

# Example asbestos management plan

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

It is based on an engineering company that owns a 2-story building built in the 1960s. An asbestos management survey has been completed and the information, including no access areas, incorporated into an asbestos register and site plan (a link to these is provided at the end of the plan).

In using this example, it is important that you follow the guidance at:  
[www.hse.gov.uk/asbestos/duty/asbestos-management-plan.htm](http://www.hse.gov.uk/asbestos/duty/asbestos-management-plan.htm)

The HSE website has a template to help you produce your own management plan or review an existing one.

The HSE guidance also includes:

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

## Asbestos management plan for LMN Engineering Ltd

### Overview

This asbestos management plan sets out the arrangements in place to manage the risks from asbestos-containing materials (ACMs) at the site detailed below to minimise the potential for harm

An asbestos management survey has identified ACMs to be present in the following areas:

- asbestos insulating board (AIB) ceiling tiles in storeroom 2 (BC 408)
- vinyl floor tiles in the canteen

No access was gained to the stairwells therefore ACMs must be presumed present

The management survey did not access the fabric of the building so ACMs may be present. No work can start on the fabric of the building without an appropriate assessment for the presence of asbestos. This should include any project-specific refurbishment survey reports

The information from the management survey is incorporated into an asbestos register and site plan. A link to these is provided at the end of this management plan

### Name and details of site

List buildings known or presumed to contain ACMs  
or provide an electronic storage link

**LMN Engineering Ltd**  
**Unit 3A**  
**Trading Estate West**  
**Anytown**  
**XX9 9YY**

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

<b>Delivery of contractor site inductions</b> Deliver inductions once you are satisfied that information about the presence of asbestos has been understood to: <ul style="list-style-type: none"> <li>● verify pre-site check</li> <li>● issue a permit-to-work or equivalent</li> </ul>	Appointed person
<b>Collating and storing evidence</b> Following asbestos removal, repair work and safe site reoccupation, for example: <ul style="list-style-type: none"> <li>● certificate of reoccupation</li> <li>● statement of cleanliness</li> </ul>	Appointed person
<b>Providing asbestos register and site plans to emergency services</b>	Appointed person
<b>Resilience testing of the asbestos management plan</b> This is to check the procedures work for a range of scenarios, for example: <ul style="list-style-type: none"> <li>● planned and unplanned work</li> <li>● accidental disturbance of ACM</li> </ul>	Appointed person
<b>Asbestos management control arrangements</b>	
<b>Asbestos condition monitoring</b>  Inspect any identified or suspected ACM and assess its condition periodically, to check that it has not deteriorated or been damaged  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	
<ul style="list-style-type: none"> <li>● All ACMs (confirmed and presumed) detailed on the asbestos register are inspected every year by the appointed person</li> <li>● Any deterioration in ACM condition must be reported to ANY Consultants Ltd</li> <li>● The asbestos register is updated by inserting a photo, any changes to risk assessment, any repairs or actions needed and date of inspection</li> <li>● Any actions required are carried out in line with the prioritised action plan</li> </ul>	
<b>Access controls such as permit-to-work system, restricted areas</b>	
These may be required for areas where asbestos is present or presumed and it is at risk of being disturbed	
<ul style="list-style-type: none"> <li>● Access above the asbestos ceiling tiles in storeroom 2 will require a permit-to-work, risk assessment and can only be carried out by non-licensed trained contractors</li> <li>● Any work on the asbestos ceiling tiles in storeroom 2 must be done by our approved licensed asbestos removal contractor</li> </ul>	

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

Some tasks, such as drilling a hole in asbestos insulating board (AIB), can be done by non-licensed trained workers

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

The following tasks can be done by workers who have had non-licensed trained contractors awareness training:

- lifting of AIB ceiling tile to inspect void above
- painting or minor repairs of AIB ceiling
- any task involving disturbance of the vinyl floor tiles in canteen (apart from cleaning)

