions will be reported to the relevant managers

Condition Monitoring

The environment around ACMs is a significant risk factor. ACMs can deteriorate due to age, fire, flood, wear and tear, and damage, therefore the register should be reviewed every 12 months, this is referred to as 'Condition Monitoring'. The monitoring must be recorded, and, where practical, photographs of the current visual state of the ACMs and surrounding environment should be taken to update the register. The condition monitoring must not disturb the ACMs or expose the persons undertaking the work to asbestos.

For Academies with minimal low risk ACMs on site, or small amounts of high-risk ACMs present, the Academy Asbestos Co-ordinator will be able to undertake the annual condition monitoring. For Academies with multiple high-risk ACMs on site, the condition monitoring must only be undertaken by licensed contractors – in this event, the Academy will require a management survey to be undertaken annually to serve the purpose of condition monitoring.

At King's Academy <NAME>, we will conduct condition monitoring on an annual basis with the register and management plan updated with the findings of this inspection. The register and management plan will also be updated should there be any incident or emergency, or report of any damage or deterioration of ACMs.

Site Plan

A copy of the site plan has been included here which outlines the buildings/areas which do or may contain asbestos:

<Insert a copy of a plan of the Academy premises, outlining areas that contain or may contain asbestos>

Asbestos Register

This register is based on survey results conducted by <INSERT CONTRACTOR> a United Kingdom Accreditation Service (UKAS) accredited organisation.

Date of Management Survey:	<INSERT DATE>
Date of Last Condition Check:	<INSERT DATE>
Date of Last Update to Register:	<INSERT DATE>

The Asbestos Register can be accessed by clicking here

Asbestos Management Improvement Plan

The following table outlines the proposed improvement plan over the next twelve-month cycle, commencing April 2025.

Action	Product Type	Location	Expected Completion Date	Responsible Person	Completion Date

Communication plan

All staff within the Academy will be provided with relevant information in regards to asbestos by the following methods:

Information	Communication Method
Types and location of ACMs	<ul style="list-style-type: none"> • New Staff Induction • Annual H&S Refreshers • Management Survey, Asbestos Register, and Management Plan always available online via the Academy's shared drive
Visual means of identifying ACMs	Through the use of labels, signage, stickers, etc
How to report concerns about ACMs	<ul style="list-style-type: none"> • New Staff Induction • Annual H&S Refreshers
Asbestos risk awareness	<ul style="list-style-type: none"> • Relevant training (Induction/Asbestos Awareness/etc)

The Trust's health and safety management system, Smartlog, will be utilised to ensure all staff at the Academy have access to the Trust Asbestos Policy. Where the Academy's Management Plan and Register are live documents, these will only be available online via the Academy's shared drive.

Works and Visitor Protocols

Contractors

Everyone attending the Academy to carry out any works will be required to access and review the asbestos survey, register and plan before undertaking any work. This will be facilitated via the online Asbestos Register & Declaration Portal (ARDP). There are posters on display at Reception which contains a QR code linking contractors to the ARDP which contains the asbestos register and other associated documentation. Where there are ACMs that are to be worked on or nearby, no work will take place until an appropriate method statement of work is produced and the appropriate Permit-to-Work procedures are fully authorized and implemented.

Emergency services

In the event of an emergency, the Academy Asbestos Co-ordinator and/or Appointed Person must provide the emergency services with an up-to-date copy of the asbestos register.

Where the asbestos documentation is available online (with system backups provided by contracted IT services), the documentation should be easily accessible in the event that the premises is physically inaccessible due to accident or incident.

Emergency procedures

The emergency procedures to be followed in the event of either discovering materials suspected to contain asbestos or in the event of an unplanned or suspected disturbance of asbestos are contained within Appendix E of the Trust's Asbestos Policy. The Appendix will be provided as a separate document to contractors via the ARDP and is available to all staff within the Academy's Asbestos folder on the shared drive.

Certain incidents which may have resulted in the release of asbestos fibres should be reported to the HSE. Where relevant, this is a legal requirement under the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#). If there's any uncertainty as to whether this regulation applies, the Academy will seek professional advice or contact the HSE.

APPENDIX E: Emergency Procedures (TEMPLATE)

Health & Safety Procedures



King's Academies, **NAME>**

Title:	Asbestos Emergency Procedures
Approved By:	<INSERT NAME>
Date Approved:	<INSERT DATE>
Review Date:	<INSERT DATE>

1. Objectives

- To ensure the safe control and management of emergency incidents concerning asbestos, including ensuring the safety of staff, students, visitors and contractors.
- To ensure appropriate reporting of incidents, with records made of the incident, immediate and follow-on actions.

