



QUEEN'S  
COLLEGE  
TAUNTON

# Queens College Asbestos Management Plan

**Date produced: November 2023**

**Date of last review: March 2026**

## 1.0 Statutory Requirements:

The *Control of Asbestos Regulations 2012*<sup>1</sup> requires premises owners, managers and occupiers (the Duty Holder) to protect persons who work in them or visit them, from the risks to health associated with exposure to asbestos.

The Duty Holder must ensure that a suitable and sufficient assessment is carried out to establish whether asbestos is or is liable to be present within the premises. If the assessment shows that asbestos is or is liable to be present within the premises the Duty Holder must ensure:-

- a) a determination of the risk from that asbestos is made;
- b) a written plan identifying those parts of the premises concerned is prepared; and
- c) the measures which are to be taken for managing the risk are specified in a written plan. (**The Asbestos Management Plan**)

Definitions:

- Duty Holder : the person or organisation responsible for commissioning work in the premises.
- The Duty Holder will be the person or organisation that has the responsibility for commissioning work in the premises. The definition of 'Work' includes any construction, alteration, conversion, renovation, repair, upkeep, redecoration, or other work that may involve drilling, demolition, or dismantling of a structure within the premises.
- The 'Duty to Manage' includes schools.

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<sup>1</sup> Regulation 4 The duty to manage asbestos in non-domestic premises

## 1.1 The Asbestos Management Plan:

### The Survey:

The starting point of any Asbestos Management Plan is the initial Asbestos Management Survey. This survey will identify asbestos and people who may be exposed. The Asbestos Management Survey does not, nor is it intended to, identify all of the asbestos in the premises. Asbestos may be contained within the fabric of the structure and will never be exposed unless work is carried out that may disturb and/or damage it.

If any project is planned that requires invasive work to the surface of the premises, then a refurbishment & demolition (R&D) survey will be necessary before work commences (unless the surface is unmistakably not asbestos e.g. solid glass, wood, metal, brick or stone OR the asbestos survey confirms, beyond doubt, that asbestos is not present)

The Management Survey considers risk in line with the HSE algorithms (HS(G)263 The Survey Guide which defines the [Material Assessment and the Priority Assessment](#)

**The Material Assessment** identifies high hazard materials and assesses the risk of fibre release based upon 4 key parameters:

- product type
- extent of damage/deterioration
- surface treatment
- asbestos type

Each parameter is given a score of 1-3 (1=low risk of fibre release, 2 medium, 3 high) which are aggregated to give a risk of exposure score, resulting in **High (greater than 10)**, **Medium (7-9)**, **Low (5-6)**, **very low (1-4)** or No asbestos detected (0).

**The Priority Assessment** is a continuation of the *Material Assessment* allowing the Duty Holder, in collaboration with the Asbestos Consultant, to further assess the risk of exposure based on the detailed knowledge the Duty Holder and school users has of the use of the premises, maintenance activities and the context of the location of the asbestos.

The combination of the *Material* and *Priority* assessments will determine the **Action Plan** (Remove, Repair, Seal/ encapsulate, Prohibit or restrict access, Label or Monitor condition).

The aggregated scores for each ACM informs the action required for each instance based on the table below:

Risk of fibre release	Score	Frequency of check
High	> 18	Urgent Action / Remove
Medium	14 - 17	Encapsulate & Monitor
Low	9 - 13	Monitor Six monthly
Minor	1 - 8	Monitor Annually

## 1.2 The Management Plan.

### The Asbestos Register

The Duty Holder must arrange for an *Asbestos Register* that will provide easily accessible information regarding results of initial asbestos surveys, remedial actions taken, localised surveys examining the deeper fabric of the buildings, Certificates of Reassurance and Reoccupation and further Management Surveys undertaken.

### Responsible Persons

The person who **produced** the plan.

The person(s) responsible for **implementing** and keeping the Management **Plan maintained**.

The **Responsible Person** must be aware of the contents of and support the Management Plan.

### The Review Process

Periodically, in line with the management plan risk assessment, the condition of all accessible ACM's should be inspected, photographed and logged.

Any R&D surveys undertaken between review periods should be recorded in the management plan by way of annotations.

Any asbestos removal works carried out between review periods should be recorded by way of annotations and photographs appended.

Training of relevant school personnel will be recorded in the management plan.

