



## Managing Asbestos - Academies, V.A. and Foundation Schools Policy, Management Plan and Guidance

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## **Vision Statement**

### ***Believe Strive Succeed***

***Our vision is to provide an outstanding, inclusive and aspirational education for local children. We believe that everyone in our community is capable of achieving beyond their expectations by living each day in all its fullness, spiritually, physically, intellectually, emotionally and morally. We are underpinned by deep rooted values of respect, consideration, loyalty, responsibility and success.***

***1 Corinthians 12:12 'the body is one and has many members, and all the members of the body, though many, are one body'***

## **PART 1 – POLICY**

### **Statement of Intent**

The [Board of Governors/Trustees](#) will do all that is reasonably practicable to ensure the health, safety and wellbeing of staff, pupils and visitors, including contractors, and others who may be affected by the school's activities. To this end, we believe in achieving our aims in partnership with all interested parties. We are committed to complying as a minimum with our legal responsibilities, but we are seeking to continually improve our health and safety performance in line with best practice. We will maintain and continually review the asbestos management as part of an effective health and safety management system, which we consider to be an essential part of a high performing school.

It is the intention of the [Board of Governors/Trustees](#) and Headteacher that the established asbestos policy together with the health and safety policies, guidance and procedures shall be followed and developed locally to meet the specific needs of [Name School](#). The aim is to ensure that Management of Asbestos is fully compliant with the Control of Asbestos Regulations (2012) as an integral part of managing school health and safety. The [Board of Governors/Trustees](#) will review this policy annually, and employees will be consulted prior to any amendments being made.

The [Board of Governors/Trustees](#) recognises that it has responsibility for the management, maintenance and/or repair of the school and has duties, as the 'dutyholder' of a non-domestic premises, under Regulation 4 of the Control of Asbestos at Regulations 2012. The [Board of Governors/Trustees](#) understands its duties under Regulation 4 and that it is required as dutyholders to:

- take reasonable steps to determine the location, amount and condition of materials likely to contain asbestos;
- presume materials contain asbestos unless there is strong evidence that they do not;
- make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises;
- assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- prepare a plan setting out how the risks from the materials are to be managed;
- take the necessary steps to put the plan into action;
- review and monitor the plan periodically; and

- provide information on the location and condition of the materials to anyone who is liable to work on or may disturb them i.e. maintenance workers and teachers

The [Board of Governors/Trustees](#) will ensure that the individual(s) who are delegated tasks or functions are trained to a sufficient level of competency. The responsibility as Dutyholder cannot be delegated and is retained by the board of governors regardless of whether the function is delegated or not.

The governing body will review this policy annually.

Chair of Governors  
Head Teacher

Signed

Signed

Date:

Date:



## **Introduction**

In the past, asbestos has been widely used and it is found in buildings that are still in public and private use, and in the home. Asbestos was used in various materials in buildings to provide chemical resistance, incombustibility, thermal insulation, and strengthening characteristics. The proportion of asbestos contained in materials ranges from below 5% to 100%.

Employees in the building and allied trades are exposed to asbestos fibres every time they work on building materials that contain asbestos or carry out work without taking the correct precautions. The work can be the simple task of installing a new light fitting, through major building refurbishment, to demolition of part or all of an existing structure. Whilst not the only source of potential exposure, where such work is performed, asbestos fibres may be released into the air and anyone in the vicinity could be exposed to harm.

Breathing in air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lungs and chest lining, but there is usually a long delay between first exposure to asbestos and the onset of disease. Past exposure to asbestos currently kills over 5000 people a year in Great Britain. There is no cure for asbestos-related diseases.

## **Purpose and Scope**

In schools, the main asbestos duty holder is the employer. In Academy trusts/VA and Foundation schools, the employer is the trust or governing body.

This model policy is provided by Enfield Council's Asbestos Team and is based on the Council's asbestos policy. Academy trusts/VA and Foundation schools may choose to adopt this policy. We would recommend schools signing up to the Council's Asbestos Service Level Agreement (SLA) and as part of this, adopting this Policy and Management Plan.

It is the objective of this policy to contain and minimise the risks from asbestos to employees and other persons served by the name of School, for whom the Board of Governors/Trustees has a duty of care, by establishing and maintaining effective asbestos management systems and procedures in the control and maintenance of premises.

This policy applies to all school premises managed by: *insert name of academy trust/VA/Foundation*.

## **Definitions**

'Asbestos' is the name given to a group of naturally occurring fibrous silicate minerals.

Management Plan – This sets out how asbestos is managed in premises.

Management Survey – Identifies and assesses asbestos that might be disturbed during normal occupation and foreseeable maintenance.

Refurbishment and Demolition Survey – Identifies asbestos in the work area. This type of survey is intrusive and destructive.

Asbestos Register – A table which lists current asbestos in the building.

**Where is Asbestos found in Buildings?**

Asbestos will be found almost anywhere in buildings which were constructed prior to 1999. Some ACMs are more vulnerable to damage and more likely to release fibres than others. Some materials are more hazardous than others. For instance, asbestos insulation and lagging can contain up to 85% asbestos and are most likely to give off fibres and are soft and friable (crumbly/powdery). On the other hand, asbestos cement contains asbestos and is tightly bound into the cement: the material will only give off fibres if it is badly damaged or broken.

