



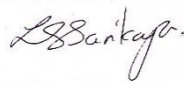
**THE ST. BART'S
ACADEMY**
— TRUST —

Asbestos Management Policy

December 2022

The St. Bart's Academy Trust

Asbestos Management Policy

Produced Date:	December 2022	
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1. Introduction

The St. Bart's Multi Academy Trust (SBMAT) is committed to protecting the health, safety and welfare of all employees and others affected by its work. We recognise our responsibilities to comply with the Health and Safety at Work Act (1974).

This Asbestos Management Policy sets out the actions taken across the estate to manage Asbestos Containing Materials (ACM's) in accordance with The Control of Asbestos Regulations 2012 (CAR2012).

SBMAT recognises that it has responsibility for the management, maintenance and/or repair of the estate and has duties, as the 'duty holder' of non-domestic premises, under Regulation 4 of CAR2012.

SBMAT schools recognise that asbestos in school buildings must be managed properly, because the health and wellbeing of pupils, staff and visitors is of the utmost importance. If there is an incident of asbestos exposure, the school will take the necessary steps to ensure that everyone is safe and, report it to the Trust Compliance and Risk Manager.

To ensure the health and safety of all employees and others affected the school if constructed before the year 2000 will take the following steps:

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

2. Legal framework

This policy has due regard to legislation and guidance including, but not limited to, the following:

- Control of Asbestos Regulations 2012
- Health and Safety Work Act 1974
- The Hazardous Waste (England and Wales) Regulations 2005
- The Control of Substances Hazardous to Health Regulations 2002
- Environmental Protection Act 1990
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Consultation with Employees) Regulations 1996
- Construction (Design and Management) Regulations 2015
- The Management of Health and Safety at Work Regulations 1992
- DfE (2020) 'Managing asbestos in your school or college'

This policy operates in conjunction with the following school policies:

- Asbestos Management Plan
- Health and Safety Policy
- COSHH Policy

3. Responsibilities

The Trust

The MAT will support all sites to fulfil their obligations toward managing asbestos on site. We will do this by:

- Provide advice and assistance in selecting a reputable accredited company
- Support the academies with improvement works that may include the undertaking of Refurbishment & Demolition Surveys (R&D)
- **R** Factor in removal or encapsulation works with capital projects
- Checking compliance at regular intervals
- The MAT will work towards a long-term aim of removing all ACM's from the estate where resources allow.

The Principal

The Principal is responsible for ensuring that the SBMAT Asbestos Policy is adhered to within the academy and that all members of staff are aware of its contents and implications. In particular they shall ensure that:

- A Management Survey is undertaken by a reputable accredited company
- **R** A Management Plan (**Appendix 2**) is completed for items confirmed as ACM's
- An Action Plan (**Appendix 3**) is populated
- Adequate financial resources are allocated to manage the ACM's
- Appropriate action is taken on ACM's identified as requiring remedial action
- The findings of surveys is communicated to all stakeholders
- **R** Hazard Exchange Forms (**Appendix 4**) section are completed where required
- **R** Intrusive Works Assessment Forms (**Appendix 5**) are completed where required
- **R** Asbestos/Intrusive Works Permit to Work Forms PW01 (**Appendix 6**) are completed where required
- **R** SBMAT Compliance and Risk Manager is notified of any works to be carried out on items containing ACM's, giving 5 working days notice
- **R** Refurbishment & Demolition Surveys are carried out when required
- **R** All ACM's are visually checked for signs of deterioration, damage or exposure periodically
- **R** Signs of deterioration, damage or exposure are reported to the MAT Compliance and Risk Manager immediately
- **R** A risk assessment considering the potential exposure of staff is raised and reviewed
- Staff working in areas where ACM's are present receive suitable and sufficient information and training
- **R** The Asbestos Register showing the locations of ACM's is made available to all persons working within the premises for information and they sign the register
- **R** Following an accidental release of asbestos fibres the Trust Compliance and Risk Manager is informed without delay.
- **R** All documentation relating to asbestos is retained securely and preserved to prevent deterioration for a minimum of 40 years

- All relevant documentation required by this policy is held securely at local level in accordance with General Data Protection Regulations (GDPR).
- **R** The school are responsive to parents request for asbestos information

Employees

All employees are responsible for informing their immediate supervisor or line manager of any suspected or known ACM's that is either deteriorating, become damaged, or is exposed. Under no circumstances will any employees knowingly carry out work on ACM's, any breach of this will be dealt with following the MAT Disciplinary Policy.

