



# **Asbestos management checklist for schools**

This checklist aims to support school management teams to review their asbestos management arrangements. It asks key questions so schools can check if suitable precautions are in place, and to record any further action that is needed.

If your school contains asbestos-containing materials, this checklist can help you.

Although this checklist is mainly aimed at schools, it may also be useful in other education settings.

## **How should asbestos be managed in schools?**

Asbestos-containing materials (ACMs) were used extensively in the construction of schools and other public buildings from the 1950s until the use of asbestos in Great Britain was completely banned in 1999.

Many school buildings constructed or refurbished during this period still contain a significant amount of ACMs.

Where ACMs are in good condition, well protected and unlikely to be damaged or disturbed, they can be left in place. However, they will need to be regularly monitored and reassessed to ensure their condition remains stable.

The [Approved Code of Practice supporting the Control of Asbestos Regulations](#) also states that asbestos must be removed if it's in a poor condition and cannot be adequately repaired or protected, and before any refurbishment and demolition work is carried out.

Failing to manage ACMs in this way may result in them being disturbed or damaged, leading to potential exposure from breathing in air containing asbestos fibres.

To ensure that risks from asbestos in buildings are managed, the Regulations place duties on those responsible for the maintenance or repair of work premises.

## **Who is responsible for managing asbestos?**

Those responsible for maintenance and repair in schools are known as dutyholders. They are responsible for protecting others, who work or use the premises, from exposure to asbestos.

In some schools, the responsibility for maintenance or repair is shared, for example between a local authority as employer and the school.

In other schools, the responsibility may fall solely to a governing body as employer. All dutyholders must ensure that any ACMs are managed properly.

## Find out more

You can find more information in HSE's asbestos webpages: [www.hse.gov.uk/asbestos/](http://www.hse.gov.uk/asbestos/) .

HSE also has an asbestos in schools page: [www.hse.gov.uk/education/asbestos.htm](http://www.hse.gov.uk/education/asbestos.htm) .

	Yes	Further action needed
<p><b>Is the school management team aware who has the overall legal responsibility for the management of maintenance and repair of the school buildings?</b></p> <ul style="list-style-type: none"><li>• The responsibility for managing asbestos falls to whoever is responsible for maintenance and repair of the premises - this is the dutyholder. In some cases, these responsibilities may be shared between dutyholders.</li></ul>		
<p><b>Has the dutyholder arranged for a management survey to be completed by a competent asbestos surveyor?</b></p> <ul style="list-style-type: none"><li>• A management survey should identify what type of ACMs are present and where they are.</li></ul>		
<p><b>Does the management survey clearly show the location of all ACMs?</b></p> <p>Check any site plans or photographs are clear and accurate and that you can use them to locate the ACMs.</p> <ul style="list-style-type: none"><li>• All areas of the school premises should be included, for example: storerooms, yards, outbuildings;</li><li>• underfloor services, pipes, ceiling voids, corridors, boiler rooms.</li></ul>		

<p><b>Does the management survey clearly identify any areas that have not been inspected and should therefore be presumed to contain ACMs and managed accordingly?</b></p> <p>Check the survey report for limitations and areas out of scope. Surveys may not look at inaccessible areas, for example:</p> <ul style="list-style-type: none"> <li>• loft spaces, ceiling cavities, roofs.</li> </ul> <p>Any area not accessed or inspected must be presumed to contain asbestos unless there is strong evidence that it does not.</p> <p>The information in the survey report should be used to form an asbestos register. It must contain current information on the location and condition of ACMs and be regularly reviewed.</p>		
<p><b>Has the dutyholder assessed the potential risk from the ACMs?</b></p> <p>The assessment should consider the condition of the ACMs, whether they are likely to be disturbed and the action that is necessary to manage the risks.</p> <p>This could include the risk of deliberate or accidental damage from pupils.</p>		
<p><b>Does the dutyholder have a management plan detailing how to manage the risks from any ACMs at your school?</b></p> <p>The plan should bring together all the available and relevant information. It should set out what is going to be done, when it is going to be done, and how it is going to be done. This is both for any remedial work and for ongoing management action like regular periodic checks of the condition of ACMs.</p> <p>It should set out clear roles and responsibilities for all staff who manage asbestos with effective systems in place to cover for staff absences, for example deputising.</p>		

<p>The plan should be clear and easy to understand and specific to each school premises. It should also include emergency procedures for dealing with any unplanned disturbance of ACMs and how information will be provided to emergency services attending incidents.</p> <p>The plan can be written or held as a computer-based record and should be readily available.</p>		
<p><b>Has this management plan been reviewed in the last 12 months?</b></p> <p>As a minimum, the management plan, including records and drawings, should be reviewed every 12 months. It should also be reviewed if there have been any recent changes for example building or refurbishment work.</p>		
<p><b>Has anyone who may disturb ACMs been provided with information about any asbestos present, and areas not surveyed which should be presumed to contain asbestos?</b></p> <p>You should ensure anyone who carries out work on the school premises liable to disturb ACMs does not start before they are given up-to-date information about the location of any asbestos present. The information should be supplied before any work starts.</p>		
<p><b>Are checks made to ensure anyone who carries out work liable to disturb ACMs (including maintenance staff, caretakers, external contractors), are adequately trained?</b></p> <p>Training needs to be appropriate for the work.</p> <ul style="list-style-type: none"> <li>• Awareness training – this is for staff whose work could expose them to asbestos while carrying out their everyday tasks. Awareness training is not sufficient for staff planning to carry out any work on ACMs.</li> <li>• Training for work with asbestos that does not require a licence from HSE – this is for staff</li> </ul>		

<p>who plan to carry out any work on ACMs where the likelihood of exposure is much higher for example, installing cables in areas containing undamaged asbestos materials.</p> <ul style="list-style-type: none"> <li>• Training for asbestos work that does require a licence from HSE – this includes most work on asbestos insulation, asbestos insulating board and lagging, including sealing and removal. Licensed contractors must carry out most work with these higher risk ACMs.</li> </ul> <p>Schools should check that external contractors have:</p> <ul style="list-style-type: none"> <li>• the relevant training;</li> <li>• carried out an effective risk assessment;</li> <li>• a safe system of work in place.</li> </ul>		
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Further action needed:

Action required	Action taken and when	
<b>Name (and position):</b>	Signature:	Date:
<b>Name of school:</b>		



## Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk](http://www.hse.gov.uk) You can view HSE guidance online and order priced publications from the website.

This document is available at [www.hse.gov.uk/education/asbestos-management-checklist.htm](http://www.hse.gov.uk/education/asbestos-management-checklist.htm).

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