



Asbestos Management Plan

Premises / Property Name: Holy Trinity CE Primary School

Author of Plan and Date: Kelly Worthington/Jamie Berry

Review Date: November 2020

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1.0 Asbestos Risk Rating of the Site

This site has been rated as high risk by the Corporate Services Asbestos Group

Because:

- 1) There is a large quantity of asbestos insulation board present in the CLASP design building.
- 2) Some of the asbestos containing materials are in locations that make them vulnerable to damage.
- 3) The building is occupied by young persons.

NOTE: The standard survey method used cannot find all the asbestos containing materials *and it was not possible to survey all areas*. Please read the asbestos report carefully for details of these constraints.

If any building works are proposed it is essential that you seek the advice of competent person(s) unless you are absolutely certain that the proposed works will not disturb asbestos.

2.0 Duties of the Responsible Officer

The person responsible (the Responsible Officer) for implementing and regularly reviewing this Management Plan at this site is:

Name: Liz Fenlon

Job Title: Headteacher

Contact Number: 0161 205 1216

E-Mail head@holytrinity.manchester.sch.uk

The **purpose of this Management Plan** is to ensure the effective management of asbestos materials within the site. The Plan outlines the organisational and management arrangements within the site to actively manage asbestos and therefore safeguard staff and others from any potential risks.

It is a statutory requirement to draw up such a plan, to review and update it regularly and to ensure that it is communicated to all relevant persons.

Key duties associated with this plan are detailed overleaf.

Duty 1 - Must make periodic checks to ensure people are fully aware of what they need to do to comply with the duty to manage asbestos.

Duty 2 – Must provide training to employees who may be exposed to asbestos

Duty 3 - Must **find Asbestos Containing Materials** (ACMs) and assess their condition.

Duty 4 - Must **assess the risk** posed by the ACMs.

Duty 5 - Must **manage the risk and prepare a plan**. The plan must be in writing. It must describe the measures to be taken to manage the risk and must record the decisions made regarding the repair, removal or encapsulation of asbestos and the steps taken to deal with emergencies.

Duty 6 - Must **provide information** to every person liable to disturb the asbestos.

Duty 7 - Must **monitor** the condition of ACMs

Duty 8 - Must **review and update the asbestos management plan** at appropriate, regular intervals.

3.0 Key tasks for the Responsible Officer

- 3.1 Ensure that an Asbestos Survey has been carried out, by competent persons, to identify any asbestos materials within the site.
- 3.2 Familiarise themselves with the content of the Asbestos Survey, Asbestos Register and recommendations for any Remedial Works within the survey report.
- 3.3 Ensure that they, and other key staff, understand the limited scope of the type of survey undertaken and what further additional checks are needed to allow any future work that may disturb the fabric of the school building.
- 3.4 Instigate any actions / works to implement, within appropriate deadlines, any Remedial Works identified in the survey report.
- 3.5 Develop this Asbestos Management Plan for managing any remaining asbestos materials within the site.
- 3.6 Implement and monitor this Asbestos Management Plan and review it regularly to ensure that the arrangements remain appropriate...
- 3.7 Ensure that the recommended remedial works within the Asbestos Survey Report / and any subsequent update reports are completed within appropriate deadlines. By completing these remedial works an acceptable standard of control will again have been re-instated in those specific areas that may present an increased risk.
- 3.8 Ensure that work on asbestos materials is only carried out by Licensed Asbestos Contractors.

The Asbestos Management Plan will identify key staff and describe their duties in relation to asbestos management and will specify the arrangements for:

- Obtaining competent advice and assistance on the management of asbestos.
- Implementing Emergency Action where it is suspected that asbestos materials may have been disturbed (see Appendix 1).
- Sharing of “information on asbestos” – (the Asbestos Survey, Asbestos Register and Asbestos Management Plan) with all relevant persons
- Maintaining reliable systems for ensuring that any remaining asbestos materials remain in a safe condition.
- Effective planning of any future work that may interfere or disturb the fabric of the building.
- Controlling contractors accessing and working within the site.

4.0 Asbestos Surveys of the site

The Responsible Person should ensure that a record of all surveys undertaken for the premises, in connection with ACM's, are maintained. Copies of surveys should be kept in paper form at the premises and also held electronically.

