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.