



Education & Skills  
Funding Agency

# **Asbestos Management Assurance Process**

## **User guide**

This document provides guidance for Responsible Bodies on how to submit their assurance declaration to the Asbestos Management Assurance Process (AMAP).

**1 March 2018**

Of interest to anyone who is responsible for the management of asbestos in the education estate and compliance with the Control of Asbestos Regulations 2012.

## Checklist

- Login to the Asbestos Management Assurance Process online portal.
- Enter your responses to the questions on the online portal. Read the automated guidance notes based on your responses. Save your responses periodically.
- Check that all questions have been answered accurately and that any data submitted (eg document dates) is correct.
- Confirm that all responses have been assured by the appropriate Responsible Body and approved for submission to the ESFA.
- Responsible Bodies should review their dashboard and complete the assurance declaration based on the available information from their respective schools.
- Responsible Bodies should submit their assurance declaration to the ESFA by:  
**12:00 noon on Thursday 31 May, 2018.**

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# Introduction

You are expected to complete the Asbestos Management Assurance Process (AMAP) if you are a Responsible Body.

In this User Guide, 'Responsible Body' means: the main employer of staff at State-Funded Schools and Academies.

'State-Funded Schools and Academies' means: maintained nursery schools, maintained schools (including primary, secondary and middle schools), maintained special schools and academy special schools, pupil referral units, academies and free schools and non-maintained special schools.

The AMAP will **not** apply to other types of nursery schools or early years providers, FE and HE institutions and independent schools. While specialist post-16 institutions may have eligible state-funded pupils, those institutions will not be included.

As a Responsible Body, you have a duty under the Control of Asbestos Regulations 2012 (Regulations) to manage asbestos in your school buildings. Others are also likely to have duties under the Regulations. These include persons with any responsibility for the maintenance of school premises or any form of control of them. So governing bodies are also likely to have duties under the Regulations even if they are not an employer of school staff.

As the Responsible Body, you should already be identifying and managing asbestos in your schools as part of your estate management and health and safety duties. Employers have specific duties under the Regulations in relation to the management of asbestos. These include, where an employer wants to do any building or maintenance work to school premises or on equipment that might contain asbestos, the duty to identify where asbestos is, and its type and condition, taking account of the fact that some buildings may contain 'hidden' asbestos. The Health and Safety Executive (HSE) advise that as long as asbestos-containing materials are undamaged, encapsulated and not in locations where they are vulnerable to damage, they should be managed *in situ*. If there are any areas of concern resulting from your assurance declaration then we may contact you. Depending on the nature of the issue, we may need to involve the HSE to provide expert advice.

Responsible Bodies as employers are also required to assess the risks, and manage and control these risks. This is absolutely critical, as asbestos can be dangerous if not managed effectively and can cause terminal illnesses such as mesothelioma in later life. Asbestos should be managed to comply with the requirements of the legislation and in line with the department's guidance [Asbestos Management in Schools](#), to manage the risk of exposure to pupils, staff and visitors.

All Responsible Bodies are expected to submit an assurance declaration at the end of the AMAP. You need to ensure that you include every school for which you are

responsible in the AMAP. You can either complete all returns as the Responsible Body or by asking your schools to complete the compliance information and then submitting it to you for review. However, the Responsible Body is ultimately responsible for validating and ensuring the accuracy of any information submitted by schools and for providing the assurance declaration.

As well as providing us with assurance that you are meeting your duties in relation to asbestos management, the AMAP aims to support you by providing guidance and signposts to asbestos information. Please use these to make sure that your responses are accurate and that you are doing everything you can to manage asbestos in your schools. We intend to publish data that shows which Responsible Bodies have provided assurance declarations. This is an important part of being transparent on meeting health and safety duties, but also aims to provide assurance to members of the public that you are managing asbestos in your schools.

## **Purpose of the AMAP User Guide**

This user guide will help you to use the AMAP online portal to submit an assurance declaration on your compliance with asbestos management legislation to the ESFA.

The online portal will provide automated guidance, based on your responses. It will also provide a dashboard to show your current position, the progress you have made and to provide the necessary assurance declaration.