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Asbestos can be found in over 3000 different materials. Listed below are some common examples of where asbestos may be found. **This list is not exhaustive. All materials should be presumed as containing asbestos unless there is strong evidence to suggest otherwise.**

Typical uses –

Product Type	Examples
Asbestos cement products	Corrugated roofing, gutters, pipes and water tanks
Asbestos insulating board	Wall partitions, fire doors, ceiling tiles.
Textured coatings	Artex.
Asbestos reinforced plastics	Lino tiles and toilet cisterns.
Asbestos lagging	Insulation on pipes and boilers
Spray coatings	Fireproofing on structural steelwork, on ceilings and walls as insulation
Asbestos Rope and fabrics	Gaskets, fire blankets.
Asbestos Paper	Used in electrical insulation.

**Health Risks and Statistics**

In general, if Asbestos Containing Materials (ACMs) are in good condition and are unlikely to be disturbed, they should be left in place and properly managed.

When ACMs are disturbed or damaged, fibres are released into the air. When these fibres are inhaled, they can cause serious or even fatal diseases. These diseases often take a long time to develop.

People who carry out any type of maintenance, repair or refurbishment work in buildings are at greater risk, as they are more likely to become exposed to the fibres.

Asbestos is present in a wide range of building materials up until the year 2000. Often tradespersons (e.g. electricians, carpenters etc) can be exposed to asbestos because they are working in buildings. However, anyone in a building where asbestos is damaged and releases fibres can be exposed.

Asbestos causes cancers such as mesothelioma and lung cancer, and conditions such as asbestosis. Asbestos related disease and deaths have risen in the last decade in the UK due to exposures in previous decades and the time it takes to develop disease, and is predicted to continue at this high level. HSE statistics show over 5000 people die of asbestos related disease in the UK every year.

Those exposed to asbestos negligently and develop an asbestos related disease can make a personal injury claim. There is also a government Mesothelioma scheme available – see the link below for more information: <https://www.gov.uk/diffuse-mesothelioma-payment>

### **Duty to manage asbestos**

In order to comply with the law, duty holders are required to ensure that:

- Reasonable steps are taken to find materials in premises likely to contain asbestos and to check their condition.
- Materials are presumed to contain asbestos unless there is strong evidence that they do not.
- A written record of the location and condition of the asbestos and/or presumed ACMs is made and that the record is up to date.
- The risk of anyone being exposed to these materials is assessed.
- A written plan to manage that risk is prepared and that the plan is put into effect to make sure that:
  - Any material known or presumed to contain asbestos is kept in a good state of repair;
  - Any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired and adequately protected or, if it is in a vulnerable position and cannot be adequately repaired or protected, it is removed;
  - Information on the location and condition of the material is given to anyone who is liable to disturb it or is otherwise potentially at risk.

## **Responsibilities**

### **Board of Governors/Trustees**

The Board of Governors/Trustees have overall responsibility for ensuring the aspects of asbestos management detailed in these policy arrangements, and the duties of all responsible persons, are carried out in full. They should ensure that roles are appointed and suitable and sufficient training is provided.

### **Governing Body and Head Teacher**

The Governing Body and Head Teacher are responsible for ensuring that this document is adhered to within their premises and that all members of staff are aware of its contents and implications. In particular, they shall ensure that:

- There is an Asbestos Management Plan in place. (See Part 2 for a proforma of the management plan)
- An asbestos survey has been carried out and is available for use by all staff, visitors, contractors, etc.
- A competent person ('Appointed Person') and Deputy has been appointed to use the corporate asbestos management register (Asbestos Webtracker) to comply with 1 and 2 above and the requirements of the management plan.
- The Appointed Person and Deputy has attended the Council's 'Asbestos Awareness Training'. This training should be taken at least every 3 years.

The Asbestos Management Plan deals with the management of asbestos on your premises. You should complete and sign the proforma at Part 2. This records what you are doing to manage asbestos. It contains the following records together with guidance to ensure that:

- All asbestos containing materials are inspected for signs of deterioration, damage or exposure;
- Signs of deterioration, damage or exposure are reported to the Council's Asbestos Team and the Asbestos Appointed Person and Deputy;
- No fixings should be made to surfaces (e.g. wall, ceiling or notice board) without first checking whether asbestos is present;
- No work on asbestos containing materials (ACMs) should be undertaken by school staff (or unlicensed "asbestos removal contractors");

- Appropriate action is taken to either remove or repair ACMs, and maintain and monitor any identified as requiring remedial action;
- Information regarding the location of ACMs is made available to any contractor working within the premises.
- The Headteacher should inform all staff that there are ACMs in the school and what to do if they have any concerns.

### **Asbestos – Appointed Person**

The School's Appointed Person and Deputy will ensure a full portfolio of asbestos records (i.e. those that make up the management plan) exists for the premises. Quite often this is the business manager or site manager. There should also be a Deputy, therefore it may be that both fulfil these roles. This is necessary to cover for absence.

The appointed person and deputy are required to:

- Have attended and passed the Council's asbestos awareness course
- Carry out refresher training;
- Be able to access the schools Asbestos Register through the Asbestos Webtracker and;
- Be familiar with the location of asbestos identified on the register and carry out regular checks on the condition of ACMs e.g. monthly.

