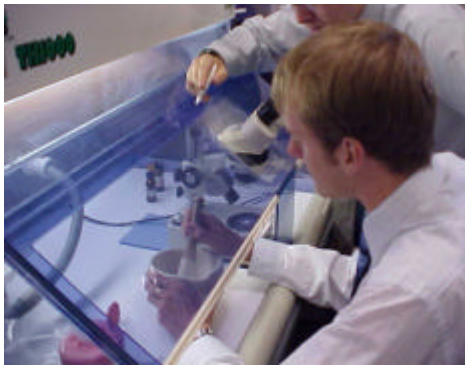


## The Duty to Manage

If you own, occupy, manage or have responsibility for a building which may contain asbestos, you have either a legal duty to manage the risk from asbestos containing materials; or a duty to co-operate with those managing that risk.

Buildings constructed before 1999 may contain limited quantities of asbestos, whilst building constructed before 1985 often contain substantial quantities of asbestos.



The person responsible for a building (The Duty Holder) is, under the Control of Asbestos at Work Regulations 2002 (CAWR), required to manage the risk presented by asbestos containing materials (ACM's) by:

1. Identifying asbestos containing materials within their premises;
2. Assessing the condition of the material;
3. Presuming materials contain asbestos unless there is strong evidence that they do not;
4. Maintaining an up to date record of the location and condition of confirmed and presumed ACM's within the premises;
5. Assessing the risk from the material;
6. Preparing and implementing a management plan detailing how the risk from ACM's is to be managed;
7. Regularly reviewing and monitoring the management plan;
8. Providing information on the location and condition of ACM's to anyone liable to work on or disturb them.

Points 1-3 can be addressed by a professional asbestos survey carried out by a competent person. However, points 4-8 need to be considered separately and **AsbestaPLAN Online** can be used to assist clients in this respect.

## What is AsbestaPLAN Online

**AsbestaPLAN Online** has been specifically developed, using the most up-to-date technology to assist clients and duty holders to comply with their statutory duties in the management of ACM's within their premises.



**AsbestaPLAN Online** is a web-based database, where the findings from asbestos surveys can be uploaded and stored, duty holders are then able to:

- View an **electronic database** of their asbestos survey results for future use and reference
- Ensure that an **accurate and up-to-date** record of the ACM's within their premises are available
- Create and print detailed **Asbestos Data Sheets** for all potential ACM's, these can then be issued to contractors, in-house staff & others who may carry out works in the vicinity of ACM's

**Asbestos Data Sheet**

Created By: Jack Turner  
 Unique Sample ID/Ref#: P4002/004A  
 Site Reference#: ARB2  
 Building Reference#: Main teaching block  
 Level / Room: Ground  
 Room Area: Baller room  
 Description of location: Ceiling  
 Survey Date: 25/04/2005  
 Product description: Insulation Board  
 Estimated Quantity: 2

Comments: The boarding has been damaged and broken away during previous maintenance work.

Product Type: Boarding, Textiles, Gaskets, Paper, Ropes  
 Extent of Damage: High Damage  
 Surface Treatment: Unsealed board, Encapsulated lagging/spray  
 Asbestos Type: Amosite  
 Material Assessment Score: 9

Creation Date: 25/05/2005  
 Company Name: United Schools  
 Address: St Mary's Primary School, Wood Lane, Old Town  
 Lead Surveyor's Name: Sam Baker  
 Name of Testing Laboratory: Asbestos Analysis  
 Survey Company Name: Safety Services Direct  
 Survey Type: Type 2 Sampling Survey

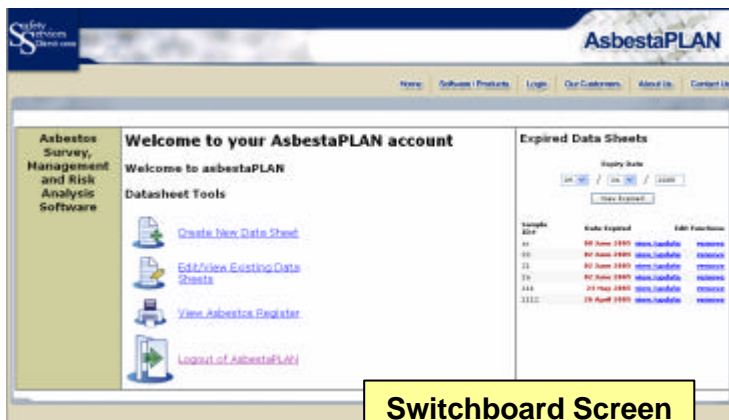
Disturbance (Accessibility): Low disturbance  
 Disturbance (Location): Occasionally disturbed  
 Disturbance (Extent): Small amounts or items  
 Exposure (Location): Confined spaces  
 Exposure (Time): 1 to 3 hours  
 Exposure (Freq of Occ): 1 to 3  
 Maintenance (Type of): Low disturbance  
 Priority Assessment: 4

Proposed Action: Remove  
 Timescale: 6 months  
 Management Options: Label  
 Estimated Cost: 250  
 Actions Completed: 0  
 Review Date: 25/11/2009  
 Total Assessment Score: 12

**Typical Asbestos Data Sheet**

- Undertake a suitable and sufficient **priority assessment** of all confirmed & suspected ACM's
- Establish an updateable, online record of the location of all confirmed and presumed ACM's in the form of an electronic **Asbestos Register**, which is generated automatically by the system
- Be **automatically reminded** when data sheets have passed their review/re-inspection date – thereby helping to ensure the effective management of asbestos within the workplace

- Quickly identify when the asbestos survey information and risk assessments need to be reviewed and updated



Switchboard Screen

- Automatically calculate the **Total Risk Assessment Score**, as required by HSG227, from the information contained within the database
- Readily identify and **manage the of risk** from Asbestos Containing Materials (ACM's) within their premises
- Upload new and revised asbestos survey data following any review or resurvey of the premises
- Demonstrate to the HSE how **compliance is being achieved** in the management of asbestos within the premises
- Access data from **anywhere in the world** with an internet connection



Access Data  
from Anywhere  
in the World

- Set security levels so that only persons with a **valid username and password** can access the data
- Create **different user and security levels**, including read only and full editing rights

No specific software or computer skills are required to use **AsbestaPLAN Online**, other than that of being able to use a keyboard and mouse, and having an internet connection.