## **What is the AMAP?**

The AMAP is an online portal for Responsible Bodies to provide a written (electronic) assurance that their schools are compliant with legislation on the management of asbestos in their education estate. The Responsible Body is asked to complete a declaration regarding the accuracy of the content of the information that they provide on the online form. Responsible Bodies may EITHER choose to complete the AMAP on behalf of their schools OR may ask other duty holders under the Control of Asbestos Regulations 2012 (see below) for particular schools (eg a governing body if they are not main employer of school staff) to complete the compliance information in the AMAP form for their school. If a person other than the Responsible Body completes any part of the AMAP form then the Responsible Body will still be responsible for validating the content of the AMAP form and for providing the assurance declaration to the ESFA.

The AMAP will be open for three months and we will remind Responsible Bodies during that period about our expectation to ensure that they submit their assurance declaration by the deadline. Data provided will be extracted to establish a 'snapshot' on the level of compliance at the end of the AMAP analysis.

The AMAP online form will generate a unique identification for each Responsible Body participating in the asbestos assurance process. It will include a save, and submit function, to allow the Responsible Body to complete the assurance process over a period of time. This approach will allow schools to provide their information for Responsible Bodies to review in stages, with the intention to drive behaviour towards full compliance. The information provided by schools will feed into their Responsible Bodies' dashboard to review their schools' position on compliance with asbestos management legislation.

## **Who is expected to participate in AMAP?**

Responsible Bodies are expected to participate in the AMAP, and to provide an assurance declaration for their respective schools.

## **What is the duty to manage asbestos?**

Regulation 4 of the [Control of Asbestos Regulations 2012](#) places a duty to manage asbestos on persons with responsibility for the maintenance of school premises or any form of control of them (Duty Holder). There is also a requirement on others to co-operate, as far as is necessary, to allow the Duty Holder to comply with the requirements of Regulation 4. The Duty Holder's duties include the [duty](#):

- to take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in to assess whether asbestos is liable to be present
- to make, and keep up-to-date, a record of the location and condition of the asbestos-containing materials - or materials which are presumed to contain asbestos
- to assess the risk of any asbestos that is identified
- to prepare a plan that identifies those parts of the premises that contain asbestos and that sets out in detail how the risks from these materials will be managed
- to take the necessary steps to put the plan into action
- to periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date
- to provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

## **Who has the duty to manage asbestos?**

In the education estate, the identity of Duty Holders will depend on how the responsibility for maintenance of the premises is allocated or who has some form of control of the

premises. Responsible Bodies are likely to be Duty Holders and they also have specific duties under the Regulations (for example not to carry out any maintenance work that is likely to expose asbestos unless a suitable assessment has been carried out).

The Responsible Bodies might need to liaise with any other persons that have responsibility for the maintenance of the school premises, confirm relevant responses with them and obtain any supporting evidence deemed necessary to allow them to provide the assurance requested.

## **Guidance and advice on managing asbestos in schools**

The [Asbestos Management in Schools](#) guidance provides advice to Responsible Bodies and school leaders on managing asbestos. [HSE advice and guidance on asbestos management](#) relating to the [Control of Asbestos Regulations 2012](#) is also a useful resource for schools where asbestos is present.

### **When is the deadline?**

**Thursday 31 May, 2018 at 12:00 noon.** Any amendments or error corrections must be made before your assurance declaration is submitted.

### **Who to contact if you have a query**

If you have any queries, please contact: [asbestos.amap@education.gov.uk](mailto:asbestos.amap@education.gov.uk)

#### **Note:**

Screenshots of the online portal and dashboard are included in this guide as examples only and may contain details and names of a Responsible Body, school, academy trust which may not be applicable to you.

## Part 1 – Accessing the AMAP online portal

1. Open a web browser and navigate to the AMAP online portal:  
[https://onlinecollections.des.fasst.org.uk/onlinecollections\\_ns/](https://onlinecollections.des.fasst.org.uk/onlinecollections_ns/)

### Education & Skills Funding Agency online forms service

#### Asbestos Management Assurance Process

The Asbestos Management Assurance Process (AMAP) collects asbestos information for state-funded schools and academies. The main employers of staff in these schools are referred to as 'responsible bodies'. The responsible bodies have a duty to manage asbestos in their schools and provide assurance that their schools are compliant with the asbestos management regulations (Control of Asbestos at Work Regulations 2012).

The online AMAP form aims to obtain a comprehensive picture of how asbestos is managed in schools. It also provides useful guidance on the process, which is tailored to the responses given by the user.

