



ADMAT Asbestos Management - Key Guidance

From EFA document 'Managing asbestos in your school: departmental advice for school leaders, governors, staff, local authorities, academy trust and charitable trusts' February 2017:

You should take the following steps to manage asbestos in your schools:

- *Have a management survey of asbestos-containing materials (ACMs) in your schools*
- *Assess the risks associated with ACMs in your schools*
- *Devise a plan for managing asbestos in your schools*
- *Make sure staff, visitors and contractors know the risks and precautions they need to take*
- *Keep the management of asbestos in your schools under review*

Safety Officer at Cornwall Council guidance:

"The Directors, as the body corporate, have overall responsibility for the managing asbestos within the organisation and ensuring processes are in place. Individual schools are responsible for making sure that processes put in place, by directors, actually happen on the ground".

Directors responsibilities:

- Shall ensure a management survey of asbestos-containing materials (ACMs) is in your school
- Shall ensure the risks are assessed which are associated with ACMs in your school
- Shall ensure a plan is devised for managing asbestos in your school
- Shall ensure the management of asbestos in your school is kept under review
- Shall ensure that staff are supplied with asbestos related information, instruction and training appropriate to their role
- Shall ensure any planned work on ACM's, licenced or non-licenced, shall be undertaken by suitably competent contractors and safe reoccupation confirmed

The above can be completed by buying into an Asbestos Management Service as part of the MAT's (schools) Property Compliance Scheme (PCS). This process is co-ordinated by the MAT Assistant Business Manager (ABM) on behalf of the MAT Chief Executive Officer.

School/Local governor responsibilities:

- Staff are provided with access to information relating to the location and associated risk of ACM's within the individual school sites. This will form part of all staff induction
- The information relating to a specific schools ACM's is kept in a central location in the school – normally the main office
- Staff are made aware of any changes to the above promptly
- Staff are instructed not to make any alterations to be building without following the correct procedures (in principle any works should also be referred to the MAT ABM for final approval)
- Contractors are instructed not to make any alterations to the building without following the correct procedures below
- Contractors are given a 'Health and Safety Induction for Contractors' leaflet prior to starting work on site – the location of the asbestos file is stated in this leaflet

- Contractors are given the asbestos file and are instructed to read and sign to say they have been informed of the presence of asbestos on site and its location
- Safe and compliant removal of ACM by a registered and approved contractor will be co-ordinated by the MAT Assistant Business Manager on behalf of the school. This must not be attempted without the checking and approval of the MAT ABM

School staff responsibilities:

- Shall ensure that they co-operate and conform with all processes implemented to secure their safety and health in relation to asbestos
- The Head Teacher/Head of School has delegated responsibility to ensure the management of the local processes for ACM's as described above is followed and reported to the LGAB on a regular basis e.g. through the HoS Report

Related documents:

- ADMAT Asbestos Management Policy 2018
- EFA Managing Asbestos in your school; departmental advice for school leaders, governors, staff, local authorities, academy trust and charitable trusts 2017

Queries relating to ACMs:

- Any queries from schools relating to asbestos management must be referred to the MAT Assistant Business Manager prior to any actions/alterations being completed