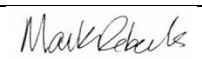
PENK VALLEY
ACADEMY TRUST

# *Asbestos Policy*

| | |
|---|---|
| **Adopted by Trustees:** | |
| **Signed:** |  |
| **Date:** | **Autumn 2026** |
| **This policy is reviewed annually by the Audit Finance and Risk Committee.** | |
| **Next Review date:** | **Autumn 2027** |

COLLABORATION CHALLENGE CURIOSITY CARE

**POLICY INFORMATION**

| | | | |
|---|---|---|---|
| **Date of last review:** | Autumn 2026 | **Review period:** | 1 year |
| **Date ratified by Trustees:** | Autumn 2026 | **Trustee committee responsible:** | Audit, Finance and Risk |
| **Policy owner:** | Chief Operations Officer | **Executive team member responsible:** | Chief Operations Officer |

**Reviews/revisions**

| Review date | Changes made | By whom |
|---|---|---|
| Oct 2021 | Previously included in Health & Safety Policy – independent policy created to represent best practice. | LMC |
| Oct 2022 | role and name changes, Director of compliance removed. | LMC |
| Oct 2024 | CEO update | LMC |
| Oct 2025 | WHS & TREA HT update | LMC |

**Equality and GDPR**

All Penk Valley Academy Trust policies should be read in conjunction with our Equal Opportunities and GDPR policies.

Statement of principle – Equality

We will take all possible steps to ensure that this policy does not discriminate, either directly or indirectly against any individual or group of individuals. When compiling, monitoring and reviewing the policy we will consider the likely impact on the promotion of all aspects of equality as described in the Equality Act 2010.

Statement of principle – GDPR

Penk Valley Academy Trust recognises the serious issues that can occur as a consequence in failing to protect an individual adult's or child's personal and sensitive data. These include emotional distress, physical safety, child protection, loss of assets, fraud and other criminal acts.

Penk Valley Academy Trust is therefore committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act (DPA)/GDPR.

**Penk Valley Academy Trust** will be referred to as **PVAT** for the remainder of the document which includes all schools who are members of PVAT, business operations and centralised services.

# Asbestos Policy

The policy has 4 parts:

**Part A** - Introduction

**Part B** - Policy Statement

**Part C** - Management Arrangements

**Part D** - General Controls and Processes

This policy should be read in conjunction with the Trust Health and Safety Policy and the comprehensive, site-specific asbestos management plan, asbestos register, surveys, risk assessments and local procedures maintained by each school.

## A. Introduction - Penk Valley Academy Trust

This policy complements the Penk Valley Academy Trust Health and Safety Policy. It sets out the Trust's strategic approach, governance arrangements and minimum expectations for the management of asbestos across the Trust estate.

This policy is not the asbestos management plan for an individual school and does not replace detailed site documentation. Each school maintains a comprehensive, site-specific asbestos management plan supported by its asbestos surveys, asbestos register, risk assessments, condition-monitoring records, action plans and operational procedures. Owing to the age, construction and complexity of some Trust buildings, this supporting documentation may be extensive.

The site-specific asbestos management plans provide the detailed arrangements for identifying, assessing, monitoring and controlling known or presumed asbestos-containing materials. They also contain the relevant local arrangements for maintenance, contractor control, authorisation of work, emergency response, communication, training and record keeping.

## B. Policy Statement

Penk Valley Academy Trust recognises the serious health risks that can arise from exposure to asbestos fibres and is committed to preventing the uncontrolled disturbance of asbestos-containing materials. The Trust will manage asbestos in accordance with the Control of Asbestos Regulations 2012, associated Approved Codes of Practice and relevant school-specific guidance.

The Trust procures competent asbestos support from Entrust Asbestos Services. This support may include management and refurbishment surveys, sampling and analysis, advice on management actions, remedial work, removal and disposal. The competence, accreditation and licensing required for the particular service will be verified as appropriate.

The Trust Board will ensure, so far as is reasonably practicable, that suitable governance, resources, competent advice and monitoring arrangements are in place. Appropriate information, instruction and training will be provided to employees and others who may be affected by, or involved in, the management of asbestos.

No employee, contractor or other person may undertake work liable to disturb the fabric of a Trust building until the relevant asbestos information has been checked and the work has been authorised in accordance with the school's local procedures. Where existing information is insufficient, work must not proceed until competent advice and any necessary additional survey have been obtained.

### Guidance and legislation

- Health and Safety at Work etc. Act 1974
- Control of Asbestos Regulations 2012
- Management of Health and Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2015
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Hazardous Waste (England and Wales) Regulations 2005
- HSE L143, Managing and working with asbestos
- HSE HSG227, A comprehensive guide to managing asbestos in premises
- HSE HSG264, Asbestos: The survey guide
- HSE, Asbestos management checklist for schools
- Department for Education, Managing asbestos in your school or college

## C. Management Arrangements

The following governance arrangements apply across Penk Valley Academy Trust. Operational responsibilities, local contacts and detailed controls are set out in each school's asbestos management plan.

| Role | Name / body | Strategic responsibility | Contact details |
|---|---|---|---|
| Legal dutyholder | Penk Valley Academy Trust | Corporate responsibility for the duty to manage asbestos where the Trust controls maintenance or repair. | Trust central office |
| Accountable body | Board of Trustees | Strategic oversight and assurance. | Trust central office |
| Lead appointed person | Lee Metcalfe-Chase, Chief Operating Officer | Ensures suitable governance, resources, competent advice, monitoring and reporting arrangements are in place. | l-metcalfe-chase@penkvalley.co.uk |
| Appointed responsible person | Gemma Handley, Health & Safety Manager | Coordinates implementation, assurance, advice and escalation across the Trust. | g-handley@penkvalley.co.uk |
| Deputy appointed responsible person | David Sambrooks, Estates Manager | Supports local implementation, premises controls, contractor arrangements and continuity. | d-sambrooks@penkvalley.co.uk |
| Competent asbestos support | Entrust Asbestos Services | Provides specialist asbestos services within the scope commissioned by the Trust. | zoe.capewell@entrust-ed.co.uk |

Where maintenance or repair responsibilities are shared with a landlord, diocese, foundation, church body or another organisation, the respective dutyholder responsibilities will be established, documented and communicated.