It is the duty of the responsible bodies to ensure this form is submitted for all their schools. However, they may delegate the responsibility of completing the form to the individual schools. In this case, the responsible body sends the relevant instructions and credentials for a school user to be able to access and complete the form.

[Click here to fill in the school AMAP form](#)

This form can be filled in by a representative from the school or by the responsible body for the school

1

[Click on this link to access the Responsible Body dashboard](#)

This is for responsible bodies only

2

**Support:** you can access the user guide by clicking on [this link](#). For further help with the online form or for more information about AMAP, contact: [Asbestos.AMAP@education.gov.uk](mailto:Asbestos.AMAP@education.gov.uk).

Figure 1

2. Select whether you are a school or person other than a Responsible Body (providing information on compliance) or a Responsible Body (providing an assurance declaration) (*figure 1*).
3. Your Responsible Body ID and AMAP Code will be emailed to you by the ESFA.
4. To access the AMAP: schools must provide a valid URN and AMAP Code; Responsible Bodies must provide a Responsible Body ID and AMAP Code.
5. Your AMAP Code will be sent to you in a separate email by Monday 5 March, 2018. In the meantime, you should take steps to prepare to complete the AMAP.

**Note:**

Before you receive your AMAP Code and you start the AMAP, you should read this user guide, read our guidance, read the HSE advice and guidance on asbestos management. You may also want to contact your respective schools (and shared duty holders) to let them know what they are expected to provide and the date that they are expected to provide it.

If you do not receive your AMAP Code by Monday 5 March, 2018 then please contact: [asbestos.amap@education.gov.uk](mailto:asbestos.amap@education.gov.uk)

## Part 2 - Responsible Body assurance declaration

- All Responsible Bodies participating in the assurance process will have access to a dashboard which allows them to access their schools' asbestos assurance form information.
- Enter your Responsible Body ID and AMAP code (*figure 2*).

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#### Asbestos Management Assurance Process

##### Access the Responsible Body AMAP dashboard

The Responsible Body AMAP dashboard will allow you to:

- view AMAP progress of your schools
- review AMAP details provided for your schools
- return AMAP forms to schools for further updates (if required)
- complete your AMAP assurance declaration for your schools

To get started, please enter your Responsible Body ID\*

This was sent to you in the email from the Education & Skills Funding Agency (ESFA)

Enter your AMAP code\*

This was sent to you in the email from the ESFA

**Start now** >

1

Figure 2

#### Responsible Body assurance of school information

- A Responsible Body can either request that their school(s) complete the asbestos management compliance information or if the information is held centrally, they can provide the information for their schools themselves.
- The Responsible Body is still responsible for the accuracy of the information submitted and will wish to confirm the information with the respective schools.
- If the Responsible Body requests that their schools complete the asbestos management compliance information then the school should be provided with the Responsible Body AMAP Code to allow them to access the AMAP online form.

11. The dashboard will then indicate which of the Responsible Bodies' schools have participated and provided information about their compliance with asbestos management legislation. The dashboard (*figure 3*) will be activated **30 days** after the launch of AMAP online form, to provide schools with an opportunity to submit their information for review by their Responsible Body.
12. The Responsible Body should provide an assurance declaration for each of its schools.