Register of Asbestos Surveys

Date of Survey	Carried out by (Contractor)	Survey Type*	AMP (Asbestos Management Plan) Updated by / date
30 th October 2018	WYG	Management Survey	K Worthington/J Berry - November 2018
15 th July 2018	APEC Environmental	Refurbishment/Demolition Survey (Nursery Link)	K Worthington/J Berry - November 2018
August 2016	Manchester City Council	Refurbishment/Demolition Survey (KS1 - Rewire)	W Penfold – September 2016
January 2016	AEC	Refurbishment/Demolition Survey (former caretakers bungalow)	W Penfold – January 2016
25 th January 2012	Corporate Services Asbestos Group	Management Survey	P Clarke/M Backhouse - March 2012
March 2006	Corporate Services Asbestos Group	Management Survey	S Siddique/A Stringer – March 2006

- Management Survey
- Refurbishment / Demolition Survey
- Re-Inspection (Update) / Assurance Survey
- Air Test / Local Sampling

Update Surveys of any remaining asbestos materials at the site will be carried out at intervals to be determined by the asbestos risk assessments and any other specific risk factors for the site.

The interval between surveys should be not more than 3 years. This should provide assurance to all staff and building users that any remaining asbestos materials remain in a safe condition and will provide a measure of the efficacy of the asbestos management methods described in this plan.

5.0 Information relating to the occupancy or use of the site

Some activities result in an increased chance of damaging asbestos containing materials.

For example the movement of goods using trolleys; movement of bulky objects (ladders etc.); use of fork lift trucks; sports activities.

KS1 climbing frame is fixed to ACM panels around the perimeter of the hall. Raised in asbestos survey October 2018. Following review by M Booth (H&S lead at MCC) it was agreed that the frame could continue to be used. Area where damage is most likely to occur has had a foam protection installed to minimise impact.

Some categories of occupier or visitors to sites may be more likely to disturb asbestos or may themselves be in a vulnerable group.

Do any such factors apply to this site? Yes

- 1) School pupils
- 2) Building contractors
- 3) Staff members

Other special factors may result in increased chance of direct damage to asbestos containing materials or there may be situations where asbestos damage may result in a disproportionate level of damage to the building or activities. The most common examples are vandalism and water leaks from roofs or plumbing causing damage to ceilings etc.

Has there been a history of such factors on this site? Yes

Potential for unauthorised people to access the site during holiday periods when the school is closed.

6.0 Monitoring the condition of Asbestos Containing Materials

Monitoring means carrying out regular visual inspections and recording the findings of these inspections using a standard form (Asbestos Condition Inspection Log) (*see Appendix 2*)

The inspection log sheets must be stored in such a way that they can be easily retrieved for inspection by Internal Audit & Risk Management Health and Safety Officers, representatives of the Health and Safety Executive officers other relevant persons.

If there are any other routine safety or security inspections carried out on the site, the persons involved should ensure that they are familiar with the locations of CM's listed in the Asbestos Condition Monitoring Log and should report any damage found to the Responsible Officer so that prompt action can be taken to repair, encapsulate or remove the material so as to return the site to a safe condition.

The frequency of inspection has been based on a risk assessment carried out by the Contractor / Entity providing the Asbestos Surveys / Reports with the assistance of the Responsible Officer.

Person Responsible for monitoring the condition of ACM's on-site:

Name: Jamie Berry

Job Title: Site Manager

Telephone Number: 0161 205 1216

E-Mail: j.berry@holytrinity.manchester.sch.uk

The person responsible for deputising for the above named is.

Name: Kelly Worthington

Job Title: School Business Manager

Telephone Number: 0161 205 1216

E-Mail: k.worthington@holytrinity.manchester.sch.uk

The Asbestos Condition Inspection Log Sheets are stored:

The Site Managers office and can be inspected by contacting:
j.berry@holytrinity.manchester.sch.uk

7.0 Reporting damage to the building and its fixtures and fittings

All members of staff and visitors to the site have responsibilities under the Health and Safety at Work etc. Act 1974.

If any damage to the building and its fixtures and fittings is seen this must not be ignored.

An immediate risk assessment must be made to determine whether the Emergency Procedure (*Appendix 1*) needs to be carried out.

The details of the damage should be reported so that further risk assessments can be made and appropriate steps taken to remedy any hazardous situations.

