

# **DfE Terms of Reference for Steering Group on Asbestos in Schools**

**22 February 2011**

## **1. Aims**

- 1.1. To promote the effective management, by schools and by local authorities, of asbestos in schools and other children's settings.
- 1.2. To raise awareness of and promote the need to ensure proper management of asbestos in schools and other children's settings.
- 1.3. To contribute to the development of guidance and targeted training materials on asbestos management for school and Local Authority staff.

## **2. Terms of Reference**

- 2.1. To consider the risks posed by asbestos in schools and other children's settings
- 2.2. To contribute to the development of the DfE/HSE/Partnerships for Schools (PfS) plans to ensure that asbestos is competently managed in schools.
- 2.3. To review progress against DfE/HSE/PfS plans to promote the effective management of asbestos in schools.
- 2.4. To ensure that key stakeholders are informed of relevant work that is undertaken to ensure that asbestos is managed effectively in schools.
- 2.5. To provide input to DfE, PfS and HSE in the preparation of any asbestos guidance that may be drafted specifically for schools and children's settings.
- 2.6. To promote good practice in asbestos management in schools by local authorities, dioceses, school governors, bursars and school business managers, parents' groups and the teaching and support staff unions – in the independent and maintained sectors.
- 2.7. To share good practice in documentation and systems in place to effectively record and manage the risks from asbestos in schools.
- 2.8. To provide an input into the development of any common standards, tools or documentation for schools, governors, dioceses and local authorities on asbestos management.

## **3. Membership**

- 3.1. The group is convened by DfE and chaired by a senior civil servant from DfE. The group will report to ministers and make recommendations about ongoing activities, as necessary.
- 3.2. Membership of the steering group is made up of the following key representatives of organisations and invited stakeholders.

- 3.3. Annette Brooke, MP for Mid Dorset and Poole, Chair of Asbestos in Schools sub-Committee of The All-Party Parliamentary Group on Occupational Safety and Health
- 3.4. Teaching union representative, rotated between the unions
- 3.5. Non teaching union representative, rotated between the unions
- 3.6. Employers' representative, nominated by Local Government Employers (LGE)
- 3.7. Asbestos management representative - Chair of Asbestos Testing and Consultants Association (AtaC)
- 3.8. A local authority officer with relevant responsibilities, for asbestos management in schools
- 3.9. Jim Sheridan, Chair of the All-Party Parliamentary Group on Safety and Health
- 3.10. Michael Lees (representing asbestos victims)
- 3.11. Representative from the Independent Schools Bursars Association
- 3.12. Representative from the National Association of Head Teachers
- 3.13. Representative from the National Governors Association has been invited
- 3.14. Co-opted expert members if and when required
- 3.15. DfE, HSE and PfS will be invited to meetings as policy leads and technical experts, to update the project board on progress and to respond to issues raised.
- 3.16. Representative from the National College for Leadership in Schools and Children's Services when its role as trainer of headteachers and school business managers is on the agenda.

#### **4. Meetings and Procedures**

- 4.1. PfS will provide secretarial support.
- 4.2. Meetings to be arranged as required. Initially two quarterly meetings and then 6 monthly or as required.
- 4.3. Members of the Steering Group may send deputies with agreement of the chair.