Swale Academies Trust Health and Safety

Asbestos Procedure

Equalities Statement

In our Trust we work to ensure that there is equality of opportunity for all members of our community who hold a range of protected characteristics as defined by the Equality Act 2010, as well as having regard to other factors which have the potential to cause inequality, such as socio-economic factors.

Document Management	
Version Number:	V2
Date Approved:	July 2026
Next Review Date:	July 2027
Approved By:	Board of Directors
Responsible For:	Head of Estates

Policy Revision Log	
Date	**Version No. Brief Detail of Change**
November 2024	V1 N/A
June 2025	V1.1 To include templates as appendices
February 2026	V2 Amendment for Chief Finance and Operating Officer as point of contact in section 8, 16 and Appendix 4

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1. Scope

This Policy forms part of the health and safety arrangements detailed in Part 3 of the 'Swale Academies Trust Health and Safety Policy'. It outlines the arrangements in place to achieve compliance with the duties contained within the Health and Safety at Work etc Act 1974, and specifically with the Control of Asbestos Regulations (2012).

It is applicable to all schools and central office locations constructed or modified before 2000.

2. Interpretation and Introduction

This document sets out our policy, arrangements and procedures that are to be used to manage asbestos in properties where we have a management or tenancy/occupier responsibility. The document sets out how we will carry out its own management duties and provide assistance to those who are required to implement these procedures.

3. Legislative Requirements

The requirements for an asbestos management plan are set out in Regulation 4 of the Control of Asbestos Regulations 2012. Regulation 4 requires Duty Holders to assess and manage the risks from asbestos in non-domestic premises. The Duty Holder is defined in the Regulation as being those that have contractual maintenance or repair responsibilities, or in the absence of a contract or tenancy, those that are in control of the premises.

Duty Holders must therefore:

- Take reasonable steps to find materials likely to contain asbestos.
- Presume materials contain asbestos unless there is strong evidence to suggest they do not.
- Assess the risk of the likelihood of anyone being exposed to asbestos from these materials.
- Make a written record of the location and condition of the known and presumed Asbestos Containing Materials (ACMs) and keep it up to date.
- Assess and monitor the condition of ACM's and presumed ACM's.
- Repair or remove any damaged material that contains or is presumed to contain asbestos or because of the likelihood of disturbance and its location.
- Implement, review and monitor the Asbestos Management Plan and the arrangements made to put it in place.
- Information on the location and condition of ACM is given to people who may disturb them during work activities and made available to emergency services.
- Controls are in place to prevent exposure to workers and others.
- Take steps to ensure that these actions are carried out.

This document addresses each of these requirements and sets out our procedures to ensure compliance.

Please refer to ***Appendix 1*** providing key Legislation, Regulations, HSE Approved Code of Practice & Health and Safety Guidance and other relevant Publications.

4. Who is the Policy aimed at

This Asbestos Policy is aimed at:

- Persons charged with the responsibility for the management of asbestos at sites owned or operated by Swale Academies Trust i.e. Nominated Person and their deputies.
- All employees.
- Contractors.
- Persons managing and maintaining buildings, or who carry out maintenance and installation work for buildings occupied by Swale Academies Trust.

5. What type of work is included

The policy applies to all types of maintenance or installation work in your premises which may disturb the fabric of the building including ACMs.

Examples include:

- Painting and decorating.
- Minor installations such as wall hooks, shelves, white boards or window blinds.
- General building and maintenance work.
- Demolition and alteration work.
- Installation of electrical, telephone or computer cabling.
- Installation of boiler room, heating, air-conditioning and plumbing systems.
- In summary, any work which may disturb ACM's.

6. Duty Holders and Nominated Persons

Swale Academies Trust is the 'Duty holder' as defined under legislation as it retains responsibility for the maintenance and / or repair of its building portfolio. Where there is a tenancy agreement or contract, the extent of the duty will depend on the nature of that agreement.

The Duty Holders responsibilities cannot be delegated, but duty holders can nominate others to do all or part of the task to assist in complying with the duties. Anyone who is nominated, must know what it is they have to do and be able to do it safely. They should be competent to do this work.

Examples of those who have been nominated to be responsible for the management of asbestos on the school's premises, include:

- Headteacher / Head of School - Lead Officer
- Site / Premise Manager - Deputy

If you have an obligation to any extent in relation to the maintenance or repair of non-domestic premises then this policy applies to you in your role as a 'Nominated Person'. The Duty Holder has a duty to ensure that the policies and procedures set out in this document are implemented. Training and information will be provided to enable local nominated persons to perform their duties.

7. Damaged ACMs/ Emergency Procedure

Where asbestos containing materials (ACMs) have been damaged, disturbed, or damaged materials /suspected deterioration are identified, the school will instigate the emergency procedure below:

- Secure the area affected ensuring no access is permitted (signage should be displayed and barriers erected where appropriate)
- Review impact on the school's operational procedures i.e. if a classroom is affected, alternative teaching arrangements would need to be implemented as the classroom cannot be used.
- Contact the Head of Estates immediately (or if absent, The Chief Finance and Operating Officer) and notify them of the damage. They will then provide professional advice and guidance as necessary. This may include, but is not limited to, contacting professionals to inspect the damage reported, arrange an air monitoring test and arrange and manage any associated remedial works required.
- Maintain controlled access to the area until such time as formal clearance has been confirmed.
- Maintain good communication with school staff and relevant other parties, providing updates as necessary to ensure the access arrangements are not breached.

8. Asbestos Management Plan (AMP)

Every site built or refurbished in any part, on or before 2005, must have an AMP completed by the Nominated Person. This details how they will manage asbestos within the designated premise including but not limited to training records and communication of asbestos containing materials.

In addition it must stipulate those areas not accessed during the survey which therefore must be presumed to contain asbestos and defined management protocols introduced. The AMP template can be found in ***Appendix 2***.

9. Survey Information

There are two main types of survey:

- Management survey
- Refurbishment or Demolition survey

Management Survey

The Trust will provide all properties constructed pre 2005 with a Management Survey (as defined in HSG 264). The survey work will be carried out in accordance with legal requirements and HSE codes of practice.

The Trust commissions an external specialist to conduct these surveys every 5 years to ensure that we are discharging our duties and ensuring the health, safety and welfare of all that access our premises. Buildings constructed after the year 2000 are unlikely to contain asbestos. The HSE stipulates that attention should be given to those built on Brownfield sites and if any older equipment was being used. Our approach to post 2000 buildings:

- 2000 – 2005 – Continue to be part of our Management Survey regime
- 2005 – Present – These buildings will no longer form part of the survey programme as are deemed to be constructed free from asbestos.

The survey will involve a systematic visual inspection of all areas in the property where safe to do so and should identify the exact locations of asbestos which has been identified including likely and presumed ACMs and make recommendations where works are required. Where material is suspected to contain asbestos, representative samples will be taken and these will be analysed by a United Kingdom Accreditation Service (UKAS) laboratory.

The information will be provided to the nominated person and/or occupiers of its premises, giving the precise locations of materials presumed or known to contain asbestos, based on the identified places within a survey which must be retained in the asbestos Docubox.

The survey report will identify:

- The areas and items that were inspected and their condition.
- Any areas or items that could not be inspected – No Access areas presumed to contain asbestos.
- All items confirmed as containing asbestos.
- Items suspected of containing asbestos that were disproven by analysis.
- It will provide a description and photographs of any ACM's found to enable you to monitor the condition. Condition record summary and detailed condition record with condition scores.
- Any item requiring remedial work.
- A register of all ACM's and the associated management actions.
- Nominated persons section which is to be used to monitor condition and to detail any works that have been undertaken on the asbestos.

