Asbestos Management Policy and Plan

Policy no:	HSE 4.5
Version no. & date:	Version 1.1 – 23 October 2026
Author:	Estates Manager
Last review date:	23 October 2026
Next review due:	October 2028 Asbestos registers and the asbestos management arrangements must be reviewed at least annually, or sooner where required.
Responsible Committee:	College Management Team (CMT)
Approved by & date:	College Management Team (CMT) – 23 October 2026
External reference points:	Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 Control of Asbestos Regulations 2012 Construction (Design and Management) Regulations 2015 Workplace (Health, Safety and Welfare) Regulations 1992 Hazardous Waste (England and Wales) Regulations 2005 Environmental Protection Act 1990 HSE Managing and working with asbestos, L143 HSE Asbestos: The survey guide, HSG264 HSE Asbestos: The Analysts' Guide, HSG248 Relevant Health and Safety Executive asbestos guidance.
Linked policies:	HSE 4.0 Health and Safety Policy Statement HSE 4.1 Health and Safety Policy HSE 4.2 Fire Safety and Emergency Procedures Policy HSE 4.3 Estates, Facilities and Sustainability Policy HSE 4.4 CCTV Policy GA 3.2 Risk Management Framework DIG 2.4 Records Management and Data Retention Policy

1. Purpose

This policy sets out UK College of Business and Computing's (UKCBC or the College) approach to managing asbestos-related duties and risks across its premises and activities. It establishes the principles, responsibilities and arrangements used to identify, record, monitor and control asbestos-containing materials (ACMs), so far as reasonably practicable, and to prevent exposure to asbestos fibres.

The College recognises that effective asbestos management is essential to health and safety, staff and student welfare, contractor control, statutory compliance, building maintenance, refurbishment planning and business continuity.

This policy must be read alongside HSE 4.0 Health and Safety Policy Statement, HSE 4.1 Health and Safety Policy, HSE 4.2 Fire Safety and Emergency Procedures Policy, HSE 4.3 Estates, Facilities and Sustainability Policy and other linked policies, procedures and asbestos records.

This policy replaces the previous UKCBC Asbestos Management Plan approved in July 2019 and updates the arrangements into the College's current policy format.

2. Scope

This policy applies to:

1. all College premises, teaching spaces, offices, communal areas, IT labs, welfare facilities, plant areas, storage areas, access routes, risers, ceiling voids and shared areas under the College's control or influence;
2. all employees of the College, including full-time, part-time, temporary and contracted staff;
3. all students enrolled at the College while on college premises or participating in College activities;
4. contractors, visitors, suppliers, consultants and other third parties while on college premises or carrying out work on behalf of the College;
5. landlords, managing agents and building service providers where their activities, records or works affect College premises, services, building fabric or operations; and
6. planned maintenance, reactive maintenance, IT cabling, fixing, drilling, refurbishment, demolition, building projects, emergency works and any activity that may disturb the building fabric.

Where UKCBC occupies leased or shared premises, the College will work with landlords, managing agents and relevant third parties to ensure that asbestos information, responsibilities and controls are managed appropriately within the limits of the College's control. Where responsibility is unclear, the matter must be escalated before work proceeds.

3. Definitions

Term	Definition
Asbestos	A group of naturally occurring fibrous minerals historically used in building materials and products because of their resistance to heat, fire and chemical degradation. Disturbing asbestos can release fibres that may cause serious ill health.
Asbestos-Containing Material (ACM)	Any material, product or item that contains asbestos, whether confirmed by sampling, presumed, or strongly presumed from survey information.