### **All Employees**

All employees must co-operate with the Headteacher and Appointed Persons/Deputy to ensure requirements for managing asbestos are met. In particular, they are responsible for informing the Appointed Person or Deputy of any suspected or known asbestos containing material (ACM) that is either deteriorating, has become damaged or is exposed.

### **The Council's Asbestos Manager**

The Council's Asbestos Manager will provide an Asbestos Management System (described in this policy and guidance) for schools who have an Asbestos Service Level Agreement with the Council and is responsible for the following:

- Manage the Council's Asbestos Team and their activities.
- Compiling and maintaining information on the location, extent and condition of asbestos.
- Provide competent advice on the management of asbestos and statutory duties.
- Ensure in liaison with the Schools Health & Safety Team Manager, that appropriate checks are in place to check whether arrangements are working and duty holders and Lead Roles/Appointed Persons are aware of their role in complying with the duty to manage.
- Ensuring provision for Asbestos Awareness training.
- Manage and maintain a Master Action Plan (this records the status of recommended actions from surveys and reviews).

### **Council's Asbestos Team**

The Council has its own internal Asbestos Team who can provide an Asbestos Service Level Agreement (SLA). Under an SLA, the Asbestos Team would be responsible for:

- Providing expert asbestos advice regarding asbestos in Council premises and assist with any investigations or responses in relation to any asbestos incidents and emergencies.
- Carrying out asbestos surveys and suitable and sufficient risk assessments.
- Carry out regular monitoring/re-inspections of ACMs every 12-18 months.
- Carrying out contractor monitoring. This is to ensure the quality of work carried out by contractors and can include both LARCs, UKAS accredited companies and those undertaking general building or construction works. This can include work activities on site and post-inspections of work.

- Carrying out asbestos management audits at site level. This is to check compliance and adherence with the Council's Corporate Asbestos Policy and Management Plan and includes the activities of the Appointed Person and Deputy.
- The compilation and maintenance of a Central Asbestos Register within an Asbestos Management System (AMS) in which the location, condition (when last surveyed) and risk assessment of asbestos containing materials and installations will be recorded.
- Provide support in relation to work activities in schools.
- Compiling the Asbestos Management Plan in liaison with the schools.
- Provide asbestos awareness training in liaison with Schools Health and Safety Team.

## **Arrangements**

### **Surveying and Asbestos Management**

#### **Management Survey**

The purpose of the management survey is to identify and assess ACMs that may be disturbed during normal occupation and through foreseeable maintenance.

#### **Refurbishment and Demolition Survey**

Where any work is required, or where the fabric of the building will be disturbed, a more intrusive refurbishment and demolition survey must be carried out in the work area, before work starts. The purpose of this survey is to identify all ACMs that may be disturbed by planned work.

The Asbestos Team will advise on the type of survey required.

If a material's composition is unknown, it shall be presumed that it contains asbestos. Where no previous records exist, a management survey should be arranged by the duty holder.

#### **Surveys - General**

Following survey, for schools that have an Asbestos SLA, the Council's Asbestos Team will generate and update the following asbestos documents:

1. Asbestos Management Report/Register – List of current asbestos in premises.
2. Asbestos Action Plan & Communication Plan – Premises specific list of remedial works required and any other relevant information.
3. Action Plan Master – Consolidation of Action Plans in a single document.
4. Asbestos Management Plan – premises specific which brings together documents in 1 & 2.

Access to the Asbestos Register will be via Asbestos Webtracker, which is an internet-based viewing facility. The Asbestos Team will manage which users have access to this and the data that they can view – see section on 'Provision of Information, Training and Instruction'.

Formal monitoring of ACMs via periodic surveys and re-inspections shall be carried out by the Asbestos Team. The number and frequency of this is determined using a risk-based approach. In addition to this, regular monitoring of asbestos should be carried out by the Appointed Person/Deputy.

The management plan should be reviewed annually (or sooner, where circumstances have changed). This review is carried out by the Appointed Person/Deputy.

Asbestos Management Audits may be undertaken by the Council's Asbestos Team. This is an audit of on-site asbestos management protocols with the Appointed Person/Deputy to give assurance as to compliance with policies and procedures to manage asbestos. The number and frequency of these is determined using a risk-based approach.

#### **Monitoring of ACMs (Periodic Re-inspections and Checks)**

There is a 12-18 month reinspection programme in Schools. This reinspection is undertaken by the Council's Asbestos Team for schools who have an Asbestos Service Level Agreement. All ACMs undergo a detailed risk assessment which looks at the materials propensity to release asbestos fibres when disturbed and how likely the material is to be disturbed. A schedule for monitoring (when the next reinspection will take place) is produced and provided to the Appointed Person/Deputy as part of the Asbestos Management Plan.

Additionally, regular checks on ACMs (e.g. monthly) should be carried out by the Appointed Persons/Deputies and a local record kept. See Appendix 1.

### **Asbestos Register**

The asbestos register is a list of current asbestos in a table. This information is held on the Council's electronic Asbestos Management System.

### **Action and Communication Plan**

The action plan details ACMs that require remediation e.g. removal or encapsulation. This shows remedial work required in a specific premises. The communication plan provides other useful information on management of asbestos to the specific premises e.g. where a permit to work system is in place. See Appendix 5.