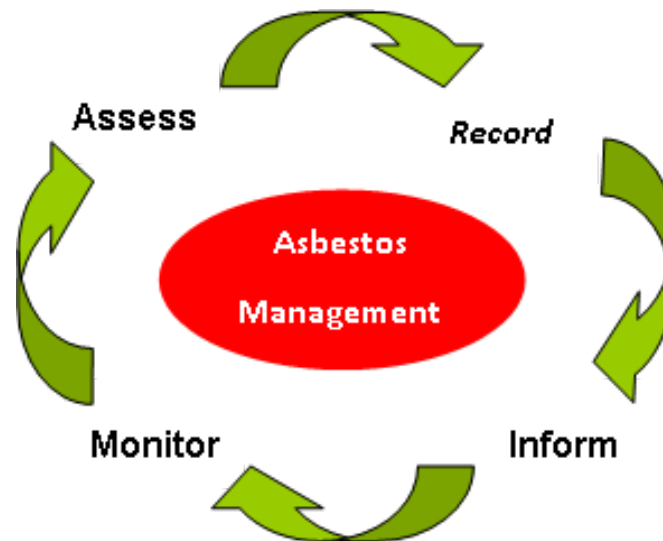
## 2.0 Queen's College Asbestos Management:

### 2.1 Overview of Asbestos Policy:

Queen's College has a legal duty in relation to asbestos management in their premises. It is therefore imperative that all parties adhere to current regulations and legislation to effectively manage asbestos in their premises and ensure no persons are exposed to asbestos containing materials.

The Bursar and Estates Manager has responsibility for the maintenance and/or repair of school premises and has day to day management on behalf of the 'duty holder', under Regulation 4 of the Control of Asbestos Regulations 2012. This means that s/he knows whether the premises contain asbestos, where it is, what condition it's in and ensures that it is managed properly which includes making assessments in respect of any work or other potential disturbance activities that may take place within the School.

The main principles of asbestos management are to Assess, Record, Inform and Monitor.



**Assess:** Asbestos in premises does not necessarily create an unacceptable risk. Asbestos is the hazard; the risk can only be defined when this hazard is assessed within the environment in which it is found. This assessment must take into account the activities carried

out near or on the asbestos for the assessment to be able to present viable recommendations. It may take the form of a desktop study, a full asbestos survey, or a combination of the two.

**Record:** All assessments, the location and the condition of any known or presumed asbestos containing materials must be recorded, updated and regularly reviewed. Similarly, any changes to the condition or location of any known or suspected ACM's, any training, any controlled removal works, re-inspection, etc., must be recorded. It is imperative that all asbestos records are kept up to date, are coherent and are accessible.

**Inform:** All asbestos records gathered must be made available to all relevant people at a suitable time. All staff, contracted workers, regular building users, managers, etc. will require access to asbestos records held by the appointed Responsible Person. Additionally, a system of training, seminars, question and answer sessions, as well as site inductions and risk assessments prior to any project works should be adopted where appropriate.

**Monitor:** All asbestos records, procedures, training and safe systems of works must be regularly monitored and reviewed; this is an HSE requirement. The purpose of this ongoing monitoring is to ensure that the aims of the asbestos management strategy are being met and that no one is liable to be exposed to asbestos airborne fibres.

## 2.2 Definition

The purpose of this process is to minimise the risk of exposure to asbestos materials to pupils, staff, visitors or contractors.

The Duty Holder, Responsible Person and Responsible Officer are responsible for controlling and coordinating this policy.

The Head of College has been designated as the Duty Holder under the Control of Asbestos Regulations 2012 and will ensure that suitable and sufficient expertise and advice is provided to ensure their governance with regards to The Control of Asbestos Regulations 2012 and their Duty to Identify, Manage and Control any identified ACM's within their premises.

Queen's College has in co-ordination with the Responsible Person (Kim Dawkins, Bursar) and the Responsible Officer (Deborah Cossey, Estates Manager) responsibility for Queen's College.

***To comply with the policy and the CAR Regulations 2012 and the Duty to Manage Asbestos, the Duty Holder (Julian Noad, Head of College) requires The Responsible Person (Kim Dawkins, Bursar) and The Responsible Officer (Deborah Cossey, Estates Manager) to ensure the following management procedures are adhered to:***

**The day to day management of Asbestos Containing Materials (ACM) identified in the Asbestos Management Plan.**

- Do not permit any person to disturb or risk disturbing ACM.
- Inform all employees of the potential risk from exposure to asbestos materials.
- Convey to all staff and workpeople the location of all ACM (relevant to areas they occupy as part of their work).

