



Anchorholme Academy Premises Management Policy



Implementation Date: March 2021
Adopted by Governors/HT: HT
Review period: Annually
Last review date: March 2022
Person responsible for policy: Mrs D Bateson &
Mr M Buckley

Statement of Intent

Anchorsholme Academy has a duty to ensure that buildings under their control comply with the statutory and regulatory standards.

The school will consider each building's:

- Condition – focusing 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 – focusing 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

1.1. This policy will have consideration for and comply with the following legislation:

- 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)

1.2. This policy will also have due regard to the following statutory and non-statutory guidance:

- DfE (2000) 'Guidance on first aid for schools'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2020) 'Managing asbestos in your school'
- DfE (2015) 'Advice on standards for school premises'
- DfE (2020) 'Good estate management for schools'
- DfE (2019) 'Site security guidance'
- DfE (2021) 'Keeping children safe in education 2021'

1.3. This policy operates in conjunction with the following school policies:

- Fire and Emergency Policy
- Health and Safety Policy
- Lettings Policy
- Medical and First Aid Policy

2. Roles and Responsibilities

2.1. 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 legal requirements.
- 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.

2.2. The Office Manager/Finance Lead is responsible for:

- Ensuring that the school's fixtures, fittings and furnishings are high-quality and value for money.
- In collaboration with the Site Supervisor, coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.
- In collaboration with the Headteacher, managing the relevant staff members who are responsible for the management of the premises, e.g. cleaners and the Site Supervisor.
- Managing any lettings in line with the Lettings Policy.
- Purchasing new equipment and resources for the school.
- Managing relevant staff members who are responsible for the management of the premises e.g. Site Supervisor.

2.3. The Site Supervisor is responsible for:

- In collaboration with the Headteacher, the day-to-day implementation and management of the stipulations outlined in this policy.
- Identifying and undertaking any maintenance and repair work.
- In collaboration with the Office Manager, coordinating and supervising maintenance and repair work, including securing any external contractor where necessary.
- Conducting the [Health and Safety Audit](#) (see Appendix 1).
- Conducting the [Asbestos Management Checklist](#) (see Appendix 2).
- Reviewing the school's Asbestos Management Plan annually.
- Checking the school's compliance with the relevant health and safety and premises management legislation, and reporting any issues to the Headteacher/Governing Board as required.
- 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.
- In collaboration with the Headteacher, ensuring any potential risks are identified, formally recorded, assessed and managed. This should include taking appropriate preventative and protective measures.

2.4. The Headteacher is responsible for:

- Ensuring the safety of the school's staff and pupils.
- Ensuring that the premises meet the needs of people with SEND e.g. accessibility.
- In collaboration with the Office Manager, managing the relevant staff members who are responsible for the management of the premises, e.g. cleaners and the Site Supervisor.

- Reporting any issues with the premises to the Site Supervisor, Office Manager/Finance Lead and Governing Board as appropriate.
- In collaboration with the Site Supervisor, ensuring any potential risks are identified, formally recorded, assessed and managed. This should include taking appropriate preventative and protective measures.
- Reviewing this policy in liaison with the Site Supervisor and Office Manager.

3. Asbestos

- 3.1. The Governing Board, Headteacher and Site Supervisor will ensure that the school meets its duty to manage asbestos in school.
- 3.2. The Site Supervisor is the duty holder and is responsible for ensuring that asbestos materials are properly managed. The duty holder will be provided with the resources, skills, training and authority required to ensure the asbestos materials are managed effectively.
- 3.3. The school will have an asbestos register (including associated remedial actions) and an asbestos management plan (AMP).
- 3.4. The Site Supervisor will review the school's AMP annually.
- 3.5. The Site Supervisor will regularly monitor the effectiveness of the asbestos management arrangements to ensure that the risks are controlled.
- 3.6. Staff and visitors will be given relevant information to understand the risks related to asbestos. The Site Supervisor will ensure that all staff are informed of any asbestos located within the school.
- 3.7. The Site Supervisor and Headteacher will ensure that an asbestos survey is undertaken by a qualified contractor whenever necessary and that the outcomes are recorded.
- 3.8. The Site Supervisor, Office Manager/Finance Lead, Headteacher and Governing Board will arrange for any necessary repairs to the school regarding asbestos.

4. Water Supply

- 4.1. The Site Supervisor 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.
- 4.2. Risks relating to legionella bacteria will be managed by the school in the following ways:
 - Checks will be performed monthly by a competent company and risks will be identified.
 - Records will be kept of checks conducted to ensure measures in place are effective.

