

# ASBESTOS MANAGEMENT PLAN CHECKLIST



## 1 - Introduction to the Management of Asbestos

The introduction of the plan should be concise and provide an overview of the company and sites in which the plan has been developed for. The introduction should state whether the plan is applicable at all sites or just at site specific level.



## 2 - Asbestos Management legislation

This section should provide detail of the main areas of legislation in which the plan applies to. I.e The Health & Safety at Work etc Act 1974 (HSW), Control of Asbestos Regulations (CAR 2012), The Construction (Design & Management) Regulations 2015.



## 3 - Roles and Responsibilities for Asbestos Management

This section will outline the roles and responsibilities of all those concerned with the management of asbestos within the organisation. I.e Duty Holder, Managers who have a responsibility to ensure their staff are aware of the plan and comply with requirements of the plan, maintenance operatives and general contractors.



## 4 - Asbestos Records

This section is intended to summarise what current information is held about the building/assets and asbestos risks. This may include for example: Asbestos registers, training records, air monitoring records, approved contractors, records of incidents.



## 5 - Action Plan

This section should detail what steps should be undertaken to achieve the goal of effective asbestos management and would usually consist of short term, medium term and long term.



## 6 - Dissemination of Management Plan Information to Maintenance Operatives and Contractors

This section sets about how and when maintenance operatives and contractors are provided with the Asbestos Management Plan in order to prepare before maintenance and/or works commence through to actions to take whilst on site.



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Protecting people and planet



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## 7 - Ongoing Assessment of Asbestos

This section details the measures in place to periodically assess any suspected or known asbestos containing materials. I.e annual reinspection surveys.



## 8 - Training and Induction

Different training and induction will be required for different building users; the purpose of this section is to detail how all relevant personnel will be provided with the skills and knowledge necessary to understand the hazards and risks involved when working in or near an area where asbestos has been identified.



## 9 - Safe Systems of Work

A safe system of work is a procedure or adopted policy which should always be followed to ensure that the relevant precautions are taken and that no one is exposed to asbestos during the course of their work. Often flowcharts can be included as visual aids to summarise the steps taken.



## 10 - Monitoring and Review of the Asbestos Management Plan

The key objective of any Asbestos Management Plan is to reduce the risk of exposure. If it can be demonstrated that the risk from asbestos containing materials is under control, the Asbestos Management Plan you create will be fulfilling its intended purpose. This section should detail the when and how the Asbestos Management Plan will be reviewed on an ongoing basis.



## 11 - Asbestos Incident / Emergency Procedure

Your emergency procedures should include how to manage an uncontrolled release of asbestos fibre into the workplace. Steps should be taken to warn anybody who may be affected, exclude from the area anyone not needed to deal with the release, identify the cause of the uncontrolled release and regain adequate control as soon as possible.



## 12 - References



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