Damage to the building and its fixtures and fittings should be reported to:

Name: Jamie Berry

Job Title: Site Manager

Telephone Number: 0161 205 1216

E-Mail: j.berry@holytrinity.manchester.sch.uk

8.0 Emergency action.

Asbestos materials within the premises could be disturbed or damaged due to:-

- Contractors working on the building
- Vandalism
- Fire
- Flood
- Accidental damage to the building fabric
- Wear and tear

If an emergency occurs ACT WITHOUT DELAY
Follow the procedure given in *Appendix 1*

If asbestos (or suspected asbestos) has been damaged it is essential to act rapidly to remove occupiers from the contaminated area in order to minimise the potential for breathing in asbestos fibres.

After initial actions have been carried out seek advice from competent persons immediately (see Section 12)

If asbestos fibres are released they can spread rapidly through the premises. This is likely to increase the number of persons potentially at risk and to greatly increase the cost and inconvenience of decontamination works.

Asbestos decontamination works are often expensive and disruptive to the normal business of the site. If key areas of the site are contaminated (for example fire escape routes) large portions or even the entire building may have to be closed. Some materials and equipment within the site (for example carpets, fabrics and paper) may not be able to be decontaminated at reasonable cost and this would mean that they would have to be disposed of as asbestos waste.

NOTE: Emissions of asbestos fibres are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Support around reporting requirements is available via the Internal Audit and Risk Management Health and Safety Team

9.0 Planning, organising and controlling building works (Or other activities which may disturb asbestos containing materials)

Work that may disturb the building fabric must be effectively planned to take into account the location any asbestos containing materials.

If any part of the building has not been surveyed by competent asbestos surveyors, that part MUST be presumed to contain asbestos. Advice must be obtained from the a competent Asbestos professional or Internal Audit and Risk Management Health and Safety before any such work takes place

If work on asbestos is required, sufficient time must be allowed in the project schedule for the procurement of a licensed asbestos removal contractor (and in some cases an asbestos licensed scaffolding contractor) and to allow notification of such licensed works in compliance with the required **statutory 14 days' notice** that is required to be provided to the Health and Safety Executive.

If there are doubts about the potential for damage to asbestos containing materials arising from the proposed activities, advice should be sought from competent persons (see Section 12)

Asbestos information should be supplied to the main contractors at the earliest possible stage in the planning of a project. The presence of asbestos may have a major influence on the specification of the work to be done; the cost of the work (because specialist licensed asbestos removal contractors will need to be employed); the duration of the job etc.

A standard Asbestos Management Survey cannot find asbestos hidden within the fabric of the building therefore where significant alterations / renovations/ demolition are planned a more intrusive Refurbishment or Demolition Survey asbestos survey of the specific locations affected must be carried out to assist in the planning and design process.

Consideration will also need to be given to the duties imposed by the **Construction Design and Management (CDM) Regulations**. The control of asbestos risks will be one of the factors to be considered by the CDM Co-ordinator and therefore relevant data and control procedures must be prepared before work commences on site.

In addition to the provision of asbestos data at the design stage, it is also important to ensure that all persons carrying out building works or other activities which may disturb asbestos (for example cabling works, installation of alarm systems, and installation of white boards) are provided with information when they arrive on site to do the work.

It is not sufficient to merely hand over a copy of the asbestos report. If there any asbestos containing materials (ACMs) in, or near, their proposed work area this must be clearly communicated to them together with any limitations imposed by the asbestos survey method.

They should also be told how they should report any unforeseen incidents or the finding of suspected ACMs which were not listed in survey report.

If there any doubts about the composition of any material it should be presumed to be asbestos and work which could disturb it should stop. If there is any doubt, a competent / accredited Asbestos surveyor should be engaged. This will usually result in a sample being taken for laboratory analysis which will confirm whether asbestos is present.

When asbestos information has been supplied to contractors or visitors a record should be kept of the details (who was it supplied to; in what form (paper copy or electronic); whether they retained a copy etc.).

In order for you to prove that data has been supplied you obtain signed confirmation that the data has been supplied **and understood**. In some circumstances it may be appropriate to question the operative(s) to check the level of understanding – it should not be assumed that all operatives are literate or can understand a relatively technical report.

