CROFTY EDUCATION TRUST



Asbestos Management Policy

Asbestos Management Policy

Audience:	School and academy staff, particularly headteachers and administrative staff.
Reviewed: Approved Effective From	July 2026 Board 14 July 2026 1 September 2026
Other related policies / procedures:	
Owner:	Estates Manager
Policy / procedure model	Trust policy: all Crofty schools use this policy.
Date of Next Review	June 2027
Version Number	2026-27 V1

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Date	Change	Old Version Number	New Version Number
July 2026	Addition of paragraph 3.2.	2026-27 V1	2026-27 V2

1. Introduction

1.1 Asbestos is term used to describe a group of 6 naturally occurring fibrous silicate minerals namely – Chrysotile, Amosite, Crocidolite (commonly referred to as White, Brown and Blue Asbestos) and fibrous Actinolite, Anthophyllite and Tremolite. These fibres hold certain beneficial properties, including thermal and chemical resistance and tensile strength. These properties led to the fibres being used within many building materials and products, between the 1950's through to the 1990's, the use of asbestos was finally prohibited in the UK in 1999. Due to the age of the of the Crofty premises, Asbestos Containing Materials (ACMs) can be found within all but the newest buildings (i.e. built post the year 2000).

1.2 Disturbance of ACMs can result in the release of respirable airborne asbestos fibres, exposure and inhalation of these asbestos fibres can cause chronic illness, cancers and diseases commonly including mesothelioma, lung cancer, and asbestosis. Therefore, to prevent exposure to asbestos fibres it is essential that materials potentially containing asbestos fibres are identified and managed appropriately as defined within Control of Asbestos Regulations (CAR)(2012).

1.3 The Crofty Education Trust (CET) has a regulatory duty to comply with the CAR (2012), therefore processes to manage ACMs at each school must be in place and always complied with. This Asbestos Management Plan (AMP) is a legally binding document and facilitates a mandatory element of Regulation 4 of CAR (2012) which defines the duty to manage asbestos in non-domestic premises. This document must be reviewed and updated at minimum on a 12 monthly basis.

1.4 This Asbestos Management Plan is a working document, and it sets out how Crofty manages ACMs on its premise, including detailing the processes on Identifying and Risk Assessing ACMs and ensuring that this information is communicated to relevant persons who may be affected by the presence of ACMs.

1.5 It is also designed to manage and minimise the risk presented by asbestos to all personnel working, visiting, or occupying its premises to acceptable levels as low as can be reasonably practicable. This is in accordance with current legislation and is intended to ensure compliance with CAR (2012).

1.6 The schools do not directly employ staff to undertake any construction or maintenance work - these activities are performed by contractors instructed by Crofty. Consequently, the AMP is principally focussed upon Croftys duties in relation to how it manages asbestos in buildings and the transfer of information to relevant persons, contractors, and sub-contractors.

1.7 The employer's duties must be discharged by the contractors whose employees whose work may be affected by the presence of ACMS.

1.8 This AMP outlines standards that these contractors must meet and procedures that they must follow; specifically, in how they manage ACMs and manage asbestos emergencies on Crofty sites. It also outlines the requirement for them to use a specific organisation to undertake air testing and clearance certificates. This AMP sets out Crofty's approach for controlling and monitoring contractors who work with asbestos i.e. in undertaking asbestos abatement works such as repair and removal.

1.9 The Health & Safety Executive (HSE) has published a number of guidance documents to explain and complement CAR 2012. The most applicable to this document are:
1.9.1 L143 (2nd Edition - 2013) Managing and Working with Asbestos. The Approved Code of Practice
1.9.2 HSG 227: A Comprehensive Guide to Managing Asbestos in Premises
1.9.3 HSG 264: Asbestos: The survey guide
1.9.4 HSG 247: Asbestos: The licensed contractors' guide

1.9.5 HSG 248: Asbestos: The analysts' guide for sampling, analysis, and clearance procedures
1.9.6 Asbestos Essentials (formerly HSG 210): Individual task manuals for building, maintenance, and allied trades on how to safely conduct non-licensed work with asbestos.
1.9.7 See also the HSE's asbestos web page at: http://www.hse.gov.uk/asbestos/information.htm

1.10 This AMP is to be formally reviewed and updated annually by the Asbestos Consultant and Duty Holder. However quarterly reviews and updates where required will be made where necessary following quarterly asbestos management meetings with the Asbestos Management Group (AMG). There is also a legal obligation to review and update this document in the event of any non-conformance or asbestos incident.

