

# Asbestos management plan

For schools and academy trusts in England

## This plan covers

|                           |                                                           |
|---------------------------|-----------------------------------------------------------|
| School or site            | [School or site name]                                     |
| Responsible body          | [Local authority, academy trust, governing body]          |
| Dutyholder                | [Organisation, and the named person who acts for it]      |
| Plan owner                | [Name and role of the person who keeps this plan current] |
| Version and date approved | [e.g. 1.0, 01/09/2026]                                    |
| Next review due           | [No later than 12 months after approval]                  |
| Emergency contact         | [Name and phone, in and out of hours]                     |

### HOW TO USE THIS TEMPLATE

**Complete one plan for each site.** A trust-wide policy sets the standard; the plan is what a site manager follows on day one.

**Text in [square brackets]** is an example or prompt. Replace it with your own details.

**Green panels are guidance.** Delete them once a section is complete, so the finished plan is short enough to be read.

**Reference the register, don't copy it in.** Two copies of the register is how they drift apart.

**A supporting aid, not legal advice.** The dutyholder and responsible persons must check the completed plan, keep it up to date, and keep up with changes to legislation and guidance.

# Contents

- 1 Document control
- 2 Statement of intent
- 3 Dutyholder and responsibilities
- 4 Premises covered
- 5 The asbestos register
- 6 Risk assessment and priorities
- 7 Action plan
- 8 Re-inspection schedule
- 9 Controlling work on the building
- 10 Information, instruction and training
- 11 Emergency procedure
- 12 Monitoring and review
- A Marked-up site plans
- B Contractor declaration
- C Re-inspection record
- D Incident record
- E Priority assessment scoring guide
- F Completeness check

## 1 Document control

Record every change to this plan. The most recent approved version is the only one in use; older copies should be marked as superseded.

| Version | Date | Author | Summary of changes | Approved by |
|---------|------|--------|--------------------|-------------|
| 1.0     |      |        | First issue        |             |
|         |      |        |                    |             |
|         |      |        |                    |             |
|         |      |        |                    |             |
|         |      |        |                    |             |

|                                    |                                                                   |
|------------------------------------|-------------------------------------------------------------------|
| <b>Where the live copy is kept</b> | [e.g. site office red folder and trust estates drive, with link]  |
| <b>Who holds a copy</b>            | [Headteacher, site manager, trust estates lead, main contractors] |

## 2 Statement of intent

### GUIDANCE

One paragraph, signed by the accountable person, is enough. It should say who owns the risk and commit to training and resourcing. Edit the example below.

[Responsible body] is the dutyholder for asbestos at [school or site]. We will find and record asbestos-containing materials (ACMs) in our buildings, assess the risk each one presents, and manage them so that pupils, staff, contractors and visitors are not exposed to asbestos fibres. We will tell anyone who may disturb the fabric of the building where asbestos is before they start work. We will provide the training, time and money needed to carry out this plan, and we will review it at least every 12 months and whenever something significant changes.

| Role                                    | Name | Signature | Date |
|-----------------------------------------|------|-----------|------|
| Accountable person (for the dutyholder) |      |           |      |

## 3 Dutyholder and responsibilities

### GUIDANCE

Legal responsibility sits with the dutyholder, but the plan only works at site level. Name both: who is accountable, and who does the day-to-day work in each building. Give every role a deputy for when that person is away.

