

Instructions for Use of the Excel Spreadsheet

There are Five tabs at the bottom of this worksheet

Instructions tab is the one you are reading

Title Tab

TITLE Tab is the front cover page of the Risk Assessment

Simply insert your Company Name, Date and Assessor name where indicated

Print the front cover once you have completed your Audit

Do not enter any data other than Company name, Date and Assessor - the data will copy from the Audit details

Audit Details Tab

Read each section and answer the questions

Enter Data ONLY in the white coloured boxes for each question

Enter a score for each question as indicated

If the question is not applicable score it as max potential score

Enter comments in the comments box

Material Assessment Algorithm

Complete a line on the assessment for each identified material that is likely to contain asbestos

The scoring guidelines sheet will give more details of how to score each material.

Once complete simply print off both the Title Page, Audit Details page and Material assessment pages.

Note you may need to change your printer settings

You have now completed your Health & Safety Asbestos Risk Assessment

Health & Safety Asbestos Risk Assessment

Date	
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Company Name	
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Assessor	
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Performance Acceptable - no action required



Performance marginal - ongoing action required

Performance not acceptable - urgent action required

Responsibility

Immediate Risk

Asbestos Identification

Surveys

Survey Reports

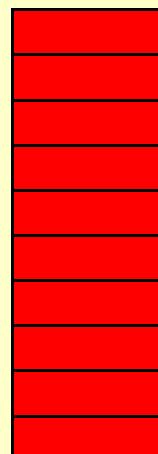
Risk Assessment

Asbestos Management Plan

Controlling Work on your Building

Training

Monitoring and Review



See material assessment sheets for individual assessment of fibre release potential and likely risk to personnel

Asbestos Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments	Guidance
Responsibility					
Have nominated a person to take responsibility for Asbestos management	3		0		
Has the responsible person got the resources, skills, training, authority etc to ensure the job can be done.	3		0		
Was your building constructed after 1999	3		0		
Have you had an asbestos survey carried out	3		0		
	12	0	0		

Asbestos Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments	Guidance
Immediate Risk					
Is all maintenance/building/demolition work controlled, so that nobody can unknowingly work on ACMs?	3		0		Any maintenance or building work can damage and disturb asbestos, such as drilling through panels to fit new wiring, crawling through roof spaces, etc. Who controls this work and is there a system in place to make sure that the content of any materials that have to be disturbed is known or can be quickly determined from records or through analysis?
Do maintenance/building trades know how to work safely on ACMs?	3		0		It is not simply good enough to know where ACMs are, but workers need to be trained to work safely on them. Measures need to be in place to ensure the release of fibres is minimised, such as wetting and the use of shadow vacuuming.
Do you know the condition of all your ACMs or materials presumed to contain asbestos?	3		0		Most importantly you should know if there are any damaged materials on your premises that may contain asbestos.
Have all damaged and deteriorated ACMs been repaired, removed or isolated so that nobody can be exposed to fibres released from them?	3		0		
Is there a management plan in place for recording findings in relation to the ACMs on your premises and monitoring their condition?	3		0		
Does everyone know their roles and responsibilities for the management of ACMs on your premises?	3		0		
Do you prevent work that will disturb the fabric of the building until the presence or absence of ACMs has been established.	3		0		You should do this immediately. You do not need to wait until you have decided whether you are going to do an inspection or a survey and what type of survey you will do. Any work, irrespective of how minor should be regarded as having the potential to expose someone to asbestos. Uncontrolled disturbances, such as drilling holes, can create high levels of asbestos fibres.
Can your employees or others carry out maintenance or building work on your premises without first checking whether they are working on ACMs?	3		0		Whichever method is used to control maintenance workers and contractors, the objective is that it should be effective in preventing them or anyone else from being unknowingly exposed to airborne asbestos fibres.
Do you have a permit to work system to control all maintenance and building work	3		0		

Asbestos Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments	Guidance
Is adequate training and information given to maintenance and building trades, as well as the occupants of the building	3		0		
Have you assessed whether there is any substantial damage or deterioration to the fabric of the building?	3		0		To answer 'yes' to this you must be sure that all building materials or at least those that could contain asbestos are in reasonable condition. If you are unsure, then you should inspect your premises for damaged materials that may contain asbestos. Workers may be exposed to asbestos generated into the air they breathe, if they disturb them.
Is there no significant damage, such as: holes in wall panels;	3		0		If you find any major damage, you should then consider whether they contain asbestos. If they obviously do not, for example, glass, wood or plastic then you can take action as you see fit. If, however, they may contain asbestos, or you are not sure, then you may need to take action to repair the damage, remove the ACM or to make sure that workers do not disturb it. You may wish to arrange for a sample to be taken for analysis to confirm that the damaged material contains asbestos before carrying out remedial work.
Is there no significant damage, such as: pipework insulation hanging off;	3		0		
Is there no significant damage, such as: spray insulation hanging off; and	3		0		
Is there no significant damage, such as: loose debris on the floor, in roof voids, dry risers etc.	3		0		
	45	0	0		

