Checklist for ‘Managing my asbestos’

The web pages to help you to carry out your 'duty to manage asbestos' can be found at [http://www.hse.gov.uk/asbestos/managing/index.htm](http://www.hse.gov.uk/asbestos/managing/index.htm)

Use this checklist to mark your progress

1. Introduction
   - Overview of the scheme, Checklist

2. Are you responsible for maintenance or repair?
   - Does the duty to manage apply to you and your premises?

3. When was it built?
   - Was it built before 2000, are you on a brownfield site or do you use old equipment?

4. What information do you have already?
   - Look at building plans, previous asbestos surveys and any other relevant documents.

5. Inspect your building
   - Create an asbestos register to list where asbestos may be present.

6. Determining priorities for action
   - Use a scoring tool to work out what needs doing first.

7. Decide how to deal with the different types of asbestos
   - Use the online tool on how to treat the different types of asbestos, eg sprayed asbestos, asbestos cement.

8. Write your asbestos management plan
   - The plan brings together your asbestos register, plans of work and schedule.

9. Testing for asbestos
   - If work is required, you need to test for asbestos first.

10. Tell people what you’re doing
    - You need to tell employees, contractors and maintenance workers about your findings.

11. Getting work done
    - Does the work need a licensed contractor?

12. Keep your records up to date
    - If any work is done on asbestos, your records need updating, and you need regular checks on the state of the asbestos.