**Your School Name**

**Asbestos Management Plan**

**Appendix 1 Key information sheet**

**Roles and Responsibilities**

|  |  |  |
| --- | --- | --- |
| **Responsibility** | **Name(s)** | **Training Course Name & Date** |
| Duty Holder (joint responsibility with local authority, diocese and/or board of governors) |  |  |
| Review and update management plan. |  |  |
| Providing this plan to all contractors. |  |  |
| Ensuring contractors have read and acknowledged asbestos information. |  |  |
| Reviewing contractor method statements and risk assessments. |  |  |
| Contacting relevant authority in the event of emergency. |  |  |

**Information Locations**

|  |  |  |
| --- | --- | --- |
| **Item(s)** | **Location** | **Location of Copies (if necessary)** |
| Asbestos management plan. |  |  |
| Photographic records of inspection. |  |  |
| Removal and remediation records. |  |  |
| Surveys (including R&D) |  |  |
| Other historical information. |  |  |

**Emergency and routine contacts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Organisation** | **Name** | **Phone** | **Email** |
| Emergency Responder | Ealing Council | Dave Morgan | 07826 535455 | morgand@ealing.gov.uk |
| Emergency Responder | Ealing Council | Steve Dunham | 07940 546263 | dunhams@ealing.gov.uk |
| Asbestos Removal\* | Aspect Contracts | Darren Senior | 07850 969977 |  |
| Asbestos Removal\* | Aspect Contracts | Kevin Dent | 07909 528841 |  |
| Asbestos Lab Services\* | Riverside | Che | 07802 799573 |  |

\*Contact through Ealing Council in most cases.

**Contractors**

Routine Maintenance Contractors:

|  |  |
| --- | --- |
| **Area** | **Contractor** |
| FM or Main M&E Provider |  |
| Other Electrical |  |
| Fire Detection and Alarms |  |
| Water Safety |  |
| Cleaning |  |
| Catering |  |
| Lift Maintenance |  |
| Insurance/Thorough Examination |  |
| Access Control |  |
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IT IS IMPORTANT THIS PLAN IS ISSUED TO THE ROUTINE MAINTENANCE CONTRACTORS AND THAT THEY ACKNOWLEDGE RECEIPT.

**Building works**

Significant building works on the site will be organised through the Property Services Delivery Unit of Ealing Council or state if this is not correct

PSDU will source all necessary R&D asbestos surveys when notified in advance of building works. Some building works require building control consent.

**Auditing Assistance Surveys**

In addition to the Plan being reviewing *at least* annually, the annual Audit Assistance Survey will check that the review has been completed and that inspections have been done and recorded (if inspections are in the plan) and offer advice wherever possible. (Mark Bass and Lauren North)

**Fire Brigade**

This plan was presented to the local brigade for review at the last site attendance on date

Or

Will be presented to the local brigade for review at their next routine site attendance

**Your School Name**

**Asbestos Management Plan**

**Appendix 2: Record of Inspections and Issues/Damage**

Latest inspections to be recorded against each ACM in the register pages within the management plan. This page will provide the history of inspections over time.

PART ONE: RECORD of INSPECTIONS.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Scope of Inspection\*** | **Inspected By** | **Issues/Damage\*\*** |
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\*Scope of Inspection can be:

* Whole site
* Specific buildings
* A combination of specific buildings
* Specific items based on risk
* ETC

\*\*Yes or No; if damage is identified, record it on the next page.

**Appendix 2: Record of Inspections and Issues/Damage**

Latest Inspections to be recorded against each item in the previous pages. This page will provide a history of inspections.

PART TWO: RECORD of DAMAGE/ISSUES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date of Inspection** | **Location of ACM** | **Item** | **Issue/Damage** | **Status\*** | **Status Date\*\*** |
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\*Status could be:

* New
* Reported to…
* Repair arranged
* Completed
* ETC

\*\*Status Date

The date that the status was added or updated.