Asbestos Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments	Guidance
Asbestos Identification					
Have you, after excluding materials such as glass, brick and wood, presumed that all other materials contain asbestos, and record them as such;	3		0		If you presume materials contain asbestos you must consequently use appropriate work methods and contractors when disturbing the fabric of the building. Although this will save on analytical costs, you may be spending money on more expensive working methods if materials don't contain asbestos. Alternatively, prior to work on a presumed ACM, take samples and have them analysed to confirm or refute the presence of asbestos. The results will determine the work methods and contractors required to carry out the work.
Have you determined, by sampling and analysis, whether the material contains asbestos;	3		0		
Have you established, using other very strong evidence (eg building records), that the material or a building does not contain asbestos. Note: this evidence must be accurate beyond all reasonable doubt.	3		0		
Have you assessed asbestos risk based on the occupancy of the building. You may decide that those buildings with the greatest occupancy should be looked at first, or you may be in control of schools and decide that these should be looked at first. You may have buildings, such as rarely used storerooms or substations, that are rarely accessed.	3		0		

Asbestos Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential	Score	% Performance	Comments	Guidance
Have you assessed asbestos risk based on the type of activity. The activities in some areas may be more likely to damage ACMs, such as corridors which frequently have trolleys pushed down them, or factories with fork-lift truck movement, or buildings where maintenance work is carried out more frequently. The condition of services in some buildings may dictate frequent repair work.	3	0			
Have you assessed asbestos risk based on the future plans for rooms/buildings. If you are planning refurbishment in a particular area you may decide that this should be given priority.	3	0			
	18	0	0		

Asbestos Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments	Guidance
Surveys					
Have you carried out a type 1 survey	3		0		Type 1 surveys are known as presumptive surveys where no sampling is carried out. There is no positive identification of ACMs; instead any material which can be reasonably expected to contain asbestos must be presumed to do so, and its condition assessed (Appendix 2). For this type of survey you can only exclude materials from your list of 'presumed asbestos' if you are completely confident that they do not contain asbestos, for example, glass, metal or wood (although asbestos may be hidden by them). If you are having a survey carried out you may therefore decide that a Type 1 would not be that beneficial as you would still be uncertain about the location of your ACMs. You may decide that you should go to the extra expense of a Type 2, but there may be reasons why a Type 1 is enough for your needs.
Have you carried out a type 2 survey	3		0		Type 2 surveys are known as sampling surveys. Samples of suspected ACMs are collected and analysed to confirm or refute the suspected presence of asbestos. Again, the ACM's condition must be assessed.
Have you carried out a type 3 survey	3		0		Type 3 surveys are carried out before major refurbishment or demolition. This survey may involve destructive inspection to gain access to all areas. This type of survey is designed to be used as a basis for tendering for the removal of ACMs from the building before demolition so the survey does not assess the condition of the asbestos.
Have you assessed the priority for survey based on the number of buildings on the premises;	3		0		
Have you assessed the priority for survey based on the age of the buildings;	3		0		
Have you assessed the priority for survey based on the dates of previous refurbishments;	3		0		
Have you assessed the priority for survey based on the occupancy of the buildings, including the frequency of visitors;	3		0		
Have you assessed the priority for survey based on the activities occurring within the buildings;	3		0		

Asbestos Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments	Guidance
Have you assessed the priority for survey based on the results of previous surveys/knowledge of previous asbestos removal work; and	3		0		
Have you assessed the priority for survey based on the likelihood of maintenance work/refurbishment being required.	3		0		
	30	0	0		
Survey Reports					
Does your survey report consider location (including accessibility); of ACM's	3		0		
Does your survey report consider quantity; of ACM's	3		0		
Does your survey report consider extent; of ACM's	3		0		
Does your survey report consider condition; of ACM's	3		0		
Does your survey report consider product type; of ACM's	3		0		
Does your survey report consider type of asbestos (or presume it is crocidolite (blue asbestos) since this is the most hazardous type); of ACM's	3		0		
Does your survey report consider a material assessment.of ACM's	3		0		
	21	0	0		