In the event of exposure to asbestos due to an uncontrolled release, all employees must immediately inform their supervisor/line manager, who will take the necessary steps to enable the implementation of the asbestos emergency procedures shown in **Diagram 1**.

4. Asbestos Survey's

4.1. Management Survey

All academy buildings that were built before 2000 **must** have a current Management Survey, carried out by a company with UKAS Accreditation and inline with HSG264 guidance.

The purpose of the management survey is to manage asbestos containing materials (ACM's) during the normal occupation and use of premises.

A Management Survey aims to ensure that:

- Nobody is harmed by the continuing presence of ACM's in the premises or equipment
- That the ACM's remain in good condition
- That nobody disturbs it accidentally

The survey must locate ACM's that could be damaged or disturbed by normal activities, by foreseeable maintenance, or by installing new equipment. It involves minor intrusion and minor asbestos disturbance to make a Materials Assessment. This shows the ability of ACM's, if disturbed, to release fibres into the air. It guides the school in prioritising any remedial work.

The report should state the asbestos type, location, extent, condition and any surface treatment - the 'Materials assessment'. The report may comment on priorities for any remedial work.

The report should state where the surveyor or sampler did not survey or sample. Areas that the surveyor has not accessed must be presumed to contain asbestos.

R The Principal will then ensure that Management Plan (**Appendix 2**) is completed for items confirmed as ACM's using the findings from the Management Survey and following the Priority Assessment Scoring Matrix (**Appendix 1**). The Management Plan looks at the likelihood of someone disturbing the ACM's. The Principal is the only person who can complete this assessment accurately.

If the items identified are in good condition/low damage- with a max condition score of 1 and the only recommendation is to Manage & Re-inspect, use a score of 1 for the priority score (this follows guidance from the HSE). If it is not in good condition/low damage, or there are recommendations from the surveyor follow the process in (**Appendix 1**).

The Principal (duty holder) should then take the findings from the Management Plan and compile an Action Plan (**Appendix 3**) that will include what action is to be taken, by when and by whom.

A management re-inspection survey should be carried out every 12 months.

▣ Termly or more frequent (depending on the condition or potential for disturbance) in-house visual condition checks of ACM's are to be carried out and recorded on the current Asbestos Register. Checks only to be carried out where no risk of disturbance or exposure exists.

4.2. Refurbishment & Demolition Surveys (R&D)

The R&D Survey is required where the premises, or part of it, need upgrading, refurbishment or demolition. The key requirement of this survey is to locate asbestos containing materials prior to the commencement of any works. The scope of the survey should be directly related to the planned works, whether this is a new kitchen or entire refurbishment of the school. This survey is a more intrusive survey than the management survey.

The R&D survey must locate and identify all ACM's before any structural work begins at a stated location or on stated equipment. It involves destructive inspection and asbestos disturbance. The area surveyed must be vacated, and certified 'fit for reoccupation' after the survey. The reports should state the location, presence and extent of asbestos-containing materials and debris. It does not assess the asbestos condition but the surveyor should mention any that is in a dangerous state.

The report should state where the surveyor or sampler did not survey or sample. You should presume that areas that the surveyor has not accessed do contain asbestos.

5. Preventing Disturbance/Exposure to ACM's

The most likely way ACM's in schools can be disturbed or damaged is through maintenance/ construction activities. This includes even small jobs such as installing telephones or computers, putting up shelving or installing security systems. Anyone carrying out such work will need to know whether the building does, or may contain ACM's, where the ACM's are located and what condition it is in. Academy site staff and contractors have been identified as a particular group at risk due to the nature of their work (e.g. drilling and fixing.). Vandalism may also result in the release of asbestos fibres (e.g. damage to asbestos panels caused by pupils kicking them).

Teachers and pupils are not likely to be at risk in the course of their normal activities. However, if they carry out activities which cause damage to ACM's, such as pinning or tacking work to asbestos insulation board or ceiling tiles, they will be at risk. It is estimated that for every drawing pin/staple removed from Asbestos Insulation Board (AIB), 6000 fibres are released. To put the size of asbestos fibres into perspective, if you removed a single human hair and placed it on end, you could fit around 2,000,000 asbestos fibres on the same diameter of the hair.

▣ All known or suspected locations of ACM's will be clearly indicated using asbestos warning signs. Only where safe to do so and without the risk of disturbing asbestos are signs to be displayed.

▣ Any contractors that are contracted to carry out any works in the building, should read and sign the Asbestos Register before starting works. Checks should also be made that the contractors hold valid Asbestos Awareness training records and their Risk Assessments and Method Statements include asbestos considerations.

