Airborne Environmental Consultants Ltd

REFURBISHMENT SURVEY

GLOSSOP TOWN HALL
NORFOLK SQUARE
GLOSSOP
DERBYSHIRE

SK13 8BP

APRIL 2018

UKAS INSPECTION
0232

AEC are UKAS accredited for surveying and hold the Type C UKAS inspection no. - 0232

Report prepared for:	AEW Architects and Designers Ltd The Zenith Building Spring Gardens Manchester M2 1AB
Report reference:	J113696
Issue date:	April 2018
Survey completed by: Daniel Gantt Senior Surveyor	
Approved by: Laurence Stear Project Manager	

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APPENDICES

1.0 EXECUTIVE SUMMARY

A Refurbishment Survey of Glossop Town Hall, Norfolk Square, Glossop, Derbyshire, SK13 8BP, has been undertaken by AEC.

This section should be read in conjunction with Section 4.0 (Inaccessible Areas) and Section 5.0 (Recommendations) as well as Appendix 1 (Item Number Location Plans) and Appendix 2 (Building Register and Results). The building register includes a material risk assessment.

During the survey the following asbestos containing materials have been identified:

- Debris
- Residual insulation
- Sprayed coating

N.B. The recommendations section of this report details any remedial action that will be required to manage or make safe asbestos installations, should any have been identified within this report.

N.B. For further sample details, please refer to Appendix 2 Building Register and Results and Appendix 3 Certificate of Bulk Fibre Analysis.

It should be presumed that the inaccessible areas detailed in Section 4.0 will contain asbestos and be managed accordingly until such time that the areas can be inspected and proven to be asbestos-free.

2.0 INTRODUCTION AND AEC'S BRIEF

At the request of David James, acting on behalf of AEW Architects and Designers Ltd, Airborne Environmental Consultants Ltd (AEC) have carried out a Refurbishment Survey of Glossop Town Hall, Norfolk Square, Glossop, Derbyshire, SK13 8BP.

AEC have been requested to provide the following services:

- To provide an experienced asbestos survey team to site to carry out a Refurbishment Survey, as outlined in HSG 264 Asbestos: The Survey Guide, and our quotation ref: Q120270.
- To take representative samples of any materials suspected of containing asbestos and to analyse these in general accordance with HSE document HSG 248 - 'Asbestos: The analysts' guide for sampling, analysis and clearance procedures'.
- To prepare a detailed written report showing the location, extent and condition of all identified asbestos installations along with any remedial recommendations necessary. All recommendations shall be made considering the building is to be safely managed.

The survey was carried out by Daniel Gantt, Dave Hobson and site works were completed on the 18 April 2018.

This survey report must be read in conjunction with any other associated AEC / or referenced asbestos survey report(s).

SURVEY PLAN

The exact areas to be surveyed and the survey types requested by the customer to be carried out in these areas are as follows:

Area/building to be surveyed	Survey Type	Areas/installations excluded by customer	Details of scope changed on site by client / tenant
Localised Refurbishment Survey to all internal accessible areas of the loft and rooms below where the ceiling has collapsed.	Refurbishment/Demolition Survey	All areas outside of the scope identified.	N/A

In addition, several localised areas were identified where the survey team could not obtain full access at the time of survey. These are detailed in Section 4.0.

The methodology associated with this survey is given in Appendix 5 of this report.

A GUIDE TO THE SURVEY RESULTS

An item number is used throughout this report to relate a sampled, strongly presumed, or presumed asbestos installation to its location on site. When an asbestos installation is sampled it is given a unique laboratory sample number so that the bulk sample can be traceable within AEC's UKAS accredited laboratory. In addition to the laboratory sample number the bulk sample is given an item number, which relates the identified asbestos installation to its location on site. Where a material has not been sampled, but is strongly presumed (typically to be the same as a sampled installation) or presumed (typically if not accessible) to contain asbestos, the material is also given an item number, again relating the installation to its location on site. The item number is used on the item number location plans in Appendix 1 and in the building register and results in Appendix 2 to help identify where the asbestos installations are located on site.

Appendix 1 and Appendix 2 must be read in conjunction with the rest of this survey report, especially Section 4.0 Inaccessible areas and project specific restrictions and Section 5.0 Recommendations.