Asbestos Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments	Guidance
Risk Assessment					
Have you carried out a risk assessment for each identified or suspected ACM.	3		0	If you have carried out an inspection or a survey, you will need to risk assess each of the ACMs or presumed ACMs identified. These risk assessments help you decide what action is appropriate to deal with the ACMs and to make decisions on what needs to be tackled first. If you have found several ACMs in poor condition, it may not be possible to tackle them all at once. The procedure outlined below is more likely to be used following completion of a survey, however, it can similarly be used after a damage and disturbance inspection. The risk assessments are carried out in two stages.	
Does your assessment consider maintenance activities (include cleaning if appropriate);	3		0	It is not simply whether the ACM will release fibres, but if people are exposed to those fibres once disturbed, that determines the risk to health.	
Does your assessment consider likelihood of disturbance;	3		0		
Does your assessment consider human exposure potential; and	3		0		
Does your assessment consider occupant activity or those visitors to the building.	3		0		
	15	0	0		

Asbestos Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments	Guidance
Asbestos Management Plan					
Have you recorded the details of the location and condition of known or presumed ACMs	3		0		Once the risk assessments have been carried out for each ACM, these are then used in the development of the management plan. If an algorithm has been used in the risk assessment process then the scores for each material can be used to give priority to those materials needing action. The next stage is to decide what actions to take. Do you leave the ACM in place and manage it? The way these decisions are made will vary from one organisation to another. For an employer with a single building with a small number of different ACMs, the decisions should be straightforward. They will be made on the basis of the risk assessment, the type of material and the likelihood of it being damaged, future plans for refurbishment, and the practicality of the various options. Priorities can be set, with target timescales for completion.
Does your management plan include priority assessments including priority assessment scores if algorithms have been used;	3		0		
Does your management plan include a table of priority for action;	3		0		
Does your management plan include decisions about management options including the rationale	3		0		
Does your management plan include a timetable for action;	3		0		
Does your management plan include monitoring arrangements;	3		0		
Does your management plan include employees and their responsibilities;	3		0		
Does your management plan include training arrangements for employees and contractors;	3		0		
Does your management plan include a plan of implementation of new procedures, including those for external contractors;	3		0		

Asbestos Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments	Guidance
Does your management plan include the mechanisms for passing information about the location and condition of ACMs to those who need it;	3		0		
Does your management plan include who will oversee the quality of the entries made on the management plan; and	3		0		
Does your management plan include a procedure for review of the plan, including a timetable.	3		0		
	36	0	0		

Asbestos Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments	Guidance
Controlling Work on your Building					
If your organisation is small, Have you one person nominated to control all work carried out by in-house maintenance workers and all contractors;	3	0	0		You need to have a system in place to control any maintenance or building work on the fabric of your building. This may take one of several forms, depending on the size and complexity of the organisation
Do you limit the number of contractors who work on your premises to one or two who are familiar with the buildings and procedures in use in your organisation;	3	0	0		
Do you charge the maintenance or safety department with ensuring that information regarding the presence of ACMs or presumed ACMs is passed on to contractors who come onto your premises;	3		0		
Do you have a formal, written safe system of work incorporating permits-to-work to control maintenance workers and contractors alike.	3		0		This is most likely to be necessary in larger organisations where it is difficult for one person to maintain control over the number of contractors on site. It provides a framework for those controlling the contractors.
	12	0	0		

Asbestos Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential	Score	% Performance	Comments	Guidance
	Score	% Performance			
Training					
Do you inform all staff of the health risks associated with asbestos, taking care to provide the right balance;	3		0		There are different types of training that you may need to provide to your employees and others. You should aim to have an open and responsive culture where employees are not afraid of asbestos and know how it is managed in their place of work.
Do you inform all staff of that you can only be exposed to asbestos if you disturb the fibres into the air you breathe;	3		0		
Do you inform all staff of that asbestos in good condition should be left in place;	3		0		
Do you inform all staff of that any exposure to asbestos should be avoided and that the risk increases as the level, duration and frequency of exposure increases;	3		0		
Do you inform all staff of that the increased risk to health from a one-off accidental exposure is negligible and not a cause for concern;	3		0		
Do you inform all staff of what to do if they find asbestos or a damaged material, which they think could contain asbestos;	3		0		
Do you inform all staff of what to expect from maintenance employees and building operatives.	3		0		
Do you inform Maintenance and building operatives of the points listed above for 'all staff';	3		0		
Do you inform Maintenance and building operatives what asbestos products are and where you are likely to find them;	3		0		

