



Asbestos Management Plan

Quick Reference Guidance Sheet – For Staff

Imperial College Staff have a responsibility under the Imperial College Asbestos Management Plan (ICL AMP). Duties as outlined in AMP include:

- Immediately reporting to the [Building Manager](#) and/or EO Customer Services Centre, any known ACMs – in the building, plant or equipment - which are damaged or disturbed or any suspect ACMs of any condition and any defects or concerns they may have related to asbestos issues or remedial works.
- Contacting their [Building Manager](#), or Project Manager where already appointed, regarding any work to be undertaken which may involve ACMs.
- Undertaking Month One Safety Training and the associated test or attending departmental student induction training (as these cover basic Asbestos awareness).
- Attending the College Asbestos Awareness training course when so requested.
- Not drilling into or otherwise interfering with surface finishes or walls (this may also damage hidden services and fire compartments).
- Understanding the risk of exposure from opening up equipment which is imported or predates the UK Asbestos (Prohibitions) (Amendment) Regulations 2003 and that they must check suspect equipment with the Asbestos Manager first, (via the EO Customer Services Centre).
- Recognising that Asbestos legislation does not apply in every country, therefore imported or inherited equipment may still be constructed with ACMs; it may also be used in building construction, and demolition processes may not be sufficiently stringent to prevent exposure.
- Seeking up to date information from the Asbestos Manager on suspect equipment or when visiting construction and demolition sites abroad.

Full version of the ICL AMP can be located on the Imperial College Intranet

<https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/estates-facilities/public/health-and-safety/safety-guidance/Asbestos-Management-Plan-2023.pdf>

HOW do I request Asbestos Information and Advice?

- Put a request in via Planon or by emailing the Estates Operations Customer Service Centre eo.csc@imperial.ac.uk or
- Email ICL Asbestos Management directly via asbestosmanager@imperial.ac.uk or
- Phone ICL Asbestos Management on 020 7594 9565

WHEN do I need to request Asbestos Information and Advice?

- Prior to **ANY** planned Refurbishment / Redecoration / Reconfiguration works
- Info on equipment in use - or in storage - with suspect asbestos components
- Prior to moving any known piece of equipment with an asbestos component to a new location
- Prior to Laboratory equipment coming in from countries outside the EU.

CONSEQUENCES OF NOT requesting appropriate Asbestos Information prior to works

- Exposure
- Delays and costs

Training sessions are available to all ICL Staff and can be booked online

College Staff can book via 'My Training'. Further information available of the Imperial College Intranet

<https://www.imperial.ac.uk/staff-development/safety-training/safety-courses/asbestos-awareness/>