The certificate of bulk fibre analysis in Appendix 3 uses a laboratory sample number to show the result of the analysis carried out on a bulk sample taken on site during the asbestos survey. To relate a laboratory sample number on the certificate of bulk fibre analysis to the building register and results in Appendix 2, and thus find the location of the asbestos installation on site, simply look up the laboratory sample number in the building register to obtain its item number or vice versa, if you are reading the building register and results in Appendix 2 and wish to obtain further details on the analysis carried out on a bulk sample. If you have any concerns about the accuracy of the data, contact AEC in the first instance, as queries may be answered and additional costs prevented.

For a full explanation of the various headings used in the building register and results table see Appendix 2.

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3.0 DESK STUDY AND GENERAL BUILDING INFORMATION

HSG 264 recommends that, whenever possible, a preliminary desk study be carried out in order to gather information pertinent to the building(s) under investigation. AEC have requested this information at the contract renewal stage, all relevant information has been recorded and given to the surveying team.

The general NON-ASBESTOS materials used in the structure are described below. Where sampled these will be referred to in the building register and results (see Appendix 2).

General building information - Glossop Town hall

Location	Description
Floor – ground	N/A
Floor – first	Concrete floor
Floor – other (please state)	N/A
Stairs	Wood
Sub floors / ducts / voids	Out of scope
Boxwork (name location)	N/A
Utility cupboards / areas	N/A
Risers / service ducts / lift shafts	Out of scope
Walls external (incl vents)	Brick
Walls internal	Brick
Ceilings solid – ground	Out of scope
Ceilings solid – first	Lath and plaster and plasterboard
Ceilings solid – other (please state)	N/A
Ceilings suspended – ground	None
Ceilings suspended – first	None
Ceilings suspended – other (please state)	N/A

Roof type	Pyramid hip
Roof materials (incl area)	Slate
Rainwater goods	Out of scope
Wastewater goods - internal	Cast iron
Wastewater goods - external	None visible
Insulation - pipes	None visible
Insulation - boilers/calorifiers	None visible
Loft materials inc insulation / tanks	Timber trusses and joists, metal brackets, steel beams
Plant equipment	None visible
Heating systems - make and model - domestic, commercial, industrial	N/A
Doors and header panels	N/A
Window frames and infill panels	Out of scope
Out - buildings	Out of scope
Other materials	Timber access hatch
Usage of site	N/A

4.0 INACCESSIBLE AREAS AND PROJECT SPECIFIC RESTRICTIONS

During the survey, the following areas were agreed with David James of AEW Architects and Designers Ltd to be inaccessible for the following reasons:

N.B. Any/all inaccessible rooms within the scope of this survey are identified, with item numbers, on the item location plans (if relevant) and listed individually within the building register.

4.1 Agreed inaccessible areas whilst on site
N/A
4.2 Access limitations
Limited access into eaves of loft space, no access beyond sampled materials.
4.3 Unsafe conditions
No solid footing within loft space, crawl boards used. Parts of the ceiling have collapesed
4.4 Client restrictions
All areas outside of the scope identified.

4.5 General restrictions

See Appendix 5 for management survey general restrictions and exclusions.

AEC have not inspected areas of the property/structure, which are covered, unexposed or inaccessible this includes structural concrete and floor slabs, and we are, therefore, unable to report that any such part of the property/structure is free from asbestos.

Although the presence of asbestos in these area(s) is not confirmed, it should be presumed that asbestos could be present and caution should be exercised if any works are carried out there in the future.

If any suspect materials are encountered in these areas it is recommended that works cease immediately until such time that the material can be sampled, analysed and confirmed to be asbestos-free.

5.0 RECOMMENDATIONS

Recommendations are based upon the product type for removal on a refurbishment & demolition survey, as the HSG 264 material assessment, and a subjective priority risk assessment are not normally required for this type of survey. However, these assessments are considered, as demolition or refurbishment work is not always carried out immediately following the survey, and the CAR 2012 introduced a new tier of work, notifiable non-licensed work (NNLW). Work involving either the deterioration of non-licensed products, or work on degraded (i.e. those in a poor condition) non-licensed products are classed as NNLW and the work notified to HSE, hence the condition of the material is considered during this survey. Therefore, recommendations are made based upon the surveyors knowledge of the occupation of the property during the survey, and any known future usage or planned works. Priority risk assessments are not UKAS-accredited, and the algorithm in HSE document HSG 227, A comprehensive guide to managing asbestos in premises, is not included in this report.

Please note that the implementation of appropriate remedial measures is a requirement under the Control of Asbestos Regulations 2012 where there is a risk of exposure to asbestos. This will also apply to a refurbishment & demolition surveyed property where the asbestos is not due for immediate removal.

