UNLOCKING POTENTIAL
LEVELLING THE SOCIAL AND ACADEMIC ARENA

ASBESTOS MANAGEMENT POLICY

Mission Statement

The Levels School exists to provide a nurturing environment in which students with specific learning difficulties and co-occurring diagnoses can develop their self-esteem and aspire to be independent young adults who value the rights, responsibilities and rules that exist to promote and support their future welfare. Our approach toward establishing this ideology is predicated on trauma-informed practice and an obligation to develop the social skills required to build their future aspirational communities. We exist to help them find their level.

This policy covers all premises known as The Levels School.

Date of policy	May 2026
Next review date	May 2027
Frequency of policy review (annually, every two years)	Annually
Policy owner	C Cook / N Phillips
Published policy	Yes ☐ No ☒
List of connected policies	Health and Safety Policy
Approval / Date	Approved by Governors

The Board of Governors acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. Governors undertake a review to satisfy themselves that the implementation of this policy is effective.

The Board of Governors ensures the establishment of familiarity with and the effective operation through monitoring, of school policies, approving those requiring GB sign-off in line with a regular cycle of school policy reviews. This occurs through a cycle of governor committee meetings and full board meetings.

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Asbestos management policy statement

This policy has been developed to manage the risk from asbestos within the framework of the current legislative requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Control of Asbestos Regulations 2012. The Levels School acknowledge our duty under legislation to manage asbestos within the workplace. This Asbestos Management Plan sets out the actions taken within the school premises to manage Asbestos Containing Materials (ACMs) in accordance with The Control of Asbestos Regulations 2012 (CAR). We recognise the health risks resulting from exposure to asbestos fibres in the air and the need to protect persons from such exposure. It is our duty to manage the risks from asbestos aiming to eliminate or reduce to the lowest level reasonably practicable the health risks to employees, tenants, contractors, visitors and others. This policy sets out the procedures we have put in place to protect our employees/pupils/students who occupy our premises for their normal day-to-day activities; our contractors engaged in maintenance, repair or refurbishment work; and our visitors or others from unnecessary exposure to airborne asbestos fibres.

A copy of this plan and the premises asbestos survey are kept in a folder in the Estates Mangers office. This is made readily available to all those who need access to the asbestos documentation. This collection of information is referred to as the asbestos register.

