

## ASBESTOS CHECKLIST

YES

NO

If your answer is **No** to any of the questions, then action is required.  
Don't know and partial yes answers would also indicate action needs to be taken.

**Does your school/premises have an Asbestos Management Survey?**

Surveys will need to be available on for inspection by Contractors, Surveyors, maintenance staff etc.

**Before any work is undertaken is a Demolition and Refurbishment Survey undertaken?**

Note: for small jobs (e.g. fixing a notice board) a local sample(s) may be taken.

**Does your school/site have an Asbestos Management Plan (AMP)?**

The plan should bring together all the available and relevant information , and will need to be available for inspection by contractors, surveyors, maintenance staff etc.

**Is your Asbestos Management Plan reviewed and updated regularly.**

The AMP should reflect the current position regards the management of any ACMs, e.g. asbestos is removed, encapsulated, on-going monitoring/checking.

*As a minimum it should be reviewed and resigned annually.*

**Has the AMP has been signed by the person responsible for the management of asbestos in your school and any persons appointed to provide support?**

The plan should set out clear lines of responsibility.

The day-to-day running of the school including **responsibility** for the **health and safety** of staff, pupils and others is normally delegated to the **head teacher** and school management team.

**Has your school undertaken a Priority Assessment and combined this with the material assessment provided in the survey?**

The combined material and priority assessment provides a risk indication for each positive asbestos sample.

**Have all high risk/priority recommendations (removal, encapsulation etc.) been actioned/being actioned?**

**Is an adequate regime for monitoring asbestos in place with records being kept?**

**Has communications and briefings been provided to all staff on the presence of asbestos?**

**Do you have arrangements in place for management of contractors?**

A record (signatures) that the AMP and survey information has been shared should be kept.

If you identify an area where **you need to take action** and need advice Education Safety Services or Education Asset Management (edsi) should be contacted.

Safety Services:

Tel 0121 303 2420

Email: [schoolsafety@birmingham.gov.uk](mailto:schoolsafety@birmingham.gov.uk)

Education Asset Management:

Tel 0121 303 8847

Email: [edsi.enquiries@birmingham.gov.uk](mailto:edsi.enquiries@birmingham.gov.uk)