In addition, for reasons of due-diligence, it is a requirement that Contractors as well as their employees, whose works may impact on the fabric of the building (i.e. joiners, bricklayers, electricians etc.) demonstrate to the Responsible Officer, before any works commence, that they have received recognised Asbestos Awareness Training

Contractors / persons who intend to work on or disturbing the buildings fabric are given a copy of **Appendix 4 - Written Instructions Issued to all Contractor Operatives / Persons carrying out work on the building – Discovering / Disturbing Suspect Asbestos Material.**

Communication Plan

Description of how contractors are effectively engaged communicated with and managed.

What arrangements are in place to provide asbestos data to contractors during the planning of works?

Survey report is given to designers and contractors by the Site Manager or the Business Manager prior to works taking place.

What records are kept to show that this has been done?

A signed record of receipt of the report is kept.

Where are these records kept?

In the Site Managers office

What control methods are in place for contractors etc. arriving on site? Identification / signing in / agreed work areas / permits to work / supervision etc?

All contractors are required to produce ID and are required to sign in. Contractors are led to the work area. Most work is carried out, outside of core school hours or during school holidays. Permits to work are issued on arrival.

What arrangements are in place to provide asbestos data to contractors etc arriving on site?

A section of the asbestos survey (covering the specific area of works) is given to contractors on arrival.

What records are kept to show that this has been done?

A signed record of receipt is kept.

Where are these records kept?

In the site managers office.

10.0 Asbestos removal, repair or encapsulation

If work on asbestos is required sufficient time must be allowed in the project schedule for the procurement of a licensed asbestos removal contractor (and in some cases an asbestos licensed scaffolding contractor) and the **statutory 14 days' notice to the Health and Safety Executive**.

If asbestos removal, repair or encapsulation is required then this must be undertaken by a licensed Asbestos Contractor.

11.0 Communication of asbestos information

Asbestos information must be provided to “every person liable to disturb it” (Regulation 4) and “anyone potentially at risk” (Approved Code of Practice).

Information must therefore be supplied to staff; Trade Union safety representatives; School Governors; maintenance and building repair contractors and the emergency services.

In addition careful consideration must be applied to ensure that all other relevant persons are included.

“Asbestos information” includes the Asbestos Survey, Asbestos Register and Asbestos Management Plan.

It is essential that asbestos awareness and site specific information is included in the induction of new staff members.

All staff members must be made aware of their own role in asbestos management process.

At some higher risk sites it may be advisable to include asbestos management as an agenda item for staff meetings.

12.0 Advice and assistance on the management of asbestos

Further information / support on Asbestos management issues is provided by:

MCC - Corporate Health and Safety Team on 0161 234 1897

APPENDIX 1

Emergency Procedures for Dealing with Suspected Asbestos Materials that have been disturbed.

If any person discovers any damaged suspected asbestos materials they will carry out the following actions:

- Stop any work in the affected area.
- Immediately warn others in the vicinity and ask them to promptly leave the affected area, leaving tools, equipment and other potentially contaminated items behind.
- Turn off and isolate work equipment in the affected area.
- Close doors and windows within and to the affected area.
- Where possible leave a person to act as a sentry outside each entrance to the affected area to prevent further access.
- Immediately contact the Responsible Officer / Designated Person to inform them of the incident.
- Prevent any further access to the affected area using physical barriers, warning signage and tape. If possible lock doors.

On receiving information of an incident the Responsible Officer will immediately carry out the following actions:

- Inform MCC's Health and Safety Team of the incident. Contact the Corporate Health and Safety Team on 0161 234 1897
- Keep staff and any Safety Representatives informed of the situation.
- Record the details of the incident, who was involved and any actions taken.
- Only allow persons competent in the control of asbestos hazards access to the affected area
- Ensure nothing is removed or any equipment and materials are taken into the affected area.

Following the immediate actions the Responsible Officer supported by the Corporate Health and Safety Team will:-

- Identify any further remedial actions required.
- Investigate the incident and agree any further reporting requirements.
- Agree on the communication of information
- Record the incident on the Manchester City Council Accident / Near Miss / Dangerous Occurrence Forms. Where applicable, complete PAE Forms (Potential Asbestos Exposure) for any persons involved.
- Agree a plan to clean up the affected area
- Identify and plan necessary remedial works on any remaining asbestos

APPENDIX 2

Asbestos Condition Inspection Log

List derived from asbestos report/s :

Holy Trinity Ref: J042263 (dated 30th October 2018)

NOTE: This log is a list of asbestos containing materials which are readily accessible for visual inspection.
IT IS NOT A COMPLETE LIST OF ALL ASBESTOS CONTAINING MATERIALS AT THIS SITE.
 For full information you **MUST** refer to the latest asbestos survey report(s).