The dutyholder is whoever is responsible for maintenance and repair of the premises. DfE sets out who that is likely to be:

| Setting                           | Likely dutyholder                    |
|-----------------------------------|--------------------------------------|
| Local authority maintained school | The local authority                  |
| Academy or multi-academy trust    | The academy trust                    |
| Voluntary aided school            | The governing body                   |
| Foundation school                 | May be shared between several bodies |
| Sixth form or FE college          | The corporation                      |

| Role                               | Name and organisation | Responsibility                                                        | Contact |
|------------------------------------|-----------------------|-----------------------------------------------------------------------|---------|
| Dutyholder                         |                       | Accountable for the duty to manage                                    |         |
| Responsible person (asbestos lead) |                       | Keeps the plan and register current; first call on asbestos questions |         |
| Deputy                             |                       | Covers the responsible person                                         |         |
| Site contact                       |                       | Checks the register before work; briefs contractors                   |         |

| Role                          | Name and organisation | Responsibility                             | Contact |
|-------------------------------|-----------------------|--------------------------------------------|---------|
| Competent adviser or surveyor |                       | Surveys, sampling, advice on remedial work |         |
| Licensed contractor (if any)  |                       | Licensed asbestos work                     |         |
| Out-of-hours contact          |                       | Emergencies outside school hours           |         |

|                                      |                                                                                                                            |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Split or shared responsibilities     | [If maintenance is shared through a lease, PFI contract, shared site or community use agreement, write down who does what] |
| Who may change the plan and register |                                                                                                                            |

## 4 Premises covered

### GUIDANCE

List every building on the site. Any building constructed before 2000 should be presumed to contain asbestos until a suitable survey says otherwise. Areas the surveyor could not access are not “clear”: record them below and treat them as containing asbestos.

| Building or block | Year built | Survey type  | Survey date | Surveyor | Areas not accessed       |
|-------------------|------------|--------------|-------------|----------|--------------------------|
| [e.g. Main block] | [1968]     | [Management] |             |          | [Roof void, boiler flue] |
|                   |            |              |             |          |                          |
|                   |            |              |             |          |                          |
|                   |            |              |             |          |                          |
|                   |            |              |             |          |                          |
|                   |            |              |             |          |                          |

### Hidden or presumed asbestos

| Location                 | Why it was not inspected           | How it is managed until surveyed           |
|--------------------------|------------------------------------|--------------------------------------------|
| [e.g. Hall ceiling void] | [No safe access at time of survey] | [Presumed ACM; no work without R&D survey] |
|                          |                                    |                                            |
|                          |                                    |                                            |
|                          |                                    |                                            |

|                                                            |  |
|------------------------------------------------------------|--|
| <b>Buildings or areas excluded from this plan, and why</b> |  |
|------------------------------------------------------------|--|

## 5 The asbestos register

The register records where each ACM is, what it is and what condition it is in. This plan points to it rather than copying it.

|                                        |                                                                                     |
|----------------------------------------|-------------------------------------------------------------------------------------|
| <b>Where the live register is kept</b> | [System, folder or link]                                                            |
| <b>Who can see it</b>                  | [Including contractors and site staff, and how they access it]                      |
| <b>Who updates it, and when</b>        | [e.g. whenever circumstances change: after any work, removal, damage or new survey] |

| Document                             | Reference or location | Date | Next action or review |
|--------------------------------------|-----------------------|------|-----------------------|
| Management survey                    |                       |      |                       |
| Refurbishment and demolition surveys |                       |      |                       |
| Asbestos register                    |                       |      |                       |
| Site plans and drawings              |                       |      |                       |
| Other records                        |                       |      |                       |

- ☐ The register lists known and presumed ACMs.
- ☐ Areas not inspected are clearly recorded.
- ☐ Condition and risk information is current.
- ☐ Photographs and locations are clear enough for someone new to find each ACM.
- ☐ The register is updated after any work, removal, repair, damage or new survey.

## 6 Risk assessment and priorities

### GUIDANCE

**Material assessment score (MAS), from your survey.** How readily each ACM would release fibres if disturbed. Your surveyor scores it from 2 to 12 (HSG264).

**Priority assessment score (PAS), yours, not your surveyor's.** How likely the ACM is to be disturbed and people exposed, scored 0 to 12 under four headings: normal occupant activity, likelihood of disturbance, human exposure potential and maintenance activity. Score it with someone who knows the building, using Appendix E (HSG227).

