



Christleton Primary School
Be the best you can be

Premises Management
Document

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Premises Management Document		Full Governing Body	
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Signed Headteacher	<i>Mr Mitchell</i>		
Signed Chair of Governors	<i>JL Eaton</i>		

Christleton Primary School

Premises Management Policy

Intent

Christleton Primary School has a duty to ensure that buildings under its control comply with the statutory and regulatory standards.

The school will consider each building's:

- **Condition:** focussing on the physical state of the premises to ensure safe and continuous operations, as well as other issues involving building regulations and other non-education centric statutory requirements.
- **Suitability:** focussing on the quality of the premises to meet curriculum or management needs and other issues impacting on the role of the school in raising educational standards.

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Control of Asbestos Regulations 2012
- The School Premises (England) Regulations 2012
- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Statutory Premises Management Documents
- School Standards and Framework Act 1998
- The Education (School Premises) Regulations 1999
- Equality Act 2010
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- DfE (2000) 'Guidance on first aid for schools'
- DfE (2015) 'Advice on standards for school premises'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2019) 'Site security guidance'
- DfE (2020) 'Managing asbestos in your school'
- DfE (2020) 'Good estate management for schools'
- DfE (2021) 'Keeping children safe in education 2021'

This policy operates in conjunction with the following school policies:

- Asset Management Policy
- Asbestos Management Policy
- Asbestos Management Plan
- Lettings Policy
- Accessibility Policy
- Adverse Weather Policy
- Invacuation, Lockdown and Evacuation Policy
- Health and Safety Policy
- Fire Safety Policy
- Food Policy
- First Aid Policy

2. Roles and responsibilities

The governing board is responsible for:

- The overall implementation of this policy.
- Ensuring the proper maintenance and repair of the school.
- Ensuring asbestos is managed in line with the Asbestos Management Policy and Asbestos Management Plan.

- Ensuring the school is accessible and suitable for pupils, staff and visitors with SEND.
- Ensuring that the school complies with the relevant health and safety and premises management legislation.

The School Bursar is responsible for:

- Ensuring that the school's fixtures, fitting and furnishings are high-quality and good value for money.
- Coordinating and supervising maintenance and repair work, including securing any external contractors where necessary.
- Managing or overseeing any lettings in line with the Lettings Policy.
- Purchasing new equipment and resources for the school.
- Managing the relevant staff members who are responsible for the management of the premises, e.g. catering staff and the site manager.

The site manager is responsible for:

- The day-to-day implementation and management of the stipulations outlined in this policy, in collaboration with the headteacher and/or SBM.
- Identifying and undertaking any maintenance and repair work.
- Conducting the Health and Safety Audit
- Completing the Asbestos Management Checklist
- Checking the school's compliance with the relevant health and safety and premises management legislation, and reporting any issues to the governing board.
- Ensuring that hygiene is maintained at the school, including that the appropriate drainage is in place.
- The security of the school, including locking down the school after-hours and reopening the school.
- Conducting the relevant premises risk assessments, e.g. fire safety.
- Arranging for periodic inspections to take place to comply with the requirements of the Electricity at Work Regulations 1989.

The headteacher is responsible for:

- Ensuring the safety of the school's staff and pupils.
- Reporting any issues with the premises to the site manager, SBM and governing board as appropriate.
- Ensuring that the premises-related needs of people with SEND are met, e.g. accessibility.
- Reviewing this policy in liaison with the site manager.
- Ensuring any potential risks are identified, formally recorded, assessed and managed. This should include taking appropriate preventative and protective measures.

3. Asbestos

The governing board, headteacher and site manager will ensure that the school meets its duty to manage asbestos in school.

A duty holder will be appointed who will be responsible for ensuring that asbestos materials are properly managed. The appointed person will be provided with the resources, skills, training and authority required to ensure the asbestos materials are managed effectively.

