

Asbestos: Duty to Manage Flow Chart

Intention of Use

The DTM flow chart has been developed with the following aims:

1. To put DTM on a single page of A4.
2. To illustrate DTM as a process with decisions and outputs (actions and documents) and where they need to be reviewed and updated (as necessary).
3. To illustrate (through use of icons and a key) that DTM is not simply about getting a survey.
 - a. There are 3 important documents
 - b. The client needs to work with the surveyor
 - c. To manage ACMs there are a number of actions requiring continual update and review.
4. The flow chart has been put together as a word document but could be redesigned as a web tool.
5. To reference specific parts of existing HSE guidance considered useful (where space allows, and this could be added to).

Useful Guidance

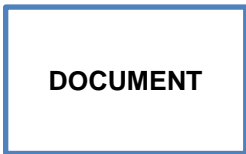
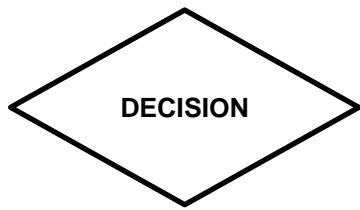
Further detail is contained in HSE guidance [HSG227](#), including Table 1 which details some common errors and outcomes in asbestos management with some solutions.

Publication [L143 Regulation 4 Duty to Manage](#) sets out legal obligations.

[HSG264 Asbestos: The Survey Guide](#) contains specific information for duty holders/clients in numbered green summary boxes.

[Asbestos Essentials A0 Introduction to Asbestos Essentials](#) - Asbestos essentials task sheets will help small businesses, sub-contractors and the self-employed to comply with the Control of Asbestos Regulations 2012. They will also help dutyholders, clients, trade union and employee safety representatives to understand how work should be done.

Asbestos: Duty to Manage Flow Chart



START

NO

YES

Was any part of the premises built before 2000?

Identify whether you have any old (pre-2000) **plant or equipment** that may contain asbestos. Assess the risk from these asbestos-containing materials (ACMs) and manage as below.

You will need to:

- **Presume** entire premises contains ACMs or
- **Review existing** asbestos surveys (see [Box 11 HSG264](#)); **and/or**
- **Arrange for a competent surveyor to complete** an Asbestos Management Survey.



An **Asbestos Management Survey** should:

- Cover all relevant buildings/common parts.
- Include all areas which could be damaged or disturbed during normal occupancy, including foreseeable maintenance, installation, cleaning.
- Identify the location of ACMs (site plans) and what they look like (photos).
- Identify the ACM type and condition and ability to release fibres if disturbed = **Material Assessment (MA)**.
- Identify any areas that were not surveyed.
- Identify inaccessible areas where the presence of ACMs is foreseeable or cannot be ruled out and as such must be presumed.



Work with the asbestos surveyor to complete a Risk Assessment of your ACMs to set priorities for management. (see [Appendix 3 HSG227](#))

One approach is to:

- **Identify any ACMs** with high material assessment scores (above 10) and **ensure immediate interim action is taken to manage exposure risk.**
- **Complete a Priority Assessment (PA)** that considers the likelihood of each ACM identified being disturbed by normal occupant activity including routine maintenance and cleaning
- **Add together the Priority Assessment and Material Assessment scores** (in the survey) to give a Risk Assessment score for each ACM.
- **Rank each ACM and prioritise what action to take. Develop/Prepare an Asbestos Register and Asbestos Management Plan** incorporating this information.

YES

NO

Do you have any asbestos present?

No Further Action

An **Asbestos Register** should contain a summary of:



- All confirmed/strongly presumed/presumed ACMs identified in the survey.
- Areas not captured by the survey which by default must be presumed to contain asbestos e.g. no access, caveats.
- The condition, surface treatment (this provides a baseline for on-going condition monitoring).
- The risk assessment (combined ACM properties (MA) and likelihood of disturbance (PA)) and agreed time-based action(s).

An **Asbestos Management Plan (AMP)** should set out (see [paras 78-90 and Table 1 HSG227](#)):



- The individual(s) or organisation(s) identified as the duty holder(s) and extent of their role and responsibility.
- Named individuals (and/or organisations) with delegated responsibility for specified roles in ACM management e.g. responsible person.
- Training needs for all relevant personnel.
- Procedures e.g. permit to work for controlling routine and responsive maintenance work, including the management of contractors.
- Arrangements for the ongoing condition monitoring of ACMs.
- Work which would trigger the need for a further survey e.g. refurbishment.
- Emergency procedures to be actioned in the event of accidental or inadvertent disturbance of ACMs.
- Arrangements for monitoring/reviewing the AMP effectiveness. This should take place every 12 months or if triggered by actions below.

Take **all** the following **Actions** consistent with your **Asbestos Management Plan** (see [Appendix 5 HSG227](#))



Remove, repair or protect ACMs which are in poor condition or likely to be disturbed or damaged through foreseeable activities. **Ensure this work is completed by someone trained and competent** to carry out licensable work, NNLW, or non-licensable work, as appropriate.

UPDATE Asbestos Register

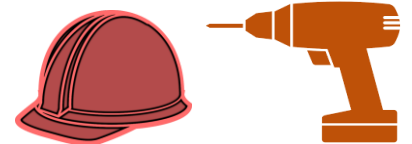


Complete a periodic condition assessment of known/strongly presumed ACMs. **Consider** changes in in building use /occupancy/ refurbishment plans.

UPDATE Asbestos Register and Risk Assessment with findings and **REVIEW** the on-going management action.



Provide suitable training and/or information to all personnel with responsibilities for asbestos management and those liable to foreseeably disturb asbestos e.g. maintenance (see [L143](#) paras 137,147 and 225-236). **REVIEW AMP** when there is a change in personnel.



Develop robust management arrangements to assess and control the risk from ACMs during **maintenance, refurb work etc.** to ensure:

- Information on ACMs is provided and the implications are considered e.g. work won't disturb ACMs, the work on ACMs is licensed or non-licensed (see [Asbestos Essentials sheet A0](#)).
- The need for any further survey work is identified before work starts.
- Work is planned and monitored (consider a permit to work).
- The work area can be safely reoccupied.

UPDATE Asbestos Register where new information becomes available e.g. refurb surveys. **REVIEW AMP** in the event of ACMs being inadvertently disturbed.