▣ Before contractors commence upgrading, refurbishment or demolition of the premises, or part of it, information about hazards is to be shared between the school and contractors to allow safe working practises to be agreed and suitable control measures implemented. Control of Contractors – Hazard Exchange Forms (**Appendix 4**) are to be completed by the school and contractor.

▣ Following completion of a Hazard Exchange Forms should the contractors work be deemed as intrusive or likely to disturb the building fabric e.g. drilling, sawing, cutting or accessing areas previously not inspected

such as ducts and voids Intrusive Work Assessment Forms (**Appendix 5**) are to be completed by the school prior to work commencing.

✘ Before contractors commence upgrading, refurbishment or demolition of the premises, or part of it, a Permit to Work – PW01 Asbestos/Intrusive Work (**Appendix 6**) is to be completed by the Principal.

6. Training

All employees that could potentially expose themselves to ACM's should receive adequate information, instruction and training.

✘ The SBMAT Asbestos Management Policy made available to all staff and a read receipt provided.

✘ All staff should be made aware of the location of ACM's within the areas of the building they can access and the control measures around them. Copies of the Asbestos Management Report pages showing locations of known or suspected ACM's made available in staff communal areas.

✘ An Asbestos Accidental Exposure Risk Assessment to be raised and annually reviewed. All staff should be made aware of the risks of asbestos and must have access to the schools Asbestos Accidental Exposure Risk Assessment and provide a read receipt.

At least one person from each site (Principal or other Management level employee) will have completed an Asbestos Duty to Manage course. The Principal of each site will have read and understood the latest ESFA document on managing asbestos.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/650935/Managing_asbestos_in_your_school.pdf

✘ All Teaching Staff, Site Staff and Admin Staff will complete Flick Asbestos Awareness training at regular intervals. Completing Asbestos Awareness training does not mean that the person completing the course is deemed competent to review the asbestos register, make an assessment of ACM's or carry out works on ACM's.

Under no circumstances should SBMAT employees knowingly undertake works on ACM's, any breach of this policy will result in potential disciplinary action.

7. Communication

All information regarding ACM's must be recorded and readily available. An onsite Asbestos Register should be kept in the main office at each site so that it can be provided to any persons who's work may bring them into contact with ACM's, for example;

- Site Staff who may undertake maintenance work must become familiar with the contents of the Asbestos Register and refer to the register before undertaking maintenance work on the premises.
- Contractors who are working on site should be given the Asbestos Register upon arrival to site and sign to say they have checked it accordingly.
- The emergency services dealing with an incident.