**Risk score = MAS + PAS.** Use it to rank your ACMs; it does not decide the action for you. Damaged ACMs, and ACMs likely to be disturbed, come first.

**Need support with PAS scoring?** EduComply guides you through each priority assessment factor for every ACM and keeps the approved scores with your register: [educomply.co.uk](https://educomply.co.uk)

| ACM ref | Location and material       | MAS (survey) | PAS (yours) | Risk score (MAS + PAS) | Management decision                  | Next review |
|---------|-----------------------------|--------------|-------------|------------------------|--------------------------------------|-------------|
| [A-012] | [Hall store, ceiling tiles] | [7]          | [5]         | [12]                   | [Manage in place, label, re-inspect] |             |
|         |                             |              |             |                        |                                      |             |
|         |                             |              |             |                        |                                      |             |
|         |                             |              |             |                        |                                      |             |
|         |                             |              |             |                        |                                      |             |
|         |                             |              |             |                        |                                      |             |
|         |                             |              |             |                        |                                      |             |
|         |                             |              |             |                        |                                      |             |

Management decisions: manage in place and monitor · label · encapsulate or seal · repair · remove (licensed contractor where required).

## 7 Action plan

Every remedial action from section 6, re-inspections and incidents goes here. This is the part of the plan that should change most often.

| Item    | Action                          | Priority | Owner | Target date | Completed | Evidence                |
|---------|---------------------------------|----------|-------|-------------|-----------|-------------------------|
| [A-012] | [Encapsulate damaged tile edge] | [High]   |       |             |           | [Contractor report ref] |
|         |                                 |          |       |             |           |                         |
|         |                                 |          |       |             |           |                         |

| Item | Action | Priority | Owner | Target date | Completed | Evidence |
|------|--------|----------|-------|-------------|-----------|----------|
|      |        |          |       |             |           |          |
|      |        |          |       |             |           |          |
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|      |        |          |       |             |           |          |

## 8 Re-inspection schedule

### GUIDANCE

**The law sets no interval.** The plan must include adequate measures for monitoring ACM condition (reg 4(9)).

**HSE and DfE guidance:** monitor ACMs left in place regularly; how often depends on location and activity (L143, para 144). HSG227 would not expect more than 12 months between checks in most cases, and busy areas need more frequent checks.

**Your decision:** set and record each interval from the risk assessment, with your competent adviser. Log results in Appendix C.

| ACM or group          | Interval    | Who inspects (and competence)     | Last inspected | Next due | Where results are recorded |
|-----------------------|-------------|-----------------------------------|----------------|----------|----------------------------|
| [All Main block ACMs] | [12 months] | [Site manager, awareness trained] |                |          | [Appendix C]               |
|                       |             |                                   |                |          |                            |
|                       |             |                                   |                |          |                            |
|                       |             |                                   |                |          |                            |
|                       |             |                                   |                |          |                            |
|                       |             |                                   |                |          |                            |

## 9 Controlling work on the building

What happens before anyone drills, fixes, cuts or lifts. This applies to contractors and to your own staff, including putting up a display or running a cable.

- ☐ The register is checked before any work that could disturb the building fabric is authorised.
- ☐ Anyone liable to disturb the fabric is given the relevant asbestos information before work starts.

- ☐ Contractors sign a declaration (Appendix B) confirming they have received and understood it. The declaration is not a permit to work.
- ☐ A refurbishment and demolition (R&D) survey is carried out before refurbishment or demolition work. A management survey is not enough for intrusive work.
- ☐ Licensed contractors are used where the work requires a licence.
- ☐ The register and this plan are updated after any work affecting ACMs.

|                                            |                                                                                |
|--------------------------------------------|--------------------------------------------------------------------------------|
| <b>Permit to work process</b>              | [Who authorises work, how the register is checked, how the permit is recorded] |
| <b>When an R&amp;D survey is triggered</b> | [e.g. any project involving removal of walls, ceilings, floors or services]    |

