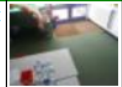
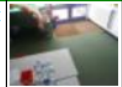
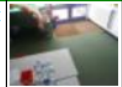











Asbestos Management – checklist for schools

Any building built before 2000 can contain asbestos. When asbestos fibres are inhaled, they can cause serious diseases. To ensure that risks from asbestos in buildings are managed, the Control of Asbestos Regulations 2012 place duties on those responsible for the maintenance or repair of work premises.

For effective management of Asbestos Headteachers should complete the [PRO AS004 Asbestos Awareness eLearning](#) on WILMa and complete [Role of the Responsible Person Training](#). These courses should be completed every 3 years. Staff that complete operative duties at the site for example Caretakers, Site Managers should complete training to ensure they are competent in Asbestos awareness. Staff can complete this training through Corporate Facilities Service on 01926 413451.

Below is a checklist that has been designed by the HSE to assist with the management arrangements of Asbestos in schools. The table outlines a summary of how WCC and the school satisfy these questions.

HSE Management of Asbestos Checklist	How WCC / School satisfy the questions																				
Is the school management team aware who has the overall legal responsibility for the management of maintenance and repair of the school buildings?	<ul style="list-style-type: none"> • WCC Chief Executive is the dutyholder for community, voluntary controlled, community special & maintained nursery schools. • Site responsible person (Headteacher/Manager) oversees the day to day activities in the school. These details should be included in the schools local Health and Safety local arrangements and regularly monitored and reviewed. • The dutyholder and site responsible person full responsibilities can be found in the Asbestos Management Procedures document - (password = wchsw). • The full Asbestos Policy can be found on the Health and Safety Documents for school A-Z under Asbestos. - (password = wchsw). 																				
Has the dutyholder carried out a management survey?	<ul style="list-style-type: none"> • You can find your schools management survey on AtlasWeb under property information. • If you cannot log into AtlasWeb contact the WCC Information Systems Team, email informationsystems@warwickshire.gov.uk 																				
Does the management survey highlight the location of ACMs?	<ul style="list-style-type: none"> • You can find this information on AtlasWeb by searching for the school and selecting Asbestos under property information. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> General Surveys Energy Drawings Contacts Financial Asbestos Condition Legionella Appliance Tests Fire Risk H & S Environmental Glazing Export Print Plan Details Summary Photos </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #008000; color: white;"> <th>Item</th> <th>Building</th> <th>Floor</th> <th>Room</th> <th>Location</th> <th>Risk</th> <th>Asb Desc</th> <th>Rec.Action</th> <th>Surv. Type</th> <th>Photo</th> </tr> </thead> <tbody> <tr> <td>18723</td> <td>3044-01</td> <td>Grnd</td> <td>0010</td> <td>General room view</td> <td></td> <td>None</td> <td></td> <td>Management (T2)</td> <td></td> </tr> </tbody> </table> </div>	Item	Building	Floor	Room	Location	Risk	Asb Desc	Rec.Action	Surv. Type	Photo	18723	3044-01	Grnd	0010	General room view		None		Management (T2)	
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<p>Has the dutyholder assessed the potential risk from the ACMs?</p>	<ul style="list-style-type: none"> You can access potential risk of ACMs at your school on AtlasWeb clicking on the individual items on your survey. <table border="1"> <thead> <tr> <th>Plan</th> <th>Details</th> <th>Summary</th> <th>Photos</th> </tr> <tr> <th>Item</th> <th>Building</th> <th>Floor</th> <th>Room</th> <th>Location</th> <th>Risk</th> <th>Asb Desc</th> <th>Rec.Action</th> <th>Surv. Type</th> <th>Photo</th> </tr> </thead> <tbody> <tr> <td>18723</td> <td>3044-01</td> <td>Grnd</td> <td>0010</td> <td>General room view</td> <td></td> <td>None</td> <td></td> <td>Management (T2)</td> <td></td> </tr> <tr> <td>18724</td> <td>3044-01</td> <td>Grnd</td> <td>0020</td> <td>General room view</td> <td></td> <td>None</td> <td></td> <td>Management (T2)</td> <td></td> </tr> <tr> <td>18725</td> <td>3044-01</td> <td>Grnd</td> <td>0030</td> <td>Black floor tiles under carpet</td> <td>A</td> <td>Chry.</td> <td>Re-inspect</td> <td>Management (T2)</td> <td></td> </tr> </tbody> </table>	Plan	Details	Summary	Photos	Item	Building	Floor	Room	Location	Risk	Asb Desc	Rec.Action	Surv. Type	Photo	18723	3044-01	Grnd	0010	General room view		None		Management (T2)		18724	3044-01	Grnd	0020	General room view		None		Management (T2)		18725	3044-01	Grnd	0030	Black floor tiles under carpet	A	Chry.	Re-inspect	Management (T2)	
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<p>Does the dutyholder have a management plan detailing how to manage the risks from any ACMs at your school?</p>	<ul style="list-style-type: none"> The components of the Asbestos Management plan is available on AtlasWeb. Typically, these will be the register (found under the 'Details' tab in the 'Asbestos' view), the marked-up floor plans (found under 'Plan' in the 'Asbestos' view). Procedures can be located in the 'Documents' section, found on the AtlasWeb homepage. You will need to create an on-site communications process. 																																												
<p>Are precautions in place to ensure anyone who may disturb ACMs is provided with information about any asbestos present?</p>	<ul style="list-style-type: none"> All maintenance staff (external or internal) that conducts work on the school site must be given information about any Asbestos present (via AtlasWeb). The information should be supplied well before work starts so that correct precaution can be implemented. The information needs to be at least as intrusive into the building fabric as the works planned. If the information on AtlasWeb does not cover the planned works, you may need to have a refurbishment/demolition survey carried out well in advance of the planned work programme. Although most staff will not be directly involved in managing the building or carrying out maintenance work they should be instructed not to disturb or damage ACMs, for example by pinning work to walls. They should report damage to school fixtures or fittings that could lead to the release of asbestos fibres, eg damage to ceiling or floor tiles, please contact WCC Property Risk Team 01926 476850 or propertyrisk@warwickshire.gov.uk. 																																												
<p>Are any in-house staff, who may undertake maintenance work, adequately trained?</p>	<ul style="list-style-type: none"> WCC have Specialist Asbestos Contractors who are suitably qualified and licensed to undertake work. It is WCC policy that those only HSE-licensed contractors are used for work on Asbestos, or suspected ACM. Where the Site Responsible Person wishes to use an alternative contractor it is for them to ensure adequate and sufficient levels of competency. Should this route be taken, you must provide the Property Risk Team with the relevant details and documentation to show that this was done in accordance with the Regulations and WCC's Policy and Procedures. 																																												

Further information

For more information, advice and contact the WCC Property Risk Team on **01926 476850** email propertyrisk@warwickshire.gov.uk

[Asbestos Policy and Management Procedure Policy](#)

[Education and Skills Funding Agency](#) - Managing Asbestos in your school