### **Action Plan (Master)**

For schools who have an Asbestos SLA; where ACMs require remediation (e.g. removal or encapsulation) due to their condition and the risk of exposure, these are added to the action plan master document i.e. a consolidation of all actions across all premises in the portfolio. This allows progress on actions to be tracked. The items on the action plan are rated as being a High, Medium or Low risk. Each risk rating has an agreed timescale for completion of the work.

**High risk = 1 month, Medium risk = 3 months, Low risk = 6 months.**

### **Recording Exposures to Asbestos**

Where exposures to asbestos have occurred to employees, pupils or any others on the school premises this must be recorded on the School's/Trust's Accident/Incident reporting system. The Asbestos Appointed Person or Deputy should then assess whether this is reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR"). Schools with a Health and Safety SLA should use the Council's Accident/Incident Reporting System (ANT) to report asbestos incidents. Schools who do not have a Health and Safety SLA but do have an Asbestos SLA can contact the Asbestos Team for advice on incidents and reporting under RIDDOR.

If employees or others are concerned about possible exposure to asbestos from work activities, they are advised to consult their GP and ask for a note to be made on their personal records. This may include the date(s) duration, type of asbestos and likely exposure levels if know.

The school should refer any employees believed to have been exposed to asbestos to their occupational health service.

### **Licensed Asbestos Removal Contractors (LARCs)**

Any work on asbestos in or on the School premises should be undertaken by a Licensed Asbestos Removal Contractor (LARC). They may be appointed directly or by a main contractor where the asbestos removal is part of a larger project or programme of work.

### **Arrangements for work with Asbestos**

For the purpose of the Control of Asbestos Regulations (2012), working with asbestos can be defined as any work that is liable to disturb asbestos. Any work on or with asbestos or asbestos containing materials (ACMs) require full compliance with these regulations. Examples of work with asbestos are:

- Work which consists of the removal, repair or disturbance of asbestos insulation, asbestos coating, asbestos cement, or any other asbestos containing material;
- Work which is ancillary to such work – this means for example the erection of scaffolding in close proximity to asbestos insulation to provide access for removal;

- Specified supervising work – means work involving any direct supervisory control over those working with asbestos but would not normally include inspection or quality control work.

Work involving asbestos should not normally be carried out when the school is occupied. However, this is not always practicable and in such cases a comprehensive risk assessment must be undertaken prior to any work starting.

Licensed asbestos removal contractors should be used for all work with asbestos, (even though this is not a legal requirement for all work with all types of asbestos).

Before any work starts, the HSE licensed asbestos removal contractor must submit a method statement (which must include the project start date and duration) to the school. The school should take an overview of the plan of work/method statement to consider where there may be any conflicts with the health and safety management processes of the school or areas of concern (e.g., blocked fire exits, vehicle movements, deliveries etc.). All plans of work/method statements produced for the contracted work are to remain on site at all times during the contract period.

All work with asbestos should be carried out in compliance with the relevant requirements under the Construction (Design and Management) Regulations 2015 and the Control of Asbestos Regulations 2012.

For schools who have an Asbestos Service Level Agreement (SLA), any completed work in schools involving asbestos must be notified by the school (or any others acting on their behalf (e.g. Asset Management)) to the Asbestos Team on a ASB15 form.

#### **Notification of work on Asbestos**

In the case of notifiable work, the Licensed Asbestos Removal Contractor must notify the Health and Safety Executive. For licensed work, this must be done 14 days prior to the proposed asbestos work. In the case of notifiable non-licensed work, this can be done at any point up until the work starts - verify with your contractor.

#### **Plan of Work/Method Statement**

The Licensed Asbestos Removal Contractor should produce a written method statement or plan of work. It is good practice for the plan of work to be submitted to the person commissioning the work (either working on behalf of the Client or the Client themselves). The method statement or plan of work must detail exactly how the work on asbestos will be undertaken the expected start date and duration of the works. All method statements produced for the contracted work are to remain on site at all times during the contract period.

#### **Risk Assessments**

The client and/or those commissioning work on behalf of the client must consider information from the method statement and any other works being undertaken at that time and the proposed occupation of the premises. Additionally, this information should be used by the designer/principal designer (refer to the Construction, (Design and Management) Regulations 2015), to produce a risk assessment to determine any foreseeable risks, appropriate timing of the asbestos removal and any limitations on the occupancy of the premises during the asbestos removal. For small jobs, the contractor may also fulfil the role of designer.

#### **Air Monitoring**

Air monitoring should take place for all licensable work. Additionally, it may be appropriate for other categories of work. The Asbestos Team can advise on this. Air tests should be organised independently of the asbestos removal contractor using a laboratory with United Kingdom Accreditation Service (UKAS) accreditation.

### **Asbestos Management Process**

The premises should have an **Asbestos Management Plan** and should be surveyed to determine the location, extent and assess the condition of asbestos containing materials (ACMs). An **Asbestos Register** should be compiled detailing information regarding the location of ACMs it is derived from the asbestos survey(s). It records the locations of each bit of asbestos in a table. A 'no access' register should also be compiled which lists any areas/elements of the premises which were not accessed. These areas/elements should be presumed to contain asbestos. A detailed drawing of the premises should be used in conjunction with the survey report and registers.