Dutyholder	The person or organisation with responsibility for maintenance or repair of non-domestic premises, or relevant parts of premises, under the Control of Asbestos Regulations 2012.
Responsible Person	The College role assigned to coordinate day-to-day asbestos management arrangements. For this policy, the Responsible Person is the Estates Manager.
Asbestos Register	The live record of known, presumed and strongly presumed ACMs, including location, material type, condition, risk rating, recommended action, inspection date and current status.
Asbestos Management Plan	The written arrangements setting out how asbestos risks are managed, monitored, communicated and controlled across relevant College premises.
Management Survey	A survey used to locate, as far as reasonably practicable, ACMs that could be disturbed during normal occupation, use, maintenance and routine activities.
Refurbishment or Demolition Survey	An intrusive survey required before refurbishment, demolition or other work that may disturb the building fabric. It is normally specific to the area and scope of the proposed works.
Reinspection	A periodic check of known or presumed ACMs to confirm that their condition and risk have not changed and that the asbestos register remains current.
Presumed Asbestos	A material treated as containing asbestos because there is insufficient evidence to confirm that it does not contain asbestos.
Licensed Asbestos Work	Higher-risk work with asbestos that must be carried out by a contractor holding the appropriate HSE asbestos licence.
Permit to Work	A formal authorisation process used before work on, near or likely to disturb known or suspected ACMs, or before higher-risk intrusive works.
Intrusive Work	Any activity that penetrates, opens, removes, cuts, drills, fixes into, disturbs or exposes building fabric, services, voids, risers, flooring, ceilings, partitions, ducts or plant.

4. Policy Statement

The College is committed to preventing exposure to asbestos fibres and to managing asbestos risks in a systematic, proportionate and legally compliant manner.

The College will:

1. maintain suitable asbestos information for premises under its control or influence;
2. ensure that asbestos surveys, registers and management plans are available to those who need them;
3. keep asbestos registers under review and update them when new information becomes available or when ACMs are removed, encapsulated, damaged or otherwise changed;
4. manage ACMs in situ where they are in good condition and can remain undisturbed, unless removal or remedial action is required by risk assessment, refurbishment or other operational need;

5. prevent intrusive works from starting until asbestos information has been checked and any required survey, risk assessment, method statement or permit has been completed;
6. ensure that contractors are competent, appropriately controlled and given relevant asbestos information before work begins;
7. arrange competent asbestos surveyors, analysts, consultants and removal contractors where required;
8. respond promptly to damaged, deteriorated or suspected ACMs by restricting access, seeking competent advice and implementing remedial actions;
9. provide appropriate information, instruction and awareness to relevant staff;
10. maintain records of asbestos surveys, registers, reinspections, permits, removals, waste documentation, air monitoring, training and contractor acknowledgements; and
11. monitor and review asbestos management arrangements to support continuous improvement and compliance.

The College will prioritise asbestos matters that affect health and safety, contractor activity, building fabric, plant areas, refurbishment, emergency works, teaching delivery, student welfare, legal compliance or business continuity.

5. Roles and Responsibilities

Asbestos management is a shared responsibility. The following roles carry specific obligations under this policy.

Role	Responsibilities
Chief Executive Officer	Is the named accountable person for health and safety and holds overall executive accountability for ensuring that effective health and safety, estates compliance and facilities management arrangements are in place across the College.
Executive Leadership Team (ELT)	Provides executive oversight of health and safety, estates compliance, facilities and sustainability matters through escalation and assurance from the Operations Committee and, where necessary, CMT. Considers significant compliance risks, resource implications, major incidents and matters requiring executive decision-making.
College Management Team (CMT)	Provides management coordination and escalation for significant asbestos-related risks, incidents, compliance gaps, landlord issues, survey findings, remedial actions and resource requirements. Reviews urgent matters, agrees actions, allocates responsibility and ensures matters requiring senior attention are progressed.
Operations Committee	Holds institutional oversight of asbestos management governance. Approves this policy and receives assurance that significant asbestos risks, compliance gaps, survey findings and remedial actions are being managed appropriately.
Chief Operating Officer, Innovation & Commercial Success	Holds senior accountability for asbestos management arrangements on behalf of the College. Ensures that appropriate resources, reporting lines and escalation routes are in place. Receives reports from the Estates Manager and escalates significant matters to the Operations Committee.
Estates Manager	Acts as the Responsible Person for day-to-day asbestos management. Coordinates asbestos surveys, registers, management plans, annual reinspections, contractor controls, permit-to-work arrangements,