The school will have an asbestos register (including associated remedial actions) and an Asbestos Management Plan. The site manager will review the school's Asbestos Management Plan annually, and regularly monitor the effectiveness of asbestos management arrangements to ensure that the risks are controlled. The site manager will ensure that all staff are informed of any asbestos located within the school and, in collaboration with the governing board and SBM, will arrange for any necessary repairs to the school regarding asbestos. The site manager and headteacher will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded.

The headteacher will ensure that the stipulations in the Asbestos Management Policy are adhered to at all times. All staff, workers and contractors will receive adequate training and understand the precautions detailed in the Asbestos Management Plan.

4. Water supply

The site manager will ensure that the school's water supply meets the regulatory requirements by carrying out the necessary checks at appropriate intervals, so that:

- The school has a clean supply of water for domestic purposes, including a supply of drinking water.
- Toilet facilities have an adequate supply of cold water and washbasins, and sinks and showers have an adequate supply of hot and cold water.
- Hot water at the point of use does not pose a scalding risk.

Risks relating to legionella bacteria will be managed by the school in the following ways:

- A competent person will be appointed to take day-to-day responsibility for controlling any identified risks.
- Sources of risk will be identified and assessed in line with the HSE's Approved Code of Practice L8.
- A written scheme (or course of action) for preventing or controlling risks will be implemented and this scheme will be monitored.
- Records will be kept of checks conducted to ensure measures in place are effective.
- A legionella risk assessment and the preparation of the course of action will be undertaken by a company which offers these specialist services.

5. Temperatures

Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. medical rooms, the heating systems will be able to maintain a temperature of 21 °C. Where there is a normal level of physical activity associated with teaching, private study or examinations, the heating systems will be able to maintain a temperature of 18 °C. Where there is a high level of physical activity, e.g. PE sports halls, the heating systems will be able to maintain a temperature of 15 °C. The school's heating systems will be capable of maintaining this at a height of 0.5 metres above floor level when the external air temperature is -1 °C.

6. Toilet and washing facilities

Toilet and washing facilities will be planned to ensure that hand washing facilities are provided within the vicinity of every toilet and the facilities are properly lit and ventilated. These facilities will be located in areas that provide easy access for pupils and allow for supervision by members of staff, without compromising the privacy of pupils.

Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting. Disabled toilets will also have a door opening directly onto a circulation space that is not a staircase and can be secured from the inside. Where possible, a number of facilities will be available, to ensure a reasonable travel distance that does not involve changing floor levels.

7. Accessibility

To be compliant with the Equality Act 2010, the headteacher and SENCO will create an accessibility strategy, to ensure the premises is accessible to staff, pupils and visitors with SEND and other specific needs. The accessibility strategy will include the health and safety needs of individuals with SEND and other specific needs.

The school will take account of its Accessibility Policy when managing and maintaining the school site.

8. Drainage

The site manager will carry out regular checks to ensure that there is adequate drainage for hygiene purposes and for the disposal of waste water and surface water – external drainage specialists will be called in should problems arise.

The site manager will ensure gutters are regularly cleaned. Ponding on roofs will be dealt with as a matter of urgency as it can cause deterioration of roof finishes and in severe cases can overload roofs contributing to structural failure.

9. Lighting

Lighting will be appropriate for a learning environment; where possible, natural lighting will be used. Adequate views will be available to the outside, to ensure comfort and avoid eye strain, and lighting controls will be easy to use. Blinds or other window covers will be provided, to avoid glare or excessive sunlight.

External lighting will be provided to ensure safe pedestrian movement after dark. Car parks will be well lit. Emergency lighting will be provided for areas which are accessible after dark.

Security lighting will be provided around the perimeter of school buildings with dusk-to-dawn lighting on all elevations where there is an entrance door. Lighting will be designed to eliminate potential hiding points.

The site manager will arrange for fixed electrical systems to be tested around the school site. This will cover all of the electrical wiring within the buildings and grounds, including:

- External lighting and supplies.
- Main panels.
- Distribution boards.
- Lighting.
- Socket outlets.
- Air conditioning.
- Other fixed plants.