The survey report must be kept in the Docubox on site, at the reception. It is important that the Docubox in every building is kept readily accessible and available for inspection by other parties who may need to check the records for ACM's e.g. the Fire and Rescue Services, Contractors etc.

The survey report provides a summary of the asbestos found and the areas which were not accessed.

Refurbishment or Demolition Survey

If any maintenance or refurbishment work is to be carried out which involves disturbance to areas and items that have not been surveyed or where there is insufficient evidence to prove / disprove the presence of ACM's that may be disturbed during these works a Refurbishment or Demolition survey must be carried out.

This survey involves an intrusive / destructive inspection to gain access to areas such as floors, ducts, ceiling voids, riser voids, partition wall voids. Any additional survey report should be added to the information in the Docubox and added to each premise Health and Safety Management system. It is the responsibility of the contractors to formally update the survey information if additional asbestos items are identified or if items are removed. It is the responsibility of the Nominated Person to update the AMP when new information or amendments are introduced.

The refurbishment or demolition survey reports will give a detailed review of ACM's contained within a building or structure. It will contain details of:

- Indicator to show rooms/areas that have been surveyed.
- Survey findings and recommendations including a site drawing/plan which highlights where the asbestos is within the building or structure.

- Bulk analysis report (where applicable) this is where samples of materials are taken during the survey to ascertain if they contain asbestos.

10. No Access Area - Presumption of Asbestos in Non-Accessed Areas

The duty to manage asbestos allows materials to be 'presumed' to contain asbestos. We will follow this guidance and there are two different levels of 'presumption':

- Strong Presumption: If the material looks as if it is an ACM, or that it might contain asbestos. This conclusion can be reached through visual inspection alone by an experienced, well-trained surveyor familiar with the range of asbestos products.

- A 'Default' Situation: Where material is presumed to contain asbestos because there is insufficient evidence (e.g. no analysis) to confirm that it is asbestos free i.e. High level ceilings, live electrical installations.

Areas not accessed during the survey, MUST be managed as "presumed" to contain asbestos. These areas are clearly detailed within the report. Work must not be carried out which might disturb materials which are presumed to contain asbestos unless a full risk assessment has been carried out and appropriate actions have been put in place to manage the materials. It is the responsibility of the Duty Holder, Nominated persons to ensure that the risk assessment is carried out prior to the work commencing.

11. Maintaining and Updating Records

A copy of each management survey report will be issued and must be explained to the Nominated person who will sign and date acceptance of the survey. It is intended that this report should be the asbestos register for the premises and forms part of the AMP, and it is therefore essential that it is maintained as an up to date record of all asbestos occurrences. The Estates Team will carry out audits to ensure the survey contains all the relevant information and has identified the remedial work required.

The survey reports must be updated by the appointed contractors or the Nominated person in the property, every time any remedial work is carried out that changes the asbestos materials that are identified in the survey reports.

12. Resultant Works from Management Survey

The Nominated person will ensure that any resultant works identified from the asbestos management survey are managed and actioned within a reasonable timescale. All works will be carried out by an HSE licensed contractor. Only licensed asbestos removal contractors will carry out work directly interfering with or removing asbestos. Air testing during and following any works must be undertaken. This will be carried out by a UKAS accredited laboratory. This company must be independent and not employed by the removal company.

13. Decorating, Repair and Removal of Asbestos

These works should NOT be commissioned directly by the Site / Nominated Person without seeking advice from the Estates Team.

It is our requirement that all contractors who propose to carry out any works involving materials that contain asbestos must be in possession of a HSE licence issued under The Control of Asbestos Regulations 2012.

Although legally, some materials are able to be worked on without a licence, we require that without exception and regardless of any exemptions, all work on asbestos is to be conducted by a contractor in possession of a HSE licence that MUST cover appropriate activities.

This includes:

- Sprayed coatings
- Thermal insulation
- Insulating board
- Textured coatings
- Floor tiles

Prior to the commencement of any building or maintenance work which involves asbestos insulation and coatings, work with asbestos insulating board, other ACM's or removal of asbestos from any plant, the licensed contractor shall complete an assessment of likely exposure, method statement, risk assessment and a plan of work.

NOTE: Where the job is in progress and suspected asbestos is discovered; refer to Section 16 Management of Installed ACM's – Emergency Procedures.

Removal or encapsulation will be undertaken when indicated by the Asbestos Survey or as part of a planned refurbishment scheme. Only a licensed asbestos removal contractor will carry out work directly interfering with or removing asbestos.

No works are to be undertaken by the company surveying the premises.

14. Management and Building Work Conditions and Standards

For building or maintenance work which involves working with ACM's or presumed ACM's the risk assessment and plan of work must be submitted and in writing to the Estates Team. Written approval of the assessment and plan of work must be obtained before commencement of any work with asbestos.

Generic assessments and plans of work are only acceptable for repetitive tasks carried out in the same manner in similar locations. NB: This is in addition to any statutory notification required of the contractor. Such documentation is to be kept in the Docubox at the premises.

Where the work method is varied due to a change in specification or an instruction to carry out additional works, an amended risk assessment and plan of work must be prepared and approved before

commencement. Small variations to work methods (site specific) may be amended by a competent supervisor and communicated to the relevant parties – Estates / Contractor/ Consultant/ HSE (where notifiable).

Every contractor shall aim to prevent the exposure of employees to asbestos and the following measures shall be implemented wherever possible to reduce the risk of exposure:

- A copy of the plan of work and assessment (relating to exposure levels)
- A copy of licence for work with asbestos, where appropriate
- A copy of the FOD ASB5 notification form, where appropriate
- A copy of the waiver, where appropriate
- A copy of the work programme
- A copy of the current Employers' and Public Liability Insurance certificate
- Copies of all relevant training certificates and face fit certificates
- Copies of all relevant plant testing certificates
- A copy of the waste carrier's registration, where appropriate
- Copies of all consignment notes, where appropriate
- Control of Substances Hazardous to Health (COSHH) assessments for all products in use
- Risk assessments appropriate for the proposed work
- Copies of air monitoring certificates and bulk sample analysis, where appropriate

All contractors carrying out work with any ACM in any building to which this policy applies, must be kept in the school's Health and Safety Management System with all relevant documentation as listed above where required, in accordance with their HSE licence conditions and ensure their staff have reviewed these documents before commencing any asbestos removal.

15. Management of Installed Asbestos Containing Materials (ACMs)

The Nominated Persons at each property must have the information concerning the known ACM's within the property and how they should be managed. Each property has a Docubox which contains all relevant Asbestos management data.

Each Property Nominated Person will be responsible for ensuring that anyone who may be affected by an ACM knows its location and condition. All relevant staff, contractors/visitors to the property must be made aware of contents of the AMP, Docubox and where necessary the actions they are required to take on a regular basis or before commencing work.

Labelling

The position of warning signs and labels on ACM's is beneficial in decreasing the chance of inadvertent damage and exposure.



However, labelling is not always appropriate in certain environments and is only an additional precaution and is not the sole method of indicating presence of asbestos. The asbestos report and docubox should always be referred to as the primary source of information without exception.

Therefore, in high risk areas e.g. loft spaces, boiler houses, equipment stores/rooms, asbestos labels should always be used. So as not to cause undue alarm, e.g. in common or public areas of buildings, items will not be labelled.

In these cases the Nominated Person or Premises Manager must ensure that all staff are aware of:

- The presence of ACM's.
- The procedure for responding to changes in condition, or damage to such materials.
- The records containing such information that must be made available to those involved in maintenance or building works i.e. asbestos survey/register.
- Measures to prevent uncontrolled interference.

NB:- Because there are no labels in common areas it is vital that other measures to manage asbestos and protect people are reliable and consistently applied.