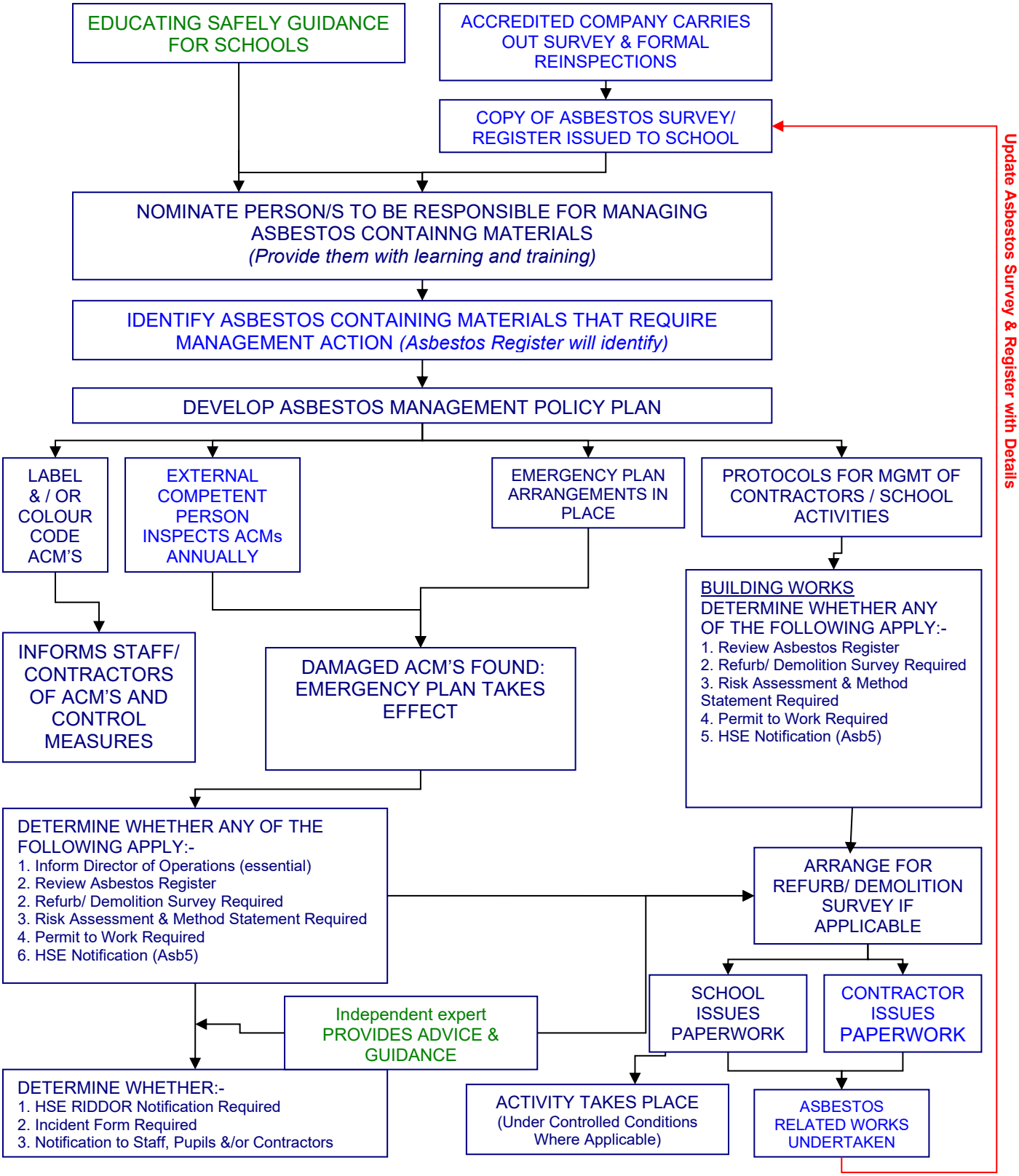
https://www.gov.uk/government/publications/asbestos-management-in-schools--2

To ensure school employees, pupils, contractors and visitors to the premises do not disturb ACMs and are safe from potential exposure, the following effective asbestos management procedures are in place:

- A designated person (Nigel Phillips) Estates Manager is responsible for the management of asbestos on the school's premises alongside Educating Safely (referred to as the Responsible Person); including the updating of existing records.
- A system to ensure ACMs are identifiable through appropriate labelling and/ or colour coding
- Provision of asbestos awareness training through The National College and/or IAMCOMPLIANT to relevant school employees and third parties as deemed necessary (including the keeping of appropriate electronic training records).
- To periodically inspect ACMs on a regular basis as specified within the asbestos register.
- To periodically review this Asbestos Management Plan.
- Provide access to the asbestos register to contractors carrying out maintenance and/ or construction works (this includes IT contractors) prior to the commencement of works.
- Ensure that where deemed necessary, a refurbishment or demolition survey is undertaken when the school undertakes any construction works.

- Seek advice and guidance from suitably qualified and experienced Competent Persons on any asbestos related work activities that are to be undertaken (this may include, but is not limited to: re-inspections, asbestos removal works, environmental cleans, encapsulation works & air-monitoring).
- Inform relevant parties of any instances of suspected exposure to ACMs so that the professional assistance and guidance can be sought.

School management flowchart



KEY: **DARK BLUE TEXT** = SCHOOL ACTION
DARK GREEN TEXT = COUNCIL/Independent contractor ACTION
LIGHT BLUE TEXT = CONTRACTOR ACTION

Asbestos management plan

Duty Holder

The school has appointed the estates Manage Nigel Phillips as the legally designated Duty Holder. He has completed asbestos awareness training through The National College online course and/or IAMCOMPLAINT. Details of these records will be found in his training records and is recorded on The Levels School training matrix.

The Head teacher Caroline Cook has also completed the relevant training as listed above with details kept within training records and recorded on The Levels School training matrix.