- Assess the risks based on location, material and activity within each area.
- Complete and record routine visual checks of reasonably accessible ACM at the required frequency, as detailed in the Management Plan.
- Immediately report any damage and/or deterioration to ACMs to the Duty Holder
- Immediately action safety precaution procedures, include prohibiting access (by way of locking doors, erecting barriers and posting signs) to any area that is suspected to have been contaminated by asbestos as a result of damage or deterioration to an ACM.
- Presume all materials contain asbestos in areas detailed as not being accessed unless evidence is available to the contrary.
- Formally notify the Duty Holder in writing of any changes to the ACM condition including encapsulation or removal.
- Establish local document control procedures in order that future amended asbestos data issued by The Duty Holder is immediately available for reference on site and that superceded versions are archived.
- Ensure effective control and management of (Identified Persons), and others when carrying out any works likely to disturb ACM.

### **2.3 Access to Information**

This Asbestos Management Plan must be maintained and made available and accessible to: -

- HSE & EHO Inspectors.
- Emergency Services & Building Control Officers.
- Duty Holder
- Responsible Person / Responsible Officer
- All maintenance staff as part of their awareness of the location of asbestos materials, including the management and reporting requirements of any incidents.
- Other staff will be provided with asbestos information relating to their working areas upon request.
- Contractors, Cable Installers, and Maintenance Contractors to assess and eliminate or minimise the risk of disturbing ACM when carrying out DIY type, small or large alteration / building works.



Statutory Responsibilities for Managing Asbestos in Premises	Duty Holder	Responsible Person	Responsible Officer
4. Keeping of detailed records for a minimum of 40 years.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. Reviewing of the Asbestos Management Plan.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6. Monitoring of the persons / organisation responsible for the implementation of the Asbestos Management Plan findings.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Undertaking the maintenance regime.			<input checked="" type="checkbox"/>
8. Monitoring of the maintenance regime		<input checked="" type="checkbox"/>	
9. Making sure that all works are completed and adhered to in accordance with good practice guidelines and method statements, risk assessment including COSHH assessments.  Monitoring of Contractors undertaking works.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10. Ensuring appropriate controls in place to avoid the risk of exposure to Asbestos Containing Materials i.e. routine maintenance is carried out at the correct time.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11. Making sure that the Contractors are trained in PPE/RPE and use PPE/RPE whilst on the premises.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Statutory Responsibilities for Managing Asbestos in Premises	Duty Holder	Responsible Person	Responsible Officer
12. Undertaking of 6 - 12 monthly regular reviews of the Asbestos Management Plan findings to check that they have been carried out.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
13. Ensuring any additions or modifications to the building have been incorporated into the Asbestos Management Plan and schematic drawings.	<input checked="" type="checkbox"/>		
14. Review of Asbestos Management Plan following changes to management and/or maintenance of the system e.g. before and 6 months after a new Estates Manager has been appointed.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
15. Review of Asbestos Management Plan following significant changes in the way a system is being used e.g. a change to the occupied building and its usage.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16. Maintaining Instructions for Emergency Action and Activation as required.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
17. Consultation with employees or their representatives on the identified risks of exposure to Asbestos Containing Materials and on the measures and actions taken to control the risks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	





### 3.0 Appointed Persons Record

Name & Address of Premises			
Queens' College, Trull Road, Taunton, TA1 4QS			
Duty Holder, Responsible Person and Officer			
Name and designation of Duty Holder, Responsible Person and Officer	ROLE	PRINT NAME	JOB ROLE
	Duty Holder	Julian Noad	Head of College
	Responsible Person	Kim Dawkins	Bursar
	Responsible Officers	Deb Cossey Jay Lanchbury	Estates Manager Health and Safety Officer

The Asbestos Management Plan including all records and procedures will be reviewed and where necessary updated and amended as may be deemed necessary:

- At not greater than twelve monthly intervals from the date of this Asbestos Management Plan; and
- At any point in time where incidents or events within the School indicate that the Plan may not be sufficiently robust.