1.11 The formal review will consider some or all the following:
1.11.1 Changes to the organisation or work practices that might affect the operation of the AMP.
1.11.2 The communication of the AMP to staff, including assessing the training needs analysis
1.11.3 Storage of asbestos information.
1.11.4 Access to the asbestos register
1.11.5 Incident with ACMs and underlying flaws or failures of the AMP
1.11.6 Progress against the action plan

2. Policy

2.1 Crofty recognises its responsibility for compliance with the Control of Asbestos Regulations (2012) and wishes to promote a safe place of work. CAR (2012) places specific legal duties on Crofty to identify materials containing asbestos in any premises they own, occupy, and manage, or for which they have a responsibility and are the duty holder. Crofty are obligated to assess the risk of those materials and to ensure that a management system is in place that responds correctly and appropriately to the materials present. Crofty accepts that it is the legal "duty holder" as defined in CAR (2012) and has prepared a policy to meet its legal commitments.

2.2 The CET Policy is:
- To prevent, as far as is reasonably practicable, exposure to asbestos
- To provide and maintain an up-to-date asbestos register
- To implement an effective asbestos management plan based on risk assessment and recommendations which is reviewed and updated at least annually
- To provide suitable and sufficient access to asbestos information (i.e. Asbestos Register) to those who require it
- To ensure that asbestos information is communicated to all relevant parties – including Contractors and others whose works may disturb the building fabric
- To develop an ongoing risk based strategic approach to asbestos remedial works
- To take the opportunity where possible to remove all ACMs during project-led refurbishment schemes
- To promote the awareness of the asbestos management plan and to integrate asbestos management into all other relevant processes and procedures
- To maintain the records of any asbestos incident
- Ensure that any damage to known or suspected ACMs are reported to Estates immediately
- Only utilise appropriately trained personnel to undertake any work with ACMs, including re-inspections, sampling, surveying, and abatement works
- To maintain the development of best practice
- Convene quarterly AMP meetings involving

3. Organisation and Responsibilities

3.1 Key roles and contacts within the CET for the implementation of the AMP are as follows:

Title	Name	Tel	Email
CEO	Cathryn Andrews	01209 311135	Cathryn.andrews@croftymat.org
CFFO	Sean Pinhay	01209 311135	sean.pinhay@croftymat.org
Estates Manager	Steve Eva	01209 311138	steve.eva@croftymat.org
H&S co-ordinator	Melanie Griffiths	01209 311135	melanie.griffiths@croftymat.org
Estates Co-ordinator	Nathan Thomas	01209 311135	nathan.thomas@croftymat.org

3.2 The head teacher (or Executive Head) is responsible in their school for helping ensure that asbestos is managed safely within the school. Ensuring staff, contractors, and visitors are aware of the school's asbestos management procedures.

3.3 All Staff, Students, Contractors, and Visitors have the responsibility to:

3.3.1 Not damage or work on the fabric of the building without prior authorisation from Estates & Maintenance Department

3.3.2 Share any necessary information regarding asbestos to those who require it.

3.3.3 Report to Estates and the Health and Safety Team (HST), any damage or disturbance of known or suspect ACMs

3.3.4 Report to the Estates team, any defects or concerns they may have relating to asbestos issues or remedial works.

3.3.5 Comply with the Asbestos Management Plan

3.5.6 Attend asbestos awareness training when requested or required.

4. Identification of ACMs

4.1 Introduction

4.1.1 CAR (2012) Regulation 5 requires employers to identify the presence of asbestos and its type and condition before any building, maintenance, demolition, or other work, liable to disturb asbestos begins. It also sets out the requirement to arrange a survey if existing information on the presence of asbestos in the premises is incomplete or appears unreliable.

4.1.2 In order to locate the presence of ACMs within a building and to create an asbestos register an asbestos survey as defined in HSG264 is required.
Asbestos surveys have previously been carried out on all Crofty properties, and the asbestos register has been created from the findings of these surveys.