Responsible Persons

Educating Safely act as responsible persons in managing asbestos on the school's premises.

Damaged ACMs / Emergency Procedure

Where asbestos containing materials (ACMs) have been damaged, or damaged materials/suspected deterioration are identified during inspection processes the school will implement 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 schools 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 Responsible Persons (above) and notify them of the damage.
    - They will then provide professional advice and guidance as necessary. This may include, but is not limited to, inspecting the damage reported, arranging an air monitoring test and arranging and managing 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.
- Provide support and guidance to any exposed staff, from external independent Health & Safety advisors

Asbestos Survey and Register

The Asbestos Survey (Etonhurst property completed by Somerset Scientific Services Aug 2020, with a follow up report completed in November 2024 by G and L Consultancy Ltd ; Ashcott House property completed by G and L Consultancy Ltd (Jan 2023) provides accurate information on the location, amount and condition of ACMs. The information in the survey report has been used to form the asbestos register which is a key component of the management plan for the school.

The school will ensure that an up-to-date copy of the asbestos survey for the school building is available on the premises, in the Asbestos register folder at reception.

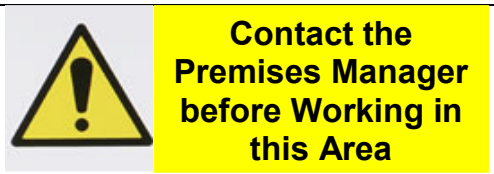
Asbestos Containing Materials

The areas of the school which have asbestos containing materials (ACMs) that require management will be noted within the asbestos survey report. Controls for specific high-risk areas identified are included later in this plan at Section 4.0 (*Control measures for specific areas identified*).

Where ACMs have been identified, the person/s named earlier in this plan as being responsible for managing asbestos will ensure that the materials are capable of being identified visually by all staff and contractors using the following:

- Asbestos containing materials in classrooms, corridors and other areas accessible to all staff and pupils will be identified by the appropriate label/ sticker contained within the table below.
- Asbestos containing materials in other areas will be labelled using labels commensurate with legislative requirements i.e. a 'tombstone' label, or 'Danger Asbestos' label (see table).

<table>
<tr><td colspan="2">Examples of acceptable asbestos stickers/ labels to be used</td></tr>
<tr><td rowspan="2">The following examples of labels/ stickers are suitable for use within the school premises as part of the management control procedures outlined within this Asbestos Management Plan.

These examples are not extensive and other appropriate stickers/ labels may be used.</td><td>Asbestos ‘tombstone’ sticker –
normal industry standard label used</td></tr>
<tr><td>
</td></tr>
<tr><td>Presumed asbestos sticker –
used when similar materials have been proven to contain ACMs</td><td>Encapsulated asbestos sticker –
used when ACMs have been encapsulated</td></tr>
<tr><td>
</td><td>
</td></tr>
<tr><td>Asbestos sticker –
An alternative to the ‘tombstone’ sticker highlighted above</td><td>Warning sticker –
Can be used in communal areas where ACMs are present; may be used in place of other types specified above which may cause unnecessary concern</td></tr>
<tr><td>
</td><td>
</td></tr>
</table>

Staff Awareness

All staff within the school will be provided with relevant information on:

1. Types and location of ACMs (via access to the Asbestos Register).
2. The visual means of identifying ACMs (labels / colour coding).
3. How to avoid risks from asbestos (e.g. not disturbing – do not place staples, drawing pins, sticky tape or "Blue Tack" type sticky products) on to ACMs.

- How to report concerns about ACMs (e.g. to the Duty Holder and/or Responsible Persons, in person or by email

This will be done as part of an induction programme, and also annually at whole staff INSET training by a staff member who has completed the online Asbestos training. This is usually the Head Teacher, Caroline Cook.

Monitoring and Inspection

The school will ensure formal visual inspections of all known ACMs are carried out as stipulated within the Asbestos Register, recording the details of such inspections using a suitable proforma (refer Appendix 1 for template).