The Review Panel will comprise the Responsible Person (or in their absence, Duty holder's representative) and the Responsible Officer

	DATE	NAME	SIGNATURE
<b>Date that Premises Asbestos Management Plan was first produced</b>	November 2023	Tersus	
<b>Date that this Premises Asbestos Management Plan was updated in the period after issue</b>  <i>Low risk, composite materials and cement products will be inspected bi-annually.</i>  <i>High risk and insulating board will be inspected annually, or more frequently if required.</i>	January 2025	Jay Lanchbury	
	March 2025	Tetra Tech/DBC/JPL	
	March 2026	JPL/DBC	

## 5.0 Record

### How is the location and condition of all identified or presumed asbestos containing materials (ACMs) recorded

**State how information about ACMs in these premises is recorded and where in the premises it is held.**

All maintenance staff, the Duty Holder, Responsible Person and Responsible Officer have direct access to software where asbestos information is logged for management purposes.

All contractors are required to view the relevant asbestos documents before being permitted to work within the premises and their works discussed.

A record is kept of all contractors agreeing they have viewed and understood the asbestos register and asbestos management on site.

## 6.0 Monitoring Arrangements

### Arrangements for monitoring Asbestos Containing Materials (ACMs)

Any work involving, disturbing or removing ACMs must be carried out by a licensed asbestos removal contractor. The Regulations require that the contractor gives the Health & Safety Executive (HSE) 14 days notice before work begins unless there are very special circumstances.

The following are the procedures for monitoring and remediation of asbestos materials as appropriate and necessary:

**A) Arrangements for monitoring identified and presumed ACMs in order to ensure that they remain in good condition and that there is no increased risk of disturbance.**

The Responsible Person and Responsible Officers are fully familiar with known and recorded asbestos materials, monitor periodically and record condition within the Management Plan. In addition staff have been made aware of the known asbestos materials within their work environment so they also monitor in course of everyday work.

**B) What are the arrangements for ensuring that identified and presumed ACMs are properly and safely removed where necessary?**

Where damage or any other form of delegation is noted:

- Firstly notified to Responsible Person who in turn will notify the Duty Holder
- The Duty Holder/Responsible Person will instruct school's external asbestos consultant who in turn will scope necessary remediation work on behalf of the school. This work will be undertaken by a licensed asbestos removal contractor with clearance procedures and monitoring activities to be independently undertaken by a separately appointed UKAS accredited analytical organisation.

**C) Certificates of asbestos work and all other information:**  
Documents available within the Teams asbestos management software

## 7.0 Communication & Procedures

### How is information about ACMs properly communicated to staff, contractors and visitors?

Staff, contractors and visitors must be made aware of the location of all ACMs that it is foreseeable they could encounter. They must also be made aware of the procedure for reporting damage discovered to these materials.

The process below is how the information will be given to staff and to visiting contractors and how they should report any damage they discover.

#### Information Dissemination

Staff: Training provided both internally and by External Consultant where appropriate on the following:

- Management Plan and reporting procedures
- Location of asbestos records generally including the register, localised surveys and assessments
- Specific asbestos materials within the individual staff working areas that may be encountered

Where damage is discovered this must be reported in the first instance to Responsible Person and/or the Responsible Officers, who will instruct the school's external consultant to make the necessary arrangements for remediation works to be carried out. All works will be undertaken as appropriate by licensed asbestos removal contractor and in consultation with the school's external consultant. An emergency decant procedure will be implemented if required and advised by external consultant.

Visiting Contractors: All maintenance and service contractors are required to report to reception who will direct them to the Responsible Person and/or the Responsible Officers. The Responsible Person and/or the Responsible Officers will direct the contractor to the relevant asbestos information within the register and localised Demolition & Refurbishment surveys.

No maintenance or other works will be permitted to be undertaken by visiting contractors unless cleared by the Responsible Person following consultation with asbestos register and a task specific assessment.

### **Routine Maintenance or Other Foreseeable Day to Day Disturbance Activities including I.T. Works:**

Contractors and staff undertaking routine maintenance or other foreseeable day to day disturbance activities including I.T. Works will be directed to the Responsible Person who will review the work to be undertaken and assess if the existing asbestos information provides an adequate (suitable and sufficient) basis for assessing the proposed Works.