	records, landlord liaison, training coordination, damaged ACM response and escalation of significant asbestos risks.
Line Managers and Heads of Department	Ensure that staff in their areas report defects, damage or suspected ACM concerns promptly. Ensure staff do not undertake unauthorised fixing, drilling, cabling or intrusive work. Support implementation of asbestos controls and communications.
Estates Manager and Local Site Leads	Support local asbestos management arrangements at their campus or area. Keep local asbestos information accessible to authorised staff and contractors, support contractor sign-in and register review, report damage or suspected ACMs promptly, stop unsafe work where necessary and assist with local inspections.
Academic Staff	Maintain safe teaching and learning spaces. Report damaged building fabric, ceiling tiles, floor tiles, boxing, risers, cupboards or other suspected materials. Do not allow unauthorised work, fixing or disturbance in classrooms or learning spaces.
IT and Systems Teams	Ensure that cabling, installation, mounting, access control, CCTV, IT lab or infrastructure works do not disturb building fabric unless asbestos information has been reviewed and the Estates Manager has authorised the works.
All Staff	Take reasonable care not to disturb building fabric unnecessarily. Report suspected ACMs, damage, debris or unsafe works promptly. Follow site procedures, contractor controls and emergency arrangements.
Students	Use College facilities responsibly and safely. Do not interfere with building fabric, labels, restricted areas, plant rooms, ceiling voids, service cupboards or maintenance works. Report damage or concerns to staff, Reception or Security.
Contractors and Suppliers	Review the asbestos register, survey information and this policy before starting relevant works. Provide required documentation, risk assessments and method statements. Do not disturb suspected ACMs. Stop work immediately if suspected asbestos is discovered or if conditions differ from the information provided.
Landlords, Managing Agents and Building Service Providers	Where applicable, cooperate with the College to share asbestos information, survey reports, removal records, statutory compliance records and updates affecting shared areas, plant, services, risers, roofs, basements or building fabric.

6. Asbestos Management Arrangements

The College gives effect to this policy through the practical arrangements set out in this section.

6.1 Dutyholder and Control of Premises

The College will identify, for each premises or area it occupies, the extent to which it has responsibility for maintenance, repair, occupation, operation, contractor control or building-related activity. This will help determine the College's asbestos management responsibilities and any need to obtain information from landlords, managing agents or building owners.

Where the College does not have direct control of a building element, shared area or service, the Estates Manager must seek suitable evidence or assurance from the landlord, managing agent or responsible third party. This may include asbestos survey information, asbestos registers, removal records, inspection records or written confirmation of arrangements.

6.2 Asbestos Surveys and Registers

The College must maintain an asbestos register for each premises, floor, area or building element under its control where asbestos may be present. The register must be based on suitable survey information and any subsequent updates, removal records, reinspection records or competent advice.

The asbestos register should record, where applicable:

1. the floor, room, area or building element;
2. the material or product type;
3. whether the material is confirmed, presumed or strongly presumed to contain asbestos;
4. the asbestos type where known;
5. the condition, accessibility and potential for disturbance;
6. risk assessment information and recommended actions;
7. whether the work or material may require licensed or notifiable controls;
8. inspection and reinspection dates;
9. photographs, plans or location references where available;
10. records of removal, encapsulation, repair, restriction or other remedial action; and
11. areas not accessed, exclusions, caveats or further investigation requirements.

If suitable asbestos information is not available for an area where work is proposed, the material or area must be treated as potentially containing asbestos until competent assessment or survey information confirms otherwise.

6.3 Campus Asbestos Records

Current asbestos records must be available to those who require them for safe management of premises and works. This includes the asbestos register, relevant survey reports, management plan, reinspection records, contractor review records, permits to work and any removal or clearance documentation.

Campus asbestos records must be held in an accessible controlled location, which may include a secure digital compliance folder and a local copy or controlled access point at the campus. The local access point should normally be the Estates Manager's Office, Reception or another agreed controlled location suitable for contractor induction and emergency access.