## **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

- Removal of AIB ceiling tiles

## **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

ACMs not labelled but warning sign put on storeroom 2 door to remind those entering that there is an AIB ceiling

## **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

For any work to remediate or remove asbestos, the following will be checked by T Jones or T Smith:

- where asbestos remediation is required (removal, encapsulation, making safe) only competent contractors will be used
- any contractor working in a way that disturbs asbestos must:
  - be trained for the task
  - have company insurance which should state they are insured
  - provide a risk assessment and plan of work

### **Licensed asbestos work**

Only a licensed asbestos contractor will be used for this type of work

- T Jones will review licensed asbestos removal plans of work and risk assessments
- We will appoint a UKAS accredited analyst who will complete the mandatory 4 stage clearance independently of the contractor

### **Non-licensed work**

Non-licensed work plans of work and risk assessments should comply with the information provided in HSE's asbestos essentials: [www.hse.gov.uk/pubns/guidance/em0.pdf](http://www.hse.gov.uk/pubns/guidance/em0.pdf)

At the start and end of specified works, T Smith will sign a handover document to or from the contractor to ensure all works have been completed to scope and are of a satisfactory standard

## **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](http://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

The highest priority ACM for management is the AIB suspended ceiling. This is currently in good condition and damage is not foreseeable given the current usage of the room. There are water services running through the void which could leak onto tiles but there have been no failures in other areas to date

The canteen is due to be refurbished in the next 12 months and the vinyl floor will be removed by our approved asbestos contractor as part of these planned works

### **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

All workers will be informed about the ACMs in storeroom 2 and the canteen through an asbestos information briefing and at induction for new starters

All contractors will be provided with information relating to ACMs at tender stage and again at contractor site induction including permit-to-work

<b>Designated person or people</b>	<b>Type of information</b>	<b>Method of communication, who is responsible and confirmation</b>
In-house maintenance and cleaning staff	Asbestos register, site plan and asbestos management plan	Asbestos information briefing
External contractors	Asbestos register, site plans and incident procedure	Contractor induction and permit-to-work
Site staff	Info about ACMs in their work areas, instruction not to disturb and how to report incidents	Asbestos information briefing

### **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

T Jones and T Smith have both attended a 1-day course on asbestos management in buildings. This covered:

- the extent of asbestos-containing materials in buildings
- how to commission and understand asbestos surveys
- how to assess the risks and write a management plan
- communication plans for asbestos management
- how to manage minor work with asbestos
- how to commission asbestos removal firms

T Jones and T Smith and all the site maintenance team and cleaners have attended asbestos awareness training

People	Training need	Date training completed
T Jones	Asbestos awareness	15/1/23
	Asbestos management in buildings	15/2/23
T Smith	Asbestos awareness	15/1/23
	Asbestos management in buildings	15/2/23
B Price	Asbestos awareness	10/3/23
J Smith	Asbestos awareness	10/3/23
A Hughes	Asbestos awareness	10/3/23
B Dawson	Asbestos awareness	10/3/23

### Incident procedure

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

In the event of discovery or disturbance of a material which is known, or suspected, to contain asbestos the following procedure shall be followed:

- immediately stop all work in the area
- evacuate and seal off the immediate area, for example by closing doors
- prevent anyone else entering the area
- report the incident to the appointed person or deputy as soon as possible
- contact ANY Consultants Ltd for inspection, testing or asbestos removal or remediation work, or decontamination facilities as required
- report and record in the incident log and review and update as necessary

All workers must be aware of the locations of asbestos in the areas where they work if they are likely to disturb them. They should also know to report any suspected discovery or disturbance

## 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	03/11/23
Next review due date	03/11/24
Plan produced by	TJones

## Relevant documents and forms

Register and site plan (with locations of known and presumed ACMs and areas not inspected):

[www.hse.gov.uk/asbestos/duty/register-and-assess-risk.htm](http://www.hse.gov.uk/asbestos/duty/register-and-assess-risk.htm)