Where the existing asbestos information is deemed by the Responsible Person to provide an adequate (suitable and sufficient) basis for assessing this proposed Work by the Contractor, then the Responsible Person will:

- Assess whether any asbestos risk management action will be necessary in order to facilitate the intended maintenance or other works (e.g. removal of any asbestos materials that will inevitably be disturbed).
- Where asbestos risk management works are deemed necessary by the Responsible Person, or where the Responsible Person Manager wishes to seek support in completing the assessment, then the school's external asbestos consultant will be engaged by the Duty Holder to either provide the necessary support and/or procure and manage the necessary Risk Management Remediation Works.
- Where no specific asbestos risk management remediation works are deemed necessary by the Responsible Person, then the maintenance Contractor will be notified of known and recorded asbestos materials and advised accordingly so that the Contractor's proposed Works may then be commenced.

Where the existing asbestos information is NOT deemed by the Responsible Person to provide an adequate (suitable and sufficient) basis for assessing the Contractor's proposed works then:

- The Responsible Person will in the first instance:
  - i. Advise the Contractor that the work cannot proceed until such time as an assessment has been carried out: and
  - ii. Advise the Duty Holder that further survey work will be necessary in order to assess the proposed maintenance or other works.
- The Duty Holder/ Responsible Person will instruct the external asbestos consultant to scope and procure the necessary survey and investigation work in order to facilitate the completion of the assessment process as above.

### **Construction and Refurbishment Activities**

Construction and / or Alteration or Refurbishment activities will not be undertaken by, or at the School, other than on a planned basis.

The Duty Holder will initially appoint the school's external consultant who will:

- i. Review the School's existing asbestos information (Register / Localised Asbestos Refurbishment and Demolition Survey Reports) in order to establish if a suitable and sufficient assessment can be carried out based on this existing information.
- ii. Where following review the existing survey information is deemed insufficient by the external consultant, the external consultant will, on behalf of the School:
  - Agree the scope of the required further survey investigations so that they form an adequate basis for the assessment to be undertaken;
  - Procure and manage the further survey investigations and associated reporting activities as necessary and appropriate.
- i) Following review and the obtaining of further information as necessary, the external consultant together with the Bursar and Estates Manager will review the asbestos information and will assess and identify those asbestos materials liable to disturbance from the proposed construction and refurbishment activities.

Where asbestos materials are identified as liable to disturbance, the external consultant together with the Responsible Person will determine the appropriate risk management action to be undertaken (removal of the asbestos materials or perhaps a revision of the construction and refurbishment works so that disturbance is no longer a liability). The external consultant will then, on behalf of the College, procure and manage the necessary asbestos risk management works (to be undertaken by a specialist licensed asbestos removal and remediation contractor) and associated analytical works (to be undertaken by an independent UKAS Accredited Analytical Laboratory) all to be completed prior to commencement of the proposed construction and refurbishment activities.

## 8.0 Training

Have persons responsible for producing, implementing and maintaining this premises-specific Asbestos Management Plan received suitable training to enable them to completely undertake their roles?			
<p>State here the names and positions of all the persons responsible for producing, implementing &amp; maintaining this premises Asbestos Management Plan</p> <p>Have they received suitable asbestos awareness &amp; asbestos management training?</p> <p>State (if applicable) when &amp; by whom this training was given, e.g. in-house or by an external provider.</p>	Responsibility / Training	Name & Role	Date
	Initial production of the management plan	Kim Dawkins Deb Cossey	Nov 2023
	Implementation	Kim Dawkins Deb Cossey	Nov 2023
	Monitoring / maintaining	Kim Dawkins	Nov 2023
	iHasco Awareness Training	Julian Noad Kim Dawkins D Cossey J Lanchbury	29/11/24 19/12/23 23/10/23 18/11/24
	Category A & B Non-Licensed Work with Asbestos (UKAS / IATP)	Chris Hawkins Dan Griffiths Phil Alexander Spencer Barwell	November 2023. Refreshed: November 2024, November 2025.
	UKATA Duty to Manage Asbestos - Appointed Person	Jay Lanchbury	20/11/2024

## 9.0 Management Action Plan

Provide here a brief description of:

- i) Risk management procedural actions required following last review including time scales; and
- ii) Instances of individual ACM's that require attention e.g. an asbestos wall lining board in a classroom may require action because it has been damaged by chair backs. The management action may be to provide a narrow timber rail on the wall to prevent further damage. When this work is scheduled to be carried out should be indicated and recorded once this has been done. Material condition assessments, together with your assessment of the risk of disturbance, will help you prioritise any work required to manage these ACMs