Access Restriction

If a room/area in which an ACM has been identified as part of an Asbestos survey and needs to be vacated and access restricted, it will be necessary for an Access Restriction – Permit to Work (ARPTW) to be implemented, (please refer to ***Appendix 3***). An ARPTW should be completed by the surveyor on site, detailing the location of the hazard, all potential asbestos related hazards, necessary requirements such as air testing, wearing appropriate Respiratory Protective Equipment (RPE) and Personal Protective Equipment (PPE) etc. Appropriate signage should be applied to the door of the room/area, see example.



All incidents including signage should be photographed and sent to the Estates Team immediately. The site Nominated Person is required to sign the ARPTW completed by the surveyor on site to ensure they are fully aware of the situation, and acknowledge the fact that the room/area has been deemed to have 'Restricted Access'.

Emergency Procedures

If any incidents occur whereby ACMs are suspected to have been discovered i.e. fly tipping or become damaged the following actions MUST be taken:

- Immediately isolate the area ensuring access is sealed off to all persons.
- All ventilation equipment must be switched off and isolated.
- Report the incident to the Head of Estates (or if absent, The Chief Finance and Operating Officer) and nominated person named on the asbestos survey report or their deputy.
- Consult the asbestos survey report to determine if the materials are known to contain asbestos and if they do please follow the below.
- Record names and contact details of people involved in the incident.
- Asbestos contractor will assess any situation and ensure reports are to be sent to the Estates Team so notifications can be made to relevant parties i.e. The Health and Safety Executive – if they meet the reporting requirements.
- Seek advice from the Estates Team if the building users have concerns and are considering closing the building or a significant part of the site.

- Ensure that a certificate of re-occupation has been issued by the contractor prior to anybody entering the site.

If suspected asbestos is discovered, either once work has commenced or in any other circumstances e.g. fly tipping, minor repairs by a caretaker, electrical works by a competent electrician, accidents, storm damage, fire, flood or vandalism etc., and the material is undamaged, no further work should be undertaken that could cause the deterioration of the material. The Estates Team must be contacted immediately. If the material is damaged, the area should be evacuated and sealed off to prevent further access. Carry out actions as per the Asbestos Emergency Checklist in ***Appendix 4***.

Details of the incident will be passed to the surveying contractor to inspect the damage, assess what works are required and ensure that the correct isolation procedure is in place. A report will then be issued giving recommendations and quotations for resultant works, where appropriate. If required, works will be programmed in or directly undertaken, subject to statutory notice periods and approval from the Health and Safety Executive.

Upon notification of the discovery of the suspected ACM, the Estate's Team will contact the surveying contractor so that samples can be taken. If the material is confirmed as containing asbestos, an assessment by the Asbestos Consultant shall be carried out to determine whether any of the works could create a risk of people being exposed to asbestos. If the assessment indicates that there is no risk of disturbance or the material can be protected against disturbance, the works may continue. If the assessment indicates that exposure is likely, the Asbestos Consultant shall make recommendations as to the appropriate action required. The consultant will notify all relevant authorities.

The Estates Team will carry out any necessary investigations in association with the retained Asbestos Consultant. Nominated Persons/Premises Managers must ensure that safety and/or employee representatives are kept informed of incidents and follow-up procedures including the outcome of any sampling/monitoring.

If an incident has been recorded where there has been an uncontrolled release of asbestos at a concentration that exceeds the appropriate control limits, the contractor will keep a log of all relevant information and documentation and notify the affected parties immediately. A record of any incident that affects an employee will be retained on their personal records for 40 years.

Potential Exposure to Staff, Pupils, Contractors and Visitors

Where there is a potential for contamination of people or their clothing all persons suspected of being contaminated shall (wherever practicable):

- Carefully remove outer layers of clothing (including footwear).
- Remove clothing by carefully turning inside out so as to avoid liberating any attached fibres.
- Wash down with damp towels, tack cloths or baby wipes. Have a shower where the facility exists.
- Ensure that the wash facility is thoroughly rinsed after use.
- All and any suspect items or contaminated clothing, and any used wipes, towels etc. are to be sealed in a polythene bag and left altogether in the immediate vicinity of the incident.

Contact the Estates Team and Nominated Person at the earliest opportunity. Carry out actions as per the Asbestos Emergency Checklist.

<u>Do not attempt to sweep, vacuum or remove any debris if the nature of the damaged material is not known.</u>

Secure and vacate the affected area. Where the contaminated area is within a designated fire escape route, additional contingency measures may be required – these will be managed by the Nominated Person or person in charge of the building at that time. In some instances, it may be necessary to close the entire building and await further instruction.

Do not re-enter or re-occupy any area of the building or workplace until the "all clear" has been given by the Head of Estates.

Nominated Person's Actions

a. Nominated responsible person receives notification of possible ACM related incident
b. Consult Asbestos Register for property concerned.
c. Contact Head of Estates
d. Estates Team to arrange for air monitoring and sampling by an approved asbestos monitoring contractor.
e. If material is free from Asbestos, the area can be reopened.
f. If ACM is confirmed, then this ACM must be removed or encapsulated by an approved asbestos removal contractor.
g. After ACM is removed or encapsulated, air is monitored and, if clear, the room is reopened.
h. If the air is not clear, further action must be taken by the asbestos removal contractor to clear the air until an acceptable level is reached. The asbestos register must be updated.

16. Provision of Information and Training

Statutory compliance training via an online provision is mandatory for all employees who are involved in the management and maintenance of property or who may potentially come into contact with asbestos during the course of their employment.

All contractors undertaking any form of work construction/repair/electrical/plumbing etc., will be required to show evidence of similar guidance and training of their staff who may be similarly exposed.

17. Revision Monitoring and Audit

This and its procedures will be reviewed annually and it may also be amended when there is any significant change in legislation or best practice.

All generic assessments and plans of work produced by contractors must be reviewed at intervals of not more than two years and following changes in legislation or best trade practice. All such assessments and plans of work must be checked and modified to ensure that they are job/project specific.

The Head of Estates will report any serious breaches to the Board of Trustees and an investigation will be carried out if necessary.

All employees who are involved in the management of premises or the management of building and maintenance works shall monitor compliance with this policy within their area of responsibility.

18. Appendices

- Appendix 1 - Legislation and Guidance
- Appendix 2 - Asbestos Management Plan
- Appendix 3 - Access Restriction – Permit to Work (missing)
- Appendix 4 - Asbestos Emergency Checklist
- Appendix 5 - Asbestos Inspection Log

Appendix 1 - Legislation & Guidance

Legislation - Health and Safety at Work etc. Act 1974

All health and safety Regulations and Approved Codes of Practice are linked to the UK's overarching health and safety legislation – the Health and Safety at Work etc. Act 1974 – which in general terms requires employers to ensure the health, safety and welfare of their employees and anyone not employed by them, but who might be affected by the work, including the work processes and workplaces etc. The self-employed have similar duties (to themselves and others affected by their work).

The Management of Health and Safety at Work Regulations 1999 require, amongst other things, that employers undertake suitable and sufficient risk assessments, to identify risks to health and safety, and to use preventative measures that eliminate or control the risks to an acceptable level. The Regulations also require employers to integrate the management of health and safety into their normal management processes.

Part of the role of the Health and Safety at Work etc. Act 1974 is to set the framework for responsibilities and health and safety issues which are dealt with in any other, more specific, regulations e.g. the Management of Health and Safety at Work Regulations 1999 etc. Therefore, in line with the Control of Asbestos Regulations 2012, Swale Academies Trust has a duty to properly manage asbestos-related hazards and risks, using the Regulations and well-developed good practice and guidance.

Regulations

Please note that the list that follows is not exhaustive.

