**Asbestos Safety Alert**

|  |  |  |
| --- | --- | --- |
| Date |  |  |
| Building |  |  |
| Room (s) |  |  |
| Location(s) |  |  |
| Item of Concern |  | **<Description of Material Found>** |
|  | <photos is possible> |
| Description |  |  |
| Precautions to be taken |  |  |
| Note |  | The issue of this notice does not imply that this is the only material containing asbestos, which is present in the above location. For further details, the University Asbestos Register must be consulted. Caution must be exercised when carrying out work as there may be further material containing asbestos which has not to date been identified. Follow the asbestos emergency plan if it suspected any disturbance might have occurred. |
| Distribution List |  | Director of EstatesEstates Office Senior Management TeamMaintenance Managers<add/subtract relevant persons> | Director of Health and SafetyEstates Health and Safety CoordinatorEstates Health and Safety Committee |