



# AtlasWeb Asbestos User Guide

## Where is your Asbestos Management Plan (AMP)?

AtlasWeb is your online AMP, it provides you with all the information required to manage asbestos within your site.

### How To Access AtlasWeb

(1) Go to the Wes website <https://apps.warwickshire.gov.uk/Wes/> and click **Log in**.

CLICK HERE

(2) Enter your Email & Password and click **Sign in**.

You need to sign in or sign up before continuing. [Close]

### Warwickshire Schools Identity Provider

Email

Password

**Sign in** ← **CLICK HERE**

Register

Forgot your password?  
 Didn't receive confirmation instructions?  
 Didn't receive unlock instructions?

(3) Click on **View my applications**.



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### My Account

CLICK HERE

<a href="#">View my courses</a>
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<a href="#">View my documents</a>
<a href="#">View my applications</a>
<a href="#">View my enquiries</a>
<a href="#">Update my profile</a>
<a href="#">Terms and conditions</a>
<a href="#">Training Available</a>

### News Articles

- WES Service offer to Academies and Trusts 22/23
- Warwickshire Heritage Learning shortlisted for prestigious award.
- Renewal of WES Services for 2022/23 for Maintained Schools
- WES HR & Payroll October edition 2021
- WES HR & Payroll Newsletter August edition 2021



(4) Click on **AtlasWeb**.



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### My Applications

#### Your HR

An online payroll system which is accessible anytime, anywhere. Your HR makes it easy for you to manage your people and their pay

[Your HR Guide](#) | [Your HR Quick Guides](#) | [Authorisation Guide - Academies only](#) | [Element Guide](#) | [Online Training](#) | [Payroll Deadlines](#) |



#### Employee Absence Direct

The system allows you to enter new starters and report staff absences for HR, Payroll and Schools Insurance Services.

[EAD Absence Guide](#) | [EAD New Starter Guide and FAQ](#)



#### AtlasWeb


CLICK HERE

AtlasWeb helps you to manage your property effectively. It has a number of modules including:- Asbestos Register, Legionella Management, Hotline Orders, Property Projects, H&S Reports / Environmental Reports, Fire Risk Assessments, Plant / Equipment Servicing Records and a DBS Register for Contractors.




## How To Access Asbestos Information on AtlasWeb

(5) Click on **Property Information**



Home

- Property Information**
- Asbestos
- Contacts
- Condition
- Drawings
- Energy/SystemsLink
- Environmental
- Glazing
- Fire Risks
- Hi-Res Aerial Photos
- Equipment Servicing
- Estate Management
- Project Management**
- Hotline Orders
- Compliance
- Appliance Testing
- Legionella
- H&S Reports
- Devolved Recharges
- Gas Safe Registration
- DBS Registration
- News Feeds
- Documents
- Courses
- Survey Management
- Fire Assessments
- Safe Water Surveys
- System Admin



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### ARDEN CONSTRUCTION TO BECOME BUILDING FRAMEWORK CONTRACTOR FROM 1st OCTOBER 2019

We are pleased to announce the new Building Framework for providing building maintenance services has been awarded to Arden Construction Limited.

From 1st October 2019 Arden Construction will be providing the maintenance for reactive building repairs replacing Ian Williams and the maintenance for Hard and Soft Landscaping replacing R J Hartwell Ltd. Arden Construction will also continue to provide planned maintenance services.


For clarity electrical and mechanical maintenance continues to be provided by the Dodd Group.



### ESPO ENERGY PROCUREMENT


Established in 1981, ESPO is jointly owned by its six member authorities: Warwickshire County Council, Leicestershire County Council, Lincolnshire County Council, Cambridgeshire County Council, Norfolk County Council, and Peterborough City Council. (All ESPO frameworks are compliant with EU and UK procurement regulations).