- The Control of Asbestos Regulations 2012
- The Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Personal Protective Equipment Regulations 2022
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Hazardous Waste Regulations 2005
- The Construction (Design & Management) Regulations 2015
- The Environmental Protection Act 1990
- The Work at Height Regulations 2005

HSE Approved Code of Practice & Health and Safety Guidance Series (HSGS)

- HSG 264 Asbestos: The Survey Guide
- HSG247 Asbestos: The Licensed Contractor Guide 2006
- HSG248 Asbestos: The Analysis Guide for Sampling, Analysis and Clearance Procedures

Other Publications

- ARCA Guidance Notes and TICA Guidance Notes
- INDG223 A short guide to managing asbestos in premises
- INDG288 Selection of respiratory protective equipment for work with Asbestos Health and Safety Executive

Appendix 2 - Asbestos Management Plan

Asbestos Management Plan for The Sittingbourne School	
Name and details of site:	The Sittingbourne School Swanstree Ave, Sittingbourne, Kent, ME10 4NL Office Telephone Number: 01795 47244 Email Address: tss-office@swale.at
Roles and responsibilities	
Role	**Name and contact details**
Duty Holder **The person or organisation with the main responsibility for maintenance or repair**	Swale Academies Trust
Appointed person and deputy **The person with the resources, skills, training and authority to ensure that ACMs are managed effectively**	Headteacher - Nick Smith 07941 194784 Deputy Head - Peter Southall 07958 809 798 Site Team Manager - Mark Cork 07889 535565 Deputy Site Team Manager - Desmond Attenborough 07734627986.
Responsibility (as appropriate)	**Designated role or name of person and contact details**
Asbestos register and site plans · **Preparation** · **Review and update**	Mark Cork
Condition monitoring of ACMs	Mark Cork
Asbestos management plan · **Preparation** · **Review and update**	Mark Cork
Management of service providers Asbestos surveys and re-inspections, including competency checks, contractual and reporting arrangements and quality checks	Mark Cork

Delivery of 'site asbestos information briefing' to site staff · **Detail the location of ACMs in specific areas they work** · **Include an instruction not to disturb ACMs** · **Explain what must be done if ACMs become damaged**	Mark Cork , Deputy Site Team Manager - Desmond Attenborough
Organising staff training **For example, duty to manage and asbestos awareness**	Mark Cork Babs Parker - Health & Safety Lead 07910 987386
Pre-site arrival checks of contractors **Check that those doing asbestos work have:** · **had appropriate asbestos training** · **seen a risk assessment and plan of work detailing suitable control equipment and procedures**	Mark Cork, Deputy Site Team Manager - Desmond Attenborough
Providing asbestos information **At the planning stage for any refurbishment, installation, or demolition work**	Mark Cork

In accordance with the asbestos survey undertaken during August 2022, the following areas within this school building contain or may contain asbestos / asbestos-containing materials.

Full information on the survey, including a register and location map, can be found in the accompanying report.

Area	**Item**	**Action other than management required**
B BLOCK		
Boiler Room	**Lagging - residue (wall)**	**REMOVE OCT 22**
Boiler Room	**Lagging - residue (pipe)**	**REMOVE OCT 22**
Kitchen	**Panels below windows**	
Kitchen	**Sink paint**	

Kitchen	**Skylight return panels**	
Office (004)	**Panels below windows (insulating board)**	
Chiller store	**Panels below windows (insulating board)**	
WC (009)	**Toilet Cisterns**	
Dining Hall	**Panels below windows**	
Dining Hall	**Floor covering (beneath carpet)**	
Conservatory	**Panels above and below windows**	
Corridor	**Floor covering (beneath vinyl)**	
Cleaners cupboard	**Floor covering (beneath vinyl)**	
Office (014)	**Floor covering and adhesive (beneath carpet)**	
Classroom B5	**Floor covering and adhesive (beneath vinyl)**	
Classroom B5	**Panels below windows and door header panel**	
Prep Room B5	**Door header panel**	
Office (021)	**Panels below windows**	
Classroom B6	**Panels below windows**	
Lobby	**Floor covering (beneath carpet)**	
Office (024)	**Floor covering (beneath carpet)**	
Office (024)	**Panels below windows**	
Office (025)	**Floor covering (beneath carpet)**	
Library	**Panels below windows**	
Library Office	**Panels below windows**	

Cleaners cupboard (028)	**Floor covering**	
Office (029)	**Floor covering adhesive (beneath carpet)**	
Classroom B1	**Panels below windows**	
Classroom B1	**Floor covering adhesive (beneath carpet)**	
Office (034)	**Floor covering (beneath carpet)**	
Classroom B2	**Panels below windows**	

Classroom B2	**Floor covering (beneath carpet)**	
Classroom B3	**Panels below windows**	
Classroom B3	**Floor covering (beneath carpet)**	
Office (037)	**Panels below windows**	
Office (037)	**Floor covering (beneath carpet)**	
Classroom B4	**Panels below windows**	**ENCAPSULATE OCT 22**
Classroom B4	**Floor covering (beneath carpet)**	
Electrical Intake	**Wall panels**	
Corridor	**Floor covering (beneath carpet)**	
Wellbeing Rm	**Floor covering (beneath carpet)**	
Wellbeing Rm Office	**Floor covering (beneath carpet)**	
Wellbeing Rm Office	**Panels below windows**	
Classroom B18	**Floor covering (beneath carpet)**	
Classroom B18	**Panels below windows**	
Classroom B17	**Floor covering (beneath carpet)**	

Classroom B17	**Panels below windows**	
B17 Office	**Floor covering (beneath carpet)**	
B17 Office	**Panels below windows**	
Server Room	**Floor covering (beneath carpet)**	
IT Office	**Floor covering (beneath carpet)**	
IT Office	**Panels below windows**	
Office (013)	**Floor covering adhesive (beneath carpet)**	
Office (011)	**Floor covering (beneath carpet)**	
Store	**Floor covering adhesive (beneath carpet)**	
Corridor (015)	**Door header panels**	
Corridor (015)	**Floor covering (beneath carpet)**	
Classroom B15	**Floor covering (beneath carpet)**	
Classroom B15	**Panels below windows**	
Staff Room	**Floor covering (beneath carpet)**	
Classroom B14	**Panels below windows**	
Classroom B14	**Skylight return panels**	
Office (022)	**Floor covering (beneath carpet)**	
Classroom B13	**Panels below windows**	
Classroom B13	**Floor covering adhesive (beneath carpet)**	
Classroom B12	**Door header panels**	
Classroom B12	**Floor covering (beneath carpet)**	
Corridor (025)	**Floor covering (beneath vinyl)**	

Female WC	**Floor covering adhesive (beneath vinyl)**	
Classroom B11	**Floor covering (beneath carpet)**	
Classroom B11	**Panels below windows**	
Classroom B10	**Panels below windows**	
Classroom B8	**Panels below windows**	
Classroom B9	**Panels below windows**	
Ethics Office	**Panels below windows and floor covering beneath**	
Staff WCs	**Panels below windows**	
External	**Window panels**	**PROTECT - FI REQUIRED**

External	**Soffit to tank room**	
C BLOCK		
Social Science Lobby	**Floor covering beneath carpet**	
Classroom C8	**Panels below windows**	
Head of SS	**Floor covering (beneath carpet)**	
Meeting Rm	**Floor covering adhesive (beneath carpet)**	
Lobby	**Floor covering (beneath carpet)**	
Nursery	**Panels below windows**	**MEET LEASEHOLDERS**
Pre school	**Panels below windows**	**MEET LEASEHOLDERS**
Classroom C9	**Panels in ceiling void above old windows**	
C9 Store	**Floor covering**	
Staff WC	**Floor covering (beneath vinyl)**	