10. Security

The site manager will make adequate security arrangements for the grounds and buildings, including, but not limited to, ensuring:

- Each building is securely locked and alarmed each night.
- Each building has a secure entrance.
- The school's perimeters are sufficiently secure.

The school's security arrangements are based on a risk assessment, which is regularly reviewed by the site manager and SLT, that explicitly considers the:

- Location of the school.
- Physical layout of the school.
- Movements needed around the site.
- Arrangements for receiving visitors.
- Staff and pupil training in security.

11. Lettings

The bursar will be responsible for lettings and will ensure that the health, safety and welfare of pupils are safeguarded, and their education is not interrupted by others. The school's Lettings Policy will be adhered to at all times.

Hirers will make an application for hire. When determining whether to approve an application; the governing board will consider the following factors:

- The type of activity
- Possible interference with school activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The school's duties with regard to the prevention of terrorism and radicalisation

- Whether the letting is deemed compatible with the ethos of the school

An application will not be approved if the hirer's purpose:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the school balanced or outweighed by freedom of expression or artistic merit).

In line with the DfE's 'Keeping children safe in education' (KCSIE), the governing board will ensure that appropriate arrangements are in place to keep children safe when hiring or renting out the school premises or facilities.

Where services or activities are provided by the governing board under the direct supervision or management of school staff, the school's arrangements for child protection will apply, in line with the Child Protection and Safeguarding Policy. Where services or activities are provided separately by another body, these arrangements may not apply; therefore, the governing board will:

- Seek assurance that the body concerned has appropriate child protection and safeguarding policies and procedures in place.
- Inspect the body's policies and procedures as needed.
- Ensure that there are arrangements in place to liaise with the school on these matters where appropriate.
- Ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises.
- Inform the body that failure to comply with these requirements would lead to termination of the agreement.

12. Weather

The site manager will ensure that the school buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by conducting regular visual checks. Any issues identified will be relayed to the SBM. The school's Adverse Weather Policy will be adhered to at all times.

13. Invacuations and evacuations

The site manager will ensure there is sufficient access so that emergency invacuations and/or evacuations can be completed safely for all pupils and staff, including those with SEND, by ensuring that all entries and exits are kept clear and unobstructed, and by carrying out regular checks.

To ensure the safety of pupils with SEND, the site manager will liaise with the SENCO to establish the needs of pupils. Any issues will be reported to the governing board and SENCO, where appropriate.

When assessing the safety of the school, the Invacuation, Lockdown and Evacuation Policy will be considered, and reviews will be made where necessary.

14. Suitability

The bursar will maintain the school by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned. The bursar and site manager will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health and safety, in line with the school's Health and Safety Policy.

15. Fire safety

School premises, accommodation and facilities will be maintained to a standard that ensures, so far as is reasonable, the health, safety and welfare of pupils and staff, including in relation to fire safety.

Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of occupants in case of a fire. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems. Those completing fire risk assessments, or providing advice in relation to them, will be appropriately qualified or experienced.

Staff and pupils will be familiarised with emergency evacuation procedures and risk assessments will be updated if there are any significant changes to the premises. All school procedures and provisions relating to fire safety are outlined in the school's Fire Safety Policy.

Fire detection and alarm systems will have a weekly alarm test. In systems with multiple manual call points, a different one will be tested each week, so that all are eventually included in the schedule of testing over a period of time. The site manager will ensure all fire doors remain in efficient working order and should be regularly checked and maintained.

16. Catering

The catering manager, will ensure that where food is served, there are adequate facilities in place for its hygienic preparation, serving and consumption.

17. Cleaning

The bursar will be responsible for managing the cleaning contract. The cleaning company will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards.

18. Acoustics

Learning spaces will be designed in a way to enable people to hear clearly, understand and concentrate, and there will be minimal disturbance from unwanted noise. Some learning spaces, such as music rooms or open areas, will require higher acoustic standards.