Formal visual inspections of retained ACMs will be conducted on at least an annual basis, by a Competent Person qualified to BOHS P401 or P402 certificate level. All other periodical inspections stipulated will be undertaken by the Responsible Person/s identified earlier in this plan. These will be conducted and recorded termly.

Any damaged or deteriorated materials found will be reported according to the procedures detailed earlier in this plan at Section 3.3 (*Damaged ACMs / Emergency Procedure*).

Works and Visitor Protocols

Contractors

Everyone attending the school to carry out any works will be required to access and review the asbestos survey, register and plan before undertaking any work.

This will be provided by the person/s responsible for managing asbestos or other relevant member of staff within the school.

All contractors undertaking any work will be required to sign that they have reviewed the asbestos survey, register and plan using Appendix 2 below.

Where there are ACMs that are to be worked on or nearby, no work will take place until an appropriate method statement of work is produced and the Permit-to-Work procedures detailed in Appendix 3 duly authorised and implemented.

Emergency Services

Emergency Services personnel attending site must be given access to the asbestos survey, register and plan on arrival. In practise this is most likely to apply to Fire & Rescue Services.

If emergency services need to attend an emergency incident outside of normal school occupancy hours Nigel Phillips or Gian Floris (Proprietor) will inform as to where the Asbestos

Survey, Register and Plans are located so that these can be provided to the Emergency Services, provided that it is safe to enter the School building in an emergency situation.

Refurbishment or Demolition Works

Where the school commissions any construction works involving an upgrade, refurbishment or demolition work a refurbishment or demolition survey will be undertaken as necessary to locate and describe, as far as is reasonably practicable, all ACMs in the area where the work will take place.

This will be undertaken in accordance with the requirements of the Health and Safety Executive guidance HSG264.

Asbestos Works and Removals

The school will ensure that any works undertaken involving ACMs will be carried out within the requirements of the Control of Asbestos Regulations 2012. Guidance from the Health and Safety Executive can be found at: http://www.hse.gov.uk/asbestos/index.htm.

Control measures will be detailed in the method statement provided by the contractor. Where ACMs are to be removed or encapsulated etc., the Proprietors will be contacted prior to any such works taking place and provided with a copy of the contractor's method statement and site-specific risk assessment. They will confirm they are happy for the work to proceed and will update the records accordingly. The Asbestos Register will be updated accordingly following completion of the asbestos related works.

Control measures for specific areas identified

This section outlines specific control measures adopted by the school, which are outside of the normal adopted practices, for ACMs which staff, visitors, emergency services attending site and/or contractors must be made aware of.

There is Asbestos in some roof areas, and reports are available. As it is inaccessible, it is not labelled with the tombstone label. Other asbestos identified as requiring specific additional control measures has been disposed of by a licensed asbestos contractor. This shall be kept under review following each annual formal condition inspection.

Appendix 1 – Asbestos Containing Material Inspection Record

The asbestos Register shall contain information including as a minimum that indicated in the sample format below:

Academy		**Date of Inspection**	
Inspection By (signature)		**Print Name**	

Good Practice Guidance:

- Take photographs of ACMs for each inspection and store for future reference
- Compare previous photographs with current condition state to determine whether there has been any deterioration since the last inspection
- Replace missing/ damaged asbestos labels/ stickers
- Where the condition is determined as either **Medium** or **High**, the emergency procedure needs to be instigated

Condition Key:

Good: No visible damage; review at next inspection date

Low: A few scratches or surface marks but no signs of asbestos debris; review at next inspection date for further signs of deterioration

Medium: Significant breakage of materials or several small areas where material has been damaged; encapsulation works likely - follow the emergency procedure

High: Visible asbestos debris; environmental clean and encapsulation works likely – follow the emergency procedure

LOCATION OF ACM	ACM DESCRIPTION	(delete as applicable) CONDITION	INSPECTION COMMENTS
		Good / Low Medium / High	
		Good / Low Medium / High	
		Good / Low Medium / High	
		Good / Low Medium / High	

Appendix 2 – Contractor Review of Asbestos Register/Survey

The asbestos Register / Survey shall contain information including as a minimum that indicated in the sample format below:

This sheet should be signed by all those carrying out repair/maintenance work on the premises (including voluntary workers or staff) that will involve disturbing the fabric of the premises.