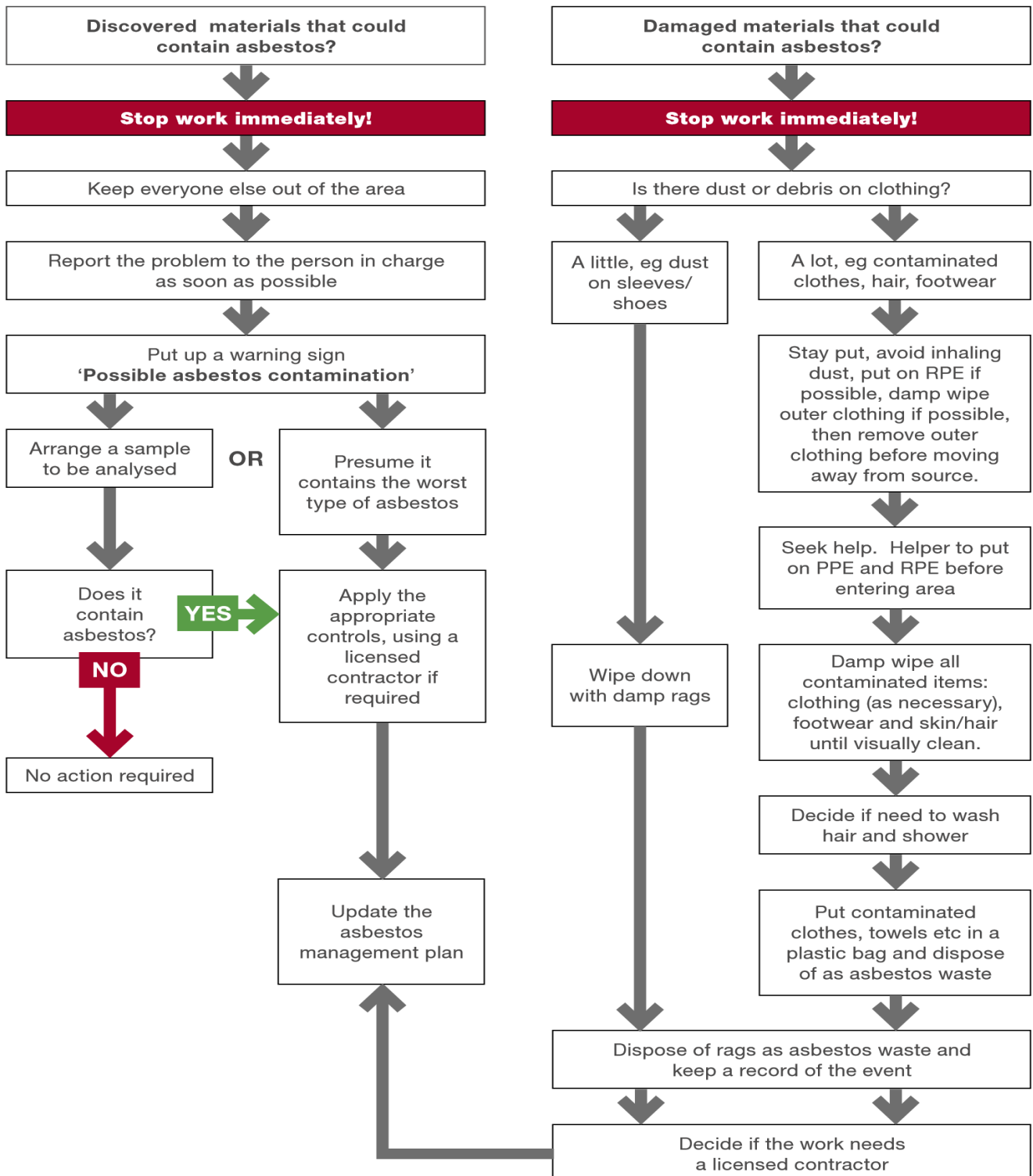
8. Emergency Procedure

In the event that there is an uncontrolled release of asbestos on site, follow the process shown in **Diagram 1**. This procedure follows the guidance from the HSE;

<http://www.hse.gov.uk/pubns/guidance/em1.pdf>

All incidents must be reported as soon as practicable to the MAT Compliance and Risk Manager via Parago Incident Manager using an Incident/Near Miss Report. The Compliance and Risk Manager will notify the HSE, when required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013,

Diagram 1



9. What is Asbestos

In the past, asbestos has been widely used and it is found in buildings that are still in public and private use. Asbestos was used in various materials in buildings to provide chemical resistance, incombustibility, thermal insulation, and strengthening characteristics.

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. While 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 causes around 5000 deaths a year in Great Britain and there is no cure for asbestos-related diseases.

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

Common uses of asbestos were:

- Asbestos cement products such as corrugated roofing, gutters, pipes and water tanks
- Textured coatings e.g. some Artex
- Asbestos insulating board used as wall partitions, fire doors, ceiling tiles, etc.
- Asbestos reinforced plastics, e.g. lino tiles and toilet cisterns
- Asbestos lagging on pipework and boilers
- Spray coatings on steelwork, walls and ceilings for fire protection and insulation
- Asbestos Rope and fabrics, e.g. gaskets, fire blankets
- Asbestos Paper, used in insulation.

This list is not exhaustive. **All materials should be presumed as containing asbestos unless there is strong evidence to suggest otherwise.**



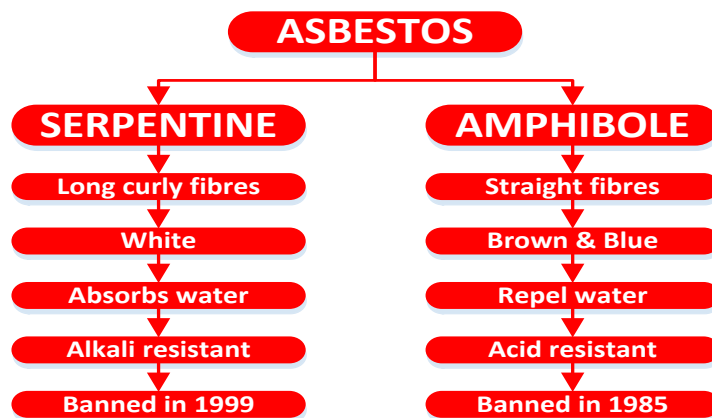
- Sound and heat resistance
- Highest tensile strength
- Decomposes at 400°C - 600°C
- Most hazardous

- Sound and heat resistance
- Decomposes at 600°C - 800°C
- Strongest heat resistance



- Sound, electrical and heat resistant
- Decomposes at 400°C - 700°C
- High tensile strength





10. Health Risks

All forms of asbestos are CAT1 Carcinogens, CAT1 means known or presumed to have carcinogenic potential for humans. Exposure to ACM's can lead to serious health problems later in life. However due to the length of latency periods after exposure, it can be many years later before the true effects from exposure are known.