## Reporting damage or deterioration

|                                                   |                                                         |
|---------------------------------------------------|---------------------------------------------------------|
| <b>How staff report it</b>                        | [e.g. tell the site manager straight away, then log it] |
| <b>Who is told, and how quickly</b>               |                                                         |
| <b>When the responsible body or trust is told</b> |                                                         |

## 10 Information, instruction and training

Site staff need asbestos awareness training. Teaching and support staff need a briefing on the areas they use and what not to do.

| Audience                            | What they need to know                                                                       | How and when                   | Evidence kept |
|-------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------|---------------|
| <b>Teaching and support staff</b>   | [Where ACMs are in their areas; don't pin or fix to walls or ceilings; how to report damage] | [Induction and each September] |               |
| <b>Site and maintenance staff</b>   |                                                                                              |                                |               |
| <b>Cleaning staff</b>               |                                                                                              |                                |               |
| <b>Contractors</b>                  |                                                                                              |                                |               |
| <b>Lettings and community users</b> |                                                                                              |                                |               |
| <b>Emergency services</b>           |                                                                                              |                                |               |

## Training record

| Name | Role | Training | Date completed | Refresher due |
|------|------|----------|----------------|---------------|
|      |      |          |                |               |
|      |      |          |                |               |
|      |      |          |                |               |
|      |      |          |                |               |
|      |      |          |                |               |
|      |      |          |                |               |

## 11 Emergency procedure

**Suspected disturbance of or damage to asbestos.** Print this page and keep it where site staff will see it. Check it with your competent adviser and your local emergency arrangements.

- 1 Stop work.** Stop the activity straight away and prevent any further disturbance.
- 2 Clear the area and keep people out.** Close doors, put up a sign, and restrict access until it has been assessed.
- 3 Remove nothing from the room.** Do not sweep, vacuum or try to clean up debris. Leave belongings that may be contaminated.
- 4 Get competent advice.** Contact the responsible person and your asbestos adviser. Arrange assessment, sampling or clean-up as advised.
- 5 Record it.** Note what happened and who was in the area. Complete the incident record (Appendix D).
- 6 Consider RIDDOR.** Decide with your adviser whether the incident must be reported to HSE.
- 7 Tell the people affected.** Staff, parents, contractors or users of the area, as appropriate.
- 8 Update the records.** Update the register, this plan and the action plan once the area is made safe.

| Contact                      | Name | Phone (in hours / out of hours) |
|------------------------------|------|---------------------------------|
| Responsible person           |      |                                 |
| Deputy                       |      |                                 |
| Asbestos adviser or surveyor |      |                                 |
| Licensed contractor          |      |                                 |
| Trust or responsible body    |      |                                 |

## 12 Monitoring and review

The law requires the plan to be reviewed at regular intervals, and without delay if it may no longer be valid or the premises change significantly (regulation 4(10)). HSE and DfE guidance is to review the plan and register at least every 12 months. Review sooner if:

- the dutyholder, responsible person or deputy changes
- a new survey or new information about ACMs is received
- work affects an ACM, or an ACM is removed, damaged or deteriorates
- building work changes the locations the plan describes
- an incident or near miss shows the plan did not work

|                                                          |                                                                                             |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>How the plan is reported to governors or trustees</b> | [e.g. annual report to the trust estates committee; incidents reported at the next meeting] |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------|

| Review date | Reviewed by | What changed | Actions raised | Next review |
|-------------|-------------|--------------|----------------|-------------|
|             |             |              |                |             |
|             |             |              |                |             |
|             |             |              |                |             |
|             |             |              |                |             |
|             |             |              |                |             |

### Approval

| Role                              | Name | Signature | Date |
|-----------------------------------|------|-----------|------|
| Dutyholder or authorised approver |      |           |      |
| Responsible person                |      |           |      |

## A Marked-up site plans

Insert or attach floor plans for each building, marked with the location and reference of every known and presumed ACM, and any areas not accessed. Use the same references as the register.