Persons signing this sheet are signing to say that they have seen the Asbestos Register and Management Plan and checked that whether there is any known or presumed asbestos in the area in which they are working.

Where an asbestos containing material is suspected, no work should be carried out until all relevant procedures have been carried out as detailed in this plan.

Date	Company	Details of Work	Print Name	Signature

Appendix 3 - Asbestos Permit to Work Pro-forma

Permit to Work Issuing Instructions

To be used when any work on/near asbestos containing materials is to take place.

Licenced work - Licensed work shall be carried out by licenced contractors only for work where worker exposure to asbestos is not sporadic and not of low intensity and where the asbestos control limit will not be exceeded.

Examples of licensable work include:

- Removing sprayed insulation coatings (limpet asbestos)
- Removal or other work which may disturb pipe lagging
- Any work involving loose fill insulation
- Work on asbestos millboard
- Cleaning up significant quantities of loose/fine debris containing ACM dust (where the work is not sporadic and of low intensity
- Work on asbestos insulation board AIB that will not be of short duration Notifiable, non-licenced work (NNLW) - NNLW shall be sporadic, of low intensity and not exceeding the stated control limit for the material. Examples of notifiable non-licenced work include:
    - Removal of asbestos cement (AC) which is substantially degraded e.g. badly fire-damaged or de-laminated material, or where substantial breakage is unavoidable to achieve removal
    - Removal of asbestos cement products (e.g. roof sheeting) where the material will be substantially broken up, creating significant quantities of dust and debris
    - Removal of asbestos paper and cardboard products if not firmly bonded in a matrix
    - Minor, short duration work to remove asbestos insulating board as part of a refurbishment project
    - Minor short duration work involving asbestos insulation e.g. repairing minor damage to a small section of pipe insulation where the exterior coating has been broken or damaged Non-licenced work - Includes work on asbestos cement products and certain 'short duration' non-continuous work with asbestos. Examples of non-licenced work include:
    - Removal of asbestos cement products, (e.g. roof sheeting and rainwater goods) provided the material is carefully handled/removed without breaking up; this includes work with asbestos cement which is weathered but not otherwise substantially damaged

- Removal of small areas of textured decorative coatings using suitable dust-reducing methods, to support other activities such as installation/replacement of smoke alarms and light fittings
- Removal of textured decorative coatings provided that this can be done without deterioration of the material, (e.g. if the backing board is carefully cut around to achieve virtually intact removal)
- Removal of loosely fixed (e.g. screwed) asbestos insulating board (AIB) panels in order to gain access to areas for other maintenance activities (and refitting)

ASBESTOS PERMIT TO WORK

Date/s for Works/ Activity:..... **Times:**.....

Section 1: Location and description of work

Is the work is **licenced**, **notifiable non-licenced work** (NNLW) or **non-licenced** work (***delete as applicable***)

Section 2: Asbestos Register

2.1 Has the Asbestos Register been reviewed by the staff member/Contractor? Yes / No

2.2 Will the work disturb any asbestos containing material? Yes / No

If the answer to 2.2 is YES – proceed to Section 3; if NO – proceed to Section 4

Section 3: Work ON asbestos containing materials

3.1 Contractor's competency to work on ACM's been confirmed? Yes / No

3.2 Worked planned in accordance with the requirements of The Control of Asbestos Regulations 2012? Yes / No

3.3 Has the Facilities Manager been informed and given approval? Yes / No

Work can commence once the above are confirmed

Section 4: Activity / Work NEAR asbestos containing materials

4.1 Has a method statement been prepared for the work? Yes / No

The activity / works can commence once the above is confirmed but must stop immediately if any suspicious materials are discovered

Section 5: School Approval

Signature:..... Date:.....

Print Name:..... (Responsible Person\

Section 6: Staff / Contractor Confirmation

I confirm that the activity / work will be undertaken in accordance with the requirements of this permit and school asbestos management plan.

Signature:..... Date:.....

Print Name:..... Company Name:.....