WCC uses ESPO's large purchasing power to achieve savings on market gas and electricity prices and also on energy performance certificates. For further information in this area, please contact the Energy and Environment Team via [theenergyteam@warwickshire.gov.uk](mailto:theenergyteam@warwickshire.gov.uk)



CLICK HERE

(6) Then click **Surveys** tab




Home > Portfolio > Property

**Shire Hall Complex (UPRN 5187)**

5187

Room    Item Ref


Search



**Portfolio Property**

**Building Selector**

No	Building Name
01	Shire Hall Complex



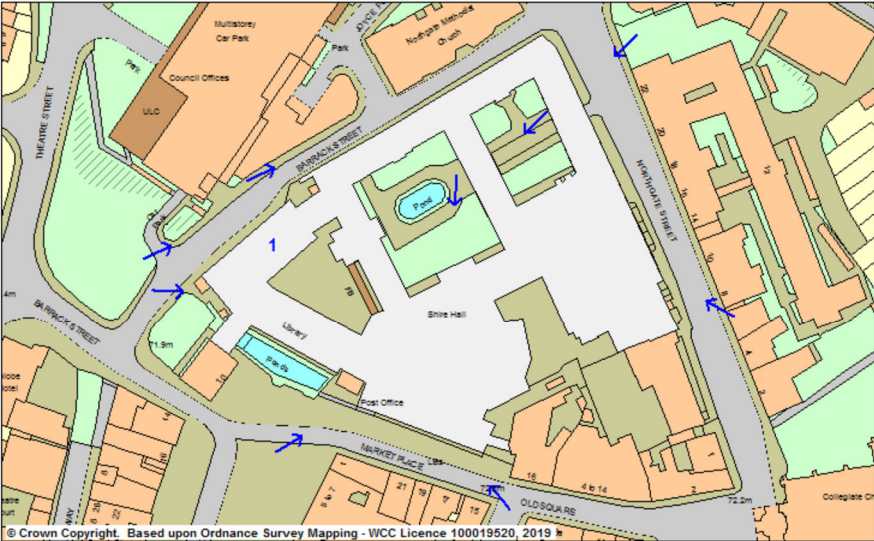
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**CLICK HERE**

[General](#) | [Surveys](#) | [Energy](#) | [Drawings](#) | [Contacts](#) | [Financial](#)

[Plan](#) | [Details](#) | [Photos](#) | [Aerial Photos](#)



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(7) Asbestos tab should automatically be selected, if not click.

The screenshot shows the AtlasWeb Property Portfolio interface. At the top, there is a navigation bar with tabs: General, Surveys, Energy, Drawings, Contacts, Financial. Below this is a sub-navigation bar with tabs: Asbestos, Condition, Legionella, Appliance Tests, Fire Risk, H & S, Environmental, Glazing. The 'Asbestos' tab is highlighted. Below the navigation is a 'Plan Details Summary Photos Timeline' section. The main area displays a map of the Shire Hall Complex with blue arrows pointing to various locations. On the left, there is a 'Building Selector' table with one entry: '01 Shire Hall Complex'. A red arrow points to the 'Asbestos' tab in the navigation bar.

(8) You will be presented with the different tabs within the asbestos section.

This close-up screenshot shows the navigation tabs for the Asbestos section. The tabs are: Asbestos, Condition, Legionella, Appliance Tests, Fire Risk, H & S, Environmental, Glazing. Below these are sub-tabs: Plan, Details, Summary, Photos, Timeline. A red arrow points to the 'Asbestos' tab.

(9) To view annotated plans with the location of asbestos within building, click on the building you wish to view within the Building Selector.

This screenshot is similar to the first one, but with a red arrow pointing to the '01 Shire Hall Complex' entry in the 'Building Selector' table. The 'Asbestos' tab is still selected in the navigation bar.

(10) Then click which floor you want to view from **Floor Selector**.

AtlasWeb Property Portfolio  
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Home > Portfolio > Property > AtlasWeb Home

Shire Hall Complex (UPRN 5187)

5187  
Room Item Ref  
Search

Portfolio  
Property  
Shire Hall Complex (01)  
Floor Area: 14655 m<sup>2</sup>  
Construction: Traditional  
Year Built: 1753/58

**Floor Selector**

- Second Basement
- Basement
- Ground Floor
- Mezzanine
- First Floor
- Second Floor
- Third Floor
- Exterior

General Surveys Energy Drawings Contacts  
Asbestos Condition Legionella Appliance Tests H & S Environmental Glazing  
Plan Details Summary Photos Timeline

Roof  
Loft  
Third  
Second  
First  
Ground  
Basement  
Exterior  
External

(11) You will be presented with the annotated plan. To return to floor selector click on **Building** at top of page.