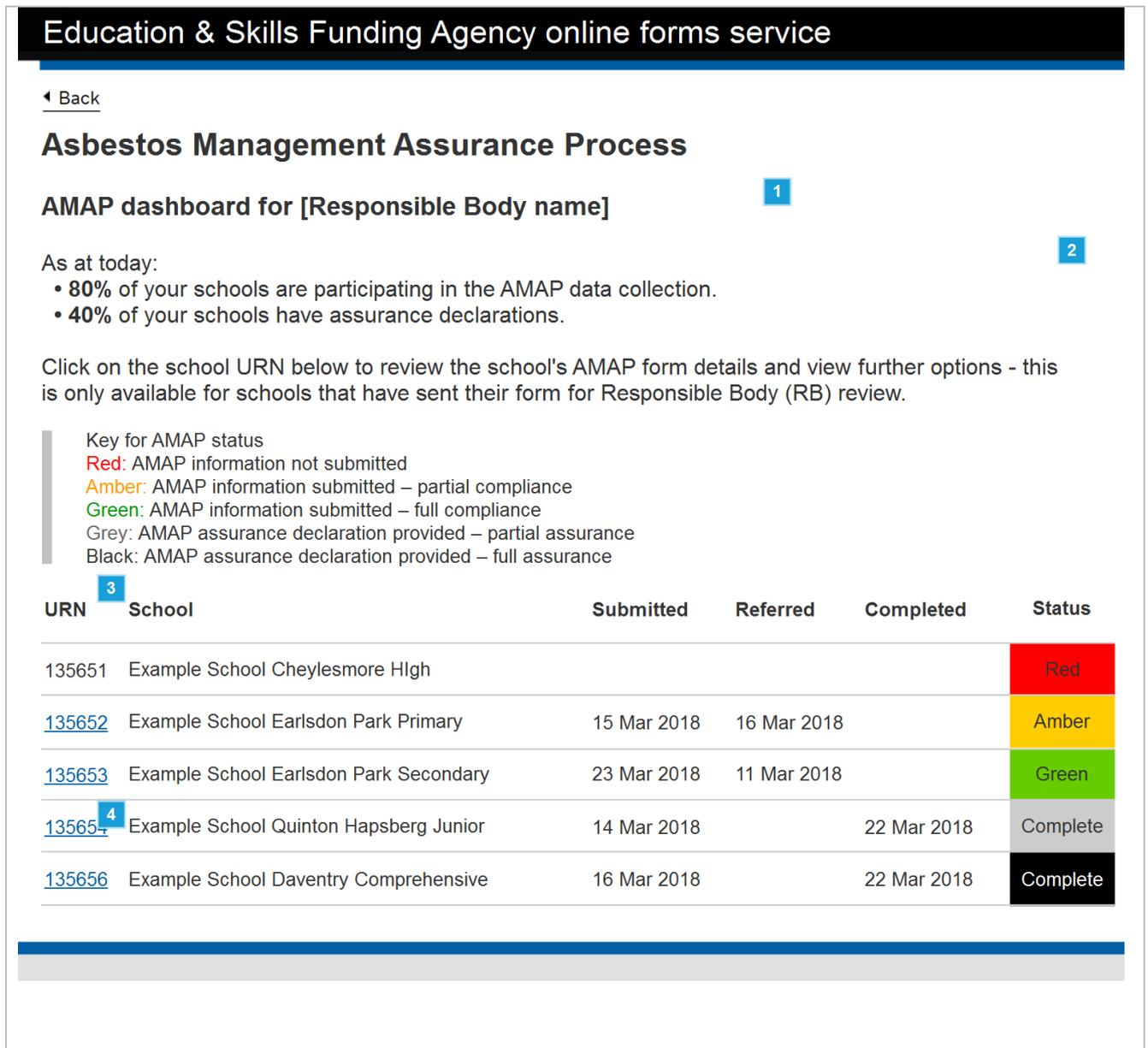


Figure 3

13. The AMAP status rating for each school is generated from the responses provided to the questions on the AMAP online form.
14. The Responsible Bodies dashboard then brings together the current ratings, as illustrated (*figure 3*).

## Dashboard ratings

15. The school ratings that appear on the Responsible Body dashboard are defined as:
- **Red** – The school information has **not** been provided in the AMAP form. The Responsible Body is unable to provide an assurance that asbestos is being managed in compliance with legislation and guidance.
  - **Amber** – All of the school information has been provided in the AMAP form. The school is partially compliant with regulations and/or guidance. Further action is required by the Responsible Body before full assurance can be provided.
  - **Green** – All of the school information has been provided in the AMAP form. The school is fully compliant with asbestos management regulations and guidance. The Responsible Body may be seeking further information or evidence of compliance prior to submitting the assurance declaration to the ESFA.
  - **Grey** – The school information has been provided. The school information indicates that it is not fully compliant with asbestos management regulations and guidance. The form has been assured – as a ‘snap shot’ to meet the deadline – by the Responsible Body and submitted to the ESFA with a declaration providing the Responsible Body assurance.
  - **Black** – All of the school information has been provided in the AMAP form. The school is fully compliant with asbestos management regulations and guidance. The form has been assured by the Responsible Body and submitted to the ESFA with a declaration providing the Responsible Body assurance.
16. We expect that when Responsible Bodies submit their assurance declaration they will ensure that all of their respective schools have submitted information and that any compliance with regulations issues will have been resolved.

