



**PENK VALLEY  
ACADEMY TRUST**

*Learning  
Together*

# ***Asbestos Policy***

**Presented at Audit & Risk – October 2023**

**Ratified at Board of Trustees – December 2023**

Frequency of Review:                      Annually or as needed.

## Amendment

Oct 2021 - Previously included in Health & Safety Policy – independent policy created to represent best practice.

Oct 2022 – role and name changes, Director of compliance removed.



**COLLABORATION**



**CHALLENGE**



**CURIOSITY**



**CARE**

## **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 should be read in conjunction with the trust H&S policy located at

<https://www.penkvalley.co.uk/page/?title=Policies+and+Statutory+Information&pid=14>

### **A. Introduction** - Penk Valley Academy Trust

This policy statement complements (and should be read in conjunction with) the Penk Valley Academy Trust Health and Safety Policy. It records the specific arrangement for Asbestos management within the trust.

### **B. Policy Statement**

In accordance with HSE ACOP Penk Valley Academy Trust recognises the risk posed by asbestos to health and wellbeing of staff and takes the arrangement of asbestos within our trust very seriously.

Penk Valley Academy Trust buy in the serves of **Entrust**, a competent and qualified team to support the management process, this includes but not limited to asbestos management surveys, testing and sampling, removal and disposal.

Training is provided by **Entrust**

The Trust Board will ensure so far as is reasonably practicable that:

Staff have the information, instruction and training given to their employees is adequate to allow them to safeguard themselves and other employees and to carry out their work with asbestos effectively.

### **Guidance and Acts that apply are as follows.**

- The Health and Safety at Work Act 1974
- Asbestos licensing Regulation 1983
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- ACOP, L143 - Managing and working with asbestos - Control of Asbestos Regulations 2012

## C. Management Arrangements

The following procedures and arrangements have been established within our Penk Valley Academy Trust to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Role	Name	Position within company	Contact details
Duty Holder	Lee Metcalfe-Chase	Chief Operating Officer	<a href="mailto:l-metcalfe-chase@penkvalley.co.uk">l-metcalfe-chase@penkvalley.co.uk</a>
Deputy Appointed responsible person	David Sambrooks	Trust plumber / Estates manager	<a href="mailto:d-sambrooks@penkvalley.co.uk">d-sambrooks@penkvalley.co.uk</a>
Appointed responsible person	Gemma Handley	Health & Safety manager	<a href="mailto:g-handley@penkvalley.co.uk">g-handley@penkvalley.co.uk</a>
Asbestos Management survey provider	Entrust asbestos services	N/A	<a href="mailto:zoe.capewell@entrust-ed.co.uk">zoe.capewell@entrust-ed.co.uk</a>

### Competent Health and Safety Advice

The school/academy obtains competent health and safety advice from	Staffordshire County Council
The contact details are	01785 355777

### Key Staff / Positions

Mr B Evans	Chief Executive Officer
Mr L Metcalfe-Chase	Chief Operating Officer
Mrs J Marson	Chief Finance Officer
Mrs D Harrison	HR Manager
Mrs Jo Fairclough	Headteacher of Wolgarston High School
Mr A Grocutt	Headteacher of Penkridge Middle School
Miss R Nixon	Headteacher of Marshbrook First School
Mrs H Barron	Headteacher of Princefield First School
Miss E Challiner	Headteacher of St Johns First School
Mrs S Lamond	Headteacher of St Marys and St Chads First School
Mrs A Corrigan	Headteacher of The Rural Enterprise Academy
Mr D Sambrooks	Trust plumber / Estates Manager
Mrs G Handley	Health & Safety Manager
Mr S Whitehead	IT Network Manager
Mrs C Linney	Senior Science Technician

## Training

Training provided by Entrust and renewed yearly – Records are located with HR and internal SharePoint.

## Asbestos management survey

- Updated annually
- Printed copy resides in all school offices
- Digital copy resides on Trust SharePoint under school dashboard.

Maintenance form – available to all <https://forms.office.com/r/UvQ4dTFmv3>

## D. General Controls and processes.

This section outlines the overarching strategy and provision for the most common situations, some aspects will be school specific and captured with the Asbestos management survey for each school, this is not seen as exhaustive.

What	By who	frequency	How is it recorded
Asbestos management survey	Entrust	Annual	Digital copy on the SharePoint, Local copy printed in each school
Asbestos management actions	PVAT Estates	As required	Estates management planner
Asbestos register for contractors to read and sign	Schools. PVAT Estates	Accessed as required	Paper based on school copy
Existing known ACM condition maintenance – All work to be undertaken through Entrust Team	PVAT estates – monitor Entrust – undertake any remedials	Regular visual inspections / as required	Hard copy updated in school, digital copy updated by entrust
Planned work or work where asbestos may be present – Checks to be made by Entrust Asbestos team before work starts	PVAT Estates / Entrust /schools	As required	Local copy and in central office
Asbestos removal – licenced contractors only arranged through entrust asbestos team	PVAT Estates	As required	Hard copy updated in school, digital copy updated by entrust
Documents for removal and disposal of asbestos	PVAT Estates	As required	School SharePoint dashboard