10.1. Mesothelioma (15-60 year latency period)

Mesothelioma is a type of cancer that develops in the lining that covers the outer surface of some of the body's organs. It's usually linked to asbestos exposure.

Mesothelioma mainly affects the lining of the lungs (pleural mesothelioma), although it can also affect the lining of the stomach (peritoneal mesothelioma), heart or testicles.

More than 2,600 people are diagnosed with the condition each year in the UK. Most cases are diagnosed in people aged 60-80 and men are affected more commonly than women.

Unfortunately it's rarely possible to cure mesothelioma, although treatment can help control the symptoms.

10.2. Asbestosis (15-30 year latency period)

Asbestosis is a chronic (long-term) lung condition caused by prolonged exposure to asbestos.

When you inhale a foreign body, such as a dust particle, cells in the lungs called macrophages usually hunt and break the particle down before it gets into your lung tissues and bloodstream.

However, asbestos fibres are too difficult for the macrophages to break down. In an attempt to break down the fibres, the macrophages release substances that are intended to destroy the fibres, but actually cause the tiny air sacs in your lungs (alveoli) to become damaged and permanently scarred over time. This scarring is what is known as asbestosis.

Alveoli are crucial in transferring oxygen from the air into your bloodstream and removing carbon dioxide from your bloodstream. If they become damaged and scarred, these processes will be affected, resulting in symptoms such as breathlessness.

For asbestosis to develop, prolonged exposure, usually over many years, to relatively high numbers of asbestosis fibres is necessary.

10.3. Lung Cancer (20 year latency period)

Lung cancer is one of the most common and serious types of cancer. Around 44,500 people are diagnosed with the condition every year in the UK. The HSE estimates there is in excess of 2000 asbestos-related lung cancer deaths each year.

Lung cancer can be triggered by exposure to carcinogenic materials such as asbestos or any of the 50+ carcinogens found in cigarettes. If you smoke and have been exposed to ACM's, your risk of developing lung cancer is 53 times higher.

11. Work on Asbestos

Work on asbestos includes encapsulation of asbestos as well as removal. Once ACM's have been identified, advice should be sought to recommend the appropriate action to take:

- a) Asbestos removal - taking away the asbestos containing material and replacing with a non-asbestos substitute.
- b) Encapsulation - covering over the asbestos containing material to prevent future damage.

11.1. Licensed Asbestos Removal Contractors

Any work on asbestos must 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.

11.2. Notifiable Works

In the case of notifiable work, the LARC must notify the Health and Safety Executive 14 days prior to the proposed asbestos removal work – verify with your contractor.

11.3. Method Statement

The LARC should submit a written method statement to the person commissioning the work (commissioning officer) or contract administrator (1). The method statement must detail exactly how the work on asbestos will be undertaken, the expected start date and duration of the works.

11.4. Risk Assessments

The commissioning officer/contract administrator must take the information from the method statement and review this in conjunction with any other works being undertaken at that time, along with the proposed occupation of the premises. From this information the commissioning officer/contract administrator will produce a risk assessment to determine the appropriate timing of the asbestos removal and any limitations on the occupancy of the premises during the asbestos removal. Risk assessments should also be requested from the contractor to cover their scope of works.

11.5. Asbestos-containing waste

The commissioning officer/contract administrator will ensure the appointed contractor has in place adequate arrangements for the removal and disposal of asbestos-containing waste in accordance with the Hazardous Waste Regulations 2005. The contractor will be required to provide the school with a waste consignment note to confirm that the asbestos was appropriately disposed of.

11.6. Air Tests

The method statement/risk assessments will determine if air tests are required during the asbestos removal to ensure that containment arrangements are adequate. A four-stage clearance is required where work on asbestos has taken place under fully controlled conditions. Air tests must be organised independently to the LARC using a laboratory with UKAS Accreditation.

11.7. Four Stage Clearance

The four stages of site clearance certification for re-occupation following licensable works are as follows:

- Stage One – preliminary check of site condition and job completeness
- Stage Two – a thorough visual inspection inside the enclosure/work area
- Stage Three – clearance air monitoring – this is not required for external work
- Stage Four – final assessment post-enclosure/work area dismantling.