4.1.3 The asbestos register is now a combination of results from the original surveys and new management and refurbishment surveys as well as re-inspection and remedial records.

4.1.4 The Asbestos Register can be found:
In each school reception area (hard copy), Shared Services Office (hard copy) and Parago and Allium Portals.

4.1.5 In any event where additional asbestos surveys, sampling exercises, asbestos abatement works or incidents occur then the Asbestos Register is to be updated within a (24 hours) period.

4.2 Survey Types

4.2.1 The types of survey to be undertaken on Crofty sites are to be recognised by and undertaken in accordance with HSG 264: Asbestos: The survey guide.

4.2.2 This HSE Guidance document outlines best practice for the identification of ACMs and production of Asbestos Survey Reports.

4.2.3 All surveys undertaken on Crofty sites must be undertaken in accordance with HSG 264 by Surveying Organisations holding UKAS Accreditation to ISO 17020 and ISO 17025

4.2.4 Survey types outlined in HSG 264 are as follows:

4.3 Management survey

4.3.1 An asbestos management survey is the standard survey and its purpose is to locate, so far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition. The survey will usually involve sampling and analysis to confirm to presence or absence of ACMs. However, a management survey can also involve presuming the presence or absence of asbestos. A management survey can be completed using a combination of sampling ACMs and presuming ACMs or just presuming. Any materials presumed to contain asbestos must also have their condition assessed. Where an area has not been surveyed, ACMs must be presumed to be present if the building was constructed before 2000.

4.4 Pre - Refurbishment Survey – as required prior to works commencing.

4.5 Pre - Demolition Survey - as required prior to works.

5. Risk Assessment of ACMs

5.1 To facilitate appropriate management of ACMs a risk assessment should be undertaken. Further, project/task/job specific risk assessments must be made in accordance with Regulation 6 should any works being undertaken be potentially affected by the presence of ACMs.

5.2 All ACMs identified within the Asbestos Register will be risk assessed by creating a combined material and priority score as defined in HSE Guidance Documents, regardless of the survey type that the ACM was identified within. Each identified ACM is scored by adding together a combined material and priority assessment score in line with HSG 227 and HSG264. The ACM will be allocated a total score between 1 – 24.

5.3 The Material Risk Assessment

5.3.1 The material assessment looks at the product type, condition, surface treatment, and asbestos fibre type of the ACM (to determine the likelihood of fibre release if disturbed).

5.4 The Priority Risk Assessment

5.4.1 The priority assessment aspect considers the likelihood of the ACM being disturbed and exposing employees or others. For there to be a risk to health it is not enough for it to be damaged and friable, but it also needs to be disturbed and get into the air we breathe. The priority assessment therefore considers the normal occupant activity in the area, the likelihood of disturbance as well as maintenance activity and frequency. This score is then added to the material score to give a total risk score.

6. Management Options

6.1 Recommended Actions

6.1.1 The combined material and priority assessments produce the final overall risk score out of a total of 24 and is used to support in the development of the action plan, with higher risks requiring more urgent attention than lower risks.

6.1.2 Following the risk assessment of the identified ACM and a review of the combined material and priority score a management action will be applied to the ACM and recorded on the asbestos register. Those with higher scores are likely to be allocated a management recommendation of remove or prohibit access. Those with lower scores are likely to be allocated a management recommendation of reinspect or encapsulate/ enclose ACM. Regardless of recommendation all identified ACMs are to be reinspected on a minimum of an annual basis. For ACMs where the recommended action is removed or prohibit access, the reinspection will be to check that the location remains sufficiently sealed off.