19. Maintenance

The bursar will ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme, including the statutory and good practice checks outlined in the Health and Safety Audit. Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.

A number of documents will be held to assist in managing the estate and ensure it is safe for all users. These will include certificates and details of all statutory examinations, testing and remedial work.

20. Furnishings

The bursar, in consultation with the headteacher, will ensure that the furniture and fittings are appropriately designed for the age and needs, including any SEND or medical conditions, of all pupils registered at the school.

21. Grounds

The SBM, in consultation with the headteacher, deputy headteacher, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.

The condition of all playground areas will be monitored by the site manager and deficiencies addressed. The school will ensure, as far as reasonably practicable, that the premises are safe and without risks to health. This includes external areas and means of access to and from the school.

The school will ensure risks associated with individuals entering or leaving the school estate are assessed and the school perimeter will be secured and controlled accordingly. There will be clear segregation and delineation of pedestrian and vehicular access routes, and separation of parking and playground areas.

22. Health and safety audit

The SBM will ensure that the school premises are subject to a regular Health and Safety Audit. The site manager will monitor that health and safety risk assessments are completed annually for each department. Any risks identified will be formally recorded, assessed and managed. This will include taking appropriate preventative and protective measures. Risk assessments will be reviewed regularly and kept up-to-date. This could be as a result of changed circumstances such as bringing in new equipment, using an area for a different purpose or if someone reports a hazard.

As well as formal risk assessments undertaken by competent persons, staff and pupils will be encouraged to report risks, and there will be a system in place to formally record and act on issues raised.

Health and safety monitoring arrangements will be referred to when carrying out any repairs, maintenance and improvement projects.

23. Electrical testing and inspection

A PAT exercise will take place annually. The schematic of the supply route and primary distribution will be updated annually. Fixed wiring and all distribution boards and safety devices will be inspected annually. All fixed wiring and all distribution boards will be tested at least once every five years.

All electrical testing and inspection will be carried out by a competent person.

Inspection and testing summary

We maintain accurate records and details of all statutory tests which are undertaken at our premises. This includes relevant paperwork and certificates.

All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary.

As part of the records of completed works, we include the dates when the works were undertaken and the details of the individual or company who completed them, along with their qualifications/certifications and/or experience.

The table below sets out the issues we inspect, the inspection frequency, and the person responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance. It covers statutory checks as well as recommended good practice checks from relevant guidance. It is based on the checks and testing sections of the DfE estates guidance.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Portable appliance testing (PAT)	Variable, according to risk and how the equipment is constructed. Regular visual inspections where PAT is not required. We will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Coordinated by the school bursar and oversight provided by the Site Maintenance Officer
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Site Maintenance Officer to provide oversight
Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks (in line with good practice / required if the premises are used for residential accommodation). All work carried out by a Gas Safe Registered engineer.	Coordinated by school bursar with site maintenance officer having overview

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Legionella checks on all water systems	Risk assessment of each site carried out and reviewed regularly by a competent person. The frequency of monitoring checks varies for evaporative cooling systems, hot and cold water systems and other risk systems – specific details can be found in <u>guidance for each type from the HSE</u> .	Site Maintenance Officer
Asbestos	Regular inspections as part of the asbestos register and management plan. Reviews of the asbestos register annually. Refurbishment and demolition surveys before any refurbishment or demolition work.	Site manager to review the Asbestos management plan annually.
Equipment used for working at height	Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used. In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.	Site Maintenance Officer
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week where applicable. Quarterly and annual inspections and tests by a competent person. Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.	Site Maintenance Officer