Classroom C4	**Floor covering adhesive (beneath carpet)**	
Classroom C3	**Panels above and below windows**	
Classroom C3	**Sink pads**	
Classroom C1 Kiln	**Floor covering adhesive (beneath vinyl)**	
Stairwell and landing	**Floor covering (beneath carpet and vinyl)**	
Stairwell and landing	**Floor tile to shelf on mid-landing**	
Lobby	**Floor covering (beneath carpet)**	
Office (003)	**Floor covering (beneath carpet)**	
Office (003)	**Panels below windows**	**ENCAPSULATE OCT 22**
Corridor	**Floor covering (beneath carpet)**	
Classroom C17	**Panels below windows (including old covered windows)**	
VIth form lounge	**Panels below windows**	
Common Room	**Floor covering (beneath carpet)**	
Common Room	**Panels below windows**	
Snack Store	**Floor covering (beneath carpet and screed)**	
Cleaners cupboard	**Floor covering**	
Male WC	**Floor covering adhesive (beneath vinyl)**	
Female WC	**Floor covering adhesive (beneath vinyl)**	
Classroom C11	**Sink Pads**	
Classroom C11	**Panels below windows (including old covered**	

	windows)	
External	Window panels	ENCAPSULATE OCT 22
D BLOCK		
Lobby	Door header panels	ENCAPSULATE OCT 22
Classroom D11	Floor covering (beneath carpet)	
DHT Room	Floor covering adhesive (beneath carpet)	
Electrical cupboard	Door header panels	
Electrical cupboard	Fuse guards	
Cleaners cupboard	Door header panels	
Cleaners cupboard	Floor covering	
Classroom D12	Floor covering (beneath carpet)	
Office (008)	Floor covering adhesive (beneath carpet)	
Classroom D14	Floor covering (beneath carpet)	

Classroom D16	Floor covering adhesive (beneath carpet)	
Classroom D17	Skylight return panels	
Classroom D17	Panel behind clock	
WC (020)	Fuse guards	
Classroom D16	Floor covering adhesive (beneath carpet)	
Classroom D15	Floor covering (beneath carpet)	
E BLOCK		
Office (001)	Wall board (over boarded with MDF - visible from ceiling void)	

Office	**Wall boards within riser**	**ENCAPSULATE OCT 22**
Office	**Floor covering adhesive (beneath carpet)**	
WC (002)	**Wall board (over boarded with MDF - visible from ceiling void)**	
WC (003)	**Wall board (over boarded with MDF - visible from ceiling void)**	
WC (004)	**Wall board (over boarded with MDF - visible from ceiling void)**	
WC (004)	**Rope to top of wall boards**	
Classroom E11	**Wall board (over boarded with MDF - visible from ceiling void)**	
Classroom E11	**Floor covering adhesive (beneath carpet)**	
Classroom E11	**Rope to top of wall boards**	
Store E11	**Wall board (over boarded with MDF - visible from ceiling void)**	
Store E11	**Floor covering adhesive (beneath carpet)**	
Store E11	**Rope to top of wall boards**	
Classroom E12	**Wall board (over boarded with MDF - visible from ceiling void)**	
Classroom E12	**Floor covering adhesive (beneath carpet)**	
Classroom E12	**Rope to top of wall boards**	
Store E13	**Wall board (over boarded with MDF - visible from ceiling void)**	

Store E13	**Floor covering adhesive (beneath carpet)**	
Store E13	**Rope to top of wall boards**	
Classroom E13	**Wall board (over boarded with MDF - visible from ceiling void)**	
Classroom E13	**Floor covering adhesive (beneath carpet)**	
Classroom E13	**Rope to top of wall boards**	
Cupboard (010)	**Wall boards**	**ENCAPSULATE OCT 22**
Cupboard (010)	**Floor covering adhesive (beneath carpet)**	
Cupboard (010)	**Rope to top of wall boards**	
Cupboard (011)	**Wall boards**	
Stairwell	**Wall board (over boarded with MDF - visible from ceiling void)**	
Entrance lobby	**Wall board (over boarded with MDF - visible from ceiling void)**	
Entrance lobby	**Rope to top of wall boards**	
Classroom E14	**Wall board (over boarded with MDF - visible from ceiling void)**	**ENCAPSULATE OCT 22**

Classroom E14	**Floor covering (beneath carpet)**	
Classroom E15	**Wall boards**	
Classroom E15	**Door header panel**	
E15 Prep Rm	**Wall boards**	
E15 Prep Rm	**Door header panel**	
Landing	**Wall board (over boarded with MDF -**	

	visible from ceiling void)	
Classroom E24	**Wall board (over boarded with MDF - visible from ceiling void)**	
Classroom E24	**Floor covering adhesive (beneath carpet)**	
Classroom E24	**Rope to top of wall**	
E24 Store	**Floor covering adhesive (beneath carpet)**	
Classroom E23	**Wall board (over boarded with MDF - visible from ceiling void)**	
Classroom E23	**Floor covering adhesive (beneath carpet)**	
Classroom E23	**Rope to top of wall boards**	
E23 Store	**Wall board (over boarded with MDF - visible from ceiling void)**	
E23 Store	**Rope to top of wall**	
E23 Store	**Floor covering adhesive (beneath carpet)**	
Classroom E22	**Wall board (overboarded with MDF - visible from ceiling void)**	
Classroom E22	**Rope to top of wall boards**	
Classroom E22	**Floor covering adhesive (beneath carpet)**	
Classroom E21	**Wall board (overboarded with MDF - visible from ceiling void)**	
Classroom E21	**Rope to top of wall boards**	
Classroom E21	**Floor covering adhesive (beneath carpet)**	
E21 Store	**Rope to top of wall boards**	

E21 Store	**Floor covering adhesive (beneath carpet)**	
F BLOCK		
Technician Store	**Fuse guards**	
Classroom F3	**Floor covering (beneath vinyl)**	
Classroom F3 Store	**Floor covering**	
Meeting Room	**Floor covering**	
Classroom F2	**Fuse guards**	
Staff WC	**Toilet cisterns**	
SPORTS CENTRE		
Electrical cupboard	**Fuse guards**	
Electrical cupboard	**Lining to all surfaces**	**ENCAPSULATE OCT 22**
Changing Room	**Durastell panel to ceiling (cement)**	
Electrical cupboard 2	**Fuse guards**	
Cupboard (48)	**Box of floor tiles**	**REMOVE SAFELY OCT 22**
WC (063)	**Toilet cistern**	

Action Plan:

Removals and encapsulations as advised in the report are to be undertaken by a licenced specialist in October 2022. Certificates provided are to be held on file and the register is to be updated.

Staff will be notified of the presence of asbestos and informed of how it is managed in school. While all ACMs present are deemed to be of very low or low risk (in current state) and will be well managed, clear information sharing is important and must take place.

Staff must know procedures for reporting concerns and be aware of the Trust Asbestos Management Procedures and the local Asbestos Management Plan.

Leaseholders will be notified of the presence of asbestos in the areas that are leased. Users of the buildings leased will be provided with information, procedures to follow and training provided.

Staff contracted to use the kitchen areas (catering teams) will be notified of the presence of asbestos in the areas that are used by them during the course of the working day.

Sports centre rental leads will be notified of the presence of asbestos in the areas that are leased. Users of the buildings leased will be provided with information, procedures to follow and training provided.

Staff will notify the premises manager in the event of any damage to asbestos-containing materials - staff must be made aware of the process and reminded in training annually

All new staff, trainees, agents and peripatetic teachers must be notified of the presence of ACMs, and this should be added to the induction checklist

Staff undertaking the checking of asbestos will ensure that Asbestos Awareness Training is kept up-to-date and logged

Responsible persons will undertake and keep up to date with Asbestos Awareness Training, and this will be logged

The site manager will ensure that asbestos stickers are placed on items containing or thought to contain asbestos, where possible and visually

The site manager may wish to apply stickers to identify where removals have taken place or where encapsulation is present for clear labelling to allow ease of subsequent surveys

Contractors will be alerted to the presence of asbestos-containing materials before commencing work and will sign the contractor register to confirm this

The site manager or trained delegated staff member will regularly (at least twice per year) visually inspect the asbestos-containing materials and keep a record of these checks in the accompanying spreadsheet

Due to the size of the site and the considerable amount of ACMs the Trust will commission annual re-surveys to be undertaken by an external contractor.