## Viewing school information

17. Responsible Bodies can view their schools’ forms by selecting the school from the list on the dashboard.
18. Only one school may be viewed at a time to avoid providing an assurance declaration for the wrong school.
19. The dashboard declaration may be made at any time before the deadline. This will provide a snapshot and the state of compliance with asbestos management legislation by that Responsible Body, at that point in time.
20. Updates can be made to the school level information, which will automatically update the Responsible Body dashboard.

21. Information submitted to the ESFA is date and time stamped, so only the latest information is used for any data analysis by the ESFA.
22. Responsible Bodies will only be able to view their respective schools and will only be able to provide assurance declarations for their schools. The Responsible Body must provide the assurance declaration.
23. School level information can be viewed by their Responsible Body. Responsible Bodies may want to discuss the responses provided with their respective schools and if they are not fully compliant refer the school to the ESFA's [Asbestos Management in Schools](#) guidance.
24. Schools are strongly recommended to respond to a referral by their Responsible Body. It may be that the compliance information indicates that there is a concern relating to compliance with regulations – the school could be in breach of the [Control of Asbestos Regulations 2012](#), for example.
25. Further [HSE advice and guidance](#) on compliance with the Control of Asbestos Regulations 2012 and asbestos management legislation is also available.
26. Our expectation is that any issues relating to compliance should be resolved between the Responsible Body and the school, to enable the Responsible Body to provide an assurance declaration at the end of the AMAP period. The ESFA will not intervene in dialogues between Responsible Bodies and their schools.
27. School level information will indicate if the response is compliant or not compliant (*figure 4*). If the Responsible Body and the school are unable to resolve a compliance with regulations issue. Then the Responsible Body may need to contact the Health and Safety Executive, as the Regulator, to seek their advice to help them to resolve any issues.

## Asbestos Management Assurance Process

### AMAP form for [school name]

URN: 123456  
School postcode: EG1 1EG  
Headteacher: Mrs Heather Timms

Contact name: Mr Adam Simms  
Contact position: School Manager  
Contact email: mgr@sch.com  
Contact phone: 01615560987

Review the below responses for this school and the corresponding AMAP compliance information.

Question	<b>1</b> School's response	AMAP Comments for RB attention
Is asbestos present in your school?	No	
When was your school built?	Don't know	
Was asbestos previously present in your school (and later removed)?	No This is a small school with just one building and no asbestos was used in building it	RB to review response

You can refer this form to the school if there are areas of non-compliance that you need to address, if not, then please complete your assurance declaration.

**2** Refer to school

**3** Complete assurance declaration

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Figure 4

## **Saving and submitting your assurance declaration**

28. If the Responsible Body wants to discuss the information provided by their school(s) they can 'save' but not 'submit' their declaration and have their discussion off line. The school will still have access to the information and may update it following the discussion with their Responsible Body. The dashboard will then be refreshed with the updated school information to provide the Responsible Body with the latest position on their schools' compliance with asbestos regulations and guidance.
29. When the Responsible Body is content with the information provided by their school(s) then they can 'submit' an assurance declaration to the ESFA. The person submitting the assurance declaration on behalf of the Responsible Body will need to provide their details and ensure that they have authority to submit the assurance declaration on behalf of their Responsible Body. The person submitting the assurance declaration on behalf of the Responsible Body will then need to provide an assurance declaration (*figure 5*).
30. The dashboard will then automatically update the dates that the assurance was provided and submitted to the ESFA.
31. The dashboard declaration is usually completed by the individual accountable and with responsibility, on behalf of the main employer, for the management of asbestos.

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## Asbestos Management Assurance Process

Complete your assurance declaration for [school name]

### Your details

Title*	Mr <input type="text" value="Please specify"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Position*	<input type="text"/>
Work phone no.*	<input type="text"/>
Contact email*	<input type="text"/>

**Declaration**  We confirm that, to the best of our knowledge and understanding, the information provided by us and about the school in this form is true and accurate and that the duties in regulation 4 of the Control of Asbestos Regulations 2012 are being fully complied with in relation to the school.

When you click below to complete the assurance declaration, the school's AMAP details will become read-only and no amendments will be possible for [school name] this year.