AtlasWeb Property Portfolio  
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Home > Portfolio > Property > Building > Floor

Shire Hall Complex (UPRN 5187)

5187  
Room Item Ref  
Search

Portfolio  
Property  
Shire Hall Complex (01)  
Ground Floor  
Gross Int Floor Area: 4500 m<sup>2</sup>

**Room Selector**

Room	Room Use
1470	Stairs 1
1480	Circulation Space
1525	Post Office Back Office
1580	Stairs 2
1585	Lift B
1590	Lobby
1600	Stairs 20
1610	Lobby

General Surveys Energy Drawings Contacts  
Asbestos Condition Legionella Appliance Tests H & S Environmental Glazing  
Plan Details Summary Photos Timeline

5187-01-00 1 / 1 - 72% +

Click here to open the drawing in a new window

(12) To return to the main overview page click on **Property** at top of page at any time.

AtlasWeb **HERE**

AtlasWeb Property Portfolio  
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Home > Portfolio > Property > Building > Floor

Shire Hall Complex (UPRN 5187)

5187

Room Item Ref

Search

Portfolio  
Property  
Shire Hall Complex (01)  
Ground Floor  
Gross Int Floor Area: 4500 m2

Room Selector

Room	Room Use
1470	Stairs 1
1480	Circulation Space
1525	Post Office Back Office
1580	Stairs 2
1585	Lift B
1590	Lobby
1600	Stairs 20
1610	Lobby

General Surveys Energy Drawings Contacts

Asbestos Condition Legionella Appliance Tests H & S Environmental Glazing

Plan Details Summary Photos Timeline

5187-01-00 1 / 1 72%

Click here to open the drawing in a new window

(13) Click on the **Details** tab to see overview of survey findings within rooms (asbestos register). This will show a snapshot of any asbestos items, sampled non-asbestos items, no accesses areas and recommended actions. To view more detailed information for any item click on the **item** number.

AtlasWeb **HERE**

AtlasWeb Property Portfolio  
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Home > Portfolio > Property

Shire Hall Complex (UPRN 5187)

5187

Room Item Ref

Search

Portfolio  
Property

Building Selector

No	Building Name
01	Shire Hall Complex

General Surveys Energy Drawings Contacts Financial

Asbestos Condition Legionella Appliance Tests Fire Risk H & S Environmental Glazing Export Print

Plan Details Summary Photos Timeline

Item	Building	Floor	Room	Location	Risk	Asb Desc	Rec.Action	Surv. Type	Photo
43122	5187-01	2nd B'ment	0010	Window sill	A	Chry.	Re-inspect	Management (T2)	
<b>64878</b>	5187-01	2nd B'ment	0010	Board lining doors to cupboard beneath stairs	B	Amos.	Remove	Management (T2)	
43123	5187-01	2nd B'ment	0020	General room view		None	No further action	Management (T2)	
43124	5187-01	2nd B'ment	0030	Dividing internal wall with room 100 & 120		None	No further action	Management (T2)	
43125	5187-01	2nd B'ment	0040	Cream floor tiles		None	No further action	Management (T2)	
43126	5187-01	2nd B'ment	0050	Cream floor tiles		None	No further action	Management (T2)	
43127	5187-01	2nd B'ment	0060	Dividing internal wall with room 50		None	No further action	Management (T2)	
43128	5187-01	2nd B'ment	0070	No suspect materials found		None	No further action	Management (T2)	
43129	5187-01	2nd B'ment	0080	Cream floor tiles		None	No further action	Management (T2)	

Found 1371 Items

(14) This will show all information about item. Material & priority assessment, comments made by surveyor, non-asbestos items within room, recommended action.

To return to overview click on **Property** at top of page as shown in step 12.