### Local asbestos management arrangements

Each Headteacher, supported by the Trust estates and health and safety functions, must ensure that the school's site-specific asbestos management plan is implemented effectively. Local arrangements must ensure that:

- the current asbestos management plan, asbestos register, relevant surveys and supporting records are readily accessible;
- known and presumed asbestos-containing materials are assessed, managed and monitored at intervals determined by risk and competent advice;
- survey limitations, inaccessible areas and presumed asbestos-containing materials are clearly identified and managed;
- no work liable to disturb the building fabric starts until asbestos information has been checked and local authorisation procedures have been completed;
- additional or refurbishment and demolition surveys are commissioned where existing information is insufficient for the proposed work;
- employees, contractors and others receive relevant asbestos information before undertaking work;
- damage, deterioration or suspected disturbance is reported, isolated and managed promptly under the local emergency procedure;
- records are updated following surveys, inspections, remedial work, removal or changes to the premises; and
- the asbestos management plan and register are formally reviewed at least annually and whenever relevant circumstances change.

### Training and information

Training will be appropriate to the individual's role and level of responsibility. This will include suitable management training for appointed persons, asbestos-awareness training for employees who may foreseeably disturb the building fabric, and relevant information and instruction for other employees, contractors and building users. Training records will be retained by HR and on the Trust's internal SharePoint arrangements as appropriate.

Changes to local asbestos information or procedures will be communicated to those who may be affected. Each school will ensure that asbestos information can be made available to contractors, emergency services and authorised out-of-hours or community users where relevant.

### Monitoring and assurance

The Trust will maintain arrangements to obtain assurance that asbestos is being managed effectively at each school. Assurance activity may include review of site asbestos management plans and registers, periodic audits, monitoring of outstanding actions, review of training records and checks that local inspection, maintenance and contractor-control arrangements are operating as intended.

Significant concerns, overdue high-priority actions, asbestos-related incidents and failures to follow established procedures will be escalated to the Chief Operating Officer. Material matters will be reported through the Trust's health and safety governance arrangements and, where appropriate, to the Board of Trustees.

### Review of local documentation

Each school's asbestos management plan and asbestos register will be formally reviewed at least annually. The condition of identified and presumed asbestos-containing materials will be reinspected at intervals determined by the site risk assessment, the existing survey and competent professional advice. A new management survey is not automatically required each year where the existing survey remains suitable and sufficient.

Local documentation must also be reviewed and updated following new survey information, changes in responsible persons, damage or deterioration, asbestos work or removal, changes in use, significant building work, or any other change that may affect the assessment or control of risk.

### Incident arrangements

Each school must maintain and communicate a site-specific procedure for responding to damage, deterioration or suspected accidental disturbance of asbestos-containing materials. The procedure must provide for the immediate cessation of activity, isolation of the affected area, prevention of access, notification of the appropriate responsible person and prompt access to competent specialist advice.

Asbestos incidents will be investigated, recorded and escalated in accordance with the Trust's health and safety arrangements. The need for statutory reporting, communication with affected persons and changes to the local asbestos management plan will be considered as part of the response.

## D. General Controls and Processes

This section summarises the Trust's overarching controls. Detailed site processes, records, responsible persons and document locations are contained within each school's asbestos management plan and supporting documentation.

| Control | Responsibility | Minimum expectation | Primary record |
|---|---|---|---|
| Site-specific asbestos management plan and register | Headteacher / school premises team, supported by PVAT Estates | Current, accessible and formally reviewed at least annually and when circumstances change. | Local management plan, register and Trust SharePoint |
| Condition monitoring and management actions | School premises team / PVAT Estates / competent asbestos adviser | Inspection frequency and action priorities determined by risk and competent advice. | Local inspection records and estates management planner |
| Work affecting the building fabric | Schools / PVAT Estates / contractors | Relevant asbestos information checked and work authorised before commencement. Further survey obtained where information is insufficient. | Local authorisation or permit records and project file |
| Contractor information and control | Schools / PVAT Estates | Relevant register and survey information provided, understood and acknowledged before work starts. | Local contractor records |
| Remedial work or removal | PVAT Estates / competent contractors | Work planned and undertaken by appropriately trained, competent and, where required, licensed contractors. | Project records, clearance information and updated register |
| Incident response | School / appointed persons / competent asbestos adviser | Local emergency procedure activated, area secured, specialist advice obtained and incident escalated. | Incident record and updated local documentation |
| Training and communication | PVAT / schools | Role-appropriate training and relevant local information provided and recorded. | HR, SharePoint and local records |
| Trust assurance | Chief Operating Officer / Health & Safety Manager | Periodic review, audit, action monitoring and escalation through Trust governance. | Audit reports, action trackers and governance reports |

Maintenance requests are submitted through the Trust maintenance form available to staff. Submission of a request does not authorise work to begin. Work must be managed in accordance with the relevant school's asbestos management plan and local authorisation procedures.