The purpose of the **Management Survey** is to identify ACMs that may be disturbed during normal occupation and through foreseeable maintenance. Where any work is required or where the fabric of the building will be disturbed, a more intrusive **Refurbishment and Demolition** survey must be carried out in the work area, before work starts. If a material's composition is unknown it should be presumed to contain asbestos.

The Asbestos Register and Survey Report(s) must be referred to where any maintenance, refurbishment or development etc. is undertaken.

- (a) Where ACMs are in the work area, these usually need to be removed.
- (b) Where a suitable and sufficient survey has been undertaken e.g. a refurbishment and demolition survey and no ACMs have been identified, the work can proceed (keep in mind the existing management survey may not be adequate in some cases and you should seek advice if unsure);
- (c) Where areas have not been accessed during a survey, these should be surveyed by a suitably UKAS accredited company before any work.
- (d) The asbestos management plan, including the register and reports, should be made available to anyone who might disturb asbestos.

### **Asbestos Permits to Work**

In certain circumstances (e.g. where there is known asbestos contamination), it may be appropriate to restrict control access to an area or any works carried out. To this end, an 'Asbestos Permit to Work' system may be implemented. An example permit to work can be seen in the Appendix 5.

### **Labelling of Asbestos Containing Materials**

Generally, ACMs are not labelled in situ. Instead, all materials must be presumed to contain asbestos unless there is strong evidence that they do not.

This is for the following reasons:

- (i) Labels may fall off
- (ii) People may become reliant on the asbestos labels
- (iii) Labelling can cause unnecessary alarm

However, labelling may take place in exceptional circumstances. In such circumstances only the nationally recognised "a" signs (see Appendix 2) will be used to indicate the locations of ACMs identified in the asbestos register.

### **Work on Asbestos - Construction (Design and Management) Regulations 2015 (CDM)**

Complying with CDM 2015 will help ensure that no-one is harmed during the work, and that your building is safe to use and maintain. Effective planning will also help ensure that your work is well managed. Ensuring that CDM Regulations can be followed requires that the appropriate competent people are appointed. Key roles under these regulations are the Client, Designer, Principal Designer, Contractor and Principal Contractor.

Additionally, CDM Regulations require that arrangements are in place and laid out in recognised documentation. These include: pre-construction information (e.g. existing asbestos surveys), construction phase plan, safety file etc.

Works with asbestos should take account of the CDM Regulations and in many cases rely on the appointed roles and arrangements.

### **Accessing Webtracker**

As part of the Asbestos SLA, Appointed Persons and their Deputies should apply for access to the Council's Asbestos register information. This will require an individual email address. Applications or queries should be made to [asbestos@enfield.gov.uk](mailto:asbestos@enfield.gov.uk).

### **Do not disturb**

Work should not be carried out anywhere on the premises without first ensuring that that ACMs will not be affected directly or will be close to the work area where they may be damaged. Safe systems of work should ensure that ACMs are always considered when work is planned and before tasks are undertaken.

### **Monitor and review the effectiveness of the plan**

The arrangements to control the risk will have to be reviewed. This will need to be incorporated in the management plan, implemented and monitored to ensure it is working effectively. This should be reviewed by the School at least every 12 months or sooner if there are significant changes that will affect the arrangements, e.g. if the use of the premises change, or if any of the remaining ACMs are removed. For schools who have an Asbestos SLA, any significant changes should be reported to the Asbestos Team.

### **Procedure for removal of fly tipped asbestos material**

Fly tipped asbestos is the responsibility of the landowner on which it is dumped. All suspected asbestos materials should be presumed to contain asbestos unless there is strong evidence to the contrary. All fly tipped asbestos should be removed by a LARC. Responsibility for clearing asbestos fly tips is as follows:

Asbestos on public highway - Street Cleansing ([Street.Cleansing@enfield.gov.uk](mailto:Street.Cleansing@enfield.gov.uk))

Asbestos on Council housing estate – Housing Repairs Team  
([housingrepairs@enfield.gov.uk](mailto:housingrepairs@enfield.gov.uk) or [repairs.council.housing@enfield.gov.uk](mailto:repairs.council.housing@enfield.gov.uk))

Asbestos on private land – Public Health Team ([enviro.crime@enfield.gov.uk](mailto:enviro.crime@enfield.gov.uk))

N.B. Where there is evidence of who carried out the fly tipping, please inform the Public Health Team of this and they will involve the Waste Enforcement Team.

Where necessary the Asbestos Team will carry out bulk sampling and analysis, risk assessment and provide advice.

### **Asbestos Emergency Procedure**

In the event of an uncontrolled release of asbestos, immediately:

1. Warn people that may be affected
2. Leave the area and prevent any further access
3. Identify the cause of the uncontrolled release and regain adequate control as soon as possible
4. Good practice would be to immediately notify the Asbestos Appointed Person/Deputy and the Asbestos Team 020 3821 1798 (Out of normal working hours, contact the Customer Services Centre 020 8379 1000). This will enable the Asbestos Team to assess the situation and advise on the appropriate corrective actions. The Asbestos Team will advise on the arrangements for any decontamination. This will depend on the scale of the uncontrolled release
5. Record the details of the incident on your accident reporting system.  
Where you have a Health and Safety SLA, you may use the Council's reporting system (ANT) and

where appropriate the Asbestos Team will assess whether this is reportable (under Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to the Health and Safety Executive).