HERE

## AtlasWeb Property Portfolio

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Home > Portfolio > Property > Building > Floor > Room > Item

**Shire Hall Complex (UPRN 5187)**

5187

Room    Item Ref

Search

**Portfolio**

**Property**

[Shire Hall Complex \(01\)](#)

[Second Basement](#)

[Stairs 3 \(0010\)](#)

**Asbestos Item 64878**

Surveyed 08/10/2021 (Current)

Item History:

- [08/10/2021](#) Management (T2)
- [19/11/2020](#) Management (T2)
- [24/02/2020](#) Management (T2)
- [11/12/2018](#) Management (T2)
- [25/09/2017](#) Management (T2)
- [26/07/2016](#) Management (T2)
- [18/01/2016](#) Data Change
- [05/08/2015](#) Management (T2)
- [24/04/2014](#) Management (T2)
- [28/02/2011](#) Management (T2)

**Material Assessment**

**Asb type:** 2 Amosite

**Product type:** 2 Insulating Board

**Condition/Damage:** 1 Minor Localised Damage

**Surface treatment:** 1 Encapsulated AIB

**Material assessment total:** 6

**Material assessment risk:** B - Unlikely to pose imminent health risk

**Identification:** Strongly presumed

**Quantity:** 2.0 sq.m

**Location:** Board lining doors to cupboard beneath stairs

**Sample ref:**

**Photo reference:**

**Photo file:** File uploaded

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**Recommended Action & Timescale**

**Recommended action:** Remove the asbestos

**Timescale:** Within 12 months

**Complete by:** 08/10/2022

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**Comments & Additional Information**

**Other room components:** Plaster ceiling, concrete ceiling and floor, plaster/brick walls, timber boxings

**Additional comments:** 3 areas of minor damage were tape sealed as a precaution during July/Aug 2015 reinspection therefore removal is recommended. 2021 Reinspection - The two separate panels appear to be made of different materials, minor damage is present to the panel edges.

**Non-accessed areas:**

**Non-accessed details:**

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**Action Taken**

**Action taken:**

**Action completed on:**

**Removal project code:**

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**Priority Assessment**

**Accessibility:** Easily disturbed (Medium)

**Position/Location:** Large Rooms

**Extent:** Less than 10sqm

**Occupant activity:** Low Disturbance

**No. of occupants:** 1-3

**Use frequency:** Infrequent

**Average time in use:** Less than 1 hour per day

**Maintenance activity:** Minor Disturbance

**Maintenance frequency:** Less than 1 per annum

**Total priority assessment:** 8

Property item list

First    <-    ->    Last

Item 2/1371 displayed



(15) To view the date of your last inspection and any reports that have been uploaded to Atlas click on the **Summary** tab. Look at the **Survey History** box at the bottom of the page, this will show you all surveys carried out at your site. You will see different survey types listed, Management = your annual management inspection, Refurb/Demo = survey carried out prior to any intrusive works, Remedial = asbestos removal. If you see a paperwork icon in **Reports** column you can click to show report for that survey. You can also view any certificates uploaded to a survey by clicking view in **Certs** column.

**AtlasWeb Property Portfolio**  
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Home > Portfolio > Property

Shire Hall Complex (UPRN 5187)

5187

Room Item Ref

Search

Portfolio Property

**HERE**

General Surveys Energy Drawings Contacts Financial

Asbestos Condition Legionella Appliance Tests Fire Risk H & S Environmental Glazing

Plan Details **Summary** Photos Timeline

Building	Floor Area	No. of Rooms	No. not accessed	Risk A	Risk B	Risk C	Risk D
01 Shire Hall Complex	13853 m2	523		5	339	101	17

Survey History

Survey	Job No.	Date	Title	Reports	Certs	Survey Type	Org.
08670		08/10/2021			View	Management (T2)	WCC
08304		19/11/2020			View	Management (T2)	WCC
08173		24/02/2020			View	Management (T2)	WCC
07958		01/02/2019	Removal of Insulation floor duct and riser			Remedial	WCC

**HERE**

**HERE**

**HERE**

**DISCLAIMER:** Please note that unless specified, risers, floor and ceiling voids have not been accessed as part of this survey. If access is required to these areas an

(16) To find contact details click on **Contacts**.