Following surveys, the Head of Estates will update the AMPs for the school and accompanying checklists

Asbestos Awareness training should be offered to cleaning staff to aid notification of ACM concerns, given that they daily cover the breadth of the school estate

The school will consider using a management system such as UKNAR to aid the sharing of information of the presence of ACMs to contractors, staff and building users, given the extent of buildings across a large site with many containing ACMs.

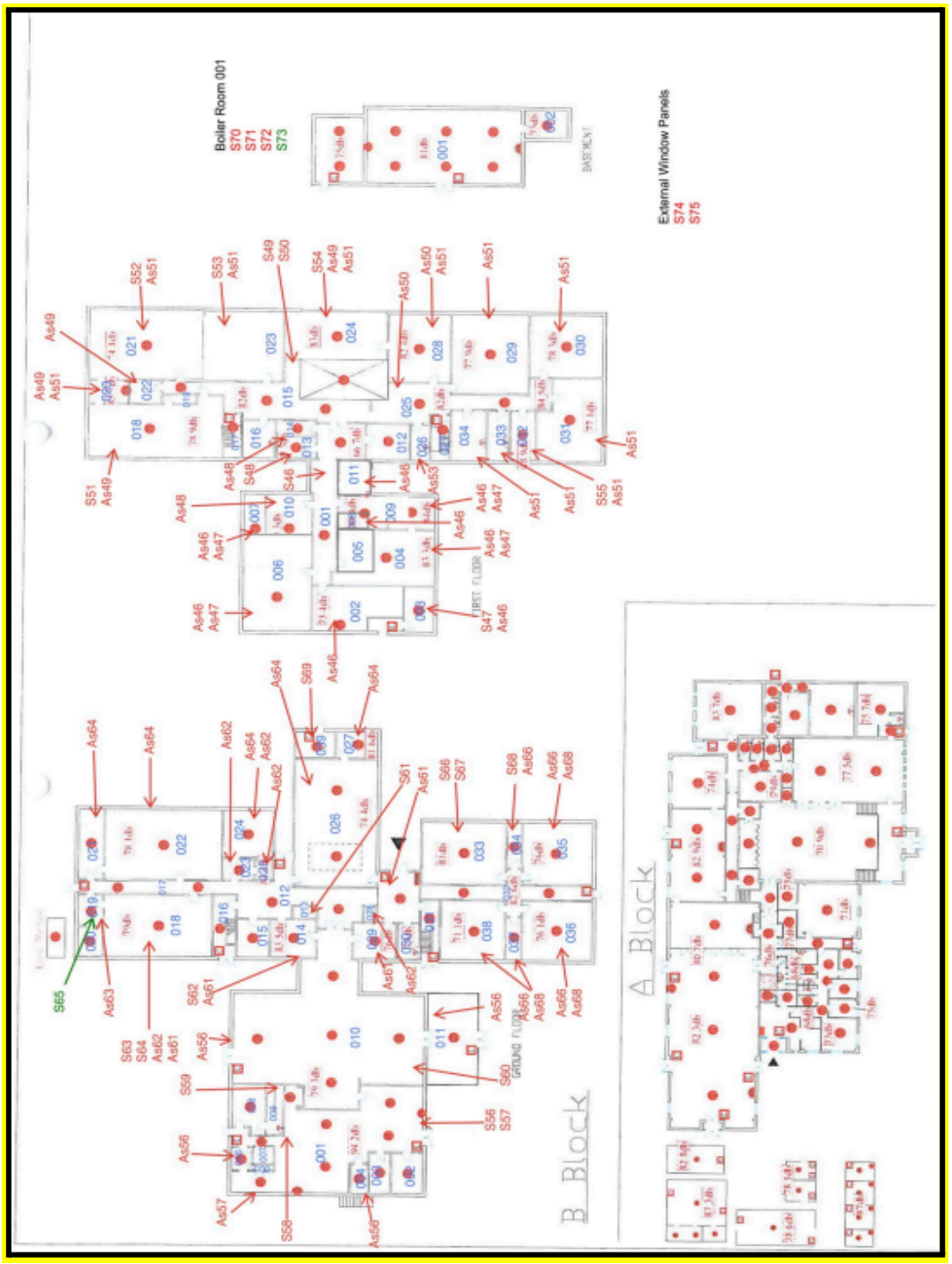
The site manager will alert the head of estates immediately of any concerns relating to the deterioration of any asbestos-containing materials.

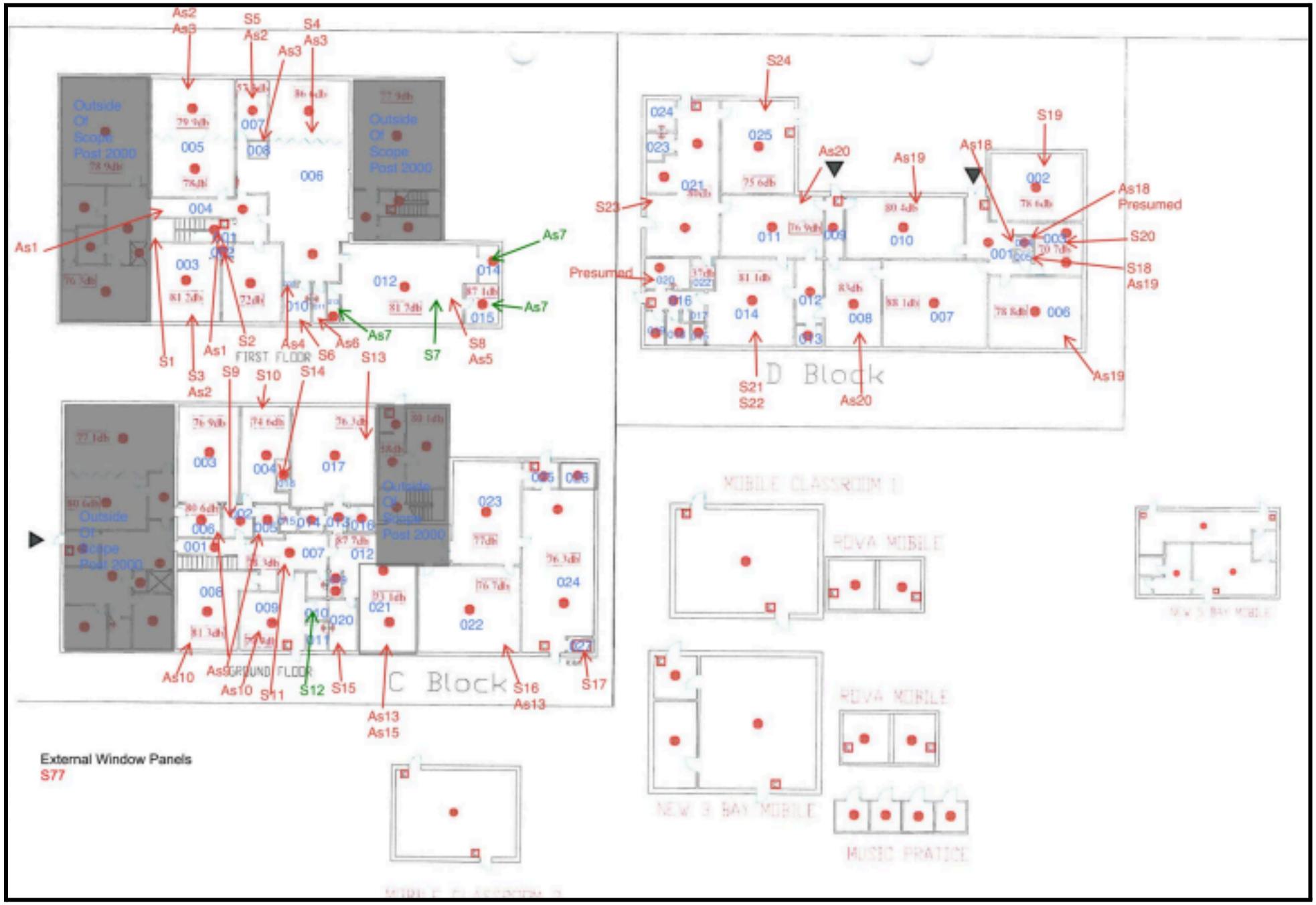
The premises manager will ensure that a refurbishment and demolition survey is undertaken prior to any intrusive construction or mechanical/electrical works are undertaken under the advice of Head of Estates.