6. Ensure any remedial work is carried out by a LARC.

### **Provision of information, training and instruction**

It is the duty of employers to ensure that suitable and sufficient training is provided. The Asbestos Team are able to provide Asbestos Awareness and other asbestos management training for schools that have an Asbestos SLA. The Governing Body/Trust and Head Teacher are responsible for ensuring that appropriate staff attend such training and that adequate information, instruction and training is given to employees who are liable to be exposed to asbestos.

N.B. We recommend attending asbestos awareness training at least every 3 years.

### **Provision of Information to Emergency Services**

The Asbestos Management Plan for premises shall be, where practicable, held on site and made available to the emergency services as necessary. In the event that the premises cannot be accessed, this information is available via the Asbestos Team or where present in the 'Gerda' box'.

**APPENDICES**

**Appendix 1 – Schools Regular Check Form – Condition of ACMs**

**Schools Regular Check Form  
Condition of Asbestos Containing Materials (ACMs)**

*Example*

Date when checked	Name	Signed	Role <i>(e.g. Asbestos Appointed Person/ Deputy)</i>	Please tick one			Date changes reported to the Asbestos Team <i>(If applicable)</i>
				No change in condition	or	Change in condition	
<i>Enter date</i>	<i>Enter your name</i>	<i>Sign here</i>	<i>Enter your role</i>	✓			<i>Enter date</i>

**Appendix 2 – Asbestos Identification Label**



**Appendix 3 – ASB15**

Please return this form by Email to: [asbestos@enfield.gov.uk](mailto:asbestos@enfield.gov.uk)

Or  
Asbestos Team  
Civic Centre  
Enfield  
EN1 3HX

**ASB 15  
PLEASE COMPLETE  
USING BLACK INK**

From (Company): .....

Telephone: .....

CORPORATE ASBESTOS REGISTER (Notification of Change of Premises Details)

Building Name: .....

Premises Address: .....

Building LSPG No: .....

The following areas(s) of the premises require amendment to the Asbestos Register. Please detail all information as in your copy of the Asbestos Survey Report. Please complete all columns below headed (1) (unless already populated) and either the Encapsulations Columns headed (2) or the Removals Columns headed (3). Confirm if you have completed the work by ticking the relevant box (4).

(1)	(1)	(1)	(1)	(1)	(1)	(2)		or	(3)		(4)
				RECOMMENDATIONS		ENCAPSULATIONS			REMOVALS		
ROOM/ AREA	PLAN REF.	ELEMENT/ MATERIAL	LOCATION	RECOMMENDATIONS	RECOMMENDED BY	ENCAPSULATED WITH	DATE		PLEASE INDICATE REPLACEMENT OR REMAINING MATERIAL, IF ANY	DATE	WORK COMPLETED
				<b>Recommended action:</b> ..... .....	<b>Recommended by:</b> LBE Asbestos Team <input type="checkbox"/>  Other <input type="checkbox"/> If other, please specify: .....						Yes <input type="checkbox"/>  No <input type="checkbox"/>
				<b>Recommended action:</b> ..... .....	<b>Recommended by:</b> LBE Asbestos Team <input type="checkbox"/>  Other <input type="checkbox"/> If other, please specify: .....						Yes <input type="checkbox"/>  No <input type="checkbox"/>

See over for guidance on completion.

I certify that the Asbestos Register should be updated to show that the above asbestos encapsulation work and/or asbestos removal work has now been completed.

Signed: .....

Name (Please Print): .....

Date: .....

Position: .....

**NOTES ON COMPLETION OF THIS FORM**

1. This form should only be completed AFTER asbestos has been removed or encapsulated.
2. This form can be used to notify the Council's Asbestos Team of asbestos removals and encapsulations in the following circumstances:
  - a) Where the asbestos team has recommended the work
  - b) The work has been carried out for other reasons, e.g. asbestos removal as enabling work.
3. Please show the official building name and address, providing as much detail as possible e.g. include postcode.
4. Please provide the building LSPG UPRN (unique property reference number) if you know it, as this uniquely identifies the property in the Register.
5. Please provide the Plan Reference number as it appears on the drawing that goes with the Survey Report. This helps identify the correct room where there is more than one with the same room description, e.g. cupboard or classroom.
6. When entering details of the elements/materials that have been removed or encapsulated, please use the description as it appears in your copy of the Survey Report in order that the precise element can be identified.
7. If the element has been removed please indicate what, if anything, it has been replaced with. If it has not been replaced, please indicate the remaining material, if any, e.g. brickwork behind removed insulating board. This will enable us to correctly update the register.
8. If you plan to remove or encapsulate asbestos at some stage in the future, please delay filling in this form. *Do not complete and return this form until the work has been completed.*

**Appendix 4 – Action and Communication Plan**

**ACTION AND COMMUNICATION PLAN**

To: E.G. APPOINTED PERSON/DEPUTY  
CIVIC CENTRE  
SILVER STREET  
ENFIELD  
EN1 3ES

INSERT PHOTO OF  
PREMISES HERE

Premises Address: .....