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Fire doors	Regular checks by a competent person.	Site Maintenance Officer
Firefighting equipment	<p>Most equipment – extinguishers, fire blankets, hose reels, fixed systems (such as sprinkler systems) and fire service facilities (such as dry risers and access for emergency vehicles) – inspected annually (by a competent person where required) unless manufacturers' guidelines suggest differently.</p>	Site Maintenance Officer
Extraction systems	<p>Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems.</p> <p>Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person.</p> <p>More routine checks also set out in system logbooks.</p>	Site Maintenance Officer

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Chemical storage	<p>Inventories are kept up-to-date.</p> <p>Risk assessments for the Control of Substances Hazardous to Health (COSHH) are reviewed on a regular basis, plus whenever it's considered that the original assessment may no longer be valid, or where the circumstances of the work change significantly and may affect employees' exposure to a hazardous substance (in line with HSE guidance on COSHH assessment).</p>	<p>Site Maintenance Officer</p> <p>All staff</p> <p>Cleaning contractor</p>
Playground and gymnasium equipment	<p>Regular inspections – at least annually, and more regularly where any equipment is used more frequently than normal (e.g. where community use increases how often equipment is used).</p> <p>Outdoor fixed play equipment – periodic and annual inspections by a competent person.</p>	<p>Site Maintenance Officer</p> <p>Sportsafe (or equivalent company)</p>
Tree safety	<p>As part of risk assessment responsibilities, periodic visual checks for stability are carried out, with more detailed assessments if suspected structural faults or other risks are found.</p>	<p>Cheshire West & Cheshire / Mid Cheshire Grounds Maintenance / Site Maintenance Officer</p>

Health and Safety Audit

Aspect	Existing document (Y/N)	Requirement	Review date
Access audit		Survey, report and access statement covering learning, teaching and physical access.	
Air conditioning		Dependent on refrigerant gas used, testing and servicing quarterly, six-monthly or annually. Regular inspection required. ACEA – A/C Energy assessment every five years.	
Asbestos		Asbestos register and management plan.	
Car parking and vehicle and pedestrian segregation		General risk assessment required.	
Building and grounds condition survey		Inspection of building and facilities for asset management planning.	
Classroom assessment		Annual assessment with termly review.	
Control of substances hazardous to health (COSHH) risk assessment		For storage and use of any hazardous substances.	
Display energy certificate (DEC)		Requirement for buildings with floor area over 1000m ² to display the energy use of the school buildings.	
Duct hygiene (air conditioning, plenum heating)		Inspection and testing, thorough cleaning routine determined from testing and inspection results.	
Electrical: portable appliance testing (PAT)		Safety checking and testing of electrical appliances.	
Electrical: fixed wire testing		Testing of all fixed wiring boards and all distribution boards every three to five years.	
		Testing of all distribution boards in mobile accommodation annually.	

Aspect	Existing document (Y/N)	Requirement	Review date
Electrical: stage lighting		Annual test and inspection by a competent person.	
		Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads every three months.	
Emergency lighting		Inspection and testing of system, monthly checks by the site manager to check functionality, and battery discharge tests.	
Extraction systems, including fume cupboards		Inspection and testing of dust extraction equipment.	
		Local exhaust ventilation.	
Fire risk assessment		Inspection and annual review, or whenever any changes are made that will affect the assessment.	
Fire alarm and detection systems		Weekly fire bell test, six-monthly fire drill, and annual service and inspection.	
Fire doors		Checked regularly to ensure functioning correctly.	
Fire extinguishers and appliances		Inspection and testing of equipment – if a sprinkler is installed, this may need more frequent testing to comply with insurance requirements.	
First aid equipment		Regular checks recommended, replenishing equipment and stock, and replacing out-of-date items.	
Floor plans		Up-to-date floor and roof plans are created when changes are made.	
Fuel oil storage		Plan of pipework and main isolation points annual update. Visual inspection and maintenance checks on all pipework devices.	
Gas safety		Inspection and certification, identification and location of gas equipment and supplies.	
Gas appliance		Annual servicing for efficient operation and combustion.	
Gas pipework		Visual inspection and testing.	