Records must be version controlled. Outdated registers must not be used as current working documents unless clearly marked as historical or superseded.

6.4 Inspection, Reinspection and Review

Known, presumed or strongly presumed ACMs that remain in place must be monitored to ensure that their condition has not deteriorated and that the risk of disturbance remains controlled.

The minimum inspection and review expectations are:

1. formal reinspection of retained ACMs at least annually, unless a competent person specifies a shorter interval based on risk;

2. termly local visual checks by the Responsible Person, Estates Manager or delegated competent person where ACMs are retained in areas that could be affected by occupation, maintenance or contractor activity;
3. immediate review where damage, deterioration, water ingress, building works, access changes or suspected disturbance is identified;
4. asbestos register review at least annually, and whenever new information, removal records, survey findings or building changes are identified; and
5. asbestos management arrangements review at least annually, with this policy subject to formal policy review at least every two years or sooner if required.

Inspection findings must be recorded using a suitable inspection record and tracked to completion where action is required.

6.5 Labelling and Access Controls

ACMs must be identifiable to those who need to know about them, particularly staff responsible for premises, contractors and maintenance personnel. Labelling may be used where appropriate and proportionate to the risk, location and likelihood of disturbance.

Plant rooms, risers, service cupboards, ceiling voids, basements, roofs and other restricted areas must be controlled so that unauthorised persons cannot access or disturb ACMs or suspected ACMs. Access to restricted areas must be managed through local site procedures, keys, access controls or supervision where required.

In public-facing or student-facing areas, labelling should be considered carefully and supported by clear staff and contractor communication, so that ACMs are not disturbed and unnecessary alarm is avoided.

6.6 Contractor Controls

No contractor may start work that could disturb building fabric until asbestos information has been reviewed and the work has been authorised through the relevant site arrangements.

Before work begins, the Estates Manager or authorised site lead must ensure that:

1. the contractor has signed in and has been made aware of relevant site rules;
2. the asbestos register and relevant survey information have been reviewed for the area of work;
3. the contractor has signed the contractor asbestos register review form where work may disturb building fabric;
4. appropriate risk assessments and method statements have been provided where required;
5. competence, accreditation, insurance and licensing information has been checked where relevant;
6. a permit to work has been issued where the work is on, near or likely to disturb known or suspected ACMs, or where the work is intrusive or higher risk;
7. works are supervised or checked where required by risk assessment; and
8. the work area is left safe, clean and secure on completion.

Contractors must stop work immediately if suspected asbestos is found, if conditions differ from the survey information, or if the work could disturb material not covered by the register or survey.

6.7 Intrusive Works, Refurbishment and Demolition

The asbestos register and management survey information may be suitable for routine occupation and normal maintenance, but it must not be assumed to be sufficient for intrusive work, refurbishment or demolition.

A refurbishment or demolition survey, or further targeted investigation, must be considered before works such as:

1. removing or altering partitions, ceilings, floors, doors, windows, boxing, ducting, risers or fixed building elements;
2. drilling, coring, chasing, cutting, sanding, grinding or fixing into walls, floors, ceilings, columns or structural elements;
3. installing or altering cabling, CCTV, access control, data points, screens, projectors, signage or equipment fixed to building fabric;
4. works in plant rooms, service cupboards, risers, ceiling voids, roof areas or basements;
5. works affecting mechanical, electrical, gas, heating, ventilation, air conditioning, pipework or ducting systems;
6. removing floor coverings, adhesives, ceiling tiles, insulation, gaskets, flash guards or fire stopping; or
7. any refurbishment, demolition or enabling works where ACMs may be disturbed.

The scope of any refurbishment or demolition survey must match the proposed work area and activity. The work area may need to be vacant, isolated or controlled while intrusive inspection is undertaken.

6.8 Asbestos Works, Remedial Action, Removal and Waste

Any work on ACMs must be planned and carried out in accordance with legal requirements and competent asbestos advice. The College must not instruct unqualified persons to work on ACMs or suspected ACMs.