[Complete declaration](#)

**Support:** you can access the user guide by clicking on [this link](#). For further help with the online form or for more information about AMAP, contact: [Asbestos.AMAP@education.gov.uk](mailto:Asbestos.AMAP@education.gov.uk).

Figure 5

## Part 3 – Schools compliance information

32. All schools participating in the assurance process can provide their current position on compliance with asbestos management legislation.
33. Enter your school unique reference number (URN) and password (*figure 6*).

### Education & Skills Funding Agency online forms service

#### Asbestos Management Assurance Process

Use this form to provide AMAP details for your school

To get started, please enter your 6-digit URN so we can locate the details for your school\*  
You can find your school's URN on the [Get Information About Schools \(GIAS\)](#) website

Enter your AMAP code\*  
This should have been sent to you by the school's responsible body

Start now >

1

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Figure 6

## How to respond to the compliance questions

34. You will now be asked a series of questions. You must answer all the questions. Your response will be recorded and may generate further advice and guidance for you to consider. You may decide to act on the advice and guidance generated. You can save your form and then return to it when the necessary action has been taken.
35. You may find it more convenient to go through the whole form first, noting any actions that you may need to take to comply with the legislation.
36. Your response should indicate the **current** position **not** your **future** intention.
37. If you are in the process of updating information or records, you may want to take that action first and then return to the form.
38. The AMAP is not about being 'right' or 'wrong' - it is about providing an accurate response.

## Format for the compliance questions

39. Some questions will be presented as choices (*figure 7*). You may then 'save' your form, 'continue' to the next question or go 'back' to the previous question.

### Education & Skills Funding Agency online forms service

#### Asbestos Management Assurance Process

You are about to fill in the AMAP form for the following school:

URN: **123456**  
School name: **Example Academy**  
School postcode: **EG1 1EG**  
Responsible body: **Test Academy Trust**

Please answer the next questions about your school. You will be required to provide your contact details and complete a declaration at the end.

#### 1. Is asbestos present in your school?\*

- Yes  
 No  
 Don't know

**1**  
Save and continue

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Figure 7

40. Some questions will provide notes and links to the Asbestos Management in School guidance documents.
41. When you have responded to all the questions you will be asked for your details (*figure 8*), so if your Responsible Body has any questions they will know who to contact.

## Asbestos Management Assurance Process

### Your details

Title\*

First Name\*

Last Name\*

Position\*

Work phone no.\*

Contact email\*

### Your school's headteacher

Headteacher's name\*

[Save and continue](#)

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Figure 8

42. You will then be asked to make a declaration for your school (*figure 9*).

## Asbestos Management Assurance Process

### Complete your assurance declaration for [school name]

- We confirm that the information provided in this form is true and accurate and completed to the best of our knowledge. We understand that the information will be reviewed by my Responsible Body, who may need to contact me for further information, prior to submission to the Department for Education.

When you click below to complete the assurance declaration, the school's AMAP details will become read-only and no amendments will be possible for [school name] this year.

Complete declaration <sup>2</sup>

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Support: you can access the user guide by clicking on [this link](#). For further help with the online form or for more information about AMAP, contact: [Asbestos.AMAP@education.gov.uk](mailto:Asbestos.AMAP@education.gov.uk).

Figure 9

43. Depending on your school declaration, your Responsible Body may contact you to discuss its implications. They may also request evidence to support your response.

## Part 4 – Correcting errors and re-submitting

44. You should not submit your Responsible Body assurance declaration until you are satisfied the information provided is complete and correct.
45. You can amend or submit updates up until the deadline **12:00 noon on Thursday 31 May, 2018**. No further updates can be submitted until the AMAP online form re-opens.
46. The AMAP online form will then close for data extraction and analysis and then re-open on Monday 2 July 2018. Any update can then be made after that date.
47. If a change occurs in your school information in June 2018 then please contact ESFA on [asbestos.amap@education.gov.uk](mailto:asbestos.amap@education.gov.uk) .
48. When you have completed your final checks, please click the 'Declaration' button at the bottom of the dashboard.
49. Once submitted, you will receive an automated email confirming receipt by ESFA.

### **Note:**

The 'declaration' can be completed by someone other than the Director of Children's Services (DCS) in a local authority or Chief Executive in an Academy but ESFA require Responsible Bodies to ensure that the contents of the form are approved by a senior person in the Responsible Body with the authority to submit the assurance declaration.

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