Aspect	Existing document (Y/N)	Requirement	Review date
Glazing		Requirement to survey buildings to identify where safety glazing should be and ongoing checks that any replacements are with the required glazing.	
Hydrotherapy and swimming pools		Risk assessment updated annually.	
Incoming services and isolation points		Awareness of incoming water, gas and electrical mains for emergency planning in the case of an unexpected event.	
Lifts and hoists		Thorough examination, full maintenance and inspection.	
Lightning conductors		Inspection and full test to assess adequacy of earthing, evidence of corrosion.	
Mobile classroom stability		Structural inspection of mobile classrooms.	
Planned preventative maintenance (PPM)		PPM in place for all buildings, plants and equipment.	
		Current servicing records are available.	
		Annual maintenance inspections completed.	
Fixed playground and gym equipment		Inspection and testing.	
Radon		Risk assessment carried out and updated as necessary.	
Shared premises		Risk assessment carried out and updated as necessary.	
Slips and trips		Risk assessment carried out and updated as necessary.	
Tree safety		Risk assessment carried out and updated as necessary.	
Water hygiene and safety, legionnaires' disease: water		Risk assessment and management plan for setting control measures where risks of legionella are identified. Visual condition and compliance	

Aspect	Existing document (Y/N)	Requirement	Review date
systems, cold water systems		inspection. Tank condition and water quality checks regularly undertaken.	
Water hygiene and safety, legionnaires' disease: low pressure hot water systems		Visual condition inspection. Maintenance checks on all pipe work, devices, valves, pumps, etc.	
Water and surface temperature		Risk assessment carried out and updated as necessary.	
Workstation assessment		Analysis of all workstations to assess any health and safety risks.	
Working at height		Risk assessment carried out and updated as necessary.	
Working at height: safety eye bolts and cradles		Inspection and testing.	

Asbestos Management Checklist

Criteria	Yes	Further action needed
<p>Is the school management team aware who has the overall legal responsibility for the management and repair of the school buildings? The responsibility for managing asbestos falls to whoever is responsible for maintenance and repair of the school premises – this is the duty holder.</p>		
<p>Has the duty holder undertaken a management survey? A management survey should identify what type of asbestos containing materials (ACMs) are present and where they are.</p>		
<p>Does the management survey highlight the location of ACMs? All areas of the school premises should be included storerooms, yards, outbuildings, underfloor services; pipes; ceiling voids; corridors, etc.</p>		
<p>Has the duty holder assessed the potential risk from the ACMs? The assessment should consider the condition of the ACMs, whether they are likely to be disturbed and the action that is necessary to manage the risks.</p>		
<p>Does the duty holder have a management plan detailing how to manage the risks from any ACMs at your school? The plan should bring together all the available information. It should outline what is going to be done, when it is going to be done, and how it is going to be done – both reactive and planned checks. It should set out clear lines of responsibility.</p>		
<p>Are precautions in place to ensure that anyone who may disturb ACMs is provided with information about any asbestos present? The precautions should ensure anyone in-house or who comes to undertake any work on the premises does not start before they are given the information about any asbestos present.</p>		

<p>Are any in-house staff who may undertake maintenance work adequately trained? Training needs to be appropriate for the work.</p> <p>Awareness training: this is for staff whose work could expose them to asbestos while carrying out their everyday tasks. Awareness training is not sufficient for staff planning to carry out any work on ACMs.</p> <p>Training for work with asbestos that does not require a licence from the HSE: this is for staff who plan to carry out any work on ACMs where the likelihood of exposure is much higher e.g. installing cables in areas containing undamaged asbestos materials.</p> <p>Training for asbestos work that does require a licence from the HSE: this includes most work of asbestos insulation, asbestos insulating board, and lagging, including sealing and removal. Licensed contractors must carry out most work with these higher risk ACMs.</p>		
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Further action needed			
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Action required	Action taken	Date	Signature

Name:	
Job role:	
Name of school:	
Signature:	
Date:	