

1. AIMS OF SECTION

- ▶ To control the risks from any asbestos containing materials (ACMs) within the hotel.

2. INSTRUCTIONS

- ▶ The **PROPERTY DETAILS SUMMARY (FORM 1)** should be completed to summarise the following information:
 - date of construction
 - dates of any major refurbishment
 - details of any plans/building specifications that are in existence
 - relevant information provided by the Property Maintenance Manager
 - existing Asbestos Registers
- ▶ The **ASBESTOS SURVEY SUMMARY (FORM 2)** should be completed to summarise the following information:
 - type of survey agreed for the property
 - name of surveying organisation
 - date of communication to employees regarding company approach to compliance
 - date of survey
 - date survey received and signed off by Property Maintenance Manager
 - summary of action taken as a result of the survey
- ▶ The **MANAGEMENT OF ASBESTOS (FORM 3)** should be completed to record the following information (further information is provided in Health and Safety Guidance Note 5):
 - Control over maintenance staff
 - Control over contractors
 - Routine inspection of existing ACMs
 - Employee consultation
 - Maintenance staff training
 - Control over access to areas containing known ACMs

FORM 1: PROPERTY DETAILS SUMMARY

Name of hotel	
Date of construction	
Details of major refurbishments and dates	
Location of building plans	
Information provided by PMM	

FORM 2: ASBESTOS SURVEY SUMMARY

Location of existing asbestos register and last review date	
Type of survey agreed	
Name of surveying organisation	
Date of communication to employees	
Date of survey	
Date survey received and signed off by PMM	
Summary of action taken as a result of the survey	

FORM 3: MANAGEMENT OF ASBESTOS

Controls	Comments
Method of controlling in house maintenance staff	
Method of controlling contractors	
Method of consulting with employees	
Maintenance staff training policy	
Health and Safety Policy	
Crisis and Disaster Recovery Manual	

6 MONTHLY INSPECTION OF ACMS AGAINST ASBESTOS REGISTER	
Date	Signature