Where ACMs require removal, repair, encapsulation, environmental clean, air monitoring or clearance, the Estates Manager must ensure that:

1. a competent asbestos consultant, analyst or contractor is appointed where required;
2. licensed asbestos contractors are used where the work is licensed asbestos work;
3. HSE notification is completed where legally required;
4. suitable plans of work, risk assessments and method statements are provided;
5. air monitoring, reassurance testing or clearance certification is arranged where required;
6. hazardous waste is managed and documented correctly;
7. staff, students and contractors are protected from exposure and disruption is controlled;
8. the asbestos register is updated after completion; and
9. completion records, certificates, consignment notes and photographs are retained.

6.9 Damaged or Suspected ACM Emergency Procedure

If an ACM or suspected ACM is damaged, disturbed or discovered unexpectedly, the following procedure must be followed immediately:

1. stop work immediately and prevent further disturbance;
2. leave the material in place and do not sweep, vacuum, wipe, move or attempt to clean suspected asbestos debris;

3. isolate the affected area and prevent access using doors, barriers, signage or supervision where appropriate;
4. inform the Estates Manager, Security or senior manager on site immediately;
5. review the asbestos register and survey information for the affected area;
6. seek competent asbestos advice and arrange inspection, sampling, air monitoring, environmental clean or remedial works where required;
7. maintain controlled access until the area has been confirmed safe for reoccupation by a competent person where required;
8. record the incident, actions taken, communications and evidence; and
9. review whether the asbestos register, risk assessment, contractor controls, training or procedures need to be updated.

Where exposure is suspected or where an incident may be reportable, the matter must be escalated to the Chief Operating Officer, Innovation & Commercial Success and managed in accordance with incident reporting and regulatory requirements.

6.10 Training and Awareness

The College will provide appropriate asbestos information, instruction and awareness to relevant staff based on their role and potential to encounter or disturb ACMs.

Training and awareness arrangements may include:

1. asbestos awareness for the Estates Manager, local site leads and staff involved in premises, maintenance or contractor coordination;
2. role-specific information for IT and Systems Teams where installation or cabling works may affect building fabric;
3. briefings for staff on how to report damage, suspected ACMs or unsafe works;
4. contractor induction and register review arrangements before works commence;
5. refresher training where responsibilities change, after incidents, or where inspection/audit findings identify a need; and
6. training records retained in accordance with College records management arrangements.

6.11 Communication with Staff, Students and Contractors

Asbestos information must be communicated in a proportionate way to those who need it to stay safe and avoid disturbance of ACMs. The College will not normally circulate detailed asbestos registers to all students, but staff and contractors who may affect or manage premises must have access to the relevant information.

Where asbestos-related works, isolation, closure, remediation or restrictions affect teaching, welfare, access or normal building use, the Estates Manager must coordinate appropriate communications with the Chief Operating Officer, Innovation & Commercial Success, Estates Manager, relevant departments and affected users.

6.12 Records and Documentation

The College must maintain accurate and accessible asbestos records. These may include:

1. asbestos surveys and asbestos registers;
2. asbestos management plans and local campus schedules;
3. annual reinspection records and local visual inspection records;

4. contractor review forms and permits to work;
5. risk assessments, method statements and plans of work;
6. asbestos sampling, analysis, air monitoring and clearance records;
7. removal, encapsulation, repair and hazardous waste documentation;
8. training and awareness records;
9. incident records and remedial action logs;
10. landlord, managing agent and consultant communications; and
11. version history and evidence of annual review.

Records must be retained in accordance with the College's records management and data retention arrangements and must be available to authorised persons who require them for compliance, maintenance, contractor control or emergency response.

6.13 Leased and Shared Premises

Where the College occupies leased or shared premises, asbestos management may involve cooperation with landlords, managing agents, head landlords, neighbouring occupiers or building service providers. The Estates Manager must seek suitable information and assurance for areas and systems that may affect the College's occupation, including shared plant, common areas, risers, roofs, basements, services and emergency routes.