It is desirable that the analyst is employed by the building owner or occupier directly for site clearance certification. This arrangement helps to avoid any conflict of interest (perceived or real) there may be if the analyst is employed by the LARC. It also enables an independent party to be involved in resolving any problems during the clearance process.

11.8. Amending Records

On completion of the work on asbestos, the Asbestos Register will be amended. A hard copy of the amended entry should be made available.

☒ On receipt of an amended Asbestos Register the Principal should amend the Management Plan and Action Plan accordingly.

(1) The commissioning officer is the person who has the authority to determine the works to be undertaken, authorise the expenditure and give the instruction to proceed. The Contract Administrator may be a surveyor, architect, or member of the school staff who is managing and overseeing the work.

Appendix 1 – Priority Assessment Scoring Matrix

Use the below matrix to score **each** item identified as ACM's in the management survey and record on the management plan.

Priority Assessment Scoring Matrix

IMPORTANT NOTE: Add the **normal occupant activity** score to the **three average** scores for the **likelihood of disturbance, human exposure potential** and **maintenance activity** sections to get a total priority score. This is then added to the material score to give the total overall score.

Normal occupant activity		
Sample variable	Examples of scores	Score
Main type of activity in area	Rare disturbance activity (e.g. little used store room)	0
	Low disturbance activities (e.g. office type activity)	1
	Periodic disturbance (e.g. industrial or vehicular activity which may cause contact with ACM's)	2
	High levels of disturbance (e.g. fire door with asbestos insulating board sheet in constant use)	3
Likelihood of disturbance		
Sample variable	Examples of scores	Score
Location	Outdoors	0
	Large rooms, warehouse or well-ventilated areas	1
	Rooms up to 100 sq. metres in area	2
	Restricted or confined areas	3
Accessibility	Usually inaccessible or unlikely to be disturbed	0
	Occasionally likely to be disturbed	1
	Easily disturbed	2
	Routinely disturbed	3
Extent/amount	Small amounts or single items (e.g. strings, gaskets)	0
	Less than 10 sq. metres area, or 10 metre pipe run	1
	10 to 50 sq. metres area, or 10 to 50 metre pipe run	2
	More than 50 sq. metres, or 50 metre pipe run	3
Average of scores for location, accessibility and extent/amount (maximum score of 3)		
Human exposure potential		
Sample variable	Examples of scores	Score
Number of occupants	None	0
	1 to 3	1
	4 to 10	2
	More than 10	3
Frequency of use of area	Infrequent	0
	Monthly	1
	Weekly	2
	Daily	3
Average time area is in use	Less than 1 hour	0
	1 to less than 3 hours	1
	3 to less than 6 hours	2
	More than 6 hours	3
Average of scores for number of occupants, frequency of use and average time area is in use (maximum score of 3)		

Maintenance activity		
Sample variable	Examples of scores	Score
Type of maintenance activity	Minor disturbance (e.g. possibility of contact when gaining access)	0
	Low disturbance (e.g. changing light bulbs in asbestos insulating board ceiling tiles)	1
	Medium disturbance (e.g. lifting one or two asbestos insulating board ceilings tiles to access a valve)	2
	High levels of disturbance (e.g. removing a number of asbestos insulating board ceiling tiles to replace a valve, for re-cabling, or leak repair)	3
Frequency of maintenance activity	Unlikely – almost never	0
	Less than once a year	1
	Less than once a month	2
	More often than once a month	3
Average of scores for type of maintenance activity and frequency of maintenance activity (maximum score of 3)		
TOTAL PRIORITY ASSESSMENT SCORE This is the occupant activity score added together with the three average scores (maximum score of 12).		

Material assessment score	(maximum score of 12)
+	
Priority assessment score	(maximum score of 12)
=	
Total overall score	(maximum overall score of 24)

17-24	HIGH
9-16	MEDIUM
0-8	LOW

Appendix 4 – Hazard Exchange Form

The purpose of this form is to ensure that information about hazards is shared between contractors to allow safe working practises to be agreed and suitable control measures implemented.

This form must be completed by the Principal (or other responsible person) with each contractor who is undertaking activities/works on the premises **prior to any work commencing**.

Where more than one contractor is working on a construction or building project, or a contractor is subcontracting any part of their work, the principal contractor **MUST** ensure that ALL subcontractors participate in this process.

It is the responsibility of the principal contractor to ensure that all employees of all contract companies are made aware of the hazards identified and control measures adopted during work on any premises.