One of the following recommended actions will be applied to all identified ACMs:

Location	Description	Recommended Action
Garras		
Circulation & Cupboard 004	Vinyl Floor Tile & Adhesive	Monitor Condition
Main Building	Cement Roof Tiles & Undercloak	Monitor Condition
Godolphin		
Main Building 006,009,010	Adhesive -Floor	Monitor Condition
Main Building	Cement Roof Tiles	Monitor Condition
Halwin		
Roofspace A01, A02	Cement Debris – Floor &Felt	Restrict Access & Remove
Cloakroom 001,0/004	Sink Pad	Monitor Condition
Store 021, 0/018	Bitumen Adhesive - Floor	Monitor Condition
Cleaners Cupboard 022, 0/019	Vinyl Floor Tile & Adhesive - Floor	Monitor Condition
Office 025, 0/025	Vinyl Floor Tile & Adhesive - Floor	Monitor Condition
Main Building	Cement Roof Tiles - Roof	Monitor Condition
Illogan		
Circulation 038	Insulating Board Debris - Voids	Restrict Access & Remove
Classroom & Cupboard 040	Insulating Board Panel - Ceiling & Voids	Restrict Access & Remove

Circulation 045	Insulating Board Panel - Ceiling	Encapsulate & Monitor Condition
Main Building	Roof - Cement Undercloak, Soffit	Monitor Condition
Plant Room 053	Gasket -Plant	Monitor Condition
Circulation 037	Adhesive - Floor	Monitor Condition
Lanner		
Boiler Room 040	Cement Panel - Floor	Monitor Condition
Marazion		
Parc Eglos		
Electrical Intake 020	Woven Cable Wrap -Plant/Equipment	Monitor Condition
Hall 016, Circulation 025, 005	Stair Nosing - Staircases	Label & Monitor Condition
Workshop 028	Mastic - Other	Label & Monitor Condition
Block 1	Cement Panel - Wall	Monitor Condition
Block 1	Mastic - Other	Label & Monitor Condition
Pennoweth		
Circulation Cupboard 013	Insulating Board Panel - Under Floor Ducts	Encapsulate, Label & Monitor Condition
Staff Room 016	Insulating Board Panel - Under Floor Ducts	Encapsulate, Label & Monitor Condition
Block 1 External	Insulating Board Panel - Under Floor Ducts	Encapsulate, Label & Monitor Condition
Penpol		
Porthleven		
Kitchen 010 0/011	Insulating Board Residues - Voids	Restrict Access & Remove
Dry Store 011 0/014	Insulating Board Residues - Voids	Restrict Access & Remove
Store 012 0/008	Insulating Board Residues - Voids	Restrict Access & Remove
WC & Lobby 013 0/010	Insulating Board Residues - Voids	Restrict Access & Remove
Portreath		
School External	Cement Roof Tiles - Roof	Monitor Condition
Coal Shed	Cement Roof Tiles - Roof	Monitor Condition
Rosemellin		
Classroom 033 0/037	Insulating Board Panel - Boxing	Encapsulate, Label & Monitor Condition
Classroom 035 0/040	Insulating Board Panel - Boxing	Encapsulate, Label & Monitor Condition
Classroom 038 0/043	Insulating Board Panel - Boxing	Encapsulate, Label & Monitor Condition
Classroom 040 0/051	Insulating Board Panel - Boxing	Encapsulate, Label & Monitor Condition
Sithney		

External	Soil Vent Pipe – Soil Stacks	Repair, Label & Monitor Condition
Classroom 001	Insulating Board Panel – Ceiling	Label & Monitor Condition
Classroom 005	Insulating Board Panel – Ceiling	Label & Monitor Condition
Staff Room 002	Bitumen Adhesive - Floor	Monitor Condition
Classroom &	Vinyl Floor Tile &	Monitor Condition

Cupboard 018	Adhesive - Floor	
Treloweth		
WC 015	Insulating Board Upstand -	Encapsulate, Label & Monitor Condition
Electrical Intake 037	Woven Cable Wrap -Plant/Equipment	Monitor Condition
Weeth		
Boiler Room 008 0/041	Hard Set Lagging - Doors	Encapsulate, Label & Monitor Condition
External	Packers - Windows/Sills	Monitor Condition
Store 015 0/003 030 0/023 Hall 019	Insulating Board Panel - Plant/Equipment	Monitor Condition
Electrical Cupboard 023 0/008	Woven Cable Wrap -Plant/Equipment	Monitor Condition
Boiler Room 008 0/041	Gasket - Plant/Equipment	Monitor Condition
Store 009 0/036	Cement Panel - Walls	Monitor Condition
WC 011 0/040	Cement Panel - Walls	Monitor Condition

6.2 Ceiling void access

6.2.1 Refer to surveys and or speak to the Trust Estates Manager or Health and Safety Coordinator

7. Recording of Asbestos Information

7.1 The Asbestos Register is a record of known ACMs throughout each of the Schools, and information is held on the Allium Alpha Tracker Portal. This is a 'live' database that is to only be updated by the dedicated person(s). It is mandatory for Crofty to ensure that the Asbestos Register is readily available for persons requiring asbestos information that may affect their works. Crofty must also ensure that the Asbestos Register is regularly updated and presents a current and accurate representation of the locations and conditions of ACMs across the Building/Estate.