Location	Element	Material	Minimum frequency of inspection	If undisturbed / undamaged ✓ If damaged ✕
<i>Insert unique reference number from register and any local description to identify room /location</i>	<i>Insert description of building element from register</i>	<i>Insert description of material from register</i>	<i>High risk = Monthly Med risk = Quarterly Low risk = Annual</i>	
A0001 – entrance lobby	Insulating board panels below timber bench	Asbestos insulating board	High - Monthly	
A0001 – entrance lobby	Insulating board/fire break	Asbestos insulating board	Medium - Quarterly	
A0002 – secretary's office	Insulating board panel below window	Asbestos insulating board	Medium - Quarterly	
A0003 – assembly hall and circulation	Insulating board décor panels to perimeter of hall	Asbestos insulating board	Medium - Quarterly	
A0003 – assembly hall and circulation	Presumed ACM's within heater	Asbestos insulating board	Low – annual	
A0003 – assembly hall and circulation	Presumed insulating board cladding to internal of columns	Asbestos insulating board	Medium - Quarterly	
A0070 – chair store	Insulating board panel/fire break	Asbestos insulating board	Asbestos insulating board	
A0070 – chair store	Presumed ACM's within electrical box	Asbestos textiles	Low – annual	
A0069 – caretakers	Insulating board panel/fire break	Asbestos insulating	Asbestos	

room and circulation		board	insulating board	
A0002 – secretary's office	Insulating board panel/fire break	Asbestos insulating board	Medium - Quarterly	
A0074 – deputy heads office	Insulating board panel below window	Asbestos insulating board	Medium - Quarterly	
A0073 – heads office	Insulating board panel below window	Asbestos insulating board	Medium - Quarterly	
A0003a – circulation	Insulating board panel/fire break	Asbestos insulating board	Medium - Quarterly	
A0025 – cleaners store/tank room	Insulating board panel/fire break	Asbestos insulating board	Medium - Quarterly	
A0025 – cleaners store/tank room	Floor tiles and adhesive	Reinforced composite	n/a	
A0025 – cleaners store/tank room	Insulating board to metal frame	Asbestos insulating board	Medium – Quarterly	
A0028 – Circulation	Insulating board panel/firebreak	Asbestos insulating board	Low – Annual	
A0028 – Circulation	Insulating board to metal frame	Asbestos insulating board	Medium - Quarterly	
A0030 – Staff room	Insulating board panel below window	Asbestos insulating board	Medium – Quarterly	
A0032 – Classroom and store	Floor tiles and adhesive	Reinforced composite + Well bound material	Low – Annual	
A0035 – Classroom and store	Floor tiles and adhesive	Reinforced composite + Well bound material	Low – Annual	
A0036 – Classroom and store	Floor tiles and adhesive	Reinforced composite + Well bound material	Low – Annual	
A0033 Library area	Insulating board panel below window	Asbestos insulating board	Medium - Quarterly	
A0033 – Library area	Insulating board debris to floor and timber baton/panel	Asbestos insulating board	High – Monthly	
A0033 – Library area	Sink pad	Reinforced composite	n/a	
A0004 – Learning resources base	Insulating board to metal frame	Asbestos insulating board	Medium – Quarterly	