Survey Date: .....

<b>ACTION PLAN</b>					
Room (PR)	Element	Material	Location	Condition	Recommendation
<b>EXAMPLE LINE BELOW:</b>					
<i>{External area – adjacent WCs}</i>  <span style="border: 1px solid black; padding: 2px; display: inline-block;">INSERT PHOTO OF ACM</span>	<i>{Corrugated sheet}</i>	<i>{Cement}</i>	<i>{On floor adjacent WCs}</i>	<i>{Poor}</i>	<i>{Remove}</i>

OR

**ACTION PLAN**  
No remedial action necessary.

DELETE ONE OF THE ABOVE AS APPLICABLE

**COMMUNICATION PLAN**

Following the remedial work detailed in the Action Plan, monitoring of the remaining asbestos containing materials in the building should continue. Any damage or change to the condition of the asbestos containing materials should be notified to the asbestos team as soon as possible.

Careful attention should also be paid to the scope and limitations of an Asbestos Management Survey.

The purpose of an Asbestos Management Survey is to identify asbestos containing materials that may be disturbed during normal occupation and through foreseeable maintenance. Where any work is required or where the fabric of the building will be disturbed a more intrusive Refurbishment and Demolition Survey may be necessary. The Asbestos Team can advise on this.

It should be noted that not all areas were accessed during the course of the management survey carried out and instances of asbestos may exist in these areas.

N.B. If a material's composition is unknown it should be presumed that it contains asbestos.

(N.B. The action plan above only deals with asbestos containing materials needing immediate attention. Please refer to the survey report for a comprehensive list of all areas with asbestos containing materials and the actions required. The full report and plans are available on AMS Webtracker).

**Name of surveyor:** INSERT NAME

**elephone:** INSERT TEL NUMBER

**Position:** INSERT JOB TITLE

**Signature:** INSERT SIGNATURE

**Department and Organisation:**

INSERT TEAM, DEPARTMENT & ORGANISATION

T

## Appendix 5 – Example – Asbestos Permits To Work

**London Borough of Enfield**

**Asbestos Work Permit**

1 <b><u>Permit title</u></b>	
2 <b><u>Permit reference number</u></b>	
3 <b><u>Job location</u></b>	
4 <b><u>Description of work to be done and its limitations</u></b>	
5 <b><u>Hazard identification – including residual hazards and hazards associated with the work</u></b>	
6 <b><u>Precautions necessary and actions in the event of an emergency</u></b>	
7 <b><u>Protective equipment (including PPE)</u></b>	
8 <b><u>Issue - (Issuing Authority)</u></b>	

This work permit is issued by the Council's Asbestos Team  Issue date  Start date  Expiry date	Signature  Name
<b>9 <u>Acceptance - (Performing Authority)</u></b>	
I confirm understanding of work to be done, hazards involved and precautions required. Also confirming permit information has been explained to all permit users.  Permit users:	Signature  Name  Date  Mobile Contact No
<b>10 <u>Extension/shift handover procedures (where applicable)</u></b>	
Signatures confirming new permit users made fully aware of hazards/precautions. New expiry time given.	Signature  Name  New expiry date
<b>11 <u>Hand-back</u></b>	
Signed by performing authority certifying work completed and survey area is fit for reoccupation.	Signature  Name  Date  Confirmed by issuing authority  Signature  Name  Date
<b>12 <u>Cancellation of work permit</u></b>	
Name  Signature	Date

## Appendix 6 – Asbestos Appointed Persons Checklist

This section is designed to help you meet the standard to manage asbestos. In the table below, the expected standard tells you what is required. The answer points out what you should have done, or are doing to comply. Where relevant you can tick or sign when you have met the standard.

Expected Standard	Answers	Tick/Sign/Date
Do you have a nominated Deputy?	Asbestos Appointed Persons should have someone who deputises for them in their absence. In the absence of the appointed person or deputy – you may contact the LBE Asbestos Team if you have an Asbestos Service Level Agreement.	
Have you undergone Asbestos Awareness Training?	Asbestos Appointed Persons and those that deputise for them should all undertake asbestos awareness training. This is provided by the Council’s Asbestos Team as part of the SLA, but you can use other providers.	
Do you have a copy of or access to the asbestos survey/register for your premises?	<p>It can be accessed online using Webtracker at</p> <p><a href="https://enfield.manageworkonline.com/AWT/?ct=1">https://enfield.manageworkonline.com/AWT/?ct=1</a></p> <p>The Webtracker user guide may also be accessed via the link below</p> <p><a href="#">Asbestos Webtracker User Guide</a></p> <p>If you cannot access a copy of the user guide or report, contact The Asbestos Team (details below).</p>	
From the survey report do you know generally where asbestos may be present or where it should be presumed to be present?	<p>Check the asbestos register for your premises - areas containing asbestos.</p> <p>Also check areas that have not been accessed.</p> <p>Where there was no access it must be presumed that asbestos could be present.</p> <p>If you are unsure always presume asbestos is present.</p>	
Have you told staff or others that an asbestos survey has been carried out?	Advise staff and others of the existence of this plan, where asbestos is present and where access was not possible.	
Do people know what to do if they think asbestos has been damaged?	Report this immediately to your Line Manager/Appointed Person and tell the Asbestos Team.	
Do you regularly check the condition of ACMs?	<p>Whilst under the Asbestos SLA, the Asbestos Team will carry out formal periodic re-inspections, you should undertake regular monitoring of ACMs, to check they have not deteriorated or been damaged.</p> <p>Inspections of the ACMs should form part of your normal regular and frequent school inspection regime (e.g. monthly) and a local record kept.</p>	