The Asbestos Register will contain the following information for identified or suspected ACMs:

7.1.1 Location
7.1.2 Extent
7.1.3 Material assessment
7.1.4 Priority assessment
7.1.5 Management actions
7.1.6 Where ACMs have subsequently been removed
7.1.7 Information about removal companies and dates
7.1.8 Inspection history.

7.2 Updating of the Asbestos Register

7.2.1 Crofty will take reasonable steps to ensure that the Asbestos Registers are regularly maintained and updated and reviewed at minimum on an annual basis.

7.2.2 CroftyT appoints an Asbestos Consultant (namely: Allium Environmental ltd.) to ensure that the Asbestos Register is maintained.

7.2.3 The Asbestos consultant will update the asbestos database upon receipt of any new survey or remediation certificates on the AlphaTracker database. A copy of the PDF report or remediation certification will also be saved to AlphaTracker. Where remediation works have been completed the Asbestos Consultants will be requested to populate the Remedial section of AlphaTracker once works have been undertaken, as well as issuing any remedial certification to allow for the Nominated Person (Steve Eva) to correctly update the Register. A whole new copy of the Asbestos Register will be downloaded and saved to Parago in Excel format on a monthly basis by the Asbestos Coordinator. In addition, Crofty backs up its electronic data daily. All new asbestos survey reports and air monitoring certifications are to be forwarded on via email to the Nominated Person (Steve Eva) upon receipt. The Asbestos Consultants and Asbestos Contractors are to provide copies of survey reports, air monitoring certification, completion packs, and waste consignment notes as per their agreed contractual SLAs.

8. Provision of Asbestos Information

8.1 Crofty has a duty to provide asbestos information to its Staff, Contractors and Emergency Services, and it will be provided via the following 3 main ways:
8.1.1 Paper copy Asbestos Register
8.1.2 Refurbishment survey reports
8.1.3 Works request system.

8.2 The Asbestos Register should be reviewed prior to all works that may potentially be affected by the presence of asbestos containing materials, whether likely or not to disturb such materials.

8.2.1 The register is a suitable source of information if activities do not involve damage or disturbance to the fabric of the buildings and is suitable for normal occupation only and foreseeable and regularly planned maintenance.

8.2.3 The register can also support information gathering exercises to support redecoration, refurbishment, project schemes and more.

8.2.4 Such schemes may require specialist targeted and intrusive surveying to attempt to identify materials that may not have previously been identified (i.e. pre-refurbishment and pre-demolition asbestos surveys).

8.2.5 Task specific inspections and sampling activity may also be required should buildings materials be present that give reason to be suspected of containing asbestos.
Any information gathered by such surveys and inspections must be inserted into the asbestos register.

8.3 Survey Reports will typically be provided prior to any proposed refurbishment and demolition works. Staff and Contractors are to request new survey reports by contacting the Steve Eva. A new refurbishment survey report must be commissioned prior to any intrusive works in buildings that are of pre-2000 construction. Where Refurbishment surveys (or bulk sampling exercises) have been carried out of localised areas, a copy of the asbestos register must also be provided – a localised Refurbishment survey

or sampling exercise will not necessarily identify other ACMs historically identified as part of Management or Type 2 surveys.

8.4 Works Request System

All works are via Estates Team.

9. Monitoring and Review

To ensure

9.1 The Asbestos Management Group are jointly responsible for the monitoring and review of the Asbestos Management Plan and meet quarterly to formally monitor the performance of the AMP. The Group assess the effectiveness of the AMP and identify improvements to be made. Planned improvements are logged on the Asbestos Action Plan which is monitored quarterly by the CEO. A copy of the Asbestos Action Plan can be found in Appendix 1.

