

Asbestos management plan – a template

Your asbestos management plan will depend on the complexity of your organisation but there are some details that should be included in line with the Control of Asbestos Regulations.

This template includes instructions that will help you create your own asbestos management plan.

The information from any asbestos survey reports should be used to form your asbestos register, which is a key part of your asbestos management plan.

You can add relevant documents, including the asbestos register and site plans, at the end of the management plan.

In using the template, it is important that you follow the guidance at:
www.hse.gov.uk/asbestos/duty/asbestos-management-plan.htm

The HSE guidance also includes:

- an example asbestos management plan
- an example register and site plan
- an asbestos register template

Asbestos management plan for [name of business/organisation]

Overview

This section can be used to:

- set out the purpose and scope of the document
- signpost to any other policy and procedure documents

It can also be helpful to include important information regarding incidents and contact details

Name and details of site

Roles and responsibilities	
Role	Name and contact details
Dutyholder The person or organisation with the main responsibility for maintenance or repair	
Appointed person and deputy The person with the resources, skills, training and authority to ensure that ACMs are managed effectively	
Responsibility (as appropriate)	Designated role or name of person and contact details
Asbestos register and site plans <ul style="list-style-type: none"> ● Preparation ● Review and update 	
Condition monitoring of ACMs	
Asbestos management plan <ul style="list-style-type: none"> ● Preparation ● Review and update 	
Surveys and specialist asbestos advice For example, air monitoring, bulk sampling	
Management of service providers Asbestos surveys and re-inspections, including competency checks, contractual and reporting arrangements and quality checks	
Delivery of 'site asbestos information briefing' to site staff <ul style="list-style-type: none"> ● Detail the location of ACMs in specific areas they work ● Include an instruction not to disturb ACMs ● Explain what must be done if ACMs become damaged 	
Organising staff training For example, duty to manage, asbestos awareness and non-licensed work	
Pre-site arrival checks of contractors Check those doing asbestos work have: <ul style="list-style-type: none"> ● had appropriate asbestos training ● seen a risk assessment and plan of work detailing suitable control equipment and procedures 	
Providing asbestos information At planning stage for any refurbishment, installation, demolition work	

<p>Delivery of contractor site inductions Deliver inductions once you are satisfied that information about the presence of asbestos has been understood to:</p> <ul style="list-style-type: none"> ● verify pre-site check ● issue a permit-to-work or equivalent 	
<p>Collating and storing evidence Following asbestos removal, repair work and safe site reoccupation, for example:</p> <ul style="list-style-type: none"> ● certificate of reoccupation ● statement of cleanliness 	
<p>Providing asbestos register and site plans to emergency services</p>	
<p>Resilience testing of the asbestos management plan This is to check the procedures work for a range of scenarios, for example:</p> <ul style="list-style-type: none"> ● planned and unplanned work ● accidental disturbance of ACM 	
<p>Asbestos management control arrangements</p>	
<p>Asbestos condition monitoring</p> <p>Inspect any identified or suspected ACM and assess its condition periodically, to check that it has not deteriorated or been damaged</p> <p>The frequency of inspection will depend on the location of the ACMs and other factors which could affect their condition, for example the activities in the building, non-occupancy etc</p>	
<p>Provide details of arrangements, for example:</p> <ul style="list-style-type: none"> ● Frequency of inspections ● who does the inspection ● who updates the register and actions 	
<p>Access controls such as permit-to-work system, restricted areas</p>	
<p>These may be required for areas where asbestos is present or presumed and it is at risk of being disturbed</p>	
<p>Provide details</p>	

Maintenance tasks on ACMs that can be carried out by non-licensed, trained workers

Some tasks, like cleaning vinyl floor tiles, can be done by workers who have had asbestos awareness training

Anyone doing non-licensed work must be suitably trained for the specific tasks and follow HSE's guidance: www.hse.gov.uk/asbestos/essentials

Provide details (as appropriate)

Maintenance tasks on ACMs that can only be done with help from licensed contractors

Some tasks, for example removal of multiple damaged AIB ceiling tiles, must be done by a licensed contractor