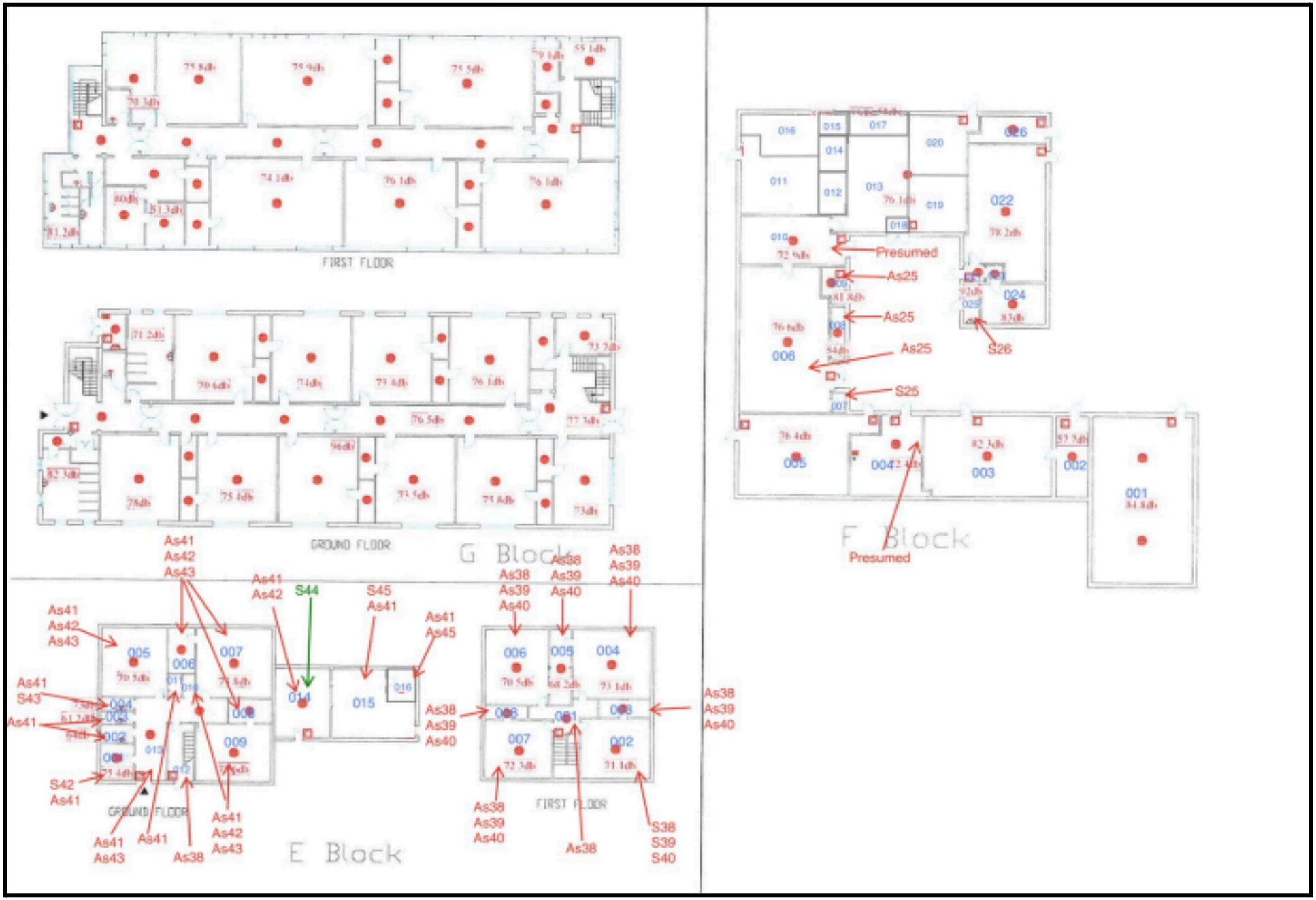
A docubox will be held in the reception, containing:
Asbestos Survey
Trust Asbestos Management Procedure,
School Local Asbestos Management Plan
Asbestos Checklist
Contractor sign-in sheet
Certificates of R&D surveys
Certificates of removals and encapsulations
Re-surveys

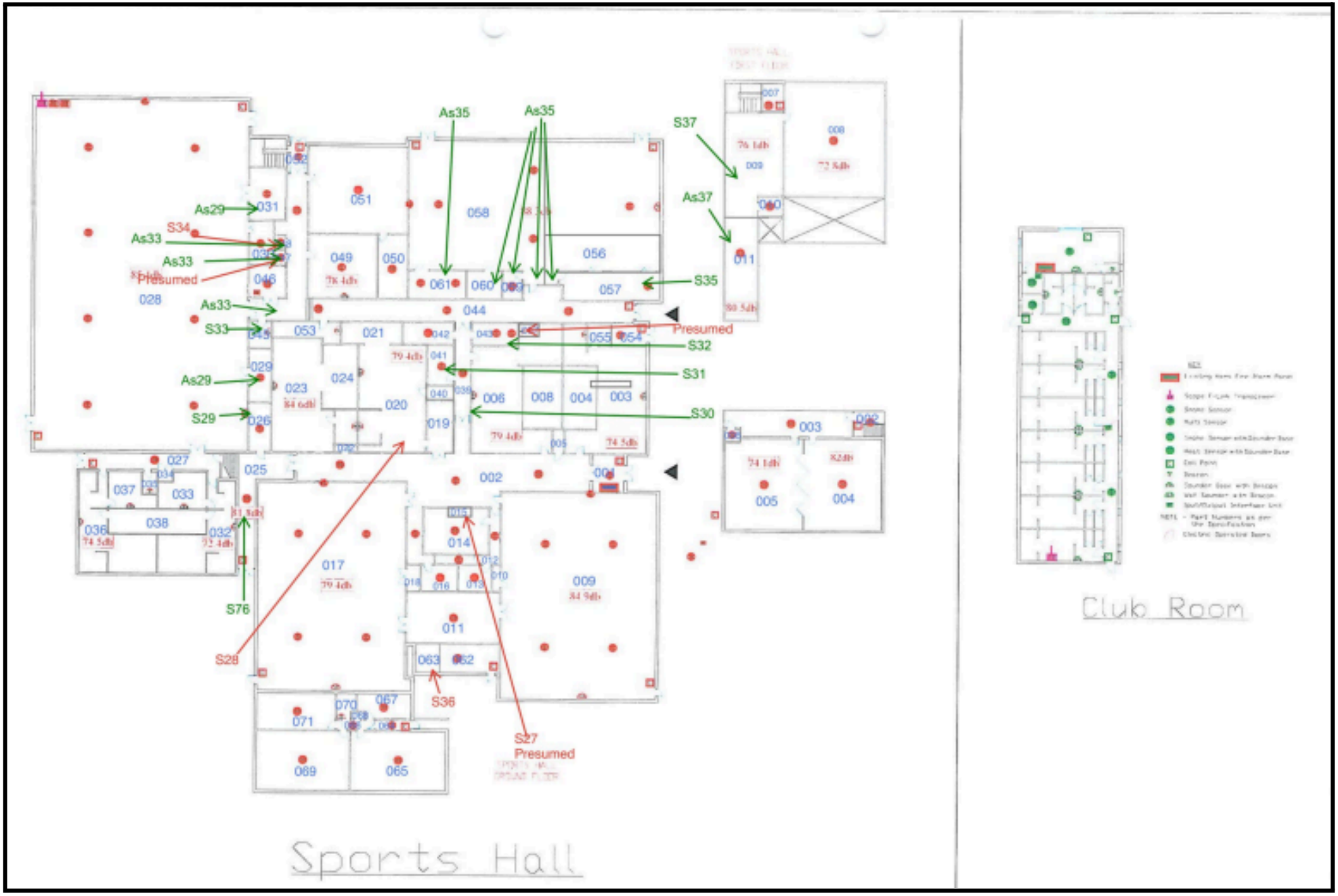
E-copies of the above are held in the H&SMS along with training records

