

**SAMPLE**  
**ASBESTOS MANAGEMENT PLAN**

**XYZ LLP**

**XYZ Street**  
**London W2**  
**(Common parts only)**

**date**

# Companion

DATE OF LAST ASBESTOS SURVEY: 9 JULY 2007  
CARRIED OUT BY: COMPANION HEALTH AND SAFETY SERVICES LTD

PRESENT OCCURRENCE OF ASBESTOS	PLANNED ACTION
Panel of Asbestos Insulating Board under raised base of wc enclosure, on flat roof outside window of ground-to-first staircase.	<ol style="list-style-type: none"><li>1. Seal exposed face with paint or PVA (preferably spray).</li><li>2. Label and monitor.</li><li>3. Ensure that no contractor operates here without first being advised of the asbestos, and being prohibited from working on this material, OR operating under approved 'Permit-to-Work'.</li><li>4. Considering having the asbestos removed by licensed asbestos removal contractors.</li></ol>
Possible asbestos within old electrical equipment in cupboards on first floor landing.	Do not permit interference with interior of electrical cabinets, except by electricians, who should be aware of risks and precautions required. Considering having removed by licensed asbestos removal contractors.

## ASBESTOS MANAGEMENT DUTIES

The Asbestos Management Plan is prepared on behalf of, and administered by, the Managing Agent. They are responsible for co-ordinating asbestos removal contractors, and any other contractors who might need to come into contact with asbestos-containing materials. The responsibilities of Asbestos Manager are held by the Building Manager at the Managing Agent, by default.

## ASBESTOS SURVEY REPORT

Details of any asbestos in the premises are recorded in the Asbestos Survey Report, which includes Priority Ratings. **Even if no asbestos has actually been found, there might still be asbestos in the excluded parts, or concealed – for example behind panelling etc – so it must not be assumed that the building is entirely free of asbestos.**

A copy of the Asbestos Survey Report is kept within the building, with further copies available at the offices of the Managing Agent XYZ, at XYZ Street, London W1.

All copies of the Asbestos Survey Report will be updated by either the Managing Agent or an Asbestos Surveyor when asbestos is removed or other relevant changes occur. Details of the changes will be recorded.

## INFORMING CONTRACTORS

Contractors needing access will be required to sign to confirm that they have received and read a copy of the current Asbestos Survey Report. They will be required not to risk disturbing any suspect materials. Contractors will normally be under the control of the Managing Agent, but these rules will apply to all contractors.

In addition, any known asbestos locations will be labelled.

## INFORMING EMPLOYEES/RESIDENTS

The known asbestos locations should ideally be labelled, but this is not practical in some circumstances, and labels might get removed – absence of a label should not be taken as indication that there is no asbestos present.

## WORKING WITH ASBESTOS-CONTAINING MATERIALS

All work with asbestos-containing materials must be carried out under a 'plan-of-work', following a written 'Risk Assessment'.

Certain tasks can be carried out under strict conditions without having to use licensed asbestos removal contractors, but with operatives having had formal 'Asbestos Awareness training'. Most such tasks are described in the HSE publication "Asbestos Essentials Task Manual HSG210". All work must be carried out within these conditions. Otherwise, work involving asbestos-containing materials will be carried out by licensed asbestos-removal contractors.

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## **REFURBISHMENT**

Any plans for refurbishment must involve consideration of whether the affected areas include any which were not accessed by the Asbestos Surveyor. If there is any doubt about the materials involved, then a Type 3 Asbestos Survey will need to be carried out, which will involve destructive investigation of voids, partitions etc.

## **ASBESTOS AWARENESS TRAINING**

Anyone required to work with asbestos-containing materials must have received Asbestos Awareness training, as described in the HSE publication "Asbestos Essentials Task Manual HSG 210 (2008 Edition), Section EM2". This training can be obtained from Companion Health and Services Ltd

## **MONITORING LOCATIONS**

All the asbestos areas will be inspected every quarter to check for damage, changes, labelling in place etc. A record of this will be kept with this Asbestos Management Plan. A report will be raised in respect of any action deemed necessary as a result of the inspection.

## **REVIEWING THIS ASBESTOS MANAGEMENT PLAN**

This plan will be reviewed every 12 months, or whenever circumstances change, whichever is earlier. The results will be recorded in this Plan.

## **EMERGENCY OR DAMAGE**

If asbestos is accidentally discovered or broken into etc, the persons present should avoid breathing any fibres, and vacate the room immediately, closing the door behind them. They should proceed outside, and remove any contaminated clothing, so far as is practicable. The clothing should be left turned inside-out on removal, and the Managing Agents contacted; they will arrange for the necessary action to be taken. The area should be secured against entry by anyone else in the meantime.