| Building | Drawing reference | Date | Where held |
|----------|-------------------|------|------------|
|          |                   |      |            |
|          |                   |      |            |
|          |                   |      |            |
|          |                   |      |            |
|          |                   |      |            |

## B Contractor declaration

One per job, before work starts. Keep the signed copy with the permit to work.

|                                      |                                               |
|--------------------------------------|-----------------------------------------------|
| <b>Contractor name</b>               |                                               |
| <b>Company</b>                       |                                               |
| <b>Date and expected duration</b>    |                                               |
| <b>Description of work</b>           |                                               |
| <b>Location(s)</b>                   |                                               |
| <b>Asbestos information provided</b> | [Register extract, ACM references, site plan] |
| <b>Survey relied on</b>              | [Management / R&D, with reference and date]   |
| <b>Is licensed work involved?</b>    | [Yes / No. If yes, licence number]            |

### TO BE SIGNED BY THE CONTRACTOR

**Declaration.** I have been shown the asbestos information for the areas where I will work, and I understand it. I will not disturb any material identified as, or presumed to be, asbestos unless this work is specifically planned and authorised. If I find or suspect asbestos that has not been identified to me, I will stop work and report it immediately.

| Role                   | Name | Signature | Date |
|------------------------|------|-----------|------|
| Contractor             |      |           |      |
| Authorised by (school) |      |           |      |

### C Re-inspection record

Record every condition check. If the condition has changed, raise an action in section 7 and update the register.

[illegible]

## D Incident record

Complete for every suspected disturbance or damage, however minor. Keep with the action plan.

|                                          |                                                               |
|------------------------------------------|---------------------------------------------------------------|
| Date and time                            |                                                               |
| Location and ACM ref                     |                                                               |
| What happened                            |                                                               |
| Who was present or may have been exposed |                                                               |
| Immediate actions taken                  |                                                               |
| Competent advice sought (who, when)      |                                                               |
| Sampling or air test results             |                                                               |
| RIDDOR decision                          | [Reportable / not reportable, why, and reference if reported] |
| People informed                          |                                                               |
| Register and plan updated                | [Date and by whom]                                            |
| Closed by and date                       |                                                               |

## E Priority assessment scoring guide

From HSE's HSG227 (Appendix 3). Score each ACM with someone who knows how the area is really used. Where you score more than one factor under a heading, average them and round up, so each heading scores 0 to 3 and the PAS is 0 to 12. HSE describes the algorithm as a best guess: use your own judgement too, and record why.

### A Normal occupant activity

| Factor                               | 0                                         | 1                                      | 2                                                      | 3                                                     |
|--------------------------------------|-------------------------------------------|----------------------------------------|--------------------------------------------------------|-------------------------------------------------------|
| <b>Main type of activity in area</b> | Rare disturbance (little-used store room) | Low disturbance (office-type activity) | Periodic disturbance (activity which may contact ACMs) | High disturbance (fire door with AIB in constant use) |
| <b>Secondary activities for area</b> | As above                                  | As above                               | As above                                               | As above                                              |

### B Likelihood of disturbance

| Factor                  | 0                                                | 1                                      | 2                                       | 3                                      |
|-------------------------|--------------------------------------------------|----------------------------------------|-----------------------------------------|----------------------------------------|
| <b>Location</b>         | Outdoors                                         | Large rooms or well-ventilated areas   | Rooms up to 100 m <sup>2</sup>          | Confined spaces                        |
| <b>Accessibility</b>    | Usually inaccessible or unlikely to be disturbed | Occasionally likely to be disturbed    | Easily disturbed                        | Routinely disturbed                    |
| <b>Extent or amount</b> | Small amounts or items (strings, gaskets)        | ≤ 10 m <sup>2</sup> or ≤ 10 m pipe run | > 10 to ≤ 50 m <sup>2</sup> or pipe run | > 50 m <sup>2</sup> or > 50 m pipe run |

