

YOUR LOGO

The Control of Asbestos Regulations 2012

Asbestos management plan

Where asbestos is, or is presumed to be, the risk it presents, and how that risk is managed, monitored and passed on to anyone who could disturb it.

PREMISES

ADDRESS			
DUTYHOLDER		PLAN REFERENCE	
APPOINTED PERSON		ASBESTOS REGISTER REFERENCE	
PREPARED BY	APPROVED BY THE DUTYHOLDER	REVISION	DATE

Revision record

Review and revise the plan at regular intervals, and without delay if there is reason to suspect it is no longer valid or the premises change significantly (regulation 4(10)). HSE's code of practice says at least every 12 months (L143, para 143).

REV	DATE	WHAT CHANGED	BY

THE PREMISES

The premises and who is responsible

The duty can be held by more than one person. Name each of them, and what each is responsible for, so nobody assumes somebody else has it.

The premises

The buildings and parts this plan covers, and their age. Premises completed before 2000 should be presumed to contain asbestos unless there is strong evidence that they do not.

REGULATION 4(5)(A), L143 PARA 118

BUILDINGS COVERED

YEAR BUILT

LAST REFURBISHED

PARTS COVERED, AND PARTS EXCLUDED WITH WHO MANAGES THEM

The dutyholder

Whoever has, by contract or tenancy, an obligation of any extent for the maintenance or repair of the premises or the means of access to them. Where there is none, whoever controls them. A managing agent acts for the owner but does not take on the owner's duty.

REGULATION 4(1), L143 TABLE 6

DUTYHOLDER: NAME AND ORGANISATION

BASIS: LEASE, CONTRACT OR CONTROL

SHARED WITH

FOR WHICH PARTS

The people who run the plan

The appointed person needs the resources, skills, training and authority to manage asbestos, and a deputy for when they are not available.

L143 PARA 129, HSE DUTY TO MANAGE GUIDE

ROLE	NAME	ORGANISATION	PHONE AND EMAIL
Appointed person			
Deputy When the appointed person is not available			
Controls work on the fabric			
Asbestos surveyor			
Facilities or managing agent			

Others who must co-operate

Tenants, occupiers, previous owners, architects and builders who hold information on the building, or control access to it, must help as far as necessary.

REGULATION 4(2), L143 PARAS 101, 102 AND 116

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SURVEYS

Surveys held, and what they did not cover

A management survey covers normal occupation and foreseeable maintenance. Work that disturbs the fabric where that survey was not intrusive needs a refurbishment and demolition survey of that area first.

Surveys held

Every survey and re-inspection report this plan relies on. HSE strongly recommends a surveying organisation accredited by UKAS.

HSG264 PARAS 43, 50 AND 51, L143 PARAS 106 AND 108

SURVEY	SURVEYOR AND ORGANISATION	ACCREDITATION NO.	DATE	REPORT REF	AREA COVERED
Management survey Normal occupation and maintenance					
Refurbishment and demolition survey Before work on the fabric					
Re-inspection report					

Areas not accessed

Every area the surveyor could not enter, and why. Each is presumed to contain asbestos, and no maintenance or other work is done there until it has been checked.

HSG264 PARAS 49 AND 56, L143 PARA 125

AREA	WHY IT WAS NOT ACCESSED	ARRANGEMENT TO INSPECT IT	BY

Asbestos presumed absent

Only where the building's age or the information gives very strong evidence that no asbestos is present. Record the evidence. Take care where newer buildings sit on older basements or join older structures.

L143 PARAS 118 AND 119

Limits and caveats

Restrictions agreed with the surveyor, areas not intrusively surveyed, and plant or equipment not inspected.

HSG264 PARA 58

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REGISTER AND RISK

The register, and the priority for action

The register is the record of where asbestos is, or is presumed to be, and its condition. It is kept with this plan and summarised here, so the materials needing action come first.

Where the register is kept A copy of the register and plans, and how to reach them if they are kept electronically. Available on site for anyone who plans or orders work. L143 PARAS 129 AND 133, HSG264 PARA 149	REGISTER REF AND DATE 	PAPER COPY KEPT AT 	ELECTRONIC COPY AT
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MATERIAL ASSESSMENT From the survey report Product type, damage, surface treatment and asbestos type, each scored. Totals: 10 or more high, 7 to 9 medium, 5 to 6 low, 4 or less very low.	PRESUMED MATERIALS Scored as crocidolite Unless there is strong evidence to show otherwise.	PRIORITY ASSESSMENT The dutyholder's own Occupant activity, likelihood of disturbance, human exposure potential and maintenance activity. Yours to make: check any score the surveyor offers.	PRIORITY FOR ACTION Material plus priority Give high priority to damaged materials and those likely to be disturbed. Take account of planned work too.
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REGISTER REF	LOCATION AND MATERIAL	MATERIAL SCORE	PRIORITY SCORE	TOTAL	WHY IT RANKS HERE