A0010 – Classroom area and circulation	Insulating board panel below window	Asbestos insulating board	Low – Annual	
A0010 – Classroom area and circulation	Insulating board to metal frame	Asbestos insulating board	Medium – Quarterly	
A007 – Classroom and store	Floor tiles and adhesive	Reinforced composite + Well bound material	Medium – Quarterly	
A0048 – Classroom store and circulation	Cement packers between steel and timber joist/beams within ceiling void	Asbestos cement	Low – Annual	
A0048 – Classroom store and circulation	Insulating board panel/fire break	Asbestos insulating board	Medium – Quarterly	
A0048 – Classroom store and circulation	Insulating board to metal frame	Asbestos insulating board	Medium – Quarterly	
A0046 Kitchen	Insulating board panel/fire break	Asbestos insulating board	Medium – Quarterly	
A0046 – Kitchen	Insulating board to metal frame	Asbestos insulating board	Medium – Quarterly	
A0046 – Kitchen	Cement packers between steel and timber joist/beams within ceiling void	Asbestos cement	Low – Annual	
A0047 – Toilets	Insulating board/firebreak	Asbestos insulating board	Medium – Quarterly	
A0047 – Toilets	Cement packers between steel and timber joist/beams within ceiling void	Asbestos cement	Medium – Quarterly	
A0048 – classroom store and circulation	Floor tiles and adhesive	Reinforced composite + Well bound material	Low – Annual	
A0064 – Staff Room	Presumed cement flue within ceiling void	Asbestos cement	Asbestos cement	
A0068 – Kitchen	Insulating board panel below window	Asbestos insulating board	Medium – Quarterly	
A0068 – Kitchen	Insulating board debris	Asbestos insulating board	Medium – Quarterly	
A0075 – Electrical room	Insulating board ceiling tiles	Insulating board	n/a	
A0075 – Electrical room	Presumed ACM's withing live electrics	Asbestos textiles	Low – Annual	

Ex01 – External	Presumed cement flue to flat roof	Asbestos Cement	Low – Annual	
EX01 – External	Putty seal to concrete panels	Well bound materials	Low – Annual	
All rooms throughout the building	Presumed insulating board to be present to metal frame columns and internal of metal throughout the building	Asbestos insulating board	Medium – Quarterly	

APPENDIX 3

Information for Staff

Asbestos can be present in a wide variety of building materials. Taking the following steps will help keep both yourselves and others safe.

All Staff must:-

- ☒ **Consult** with the Site Manager/ Business Manager before drilling, disturbing or altering the building fabric.
- ☒ **Report** any damage to the building to Site Manager/ Business Manager
- ☒ **Co-operate** with the *Responsible Officer* to ensure that measures to manage asbestos within the site are effective.

Staff should:-

- ☒ Familiarise themselves with the current **Asbestos Management Plan**, **Asbestos Survey** and **Asbestos Register** for the site so that they are aware of specific locations of asbestos and any measures that are in place to manage the risks. Copies of this information is available from Site Manager/ Business Manager

The Responsible Person for this site is

Name Liz Fenlon

Telephone Number 0161 205 1216

APPENDIX 4

Written instructions issued to all contractor operatives / persons carrying out work on the fabric of the building (s).

Where you discover / disturb suspect asbestos material you should immediately:

- ☒ Stop working.
- ☒ Warn others in the vicinity and tell them to leave the affected area. The affected area will include the immediate work area and any additional area that is required to isolate the work area using a complete physical barrier (e.g. walls, doors, windows) from the rest of the building.
- ☒ Turn off and isolate any work equipment in your work area.
- ☒ Close all windows and doors to isolate the affected area to further prevent the spread of asbestos.
- ☒ Leave all your tools and equipment in the affected area.
- ☒ Leave the affected area
- ☒ Where possible leave a person to act as a sentry outside each entrance to the affected area to prevent access
- ☒ Immediately report the incident to the **Responsible Officer for the site**

Contact Site Manager/ Business Manager (0161 205 1216)

APPENDIX 5

RECORD OF WORKS ON ASBESTOS MATERIALS

This form should be used by the Responsible Officer to record details of any works carried out to ACM's at their premises.

Entries under 'Location' and 'Element' should use the same descriptions as those used in the Asbestos Register. Entries made under 'Work done' need only be a simple outline explanation e.g. Removed under controlled conditions; Sealed over with paint; Environmental clean of whole room.

Entries under 'Carried out by' should contain the name and phone number of the contractor and / or any other persons involved. It is recommended that this form should be kept on a computer system along with the Acrobat .pdf version of the asbestos report.

An updated copy of this form should accompany the asbestos report whenever it is issued to third parties

Location	Element	Work done	Carried out by	Date

Name of Person Potentially Exposed	
Personnel Number	
Job Title	
Date of Birth	
Location / Address of Exposure	
Date of Exposure	
Time of Exposure	
Service / Directorate	

Work activity at time of exposure	
Client for whom work was being conducted (If applicable)	

Name of Responsible Officer completing this form	
Date	

To be completed by Health & Safety

Date of Notification	
Date Form Received	
Date Sample / Investigation Conducted	
Sample / Investigation Results	Positive <input type="checkbox"/> Negative <input type="checkbox"/>
Asbestos Type	