Where asbestos information provided by a landlord or third party is incomplete, unclear or outdated, the Estates Manager must assess the risk and obtain competent advice before authorising works or relying on the information for intrusive activity.

7. What This Means for You

7.1 Staff

You must not disturb building fabric unnecessarily. You must not drill, fix, cut, remove, open or alter walls, ceilings, floors, ducts, risers, boxing, cupboards or plant areas unless the work has been authorised. Report damaged materials, suspected asbestos, debris, unsafe contractor activity or concerns immediately.

7.2 Students

You must use College facilities safely and responsibly. Do not interfere with building materials, restricted areas, labels, ceiling voids, risers, plant rooms, service cupboards or contractor work areas. Report damage or concerns to staff, Reception or Security.

7.3 Managers

You must ensure that facilities concerns in your area are reported and followed up. You must not arrange works that may disturb building fabric without involving the Estates Manager and ensuring asbestos information has been checked.

7.4 Estates Manager and Local Site Leads

You must support local asbestos controls, including contractor sign-in, access to asbestos information, reporting of damage and stopping unauthorised works. You must escalate concerns to the Estates Manager promptly.

7.5 Contractors

You must review relevant asbestos information before starting works. You must provide required documentation, follow College site rules, work safely and stop immediately if suspected asbestos is found or if work may disturb material not covered by the information provided.

8. Monitoring and Review

The Estates Manager will monitor asbestos management arrangements on an ongoing basis and report significant matters to the Chief Operating Officer, Innovation & Commercial Success at least termly, or sooner where urgent risks arise.

Reports may include:

1. asbestos register status and gaps;
2. annual reinspection findings and overdue actions;
3. planned or completed asbestos surveys;
4. contractor compliance and permit-to-work matters;
5. damaged or suspected ACM incidents;
6. removal, encapsulation, repair or clearance works;
7. training and awareness status;
8. landlord or managing agent issues;
9. significant risks requiring escalation; and
10. actions required to maintain compliance and safe occupation.

The Chief Operating Officer, Innovation & Commercial Success will report significant asbestos matters to the Operations Committee at least annually, or more frequently if required by significant incidents, compliance concerns, survey findings or emerging risks.

This policy must be reviewed at least every two years, or earlier if required by:

1. changes in applicable legislation, approved codes of practice or HSE guidance;
2. significant asbestos incidents, near misses, exposure concerns or enforcement matters;
3. material changes to premises, leases, campuses, building use or maintenance responsibilities;
4. new survey findings, significant remedial works or changes to asbestos registers;
5. recommendations arising from inspections, audits or external review; or
6. changes to roles, reporting lines or contractor management arrangements.

Asbestos registers and asbestos management arrangements must be reviewed at least annually, regardless of the formal two-year policy review cycle.

9. Linked Policies and External References

9.1 Linked Policies

1. HSE 4.0 Health and Safety Policy Statement;
2. HSE 4.1 Health and Safety Policy;
3. HSE 4.2 Fire Safety and Emergency Procedures Policy;
4. HSE 4.3 Estates, Facilities and Sustainability Policy;
5. HSE 4.4 CCTV Policy;
6. GA 3.2 Risk Management Framework;
7. DIG 2.4 Records Management and Data Retention Policy; and

8. DIG 2.6 Information Security and Acceptable Use Policy.

9.2 External References

1. Health and Safety at Work etc. Act 1974;
2. Management of Health and Safety at Work Regulations 1999;
3. Control of Asbestos Regulations 2012;
4. Construction (Design and Management) Regulations 2015;
5. Workplace (Health, Safety and Welfare) Regulations 1992;
6. Environmental Protection Act 1990;
7. Hazardous Waste (England and Wales) Regulations 2005;
8. HSE Managing and working with asbestos, L143;
9. HSE Asbestos: The survey guide, HSG264;
10. HSE Asbestos: The Analysts' Guide, HSG248; and
11. relevant Health and Safety Executive guidance on the duty to manage asbestos.