9.2 Personnel

The Asbestos Management Group comprise of the following personnel:

Steve Eva, Melanie Griffiths, Nathan Thomas, and Rebecca Collins

9.3 Meeting Standard Agenda

TBC- recorded meetings will take place 3 times per year.

9.4 Auditing of the Asbestos Management Plan will be conducted annually by the Trust's Estates Manager (Steve Eva) the findings of which shall be circulated to the Asbestos Management Group. During the annual audit, the following key points will be considered:
9.4.1 Policy and Organisational
Arrangements 9.4.2 Management of Risk
9.4.3 Competence, Training and Awareness
9.4.4 Operational Control
9.4.5 Performance Measurement and Monitoring
9.4.6 Arrangements for dealing with
Emergencies.

9.5 As part of this audit, certain groups of personnel, including the Maintenance Term Contractor, Security and Project Team members will be consulted to assess the effectiveness and implementation of the AMP.

10. Control of Contractors

10.1 Inductions/Contractors Passes and Training

Pre-contract meetings, Asbestos training certificates, reading and signing of the Asbestos Register.

11. Works and Projects

11.1 Introduction

All works on Crofty property must be subjected to a review process. The purpose of the review is to ensure that proper consideration has been given to the scope of the proposed works, to establish the extent of the potential risks involved and to ensure that proper consideration has been given to the legal provisions that apply.

11.2 Maintenance Activities by Maintenance Term Contractor

During planned and reactive maintenance tasks, it is the responsibility of the contractor to review asbestos information contained within the works request and/or the register to determine if works could have an impact on ACM.

11.3 Project Works

All works within Crofty which have the potential to alter or damage the fabric of the building must be reviewed to determine if they could damage asbestos.
Project works will include, but is not limited to:
11.3.1 Capital Maintenance project works managed by the Estates Project Teams
11.3.2 Maintenance Project works.
11.3.3 IT upgrades and installations
11.3.4 Security Upgrades and improvements
11.3.5 Departmental works (academic and non-academic)

12. Instructing a new Survey

12.1 Only approved Asbestos Consultants may undertake asbestos survey works, and all surveying works must be conducted in accordance with HSG264. Approved Asbestos Consultants will hold the relevant UKAS Accreditation for the service for which they are being instructed to undertake, hold the relevant insurance cover.

12.2 Pre-survey information

The below will need to be considered, and information provided to the Asbestos Consultant who is undertaking the survey. The majority of the below is applicable to both Management and Refurbishment surveys:

- Existing building plans
- Proposed building plans – including demolition plans where applicable
- Detailed scope of works
- Cable and service route plans – it is likely new routes will be run through areas outside of the Refurbishment remit
- Height restrictions and specialist access equipment
- Asbestos register extracts in Excel format
- Dates and times when the survey can be undertaken. For Refurbishment surveys areas need to be vacated – this must be considered.
- Contact details of who to report to. Where possible a job walk through should be undertaken with the Project Manager and the Asbestos Consultant
- Any other access arrangement details
- Details of specialist's trades required – such as electricians and lift engineers
- Details of live services or any potential access issues to be currently excluded from the survey
- Discuss levels of making good

12.3 Where reasonably possible to do so, whole locations are to be surveyed (rather than part) regardless of survey type to ensure that asbestos information for the whole area is gathered. The only exception is where works are extremely low-scale and limited to one specific location only.

12.4 Post-survey information

Upon completion of the survey and issuing of the report the Project Manager is responsible for:

12.4.1 Checking the survey has been conducted per the instruction.

12.4.2 Identifying and areas of limited and of no access – these will need to be surveyed prior to commencement of any works. This will include but may not be limited to any locked rooms where no key was available, live equipment such as electrical and mechanical equipment affected by works, areas with specific access requirements – such as high-level fixed scaffolding.

12.4.3 Ensuring that any changes of scope of works (such as inclusion of additional areas and new cable routes) are subjected to the review process

12.4.4 Saving copies of the survey reports to the relevant project folder

12.4.5 Emailing copies of survey reports in a timely manner.

12.4.6 Ensuring all relevant parties (such as contractors) are provided with a copy of the asbestos survey report.

13. Asbestos Remediation works

The term 'remediation' refers to asbestos removal works plus works on an ACM, including making good of, fixing to/ removing from.