HSG264 PARAS 125 TO 129 AND APPENDIX 4, HSG227 APPENDIX 3 AND PARA 77, L143 PARA 130, HSE DUTY TO MANAGE GUIDE. HSE SAYS YOU MAY USE ANOTHER APPROACH TO SETTING PRIORITIES, PROVIDED IT CONSIDERS THE POTENTIAL FOR EXPOSURE

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What is done about each material, by whom and by when

Asbestos in good condition and unlikely to be disturbed is usually safer left in place and managed.

Damaged material is repaired, protected, sealed or removed. Every action has an owner and a date.

MANAGE IN PLACE	PROTECT OR ENCLOSE	SEAL, ENCAPSULATE, REPAIR	REMOVE
Record, monitor, label Labels can back up the register but are never the only control: they get dirty, covered or fall off.	A barrier against damage Note the hidden material in the register and inspect the enclosure.	Sound or slightly damaged Encapsulate only sound material, repair only slight damage, using people trained for it. Check any fire protection it gives.	Where repair is not practical And before refurbishment or demolition that would disturb it.

Who does the work: any work on sprayed asbestos, most repair or any removal of asbestos insulation, and most work on asbestos insulating board needs a contractor licensed by HSE. Record the category for each action.

[illegible]

REGULATION 4(9)(B) AND 4(10)(B) AND (C): THE MEASURES IN THE PLAN ARE IMPLEMENTED, AND WHAT IS DONE IS RECORDED. HSG227 APPENDIX 5, HSE DUTY TO MANAGE GUIDE

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INFORMATION

Telling anyone who could disturb it

Information on the location and condition of the asbestos goes to every person liable to disturb it, and is made available to the emergency services. For planned work, give it as early as possible, for example when asking for a quote.

Who is told, and how

REGULATION 4(9)(C), L143 PARA 147

WHO	WHAT THEY ARE GIVEN, AND HOW	WHEN	BY WHOM
In-house maintenance workers			
Contractors Before work on the fabric			
Emergency services			
Occupants and staff Where it is and not to disturb it			
Site or building managers			
Employee and safety representatives			

Before any work on the fabric

No work on the fabric starts until the relevant part of the register has been checked. This includes simple work such as drilling a single hole.

L143 PARAS 129 AND 134, HSG264 PARA 149

CHECK	YES	N/A
Register and plans checked for the work area, in good time before the work starts	☐	☐
Areas not accessed, or not surveyed intrusively, identified, with a refurbishment survey arranged where needed	☐	☐
Information given to the contractor, who confirms it is understood and will be taken into account	☐	☐
The right controls will be used, by competent contractors trained for asbestos work	☐	☐
Work category decided: licensed, notifiable non-licensed or non-licensed	☐	☐
Permit to work or work authorisation issued, where these premises use one	☐	☐

If asbestos is disturbed

What happens when material is damaged unexpectedly: who is told, how the area is closed off, and who decides on cleaning and re-entry.

HSE DUTY TO MANAGE GUIDE

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The re-inspection schedule and record

Setting the interval: HSE gives examples. Asbestos insulating board panels in a constantly used corridor may need inspecting monthly. A board ceiling in a remote unoccupied building may need it only once every 12 months, or less often if the building is rarely entered. In most cases the interval would not be expected to be more than 12 months (HSG227, Appendix 5).

[illegible]

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REVIEW

Reviewing the plan

The law requires a review at regular intervals, and without delay if the plan may no longer be valid or the premises change significantly. HSE's code of practice says at least every 12 months, with the register and drawings.

What prompts a review

Besides the scheduled review. Note in the record which of these applied.

REGULATION 4(10)(A), L143 PARAS 143 AND 144, HSE DUTY TO MANAGE GUIDE

- ☐ Reason to suspect the plan is no longer valid
- ☐ Significant change to the premises
- ☐ Work that affected asbestos
- ☐ Asbestos disturbed by accident
- ☐ Change of the people responsible
- ☐ Change of use or occupancy
- ☐ After scheduled condition checks

Review record

L143 PARAS 143 AND 145

DATE	SCHEDULED OR EARLY, AND WHY	WHAT CHANGED IN THE PLAN AND REGISTER	REVIEWED BY	NEXT REVIEW

Is the plan working

Procedures not followed, or not good enough, and why. Any exposure to airborne fibres. Whether staff and contractors know what to do.

L143 PARAS 145 AND 146

Plan approved

By the dutyholder, or someone with their authority.

NAME	POSITION	SIGNATURE	DATE

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