Premise/Workplace			
Site Address			
Name of Contractor (or Principal Contractor if more than one)		Contractor's Representative	
Name of Sub-Contractor(s)	<i>Add additional lines as necessary</i>	Sub-Contractor(s) Representative	
Brief Description of the Work		Project Start Date	
Areas Involved		Project Completion Date	

Hazard Information to be supplied to the Contractor by the Principal

Inform the contractor of all known site hazards that may present a risk to his workforce to enable them to undertake a risk assessment and implement appropriate control measures.

Hazards identified and notified to the Contractor	Yes	No	Details/location and control measures to be taken.
Contact with vulnerable service users/pupils			
Violence from premises occupants			
Fragile roofs or structures			
High noise levels that could damage hearing			
Presence of flammable or explosive substances			
Vehicle movement in proximity to the work area			
Presence of underground cables, gas or water mains where any excavation work is to be undertaken (if known)			
Presence of fumes, gases or significant amounts of dust			
Presence of corrosive, toxic or other harmful substances			
Other hazards (specify)			

Asbestos Management

All steps must be completed. Ensure that the Premises Asbestos Register is available to refer to.

The Asbestos Register must be shown to the contractor and all contractor/subcontractor staff working on site must sign the Asbestos Register.

Assessment Process	Yes	No	If Yes - actions to be taken
STEP 1 Does the sites asbestos Register indicate that the proposed work involves working with or on asbestos containing materials/presumed asbestos containing materials?			Contact SBMAT. This work will require a licensed contractor in accordance with SBMAT Asbestos Management Policy and the Control of Asbestos Regulations 2012.
STEP 2 Is the work intrusive or likely to disturb the building fabric e.g. drilling, sawing, cutting, accessing areas previously not inspected such as ducts and voids?			Complete the Intrusive Work Assessment Form prior to any work commencing and follow guidance detailed in the document.
STEP 3 If information is unavailable, is it possible that the proposed work may disturb asbestos containing materials?			Do not commence any works and contact SBMAT.
STEP 4 Has there been a Permit to Work been issued to the contractor?			Ensure contractor signs and returns to Principal prior to commencing work.

General Site Arrangements to be notified to the contractor

Detail how you expect contractors to work whilst on the premises.

Site Arrangements	Site Rules	Site Arrangements	Site Rules
Vehicle access and parking		Storage of tools and materials	
Fire evacuation procedure		Working hours/opening /closing hours and signing in/out procedure	
Use of toilets and washing facilities		Waste disposal arrangements	
First aid arrangements		Security	
Accident reporting requirements		Other (specify)	

Hazard Information to be obtained from the Contractor.

Contractor must complete this section and communicate suitable control measures to their own employees and employees of sub-contractors working on site.

NOTE – if more than one contractor is working on the site this section **must** include all the hazard information from all contractors/sub-contractors, add additional pages as necessary.

Contractors Hazards	Yes	No	Control Measures
Working on the water/heating system? (Contractor to read & sign Water Hygiene Record File)			
Hot working e.g. welding, cutting, brazing, use of blow lamps, grinding, soldering, bitumen boilers etc.)? Hot Work Permit must be completed and control measures outlined in this document implemented. Contractor and Premises Manager to sign the Permit to Work.			
Work on fragile roofs and structures?			
Fire safety management Is the work likely to damage the integrity of the walls, floors, ceilings etc.? If so, the contractor must repair any damage by fire stopping the area with suitable material that has a 1 or ½-hour fire rating (whichever is appropriate).			
Does the work require any fire precautionary measures to be disabled? If so it is important they are reinstated at the end of each working day, e.g. tape/plastic bags removed from smoke detectors, zones reactivated, fire exits cleared etc.			
Work at height? (Contractors who will be working at height must detail the control measures/provide copy of their method statement).			
Material, tools or equipment likely to obstruct escape routes/fire exits?			
Tools, materials, and/or plant that present a slip, trip and/or fall hazard such as cables etc.?			
Excavation works that present a fall or falling materials hazard?			

Contractors Hazards	Yes	No	Control Measures
Work in confined space work including fall hazards into open inspection chambers, pit covers, other confined spaces?			
Generation of dust or fumes?			
Use and storage of hazardous substances?			
Generation of significant noise?			
Demolition work?			
Other hazards? (specify)			

Unsafe working by the contractor must not be tolerated; concerns about safety must be raised **immediately** with the Contractor and SBMAT.