Do you know what to do in an emergency?	<ol style="list-style-type: none"> <li>1. Warn People</li> <li>2. Leave Area &amp; Prevent Access</li> <li>3. Identify Cause &amp; Regain Control</li> <li>4. Contact Asbestos Team</li> <li>5. Record on ANT – Council’s accident and incident reporting system</li> </ol>	
Are you planning building or maintenance work of any sort? For example, IT or telephone cabling, new windows, plant maintenance or general refurbishment.	<p>Check the scope and limitations of any asbestos surveys of your premises. Asbestos Management Surveys are suitable for normal occupation and foreseeable maintenance only. More intrusive Refurbishment &amp; Demolition Surveys are necessary for most work where the fabric of the building may be disturbed.</p> <p>As part of the SLA, you may contact the Council’s Asbestos Team for advice.</p>	
Do you have any contractors attending site?	<p>If so, you must ensure that they see the site Asbestos Management Plan. You must tell them that asbestos is present in the building and ensure they have access to the survey report and register. <b>N.B.</b> Get them to sign that they have looked at it.</p> <p>If in any doubt contact the Asbestos Team and/or the Schools Health and Safety Team.</p>	
Do you know who to contact if you or anyone else has concerns about asbestos in the premises	As part of the SLA, you may contact the Asbestos Team and/or the Schools Health and Safety Team. See the contact list below.	

**Further Advice and Information**

Asbestos Team                      020 3821 1798 or [asbestos@enfield.gov.uk](mailto:asbestos@enfield.gov.uk)

Schools Health and Safety Team      020 8379 3223 or [shst@enfield.gov.uk](mailto:shst@enfield.gov.uk)

[www.enfield.gov.uk](http://www.enfield.gov.uk)

[www.hse.gov.uk](http://www.hse.gov.uk)



## **Appendix 8 – Documentation to Management Plan and Final Notes**

Attach the following documents to this Management Plan.

1. **Asbestos Action and Communication Plan** (*this will be provided to schools with an Asbestos SLA*).
2. **Asbestos Survey Report and Register** (*this will be provided to schools with an Asbestos SLA*), which should identify:
  - Where asbestos was found
  - Where No Access was possible by the surveyor at the time of the survey
3. **Drawing of the premises**, which was used for the asbestos survey (*this will be provided to schools with an Asbestos SLA*).
4. **Schedule for monitoring of Asbestos Containing Materials** (*this will be provided to schools with an Asbestos SLA*).
5. **Schools regular check form of the condition of Asbestos Containing Materials**

### **N.B. Final Notes**

1. It is essential you use the drawing used at the time of the survey. If you cannot find your copy, look on Webtracker or contact the Asbestos Team to arrange for a copy.
2. The Management Plan consists of controlled documents issued by the Council. We encourage those with asbestos SLAs to adopt the asbestos management system and documents detailed in this plan. You can choose to take alternative action but this may impact the effectiveness of the overall management system. If you have any questions or concerns, please speak to the Council's Asbestos Team.

## **Appendix 9 – Health and Safety Legislation & Guidance on Asbestos**

### Legislation:

The Health and Safety at Work Act 1974  
The Environmental Protection Act 1990

### Regulations:

The Control of Asbestos Regulations 2012  
The Construction, (Design and Management) Regulations 2015  
The Management of Health and Safety at Work Regulations 1999  
Workplace health, safety and welfare. Workplace (Health, Safety and Welfare) Regulations 1992  
The Hazardous Waste (England and Wales) (Amendment) Regulations 2009  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013  
The Control of Substances Hazardous to Health (COSHH) Regulations 2002  
The Personal Protective Equipment at Work Regulations 1992

### Approved Codes of Practice (ACOPS):

L143 Managing and working with asbestos (Second Edition) 2013

### HSE Guidance Notes:

HSG227 A comprehensive guide to managing asbestos in premises (Reprinted 2004)  
HSG264 Asbestos: The Survey Guide (2012)  
HSG248 Asbestos: The analysts' guide for sampling, analysis and clearance procedures (2021), edition 2.  
HSG247 The Licensed Contractors' Guide  
HSG189/2 Working with asbestos cement – (Second Edition) 1999  
HSG53 Respiratory protective equipment at work 2013 (Fourth Edition)  
HSG213 Introduction to Asbestos Essentials  
HSG210 Asbestos essentials task manual (2008)

### Other guidance:

INDG223 (Rev 3) A short guide to managing asbestos in premises  
INDG288 (rev 1) Selection of suitable respiratory protective equipment for work with asbestos 1999  
IND289 Work with asbestos in buildings  
INDG188 Asbestos alert for building maintenance, repair and refurbishment workers  
EH57 The problems of asbestos removal at high temperatures  
DETR Asbestos and Man-Made Mineral fibres in buildings – Practical Guidance (1999)  
MS13 Asbestos medical guidance note (3rd edition)