- 4.3. 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

- 5.1. Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. office areas and isolation rooms, the heating systems will be able to maintain a temperature of 21 °C. The school is able to facilitate additional heating via fan heaters and portable radiators etc.
- 5.2. 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.
- 5.3. Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces, the heating systems will be able to maintain a temperature of 15 °C.
- 5.4. The school's heating systems will be capable of maintaining the above criteria at a height of 0.5 metres above floor level when the external air temperature is –1 °C.
- 5.5. Air extract systems are employed to maintain a safe environment in the kitchen. This system will be examined and tested annually by an external company.
- 5.6. Closed water circuits which operate under pressure will be checked periodically for leaks by the Site Supervisor.
- 5.7. Fan heaters will be checked and inspected periodically by the Site Supervisor to check the fan operation and condition of electrical connections.
- 5.8. Air conditioning systems will be inspected by an energy assessor at regular intervals, not exceeding five years. An annual maintenance schedule will be undertaken.

6. Toilet and Washing Facilities

- 6.1. For pupils aged **4-5**, there will be **1** toilet and washbasin for every **20** pupils.
- 6.2. For pupils over **5**, there will be **1** toilet and washbasin per **15-20** pupils, which will be segregated into male and female for those over **8**.
- 6.3. No more than **2/3rds** of boys' appliances will be urinals.
- 6.4. Toilet and washing facilities will be planned to ensure that:
 - Hand washing facilities are provided within the vicinity of every toilet.
 - The facilities are properly lit and ventilated.
 - They are located in areas that provide easy access for pupils, and allow for supervision by members of staff, without compromising the privacy of pupils.
- 6.5. Disabled toilets will have a toilet, washbasin and where possible, a shower or wash-down fitting.

7. Accessibility

- 7.1. To be compliant with the Equality Act 2010, the Headteacher and SENDCO will create an Accessibility Policy, in collaboration with the Office Manager and Site Supervisor, to ensure the premises is accessible to pupils and adults with SEND and other specific needs.

- 7.2. The Accessibility Policy will include the health and safety needs of pupils with SEND.
- 7.3. The school will take account of its Accessibility Policy when managing and maintaining the school site.

8. Drainage

- 8.1. The Site Supervisor 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.
- 8.2. The Site Supervisor 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

- 9.1. Lighting will be appropriate for a learning environment.
- 9.2. Where possible, natural lighting will be used.
- 9.3. In classrooms, adequate views will be available to the outside, to ensure comfort and avoid eye strain. In other rooms, adequate views will be available to the outside, where possible.
- 9.4. Lighting controls will be easy to use.
- 9.5. Blinds or other window covers will be provided, to avoid glare or excessive sunlight.
- 9.6. External lighting will be provided to ensure safe pedestrian movement after dark.
- 9.7. Car parks will be well lit.
- 9.8. Outdoor sports facilities and playing fields do not have floodlights as they are never used after dusk.
- 9.9. Emergency lighting will be provided for areas which are accessible after dark.
- 9.10. As pupils with SEND can have additional needs, the school will cater for these. Some of these needs may include:
 - Ensuring the school has colour and contrast, which helps in locating doors and handles, stairs and steps.
 - Avoiding glare, including high gloss paint.
 - Using light sources, such as high frequency fluorescent luminaires, to avoid subliminal flicker.
 - To avoid accidents, large areas of glazing on the school entrance doors have frosted squares up to adult height. All other glazing on doors are marked with half panels.
- 9.11. The Site Supervisor 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

- 10.1. The Site Supervisor and the Office 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.
 - Security systems are maintained and serviced regularly.
 - Each building has a secure entrance.
 - The school's perimeters are sufficiently secure.
- 10.2. The Visitor Policy addresses the school's approach to ensuring the safety and security of all staff members, pupils and visitors. The Site Supervisor will ensure the school's security arrangements are adequate for the effective safeguarding of pupils and adhere to the expectations of the DfE, the LA and any local safeguarding partners, where possible.

11. Lettings

- 11.1. The Office Manager 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.
- 11.2. The school's Lettings Policy will be adhered to at all times.
- 11.3. When letting to commercial businesses, the school will first seek the permission of the ESFA.
- 11.4. Hirers will make an application for hire through the Lettings Policy to the governing board.
- 11.5. 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 regards to the prevention of terrorism and radicalisation
 - Whether the letting is deemed compatible with the ethos of the school
- 11.6. 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 Trust, balanced or outweighed by freedom of expression of artistic merit).

11.7. Where services of 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 Safeguarding and Child Protection 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.
- 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

- 12.1. The Site Supervisor 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.
- 12.2. Any issues identified will be relayed to the Office Manager.

13. Evacuations

- 13.1. The Site Supervisor will ensure there is sufficient access so that emergency evacuations can be completed safely for all pupils, including those with SEND, by ensuring that all entries and exits are kept clear and unobstructed, and by carrying out regular checks.
- 13.2. To ensure the safety of pupils with SEND, the Site Supervisor will liaise with the SENDCO to establish the needs of pupils.
- 13.3. Any issues will be reported to the governing board and SENDCO, where appropriate.
- 13.4. When assessing the safety of the school, the Fire and Emergency Policy will be considered, and reviews will be made where necessary.

14. Suitability

- 14.1. The Site Supervisor will maintain the school by referencing the Environmental Health Authority's appropriate documentation, to avoid being condemned.
- 14.2. The Site Supervisor and Office Manager will further ensure that, in terms of the design and structure of school buildings, no areas of the school compromise health or safety.