Certification

Sufficient information has been exchanged to enable all parties to identify the hazards associated with the activity/work being undertaken. If there are to be any changes to the agreed works, please review this assessment.

Organisation	Position	Name	Signature	Date
	Principal Tel No			
	Contractor Tel No			
	Sub-Contractor Tel No			

Assessment Review

The assessment can be reviewed, resigned, and dated if the same contractor e.g. regular servicing and testing activities regularly undertake repeat work.

Organisation	Position	Name	Signature	Date
	Principal Tel No			
	Contractor Tel No			
	Sub-Contractor Tel No			

Appendix 5 – Intrusive Works Assessment Form

The Asbestos Register may not provide sufficient information to allow intrusive works to be completed. This is because the Asbestos Register is based on a Management Survey that is non-intrusive. Before intrusive work is completed, it may be necessary to arrange for a Refurbishment and Demolition Survey to be undertaken to identify any concealed asbestos containing materials within the work area. This assessment must be completed prior to the work activity being undertaken.

1. Work Being Completed

Organisation intended to complete works	
Brief description of the work activity	
Areas Involved	


2. Intrusive Assessment Process

STEP	Assessment	Yes	No	Action to be taken
1	Does the on site Asbestos Register or any previous Project Specific R & D Survey for the Premises indicate that asbestos containing materials are present in the areas involved and would potentially be disturbed by the work activity.			<p>If Yes - Works must not proceed. Arrangements need to be made for a licensed contractor to undertake this work. Contact SBMAT for further advice.</p> <p>If No Go to STEP 2</p>
2	<p>Is it obvious that there is no potential for hidden/concealed asbestos containing material to be disturbed by this work?</p> <p>Please state reasons in full below.</p>			<p>If Yes - Work can commence. Ensure the Hazard Exchange Form has been completed.</p> <p>Contractors to be shown the Asbestos Register and all contractors' staff to sign Section 4. If work is to expand into other areas, this assessment must be reviewed.</p> <p>If No - Works must not proceed.</p> <p>Contact SBMAT who can arrange for a Refurbishment and Demolition survey to be completed for the work activity. If asbestos containing materials are identified by this survey, arrangements must be made for a licensed contractor to undertake this work.</p> <p style="text-align: center;">IF IN ANY DOUBT, CONSULT THE ASBESTOS COMPANY APPOINTED BY SBMAT.</p>

Name	Position	Signature	Date
	Principal		
	Contractor		

A copy of this should be retained with all project specific documentation.

Appendix 6 – Permit to Work Form (Asbestos/Intrusive Works)

	St. Bart's Multi-Academy Trust c/o Belgrave St. Bartholomew's Academy, Sussex Place, Stoke-on-Trent, ST3 4TP T: 01782 235524	
	Permit to Work Form – PW01 Asbestos/Intrusive Works	Permit Ref

ACADEMY	
SITE ADDRESS	

LOCATION OF WORK WITHIN THE PREMISES

BRIEF DESCRIPTION OF WORK

WORK START DATE		WORK COMPLETION DATE	
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LOCAL DUTY HOLDER (PRINCIPAL)

Name:
Signature:
Date:

Will the work disturb any Asbestos Containing Materials (ACMs) identified in the premises Asbestos Register?

YES The proposed work **MUST NOT** proceed. Advice must be sought from:
 Chris Leach – Compliance and Risk Manager – 07493 281820

NO The proposed work can commence **BUT** the contractor needs to be aware that there may be additional items of ACM's in the building/proposed work area, over and above those identified in the Asbestos Management Survey. The contractor's attention is drawn to those places not specifically accessed by the surveyor for the purpose of producing the Asbestos Management Survey (e.g. pipe ducts, wall voids, boxing's).

WORK MUST STOP IMMEDIATELY IF ANY SUSPICIOUS MATERIALS ARE DISCOVERED AND RESPONSIBLE PERSONS NOTIFIED.

CONTRACTOR:

I have read and understood the restrictions imposed by the permit to work.

Signature:

Please print: Company:

Date:

**THIS PERMIT IS ONLY VALID FOR THE STATED DATE/TIME IN SECTION A.
 RETURN COMPLETED PERMIT TO ACADEMY OFFICE
 IF WORKS EXCEED DATE/TIME – ANOTHER PERMIT WILL BE REQUIRED.**





THE ST. BART'S ACADEMY

— TRUST —

St. Bart's Multi-Academy Trust
c/o Belgrave St. Bartholomew's Academy,
Sussex Place, Longton, Stoke-on-Trent, Staffordshire, ST3 4TP
www.sbmat.org T: 01782 486350