### C Human exposure potential

| Factor                             | 0            | 1            | 2            | 3            |
|------------------------------------|--------------|--------------|--------------|--------------|
| <b>Number of occupants</b>         | None         | 1 to 3       | 4 to 10      | More than 10 |
| <b>Frequency of use of area</b>    | Infrequent   | Monthly      | Weekly       | Daily        |
| <b>Average time area is in use</b> | Under 1 hour | 1 to 3 hours | 3 to 6 hours | Over 6 hours |

### D Maintenance activity

| Factor                                   | 0                                            | 1                                            | 2                                                              | 3                                                               |
|------------------------------------------|----------------------------------------------|----------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------|
| <b>Type of maintenance activity</b>      | Minor (possible contact when gaining access) | Low (changing light bulbs in an AIB ceiling) | Medium (lifting one or two AIB ceiling tiles to reach a valve) | High (removing several AIB tiles to replace a valve or recable) |
| <b>Frequency of maintenance activity</b> | Unlikely to be disturbed for maintenance     | 1 a year or less                             | More than once a year                                          | More than once a month                                          |

AIB: asbestos insulating board. In a school, the age of the people using a room can also tip the balance between two similar scores (HSG227, Appendix 3).

## PAS worksheet

| ACM ref | A   | B   | C   | D   | PAS (A-D) | MAS (survey) | Risk score (MAS + PAS) |
|---------|-----|-----|-----|-----|-----------|--------------|------------------------|
| [A-O12] | [1] | [2] | [1] | [1] | [5]       | [7]          | [12]                   |
|         |     |     |     |     |           |              |                        |
|         |     |     |     |     |           |              |                        |
|         |     |     |     |     |           |              |                        |
|         |     |     |     |     |           |              |                        |
|         |     |     |     |     |           |              |                        |
|         |     |     |     |     |           |              |                        |

For reference, HSG264 bands the material score alone: 10 or more high, 7 to 9 medium, 5 to 6 low, 4 or less very low potential to release fibres. HSE publishes no bands for the PAS or the combined risk score.

## F Completeness check

Run through this before approval and at every review.

- ☐ The dutyholder, responsible person and deputies are named, and still in post.
- ☐ The statement of intent is signed.
- ☐ Every building is listed, with its survey and any areas not accessed.
- ☐ Presumed and hidden asbestos is recorded and managed as if it were confirmed.
- ☐ The register is referenced, current, and reachable by the people who need it.
- ☐ Every ACM has a priority assessment and a management decision.
- ☐ Every action has an owner and a target date.
- ☐ Re-inspection intervals are set by risk, and results are being recorded.
- ☐ Contractors are shown the register and sign a declaration before work starts.
- ☐ Staff training and briefings are recorded.
- ☐ The emergency procedure is printed and displayed.
- ☐ The next review date is set, and governors or trustees see the plan.

### Sources

- Control of Asbestos Regulations 2012, regulation 4: the duty to manage asbestos in non-domestic premises.
- Department for Education: Managing asbestos in your school or college (updated March 2025).
- Health and Safety Executive: The duty to manage asbestos in buildings.
- Health and Safety Executive: L143, Managing and working with asbestos (Approved Code of Practice), paragraphs 143 and 144.
- Health and Safety Executive: HSG227, A comprehensive guide to managing asbestos in premises.
- Health and Safety Executive: HSG264, Asbestos: the survey guide.

*This template is a supporting aid, not legal advice. The dutyholder and the people responsible for managing asbestos must check that the completed plan suits the premises and meets the Control of Asbestos Regulations 2012, keep it up to date, and keep up with changes to legislation and to HSE and DfE guidance. Get competent asbestos advice where you need it.*

### Keep the plan live, not in a folder

EduComply turns the survey you already have into a live register, schedules re-inspections from your approved assessments, and produces a versioned plan from the register, so the two can't drift apart.

[educomply.co.uk](https://educomply.co.uk)