2. Responsibilities

Appointed Person
Deputy Appointed Person
Academy Asbestos Co-ordinator
Academy Site/Estates Team
Headteacher/Principal
Head of School
Senior Leadership Team
All staff (where necessary)
Contractors (where applicable)

3. Reference Documents

- King's Group Academies – Trust Asbestos Policy
- EM1 Asbestos Essentials – What to Do if you Accidentally Disturb Asbestos During your Work

4. Background

The Trust has comprehensive records regarding asbestos, undertakes additional asbestos surveys for project work and has procedures in place to assess suitability of asbestos information and disseminate it appropriately. However, the potential for the discovery of unknown ACMs, and the accidental disruption of ACMs remains and therefore it is vitally important that this procedure is followed in the event of an asbestos incident or emergency.

Asbestos incidents and emergencies can be categorised as being one of the following:

- Discovery of a suspect ACM
- Disturbance or damage of a known or suspect ACM

5. Procedure

During the initial stages of any emergency incident, the Appointed Person must be contacted and informed of the situation. In the event that the Appointed Person is uncontactable, the Deputy Appointed Person must be contacted, and the Academy Asbestos Co-ordinator in their absence.

Discovery of a suspect ACM

In the event that a suspected ACM is discovered, the following procedure must be followed:

- Stop work immediately and contact the person instructing the works and the Academy Asbestos Co-ordinator.
- In the event of the Academy Asbestos Co-ordinator being unavailable, you must contact the Appointed Person or Deputy Appointed Person.
- The Academy Asbestos Co-ordinator (or other designated person) will check the asbestos register and other available reports and documentation to identify whether this material has previously been sampled.
- The Asbestos Co-ordinator (or other designated person) will attend to inspect the material, if appropriate sampling will be arranged using a licenced asbestos contractor.
- Where samples are deemed necessary, works may have to cease until confirmation has been received following laboratory analysis.
- If sampling has not been taken, or the results of sampling have not yet been received, it should be presumed that the materials contain the worst type of asbestos
- The appropriate controls should be applied, using a licenced asbestos contractor if required
- The Academy Asbestos Co-ordinator or other designated person will update the Academy's asbestos management plan

Disturbance or Damage to an ACM

Where a material becomes damaged, is disturbed, or it is known or suspected that it is an ACM, it is essential that the following steps are taken to mitigate the risks:

- Stop work immediately and contact the person instructing the works and the Academy Asbestos Co-ordinator.
- In the event of the Academy Asbestos Co-ordinator being unavailable, you must contact the Appointed Person or Deputy Appointed Person.
- Secure the area and prevent anyone else from accessing this location – use signage and barriers as needed.
- If damaged material, dust or debris is on personnel and/ or clothing they must remain nearby and, if possible, be isolated from others – the following actions should be taken:
 - If there is only a little dust on sleeves, shoes etc:
 - Wipe down with damp rags
 - Dispose of the rags as asbestos waste and keep a record of the evidence
 - If there are large amounts of dust/debris on clothing, hair, footwear etc:
 - Stay put
 - Avoid inhaling dust
 - Put on Respiratory Protection Equipment (RPE) if possible
 - Damp wipe outer clothing if possible then remove clothing before moving away from source
 - Seek help
 - If help available, helper to put on PPE and RPE before entering area
 - Damp wipe all contaminated items as necessary until visually clean

- Decide if there is a need to wash hair and shower
- Put contaminated clothes/towels/damp rags in a plastic bag and dispose as asbestos waste and keep records as evidence
- The Academy Asbestos Co-ordinator (in conjunction with the Appointed Person or other designated person) will check existing asbestos records and attend to assess the situation, additional requirements may include:
 - Emergency decontamination of personnel
 - Additional sampling of suspect materials
 - Air testing by a licenced asbestos consultant
 - Attendance of a licensed asbestos contractor to undertake emergency removal or making safe works
- All works on site will have to cease until the material can be made safe or removed.
- The Academy Asbestos Co-ordinator or other designated person will update the Academy's asbestos management plan

Following these initial steps, it is likely that further planned asbestos abatement will be required following resolution of the immediate concerns.