**AtlasWeb Property Portfolio**  
Enabling Effective Property Management

Home > Portfolio > Property

Shire Hall Complex (UPRN 5187)

5187

Room Item Ref

Search

Portfolio Property

**HERE**

General Surveys Energy Drawings **Contacts** Financial

Name	Discipline	Phone No.	Email Address
Kelly Timms	Building Surveyor		kellytimms@warwickshire.gov.uk
Neil Peace	Electrical Surveyor		neilpeace@warwickshire.gov.uk
Alex Kilgour	Mechanical Surveyor		alexkilgour@warwickshire.gov.uk
Property Risk	Asbestos Surveyor	01926 41 2795	propertyrisk@warwickshire.gov.uk
Mark Herbert	Estates Surveyor		markherbert@warwickshire.gov.uk
Colin Jones	Facilities Support Manager		colinjones@warwickshire.gov.uk
David Lockhart	Design & Construction Manager	01926 41 8635	Design&construction@warwickshire.gov.uk
Louise Saunders	Energy & Environmental Management	01926 47 6623	theenergyteam@warwickshire.gov.uk
Naseer Ghani	M&E Condition Surveyor	07500 993286	naseerghani@warwickshire.gov.uk

**Hotline Call Centre** If you have a general property maintenance query, or you wish to report a problem relating to your property, the Hotline is open Monday to Thursday 8.00am to 5.30pm, Friday 8.00am to 5.00pm. Call us on **01926 414123**

Document locations

(17) To view the asbestos policy and arrangements click on **Documents**.

The screenshot shows the AtlasWeb homepage. The navigation menu on the left includes categories like Property Information, Project Management, and Compliance. A red arrow points to the 'Documents' link in the menu. The main content area features a news article titled 'ARDEN CONSTRUCTION TO BECOME BUILDING FRAMEWORK CONTRACTOR FROM 1st OCTOBER 2019'. The article text states: 'We are pleased to announce the new Building Framework for providing building maintenance services has been awarded to Arden Construction Limited. From 1st October 2019 Arden Construction will be providing the maintenance for reactive building repairs replacing Ian Williams and the maintenance for Hard and Soft Landscaping replacing R J Hartwell Ltd. Arden Construction will also continue to provide planned maintenance services. For clarity electrical and mechanical maintenance continues to be provided by the Dodd Group.' To the right of the article is the ACL Arden Construction logo. Below the article is another section titled 'ESPO ENERGY PROCUREMENT' with a small image of an electrical substation.

(18) Then click **Asbestos**.

The screenshot shows the 'AtlasWeb Documents' page. The navigation menu on the left lists various document categories. A red arrow points to the 'Asbestos' link. The main content area is titled 'Asbestos documents' and displays three document thumbnails with their respective titles: 'Asbestos Management Eia', 'Asbestos Management Policy V. 3.0', and 'Asbestos Management Procedure V. 3.0'.

## Emergency Procedures

Emergency procedures can be found within the asbestos arrangement document for maintained schools. For non-maintained schools buying in to the WCC asbestos service please contact [propertyrisk@warwickshire.gov.uk](mailto:propertyrisk@warwickshire.gov.uk) for further information.

## Training Records

Make sure you have up to date training records for all staff and a process in place to ensure training is carried out at correct intervals (annually).

Warwickshire County Council provides various training such as Caretaker Training and Role Of Responsible Person Training (RORP) if staff have attended any of these courses make sure certificates are available.

If further details are required please contact delivery compliance team or commissioning compliance team. [propertyrisk@warwickshire.gov.uk](mailto:propertyrisk@warwickshire.gov.uk) [cdmcompliance@warwickshire.gov.uk](mailto:cdmcompliance@warwickshire.gov.uk)

## Contractors

Make sure you have a procedure in place for making contractors aware of asbestos within your site. You should consult with the contractor for areas they will be working, check AtlasWeb and relay any information back, you should then make the contractor sign a sign in sheet to demonstrate they have read and understand the risks involved with their work.

## Self Help Schemes

If you do not use the services of the County Council's *Enabling Services* as an agent for new projects the Site Responsible Person is responsible for compliance with the Control of Asbestos Regulations 2012 and or WCC Asbestos Management Policy and Procedures. A plan for dealing with asbestos **MUST** be drawn up and agreed prior to any works commencing and a refurbishment/demolition survey carried out to identify any potential risks.

Necessary remedial works must be completed prior to works commencing by a fully licensed competent asbestos removal contractor (if the work allows).

Whilst the contractor must prepare the Risk Assessment/Method Statements detailing safe work practises it is the responsibility of the Client (person procuring the works) to review and accept the contractors Risk Assessments and Method Statements.

Any self help schemes must be approved by WCC through the current *Warwickshire County Council Works Approval Application Form*. Any enquiries please contact [strategicassets@warwickshire.gov.uk](mailto:strategicassets@warwickshire.gov.uk)