## Ensuring Compliance

**AsbestaPLAN Online** has been designed to comply with the standards and requirements laid down by the UK Health and Safety Executive in the publications **MDHS100** and **HSG227**, as well as the duty to manage (Regulation 4) in the **Control of Asbestos at Work Regulations 2002**.



By utilising **AsbestaPLAN Online** to assist with the management of risks associated with ACM's on your premises and by working in partnership with your surveyors, duty holders can be sure that they will comply with their statutory duties, as well as safeguarding the future health and safety of their employees and visitors to their site.

**AsbestaPLAN Online** enables survey data to be directly uploaded to our database, which is hosted remotely on a secure server. Only individuals with a valid password and username will be able to access the online asbestos data sheets and registers via a special login page.

The use of an internet based solution means that companies are able to host their databases and asbestos registers centrally, whilst individuals in different offices, or different parts of the country will each be able to simultaneously view the same information.

**AsbestaPLAN Online** also affords companies' greater control and security of their data by enabling users to have different editing rights, such as **read only** or **full editing** rights. This feature enables companies to provide maintenance contractors and other staff with read-only access to their database, thus protecting the integrity of their information.

The other major advantage of an online solution is that the management and updating of your asbestos information is greatly simplified and this can help duty holders to demonstrate, to the HSE, how they are continuing to comply with their:

'Duty to Manage Asbestos Containing Materials'.

For a free trial of **AsbestaPLAN Online** please contact us at:  
[info@SafetyServicesDirect.com](mailto:info@SafetyServicesDirect.com)

## Costs and Licence Options

The use of the **AsbestaPLAN Online** package is subject to an annual fee for each database/site hosted. The cost of the annual fee includes:

- Licence to use the software
- The online hosting of the database
- Database and system administration
- Carrying out regular backups of your database
- Carrying out routine maintenance of the system
- One full user and one read only user

The cost of the annual fee is dependent upon the number of sites or databases which you intend to host. Each site will be hosted as a separate database. Additional sites can be added to your collection at any time.

The costs for the annual fee are as follows:

<b>Number of Sites</b> (registered to a single organisation)	<b>Annual Fee</b>
Single site	£250.00
2 to 5 sites	£350.00
6 to 10 sites	£450.00
11 to 20 sites	£650.00
21 to 40 sites	£850.00
41 to 80 sites	£1050.00
81 to 150 sites	£1350.00
150+ sites	£POA

## User Levels – Quick Reference Table

User Level	Read Only	Print	Create	Delete	Edit/ Amend	View & Print Asbestos Register	Annual Cost for each extra User
<b>Full Editing Rights</b>	✓	✓	✓	✓	✓	✓	£50.00
<b>Editor</b>	✓	✓		✓	✓	✓	£40.00
<b>Creator</b>	✓	✓	✓			✓	£35.00
<b>Read Only</b>	✓	✓				✓	£20.00
<b>Read Only (Time Limited)</b>	✓	✓				✓	From £120.00

## **EXPLANATION OF THE USER LEVELS**

### **Full Editing Rights User Level**

This function allows the user to access the database; create new datasheets; amend existing datasheets; print and delete datasheets. In addition they can view and print the asbestos register for that site. This user level is recommended for the Health & Safety Manager or the Duty holder. Each additional user is charged at £50.00 a year.

### **Editor User Level**

The Editor may edit datasheets within the existing database or site. The user can read existing datasheets and print them off or view and print the asbestos register for that site. The user cannot create new or delete existing datasheets. This level is recommended for persons reviewing or updating the existing database. This level of user is charged at £40.00 a year.

### **Creator User Level**

The Creator may create new datasheets within a specified database or site. The user can read existing datasheets and print them off or view and print the asbestos register for that site. The user cannot amend or delete existing datasheets. This level is recommended for asbestos surveyors and those adding additional records to the database. This level of user is charged at £35.00 a year.

### **Read Only Rights**

This level allows the user to access the database read and print off datasheets or view and print the asbestos register for that site. This user cannot amend, delete or edit any datasheets within the database. This level is recommended for general awareness or for information purposes amongst staff members. Each additional user is charged at £20.00 a year.

### **Read Only Rights – Time Limited**

This level allows the user to access the database read and print off datasheets or view and print the asbestos register for that site. This user cannot amend, delete or edit any datasheets within the database. This level is recommended for use by contractors visiting your premises. The password is time-limited and can be set so that it expires at the end of the contract so the contractor can no longer access your database once off site, or can be changed periodically to prevent any unauthorised access. There is an unlimited number of times that the password can be changed. The standard initial package is set at 12 times a year. This unique management tool is charged from £120.00 per year. Please contact us for different levels of this service.

**If you have any queries, or require further information, please do not hesitate to contact us on:**

**[info@SafetyServicesDirect.com](mailto:info@SafetyServicesDirect.com)**

**or Tel: 08453 66 99 33**