Asbestos Survey Site/Floor Plans




As2
As3
S5
As2
As3
S4
As3
Outside Of Scope Post 2000
005
007
008
006
Outside Of Scope Post 2000
004
001
002
003
As1
S1
As1
S2
FIRST FLOOR
As4
S6
As6
As7
S7
S8
As5
012
014
015
As7
As7
S3
As2
S9
S10
S14
S13
003
004
017
Outside Of Scope Post 2000
Outside Of Scope Post 2000
006
001
007
012
023
024
022
009
010
020
021
011
As10
As9
As10
S11
S12
S15
S16
As13
S17
As13
As15
C Block
GROUND FLOOR
S24
024
025
023
021
011
009
010
As20
As19
As18
S19
002
001
003
As18
Presumed
S20
S18
As19
S23
Presumed
020
022
016
017
014
012
013
008
007
006
S21
S22
As20
As19
D Block
MOBILE CLASSROOM 1
REVA MOBILE
NEW 3 BAY MOBILE
REVA MOBILE
MUSIC PRATICE
External Window Panels
S77


FIRST FLOOR
GROUND FLOOR
G Block
As41
As42
As43
S44
S45
As41
As45
As38
As39
As40
S43
S42
E Block
FIRST FLOOR
S38
S39
S40
Presumed
As25
S26
S25
F Block


As35
As35
S37
As37
As29
S34
As33
As33
Presumed
As33
S33
As29
S29
S35
Presumed
S32
S31
S30
S76
S28
S36
S27
Presumed
Sports Hall
Club Room

Appendix 3 - Access Restriction – Permit to Work

ASBESTOS PERMIT TO WORK
Permit to Work for Work Near Asbestos Containing Materials
VALID ONLY FOR THE AREA AND TIME SPECIFIED

Permit Number	

Section 1 Work Details	
School	
Job Location	
Job Details	
Staff or Contractor Name	
Contractor's Company	

Section 2 Issue of Permit to Work	**YES**	**NO**
Have you followed the requirements as per the Trust's Asbestos Procedure?		
Has the contractor received appropriate induction training, information and instruction on the requirements of this Permit to Work including the emergency procedure for discovering damaged or disturbed asbestos containing materials?		
Has the contractor provided a suitable and sufficient assessment of the risks for all hazards likely to injure or harm the health of any persons and property?		

No work must be undertaken on known or presumed Asbestos Containing Material			
I, The Premise / Site Manager or person in charge declares no other work than that stated above will be carried out. I am also satisfied with all the precautionary measures identified in the risk assessments and method statements provided by the Contractor.			
Name of Premise / Site Manager or person in charge:			
Job Title:			
Start Date:		Finish Date:	
Start Time:		Finish Time:	

Section 3 Acceptance of the Permit to Work	
I, the Contractor or person in charge declares no other work than that stated above will be carried out. I also have read and understood the Trust's Asbestos Procedures	
Name:	
Job Title:	
Date:	
Time:	

Section 4 Clearance	
I the Contractor or person in charge declares the work undertaken has been completed, checked by myself and the area left in a safe and tidy condition.	
Name:	
Job Title:	
Date:	
Time:	

Section 5 Cancellation	
I, the Premise / Site Manager or person in charge declares the work undertaken has been completed. checked by myself and the area left in a safe and tidy condition. THIS PERMIT IS NOW CANCELLED.	
Name of Premise / Site Manager or person in charge:	
Job Title:	
Date:	
Time:	

Appendix 4 - Asbestos Emergency Checklist

For use by those discovering or who are immediately in charge of an asbestos-related emergency.

Have you checked the Asbestos Register?	
Have you confirmed that the damage is likely to be an asbestos-related emergency?	
Have you made the immediate area safe? Closing doors (locking them wherever possible), windows and switching-off any ventilation systems?	
Have you evacuated any other people and prevented anyone entering the affected area?	
Have you cleaned yourself down (if you were contaminated) and asked others to do the same? • Carefully remove outer layers of clothing (including footwear). • Remove clothing by carefully turning inside out so as to avoid liberating any attached fibres. • Wash down with damp towels, tack cloths or baby wipes. Have a shower where the facility exists. • Ensure that the wash facility is thoroughly rinsed after use. • All and any suspect items or contaminated clothing, and any used wipes, towels etc. are to be sealed in a polythene bag and left altogether in the immediate vicinity of the incident.	
Have you notified the Head of Estates (or if absent, the Chief Finance and Operating Officer) to ensure the appropriate asbestos specialist is engaged?	
Have you described or confirmed to that contact: • Who you are and the phone number you're calling from • Where: given the address of the property • Where: described the area(s) or rooms affected • Whether the damaged material is confirmed as asbestos (with reference to the on-site Asbestos Survey Report), whether it is strongly suspected, or whether you are still unsure. • What: you have done to make the area as safe as possible • Who: has been immediately affected (e.g. numbers of children, staff, visitors) • What: describe any other action you have taken; e.g. damped down the affected area, replaced a cover, used temporary barriers or tape to prevent access.	
Make some notes while things are fresh in your mind about the time of the incident (or when it was discovered) and the persons involved, etc. This will usually be the manager or supervisor responsible for the building or the work area. On occasion, it may be relevant to the person discovering damaged ACMs or suspect materials (e.g. a person discovering damage out of hours)	

Appendix 5 - Asbestos Inspection Log

THE SITTINGBOURNE SCHOOL

Asbestos inspection log following Management Survey ……Date and Reference

ALL AREAS THOUGHT TO BE OR IDENTIFIED AS CONTAINING ASBESTOS CONTAINING MATERIALS MUST BE VISUALLY CHECKED AT 6 MONTHLY INTERVALS
Premises Manager or delegated trained personnel are to sign to state that visual checks have been completed.

Removals and encapsulations must be recorded and certificates of completion kept - where encapsulated checks must be made visually and recorded ongoing.

Any changes in condition must be recorded and raised with the Responsible Person and Head of Estates.

Name of person inspecting -

Date of inspection -

Information obtained from Management Survey Date and Reference						
Building / Level / Location	**Material/Item**	**Risk - Material Score**	**Current Condition** - No Change / Deterioration / Damaged	**Any Action Required -** Remove / Encapsulate / Manage	**Priority / Timescale**	**Action Completed**

Asbestos Inspection Log Template