

Checklist for 'Managing my asbestos'

The web pages to help you to carry out your 'duty to manage asbestos' can be found at <http://www.hсени.gov.uk/dutytomanage>

Use this checklist to mark your progress

1. Introduction
Overview of the scheme, Checklist
2. Are you responsible for maintenance or repair?
Does the duty to manage apply to you and your premises?
3. When was it built?
Was it built before 2000, are you on a brownfield site or do you use old equipment?
4. What information do you have already?
Look at building plans, previous asbestos surveys and any other relevant documents.
5. Inspect your building
Create an asbestos register to list where asbestos may be present.
6. Determining priorities for action
Use a scoring tool to work out what needs doing first.
7. Decide how to deal with the different types of asbestos
Use the online tool on how to treat the different types of asbestos, eg sprayed asbestos, asbestos cement.
8. Write your asbestos management plan
The plan brings together your asbestos register, plans of work and schedule.
9. Testing for asbestos
If work is required, you need to test for asbestos first.
10. Tell people what you're doing
You need to tell employees, contractors and maintenance workers about your findings.
11. Getting work done
Does the work need a licensed contractor?
12. Keep your records up to date
If any work is done on asbestos, your records need updating, and you need regular checks on the state of the asbestos.