Version History

Version	Date	Author	Summary of changes	Approved by
1.0	June 2026	David Stanley	Initial HSE 4.5 Asbestos Management Policy and Plan prepared to GA 3.1 standard; replacing the 2019 Asbestos Management Plan and aligning asbestos management arrangements with the College's current HSE policy structure.	College Management Team (CMT) – 10 September 2026
1.1	23 October 2026	Chief Academic Officer	Role titles updated following organisational restructure; front sheet, footer and cross references updated for approval Front sheet labels tidied in line with GA 3.1 (26 October 2026). Version History table aligned with the suite (26 October 2026).	College Management Team (CMT)

Appendix 1: Asbestos Containing Material Inspection Record

This record should be used for visual inspections of known, presumed or strongly presumed ACMs. Photographs should be taken where useful and compared with previous inspection records to identify deterioration.

Condition Key	Good: no visible damage; review at next inspection date. Low: a few scratches or surface marks but no signs of asbestos debris; review at next inspection date. Medium: significant breakage or several small damaged areas; emergency procedure may be required. High: visible asbestos debris or significant damage; emergency procedure must be followed.

Date	Location of ACM	ACM Description	Condition	Inspection Comments / Action Required

Appendix 2: Contractor Review of Asbestos Register / Survey

This sheet should be completed by contractors, suppliers, consultants, staff or voluntary workers carrying out maintenance, repair, installation or other work that may disturb building fabric.

Date	Company	Details of Work	Print Name	Signature

Appendix 3: Asbestos Permit to Work Proforma

This permit should be used where work is on, near or likely to disturb known or suspected ACMs, or where intrusive works require formal asbestos controls.

Permit Details	Date/s for works/activity: _____ Times: _____ Campus/building: _____ Location/room/area: _____ Description of work: _____
Section 1: Asbestos Register	Has the asbestos register/survey been reviewed? Yes / No Is the work area covered by suitable asbestos information? Yes / No Are there any known, presumed or suspected ACMs in or near the work area? Yes / No
Section 2: Work Near ACMs	Will the work avoid disturbance of ACMs? Yes / No Has a suitable method statement been provided? Yes / No Are access controls, barriers or supervision required? Yes / No
Section 3: Work On ACMs	Is the contractor competent for the asbestos work? Yes / No / N/A Is a licensed asbestos contractor required? Yes / No / N/A Has HSE notification been completed where required? Yes / No / N/A Has a plan of work, risk assessment and method statement been approved? Yes / No / N/A
Section 4: Approval	Approved by Responsible Person: _____ Signature: _____ Date: _____
Section 5: Contractor Confirmation	I confirm that the work will be undertaken in accordance with this permit, the asbestos register, the approved method statement and the College's asbestos management arrangements. Name: _____ Company: _____ Signature: _____ Date: _____

Appendix 4: Staff Training Records

Staff Name	Details of Training Attended	Date Training Attended	Next Training / Review Date

Appendix 5: Campus Asbestos Register Schedule

This schedule identifies the asbestos register status for each campus or area. The detailed asbestos register for each premises must be maintained separately and kept under version control.

Campus / Building	Current Register Source	Known Status	Review Requirement	Responsible Role
40 Dukes Place, London EC3A 7LP	RPP Asbestos Services Ltd refurbishment survey report dated 15 March 2018, reference 9756-BLD-002; register extract prepared from the report in June 2026.	ACMs identified in electrical boxes/flash guards, selected floor tile/adhesive, ducting mastic, generator/gas pipework gaskets and 6th floor air management unit lining. Some areas require further investigation before works.	Verify whether ACMs listed for removal in 2018 were removed; obtain certificates and waste records; arrange annual reinspection/current register update; arrange targeted survey before intrusive works or works in excluded areas.	Estates Manager

Additional campuses or areas should be added to this schedule as their asbestos registers are confirmed, reviewed or updated.