6. Adverse Event Investigation

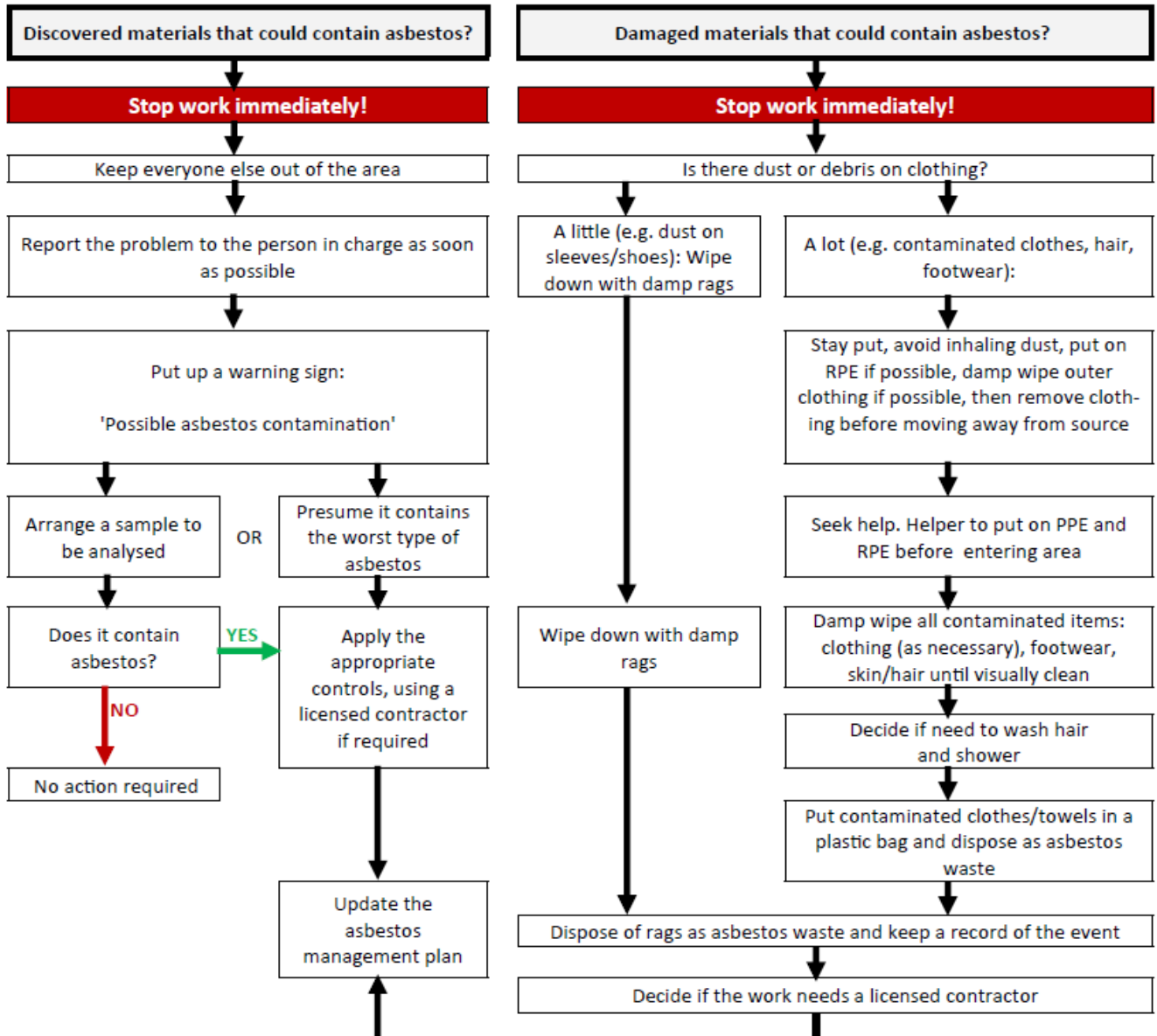
Following the conclusion of any emergency incident, it is imperative that records are maintained to allow for an adverse event investigation either at Academy or Trust level (or both).

7. Procedure Flowchart

The procedure detailed in section 5 above has been placed into a flowchart (overleaf) which can be provided to contractors.

ASBESTOS INCIDENT AND EMERGENCY PROCEDURE FLOW CHART

Designated Person Contact List (in call order)	
Academy Asbestos Co-ordinator:	<NAME> <CONTACT NUMBER>
Appointed Person:	<NAME> <CONTACT NUMBER>
Deputy Appointed Person:	<NAME> <CONTACT NUMBER>



CAUTION

Check what you're working on before you start:

- Avoid using a sweeping brush as this can spread asbestos
- Make sure no unauthorised personnel enter the area
- The clean-up of any accidental release of higher risk materials, e.g. asbestos lagging, loose fill, asbestos coatings (not textured coatings) or large-scale releases of AIB, must be done by a licensed contractor.