

Asbestos local management plan – log book

Premises Name

Address

This document must be completed by all premises managers on receipt of their asbestos management survey/register.

Asbestos survey date / /	Review date / /
Asbestos survey date / /	Review date / /

Persons responsible for managing asbestos on the premises

Name	Position
Name	Position
Name	Position

You should identify the asbestos containing materials that need to be ‘monitored and managed’ and record this information in the log on the next page. Please note: some asbestos containing materials may pose a higher risk than that identified in your survey because they may be more susceptible to damage, for example, if they are located in a hall where sports are played or in a corridor that loads are frequently moved through by trolley. These materials may therefore need more frequent monitoring than that recommended in the survey.

The HSE’s ‘Material and Priority Scoring Tool’, available in section 6 of the HSE microsite ‘Managing my Asbestos: a step by step guide to the duty to manage asbestos’, can assist with this process. Any outcomes from this process that differ from the assessment provided by the asbestos inspection contractor should be discussed with the West Norfolk Academies Trust (WNAT) Operations Team.

Schedule for monitoring the condition of low and medium risk materials

Please note in the event of deterioration you should seek advice from asbestos inspection contractor or your Health and Safety Adviser.

Low risk asbestos containing materials – At least six monthly checks

Location information	Date monitored and who by	Findings (e.g. okay or deteriorated)	Action taken
	/ / -		
	/ / -		
	/ / -		
	/ / -		
	/ / -		
	/ / -		
	/ / -		

Medium risk asbestos containing materials – At least quarterly checks

Location information	Date monitored and who by	Findings (e.g. okay or deteriorated)	Action taken
	/ /		

Details of premises employees (and others, for example contractors) who need to be trained, instructed or informed regarding ACMs on site and their role in the management of it.

This may include giving information as part of initial induction, discussion at team meeting and ensuring all employees know of the location of the asbestos survey and asbestos related information.

Detail what information has been given and how	Who this information has been given to	Date
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Please ensure that reception staff and premises management are aware that:

An 'Asbestos Management Survey' (formerly known as a Type 2 survey) may not be suitable for invasive works such as drilling work. Additional, 'Refurbishment and Demolition Survey' (formerly known as a Type 3 survey) may be required for works liable to disturb the fabric of the building. The 'Asbestos Control and Management Policy and Procedure' provides further information on the different survey types and how to determine whether additional surveying is needed.

The information in this section, details of the type and location of asbestos containing materials is read, understood and signed on the Contractor Log by all site contractors including electrical contractors, IT works and other site contractors. Please note: if you are already using another signing in sheet containing the same information there is no requirement to duplicate the information below.

Detail what information has been given and how	Who this information has been given to	Date
		/ /

Plans for work on asbestos containing materials which have been identified and detailed in the asbestos survey, for example, encapsulation or removal.

Location			
Action to be taken	Date required by (in line with priority detailed in your survey)	Contractor approved by	Date works are completed/comments
	/ /		/ /

Detail any other arrangements needing to be put in place below to monitor and review this plan including the arrangements to ensure it remains relevant and up-to-date as a local asbestos management plan.

Premises managers should also maintain the following information and ensure it is easily accessible. It is recommended it is stored with the logbook where practical to do so.

- A record of all asbestos surveys affecting the building
- Copies of all written advice given in response to enquiries
- Copies of all advice received from asbestos consultants
- Details of all work on asbestos containing materials carried out
- Copies of all incident reports relating to possible or actual asbestos exposure (including official notifications to the Health and Safety Executive)
- The current asbestos register and all amendments to it
- Details of inspections of ACMs (six monthly or quarterly by staff on site and annually by the asbestos inspection contractor)
- All method statements and risk assessments for work on asbestos containing materials
- All air monitoring reports
- All special waste disposal certificates
- All audit records