Reference	Management action	Date work proposed (approx.)	Date completed
<b>Procedural Actions:</b>			
Ref 1	Annual Review to be carried out by the College	Feb 2025	Feb 2025
Ref 2	Re-inspection to be completed in Feb Half Term by Tetra Tech	Feb 2025	March 2025
Ref 3	Re-inspection to be completed by Tetra-Tech February 2026	February 2026	February 2026

Location & brief description of the ACM (or survey reference taken from Survey)	Management action	Date work proposed (approx)	Date completed
<b>Instances of individual ACM's Requiring Risk Management Action:</b>			
Hutton House Basement Area Stairwell and Plant Room	Encapsulation of stairwell walls panels and header panel and removal of debris within wall recess	April 2025	April 2025
Haslam Block 2 <sup>nd</sup> floor classrooms M5 & M9 and corridor	Removal of debris to timbers above suspended ceilings	August 2025	August 2025

## 10.0 Emergency Procedure

### Asbestos Emergency Procedure

Emergencies are unexpected situations requiring sudden and urgent action. In the context of asbestos, the immediate measures taken should be those that will most effectively prevent or minimise exposure to airborne asbestos fibre.

#### 11.2 Emergency Action Plan – Accidental Release of Asbestos Fibres

The following procedures apply to all accidental releases of fibres into the workplace occupied by students, staff or visitors caused during its normal occupation or by others (e.g. contractors) working in or adjacent to the workplace.


Where a contractor is in total control of a premise and there are no College, other occupants or public present, the contractor will have a similar emergency action plan as below and be responsible for its implementation and for reporting as appropriate to the Responsible Person at the earliest possible opportunity.

In the case of an uncontrolled release of asbestos fibres into the workplace the Control of Asbestos Regulations 2012 require all persons to be kept away from the affected area. The most appropriate way of meeting this requirement is to have an emergency action plan and regularly tested safety drills. The College's Emergency Action Plan is as follows:

- Inform the Responsible Person / Responsible Officers immediately to take control of the situation.
- Clear the area of all personnel, isolate and secure, e.g. in a single room by closing and taping all access doors.
- Do not remove any items from the potentially contaminated area.
- Nominate (an) individual(s) with the responsibility of prohibiting entry to the area.
- The Responsible Person / Responsible Officers will inform the Duty Holder and Tetra Tech, our External Consultant, who will appoint on behalf of the College a specialist to access the area with appropriate personal protective equipment and decide on a further course of action to remedy the situation.
- Ensure all persons who may have been exposed by the uncontrolled release of fibres are immediately informed and offered personal occupational health and support.
- The Duty Responsible Person / Responsible Officers / External Consultant will organise the necessary remedial action.
- Keep the area clear of anyone not involved in the remedial action until inspection and air monitoring has confirmed that the area can be reoccupied and certification issued.
- The Responsible Person is to record the incident and ensure the report goes to the HSE under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

## Record of Special and Routine Reviews

Use this table to record any special interim reviews or 6 monthly/annual reviews. Use one table for each review and retain within the plan for auditing purposes

Date of Review	Reason for Review	Reviewers (x2)	Signatures	Date Next Review
10/03/2026	AMP Review, following annual re-inspection surveys carried out in February 2026	JPL & DBC		10/03/2027
Location detail	Photograph at last review	Photograph this review	Action required	Date actioned

### Record of Special and Routine Reviews

Use this table to record any special interim reviews or 6 monthly/annual reviews. Use one table for each review and retain within the plan for auditing purposes

Date of Review	Reason for Review	Reviewers	Signatures	Date Next Review
Location detail	Photograph at last review	Photograph this review	Action required	Date actioned

## Asbestos Register and Plans

Access to the register and all other relevant documentation is available by logging into the Teams software which is managed by Tetra Tech.

Maintenance staff and others who have areas of responsibility have individual log-ins.

Contractors will be provided with access to this information upon request and prior to any building works being carried out.

A summary of the register is available by [clicking here](#) but this must only be used as a guide. Teams should be checked for the most up-to-date information.

[Click here](#) for access to the individual layout plans for reference but as above, this must only be used as a guide. Teams should be checked for the most up-to-date information.