Asbestos Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential	Score	% Performance	Comments	Guidance
	Score	% Performance			
Do you inform Maintenance and building operatives that they should never work on any building material without first knowing whether it contains asbestos;	3		0		
Do you inform Maintenance and building operatives of the procedure to follow before starting any work where building materials are to be disturbed;	3		0		
Do you inform Maintenance and building operatives of the safe working methods for working on ACMs;	3		0		
Do you inform Maintenance and building operatives what work they can and cannot do on ACMs.	3		0		
<u>Those with specific responsibilities</u>	3		0		
Do you provide additional training for those in control of parts of the management plan, or those who have specific responsibilities such as supervising and controlling maintenance or building work, or those carrying out inspections or surveys.	3		0		
	45	0	0		

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments	Guidance
Monitoring and Review					
Do you monitor the action plan to make sure that all remedial work has been adequately carried out;	3		0		
Do you monitor of ACMs or presumed ACMs left in position;	3		0		
Do you consider the frequency of monitoring of ACMs/presumed ACMs;	3		0		
Do you update the asbestos record following repair/removal of ACMs;	3		0		
Do you consider the ongoing communication/training of maintenance workers/contractors;	3		0		
Do you consider the continued awareness amongst all employees;	3		0		
Do you consider lessons learned following incidents and accidents involving ACMs.	3		0		
Do you review the management plan at least at six monthly intervals	3		0		
Do you review if the plan is referred to in safe systems of work procedures;	3		0		
Do you review how the plan is communicated to maintenance workers, others working in the vicinity of asbestos, and external contractors;	3		0		
Do you review if the plan is referred to in specifications for tenders, where appropriate;	3		0		

Asbestos Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments	Guidance
Do you review if emergency plans/contingency procedures refer to the management plan; and	3		0		
Do you review if local emergency services are aware of the presence of asbestos in the buildings.	3		0		
Do you review the effectiveness of current management plan in preventing exposure;	3		0		
Do you review the effectiveness of current management plan in controlling maintenance workers/contractors;	3		0		
Do you review the effectiveness of current management plan in highlighting the need for action to repair/remove ACMs;	3		0		
Do you review the effectiveness of current management plan in raising awareness among all employees.	3		0		
Do you review the effectiveness of current management plan for issues which may affect the management plan, including changes to the organisational structure and/or staff;	3		0		
Do you review the effectiveness of current management plan for issues which may affect the management plan, including resourcing the management plan;	3		0		
Do you review the effectiveness of current management plan for issues which may affect the management plan, including changes to company procedures; and	3		0		

Asbestos Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments	Guidance
Do you review the effectiveness of current management plan for issues which may affect the management plan, including changes in building use/occupancy/refurbishment plans.	3		0		
Do you review the effectiveness of current management plan for issues which may affect the management plan, including instances of failure of the procedures	3		0		
Do you review the effectiveness of current management plan for issues which may affect the management plan, including where procedures have not been followed and why not;	3		0		
Do you review the effectiveness of current management plan for issues which may affect the management plan, including where procedures have been inadequate and why;	3		0		
Do you review the effectiveness of current management plan for issues which may affect the management plan, including where exposure to airborne asbestos fibres has occurred.	3		0		
	75	0	0		

Material Assessment Algorithm

Note: For each suspected Asbestos Containing Material an indication of risk for Fibre Release and Accessibility is shown. Consideration needs to be given to both

Low Risk - no action required

Medium Risk - action required

High Risk - urgent action required



Material assessment algorithm scoring guidelines

Sample variable	Score	Examples of scores
Product type (or debris from product)	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc)
	2	Asbestos insulating board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt
	3	Thermal insulation (eg pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing
Extent of damage/deterioration	0	Good condition: no visible damage
	1	Low damage: a few scratches or surface marks; broken edges on boards, tiles etc
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris
Surface treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles
	1	Enclosed sprays and lagging, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc
	2	Unsealed asbestos insulating board, or encapsulated lagging and sprays
	3	Unsealed laggings and sprays
Asbestos type	1	Chrysotile
	2	Amphibole asbestos excluding crocidolite
	3	Crocidolite
		If unknown assume it to be Amosite and score 2