Asbestos remediation works are likely to be due to the following reasons:

Project led works - Removal works to enable refurbishment works

Remediation list works - Risk and Management Action based remediation works

Reactive remediation - Urgent remediation due to unforeseen circumstance (i.e. damage of an ACM)

Only Licensed Asbestos Removal Contractors who are on the approved contractor list are able to work with ACMs. All Licensed Asbestos Removal Contractors must hold a 3-year license from the HSE to remove ACMs and comply with all other standard requirements. There may be exceptional circumstances (e.g. roofing works) when specialists who hold the relevant industry standard training can undertake non notifiable – non licensed work (e.g. replacing damaged roof tiles, floor tiles etc. as per HSG210 Asbestos Essentials). However, in such circumstances prior written approval must be given by Crofty following consultation with the Asbestos Consultant and H&S Advisor.

13.1 Process

Prior to any asbestos remediation works the following must be followed:

13.1.1 Survey - Ensure there is a sufficient asbestos survey report is available for the areas affected by proposed remediation works. A copy of this report will need to be issued to the LARC to assist with costing purposes and for them to assess their own risks and completion of the ASB5 and Plan of Works

13.1.2 Specify - A detailed written technical specification will need to be written. This is to be written either by the external approved Asbestos Consultants. The technical specification will need to be

reviewed by the Project Manager instructing the works and the Asbestos Coordinator (when written by external Consultants)

13.1.3 Tender - Issue the technical specification to approved LARCs via email along with suitable and sufficient asbestos survey information and building plans. The number of tender returns will be dependent on the proposed value of works. As part of the tender process a site visit should be held with all tendering LARCs

13.1.4 Select – Select and appoint a LARC

13.1.5 Pre-start – A pre-start meeting is to be held at least 21 days prior to the proposed commencement of works. This will allow for the exchange of information between the Project Manager, LARC, Faculty and any other necessary personnel. The Asbestos Coordinator is to be invited to these meetings. The following must be considered: DCU and skip location, enclosure location, enabling works, isolations, reinstatements, transit routes, hoarding off of areas, stakeholder liaison, affect to site operations.

13.1.6 Notify – Only once all the above has been agreed the LARCs RAMS are to be written and works notified to the HSE. Copies of the LARC's RAMS and ASB5 are to be sent to the Project Manager, Asbestos Coordinator and Asbestos Consultants for review 14 days prior to commencement

13.1.7 Analyst - Inform the appointed Analyst of the proposed works. Full analytical attendance will be required from the Asbestos Consultants for notifiable licensed works in occupied buildings

13.1.8 Start on site – issue Approval to work and any required Permits on Day 1, prior to commencement. During Notifiable Licensed Asbestos Remediation works an audit must be undertaken – either by the Asbestos Coordinator or the Asbestos Consultant, as per the 'Asbestos Remediation Audit Form' in Appendix 4

13.1.9 Complete – upon completion of works ensure Approval to works and Permits are handed back

13.1.10 Paperwork – ensure all paperwork including all air monitoring paperwork and certificates of reoccupation is received. **NO WORKS** are to recommence within the affected areas until the certificates have been received. Paperwork to be emailed to the Asbestos consultant in order for the Asbestos Register to be updated in a timely manner.

13.2 Air monitoring works during asbestos remediation works

All analytical works in association with Asbestos remediation will be provided by an approved Asbestos Consultant who hold the relevant UKAS Accreditation, skills, and experience. Dependent on the nature, location and scale of Asbestos remediation works there will be different requirements for the need for air monitoring works by an Analyst. The requirements are listed as per the below:

13.3 Notifiable Licensable Asbestos Remediation Works

13.3.1 During all notifiable, licensed works, an approved Asbestos Consultant must be appointed to carry out full time asbestos analytical works for the duration from when the enclosure is live, as a minimum. This monitoring regime can only be reduced in agreement with the Asbestos Coordinator. Such occasions where this may be reduced is in vacant buildings where there is no occupancy, or within areas with immediate adjoining areas inaccessible and not occupied, and where transit and waste routes are away from occupied locations.