Provide details

Labelling of ACMs (optional)

ACMs can be labelled clearly with the asbestos warning sign or some other warning system (for example colour coding) can be used

Labelling is not mandatory and may not be appropriate in some settings and should not be relied on as a standalone control measure

Provide details

Controls for planned maintenance or other work on the building

The plan should identify procedures and arrangements to make sure:

- the record/register is checked in good time before the work starts
- the information on the presence of asbestos has been understood and will be taken into account
- the permit-to-work (or similar) is completed
- the correct controls will be used
- competent asbestos-trained contractors will carry out the work
- handover arrangements are in place at the start and end of work

Provide details

Action plan for ACM removal, remediation or ongoing management

When deciding on actions and priorities for ACMs in the asbestos register, take the following points into account:

- ACMs which have a high potential to release fibres, for example with material assessment scores above 10, must be prioritised for immediate action
- ACMs in good condition, but with a high potential for disturbance either during normal occupancy or foreseeable maintenance, should be protected or removed
- ACMs likely to be disturbed by any major planned refurbishment works must be removed unless work can be designed to avoid the ACMs
- some ACMs may require more frequent condition checks to inform long-term management actions
- some locations may be subject to activity changes and will require a review of the actions and priorities
- if further information becomes available through surveys or condition checks, include their impact and prioritise these in the action plan

There is further guidance on management options at www.hse.gov.uk/pubns/books/hsg227.htm

This includes decision flowcharts to help you decide on the appropriate management options

A number of actions over the ACM's lifespan are likely and, depending on the risk assessment, these may be immediate, or in the medium or long term

Update the register as ACM works are completed and evidence recorded, for example a certificate of reoccupation

Record details of decisions on prioritisation and actions relating to any future plans for building use or planned works

Provide details

Asbestos communication plan

Everyone who needs to know about the ACMs at the site, for example maintenance workers, contractors and occupants, should be provided with information in sufficient detail

This should include the location of ACMs and relevant arrangements set out in this management plan

A communication plan can be helpful and could include:

- the strategy for sharing information about the location of ACMs on site
- how the asbestos register is maintained as a 'live' current document
- where information is kept
- how to access that information
- what to do in the event of an accidental disturbance including emergency contacts

Provide details below and in the table

Designated person or people	Type of information	Method of communication, who is responsible and confirmation

Arrangements for asbestos training

A training needs analysis may be helpful. Determine the content of asbestos training by the role and responsibilities assigned and include those relating to asbestos management detailed in this plan

Asbestos awareness training is a minimum requirement for those who could disturb asbestos, such as maintenance staff or those who supervise or influence the work, but it does not allow the person to work on asbestos

Non-licensed work on asbestos requires non-licensed training and this should be specific to the task

Provide details

People	Training need	Date training completed

Incident procedure

Details of what to do and who to contact if asbestos is discovered or accidentally disturbed

Accidental damage and incident log

Details	Action required	Responsible person	Completion date

Review and update

As a minimum, review this asbestos management plan, including register and site plans, every 12 months. It should also be reviewed if there is reason to believe that circumstances have changed, for example:

- changes to organisation or personnel
- change of use of building
- work being carried out
- ACMs removed or repaired

Note: the asbestos register should be updated at any time following any action on, or deterioration of, an ACM

Update the plan, including register and site plans, accordingly

Develop a review procedure which could include auditing sections of the plan through the year. Key aspects to check include:

- how the plan has been implemented over the year
- if everything in the incident log has been actioned, root causes have been identified and changes implemented as necessary

It may also be helpful to test the plan using realistic scenarios, for example a burst pipe or installing a new fire alarm system

Date of plan	
Next review due date	
Plan produced by	

Relevant documents and forms

You can include supporting documents (or links to them), such as:

- asbestos register
- site plans showing location of ACMs and areas not accessed where ACMs must be presumed present
- asbestos survey reports
- asbestos policy statement
- flowcharts of work processes, for example reactive repair and maintenance
- permit-to-work forms
- training needs analysis and training logs
- schedule of maintenance tasks and permissions
- asbestos management checklists, for example, construction projects, managing asbestos removal works