15. Fire Safety

- 15.1. 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.
- 15.2. Fire risk assessments will be undertaken to identify the general fire precautions needed to ensure the safety of occupants in case of a fire. Those completing fire risk assessments, or providing advice in relation to

them, will be appropriately qualified or experienced. Risk assessments will be updated if there are any significant changes to the premises.

- 15.3. Procedures will be in place for reducing the likelihood of fire including fire detection and alarm systems. 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
- 15.4. The Site Supervisor will ensure all fire doors remain in efficient working order and should be regularly checked and maintained.
- 15.5. Staff and pupils will be familiarised with emergency evacuation procedures.
- 15.6. All school procedures and provisions relating to fire safety are outlined in the school's Fire and Emergency Policy.

16. Catering

- 16.1. The Office Manager and Headteacher, in consultation with 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

- 17.1. The Office Manager will be responsible for cleaning staff and will ensure that classrooms and other parts of the school are maintained in a tidy, clean and hygienic state by monitoring standards. Staff are expected to report issues to the Site Supervisor in the first instance and the Office Manager after that.
- 17.2. Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.
- 17.3. COSHH guidelines are adhered to at all times.

18. Acoustics

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

19. Maintenance

- 19.1. The Office Manager will, in collaboration with the Site Supervisor and Headteacher, ensure that there is a satisfactory standard and adequate maintenance of decoration by implementing the school's planned maintenance programme, including the statutory and best practice checks outlined in the [Health and Safety Audit](#) (see Appendix 1).
- 19.2. Most of this work will take place during holiday periods, but smaller tasks may be completed during term time.
- 19.3. 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

- 20.1. The Office Manager, in consultation with the Headteacher and relevant heads of department, 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.
- 20.2. Consideration will be given to specific requests for furniture and fittings generated as a result of any review of furniture and fittings conducted by the Site Supervisor.

21. Playing Fields

- 21.1. Under section 77 of The School Standards and Framework Act 1998, playing fields are protected from development.
- 21.2. Any playing fields which have been in use as playing fields for over 10 years are protected.

22. Grounds

- 22.1. The Office Manager, in consultation with the Headteacher, Deputy Headteacher and relevant heads of department, will ensure that there are appropriate arrangements for providing outside space for pupils to play and exercise safely.
- 22.2. The condition of all playground areas will be monitored by the Site Supervisor and deficiencies addressed.
- 22.3. 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.
- 22.4. 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. The Site Supervisor will conduct a visual inspection of the grounds each morning before pupils begin arriving.
- 22.5. There is clear segregation and delineation of pedestrian and vehicular access routes, and separation of parking and playground areas.

23. Health and Safety Audit

- 23.1. The Office Manager will ensure that the school's premises are subject to a regular [Health and Safety Audit](#) (see Appendix 1) conducted by the Site Supervisor.
- 23.2. The Site Supervisor will monitor that health and safety risk assessments are completed annually for each department.
- 23.3. Any risks identified will be formally recorded, assessed and managed. This will include taking appropriate preventative and protective measures.
- 23.4. 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.
- 23.5. 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.
- 23.6. Health and safety monitoring arrangements will be referred to when carrying out any repairs, maintenance and improvement projects.

24. Electrical Testing and Inspection

- 24.1. A PAT exercise will take place annually. Fixed wiring will be tested at least once every five years.
- 24.2. All electrical testing will be carried out by a competent person.

25. Other Equipment, Systems and Storage

- 25.1. The school will ensure equipment used for physical education is safe to use. To ensure that equipment is maintained in a safe condition, it will be regularly inspected.

Appendix 1 - 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/pedestrian segregation		General risk assessment required.	
Building and grounds condition survey		Inspection of building and facilities for asset management planning (AMP).	
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.	

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Aspect	Existing document (Y/N)	Requirement	Review date
Duct hygiene (air conditioning, plenum heating)		Inspection and testing, thorough cleaning routine determined from testing/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.	
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 <u>premises manager</u> to check functionality and battery discharge tests.	
Extraction systems, including fume cupboards		Inspection and testing of dust extraction equipment.	
		Local exhaust ventilation.	

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Aspect	Existing document (Y/N)	Requirement	Review date
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/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 – update.	
Gas appliance		Annual servicing for efficient operation and combustion.	
Gas pipework		Visual inspection and testing.	

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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		Do you know where your incoming water, gas and electrical mains are? This is useful 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 (PMP)		PMP 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.	

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Aspect	Existing document (Y/N)	Requirement	Review date
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 systems, cold water systems		Risk assessment and management plan for setting control measures where risks of legionella are identified. Visual condition and compliance inspection. Tank condition and water quality checks will be regularly undertaken.	
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.	

Appendix 2 - 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

Action required	Action taken	Date	Signature

<p>Name (and position):</p> <p>Name of school: Anchorsholme Academy</p>	<p>Signature:</p>	<p>Date:</p>
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