13.3.2 The Analyst is to be instructed to conduct the following services during Notifiable Licensable Asbestos Remediation Works:

- Documented RAMS and ASB5 reviews for all asbestos works in relation to the scheme
- Documented pre-start contractor checks

- Documented contractor checks in line with the Asbestos Remediation Works Audit Form
- Background, Leak, Personal and reassurance air testing
- Documented enclosure integrity check/ witnessing of smoke test
- 4 Stage Clearance and issuing of the Certificate of Reoccupation
- Updating and issuing of the 'Post Remediation Completion Form'
- Issuing of full completion pack
- Labelling of remaining ACMs from within the enclosure area
- Ensuring works have been conducted as per the written specification
- Attendance at progress meetings where required

13.3.3 Following completion of notifiable asbestos remediation works no access is to be gained into the areas until the certificate of reoccupation has been issued to the Project Manager, Asbestos Coordinator, and any other relevant personnel – project depending. Certification to be issued immediately upon completion of the works. During Notifiable Licensed Asbestos Remediation works an audit must be undertaken – either by the Asbestos Coordinator or the Asbestos Consultant, as per the 'Asbestos Remediation Audit Form' in Appendix 4

14. Training and Communication

14.1 Through training and communication, Crofty aims to promote a positive asbestos culture where employees and contractors have a positive approach to asbestos. Training and communication will be carried out dependent on individual needs and requirements. The training needs assessment is reviewed quarterly at the Asbestos Management Group Meetings. ALL Staff and Contractors, regardless of role, undertake induction.

15. Emergency Procedures and Incident Reporting

15.1 Uncovering of a suspect ACM

If any asbestos or suspect asbestos containing material has been uncovered, but not disturbed or damaged, the procedure within Appendix 6 must be followed.

15.2 Disturbance of a suspect ACM

If any asbestos or suspect asbestos containing material has been disturbed or damaged, the procedure within Appendix 7 must be followed. Dependent on the level of severity of the incident, as assessed by Asbestos Consultant, the level of response will be decided. In the case of damaged or disturbed ACMs remedial works by a Licensed Asbestos removal Contractor will be required.

15.3 Urgent access to an asbestos work area

In the case of an emergency (medical, services, safety, etc.) only those who have received training, that are properly protected and are under the guidance of the Asbestos Consultant(s) or Licensed Asbestos Contractor will be allowed entry into an asbestos enclosure.

15.4 Release of fibres from an asbestos enclosure - Causes

An asbestos fibre release may occur for a number of reasons, for example:
15.4.1 Fire within or outside the enclosure
15.4.2 Loss of negative pressure (Negative Pressure Unit(s) failing)
15.4.3 Enclosure breach or collapse

15.4.3 Emergency access due to the collapse of an asbestos removal operative

15.5 Release of fibres from an asbestos enclosure – Procedures

15.5.1 All works within the enclosure are to stop but NPUs will be left running, unless there is a good reason not to do so

15.5.2 Project Manager, Asbestos Coordinator and H&S Advisor to be immediately informed 15.5.3 Personnel and occupants directly outside of the enclosure will be evacuated

15.5.4 Investigations will be carried out by the LARC and the analyst as to where the leak is from

15.5.5 The location of the breach will be sealed up

15.5.6 Areas outside of the enclosure will be decontaminated to the satisfaction of the analyst 15.5.7 Surrounding areas will be re-air tested

15.5.8 H&S Advisor to write incident report and investigate with assistance from the Asbestos Coordinator and Project Manager

15.6 RIDDOR Notification

Where exposure occurs to a member of staff or student above the Control Limits, reporting of the incident to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be assessed and carried out by the Health and Safety Advisor with assistance from the Asbestos Coordinator. Where the incident area is under the control of a Contractor or Principal Contractor the reporting requirement is part of his or her responsibilities. Copies of such notification will be required to be submitted to the appropriate statutory bodies and Crofty's Estates Manager.

16. Useful contacts

Crofty	01209 311135	Steve Eva - 0793224890	Melanie Griffiths 01209311135
Allium	01872 276375		
Cornwall Council H&S	01872324224		