



Asbestos Management Arrangements

DISTRIBUTION	This is a Trust Wide Arrangement and relates to all trust staff who work in a building containing asbestos or have management responsibility for a building that contains asbestos.		
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1. Introduction

The Fallibroome Trust has a duty to manage any asbestos in the premises it controls under the Control of Asbestos Regulations 2012. This document sets out how this duty will be met and what each school within the trust must do to fulfil this duty.

2. Identify any Asbestos Containing Materials

The first step is for each school that may contain asbestos (Any school that was built or has parts that were built prior to year 2000) to ascertain the location and condition of any asbestos.

- Every school must have a Type 2 management survey carried and held on site.
- If a school has previously had all suspected asbestos containing materials removed then evidence of this must be available.
- Every school must have an Asbestos Management Plan, this will summarise the requirements of these arrangements and contain specific training requirements, general staff knowledge requirements (For those who are not trained in asbestos awareness) and the school specific intrusive works which will trigger the requirement for an intrusive works form.

3. Managing Known and Presumed Asbestos

The type 2 asbestos survey will be the base for managing risk.

- An asbestos register will be maintained on the school site (This is contained within the type 2 survey)
- All staff who manage premises or carry out work where they are likely to come into contact with asbestos must have asbestos awareness training delivered through Smartlog. This will typically be Head teachers, business managers, Site managers, caretakers, school administrators. This training must be refreshed every 3 years.
- All maintenance staff must read and understand the locations of asbestos on the site where they are working. They must sign the register to say they have done this. This must be carried out every year.
- Any contractor who carries out work on the school who may encounter asbestos must read the asbestos register and sign it to show they have done so.
- All school staff must be made aware of the presence of asbestos on site, they must also be advised of actions they must undertake (Or not) to avoid disturbing asbestos on site. This can be as simple as 'Do not enter any plant rooms, riser cupboards, remove ceiling tiles. If you need to do so contact the school office beforehand'. Staff should be advised that if they have damaged (or think they may have damaged) any in situ asbestos then the school management must be informed straight away.
- All known asbestos on site must be inspected by a competent asbestos surveyor on an annual basis. Any advice or guidance given as a result of the inspection must be actioned as a matter of urgency. If removal is recommended this may have to wait until a suitable time (When the school is closed).

- Removal or encapsulation shall only be carried out by a competent contractor. These contractors will be HSE full asbestos licence holders – a database of current licence holder is maintained by the HSE at: <https://www.ukata.org.uk/library/hse-licensed-asbestos-removal-contractors-register/> and will be required to provide a copy of their HSE licence.

4. Managing Intrusive Work to the School

Any work that is likely to disturb known asbestos, will involve working closely to known asbestos or is of a significant refurbishment type must follow the following guidance. Each school will have its own list of what works may be considered intrusive. This list will be kept in the asbestos register.

- Complete an Intrusive works assessment form (Below)
- The register must be checked and signed.
- Only persons who have been training in asbestos awareness can authorise this work.
- For work where significant refurbishment is to take place then the Trust Director of Facilities (or Site manager for secondary schools) must be consulted.
- If in doubt a Refurbishment and Demolition Survey (Type 3) must be carried out.
- Surveyors will generally ensure this happens for capital schemes but schools may be required to do this if they are carrying out work involving demolition or breaking into walls, ceilings etc.
- If there is any doubt consult the Trust Director of Facilities.

5. What to do if Asbestos is disturbed (or suspected)

If the worst should happen it is important to minimise any further risk of contamination.

- Stop the work immediately;
- Evacuate the area and prohibit further access;
- Leave all contaminated material in the area including coat, bags, any contaminated clothing, tools etc;
- No attempt should be made to clean the area
- Immediately inform the Trust Director of Facilities who will arrange follow up action to be taken
- Inform Trust leadership team.

6. Review Schedule 2 Yearly Cycle

Date of Review	Person reviewing	Details of review	Date of next review
	R.MacNeill	First Version	July 2025