In view of the findings of the survey, and it is known that refurbishment of the building is planned, the following recommendations are made:

5.1 It is recommended that if this report is to be used for demolition purposes AEC be employed to revisit the site and investigate behind any previously sampled points post removal. This is to ensure that no ACM's were present behind identified asbestos items.

5.2 It is recommended that AEC be employed to attend site to access any noted inaccessible areas prior to commencement of refurbishment / demolition, particularly where customer restrictions were placed on the survey such as security, 'sympathetic sampling', live services or weather protection.

5.3

Items requiring immediate remedial action (as soon as possible and ideally within 3 months).
Item Number: 000001 – Residual spray insulation – Roof Void
Item Number: 000002 – Residual spray insulation – Roof Void
Item Number: 000003 – Spray insulation – Roof Void
Item Number: 000004 – Residual spray insulation – Roof Void
Item Number: 000005 – Residual spray insulation – Roof Void
Item Number: 000006 – Spray insulation debris – Roof Void
Item Number: 000007 – Residual spray insulation – Roof Void
Item Number: 000008 – Residual spray insulation – Roof Void
Item Number: 000009 – Spray Insulation debris – Roof Void
Item Number: 000010 – Residual spray insulation – Roof Void
Item Number: 000014 – Debris – 1st Floor
Item Number: 000017 – Spray insulation – Roof Void
Item Number: 000018 – Residual spray insulation – Roof Void

5.4

Items requiring remedial action in due course (within 6 months).
None

5.5

Management actions to be implemented as soon as possible but have no immediate risk of exposure.
None

5.6 It is recommended that an independent, UKAS accredited asbestos laboratory be employed to manage the asbestos removal, and where appropriate carry out all visual inspections and air monitoring as outlined in HSG 248 Asbestos: The analysts guide for sampling, analysis and clearance procedures. 5.7 If any areas detailed in Section 4.0 Inaccessible Areas are to be accessed or worked upon it is recommended that the areas be subjected to an appropriate survey prior to works commencing. Until that time asbestos should be presumed to be present in these areas. 5.8 It is recommended that, if this report is being relied upon for tendering purposes for refurbishment or demolition works, a suitable contingency sum be included in any such tender to cater for the unlikely event of further asbestos-containing materials being identified within the fabric of the building, or behind identified asbestos installations. 5.9 It is recommended that, if this report is being relied upon for tendering purposes, the amounts of asbestos materials in the building register are approximate estimates only, from the rooms and locations visited. Sites should be visited to confirm exact amounts. HSG 264 states this type of survey is used to help in the tendering for asbestos removal. This report is not a specification. 5.10 Where asbestos has been identified, or installations sampled as suspected asbestos materials, AEC have not been able to investigate further behind these installations for safety and legal (potential licensing) reasons, and there is, therefore, a possibility of further ACMs being present behind this material. Should additional ACMs be identified during any subsequent removal of asbestos, the HSE is unlikely to grant a waiver from the required 14–day notification period. Therefore, where programme is critical it is recommended that either a contingency period/sum be allowed in the programme of works or AEC carry out further investigation behind identified ACMs. This may involve working with a licensed asbestos removal contractor, who will construct an enclosure(s) to allow safe access behind identified ACMs. However, this will involve additional time and cost which has not been allowed for in this survey. It should also be noted that localised access enclosures may also not reveal the full extent of sporadic asbestos installations such as packing boards etc.

N.B.

1. It is a requirement of the Control of Asbestos Regulations 2012 to use licensed asbestos removal contractors for all significant work with asbestos sprayed coatings, asbestos insulation/lagging, and asbestos insulating board (AIB) and where the Control Limit may be exceeded. This work requires a 14–notification period to HSE or Local Authority (depending on type of premises) prior to commencement of works. Further to this, it as a requirement of the Control of Asbestos Regulations 2012 that work involving either the deterioration of non-licensed products, or work on degraded (i.e. those in a poor condition) non–licensed products be classed as notifiable non–licensed work (NNLW) and the work be notified to HSE. Licensed asbestos removal contractors are not legally required for work with lower risk asbestos products such as asbestos cement, bitumen products, vinyl flooring products, textured coatings etc, or for NNLW work. However, in ALL instances of work with asbestos the requirements of the Control of Asbestos Regulations 2012 will apply and appropriate assessments, plans of work, controls, PPE/RPE and training will be required.

2. It is a requirement of Regulation 4 of the Control of Asbestos Regulations 2012 that all remedial actions be carried out. Following this, the implementation of an asbestos management plan should be carried out, which should be subject to annual review and includeperiodic condition inspections of all identified ACMs.

3. In cases of emergency where the uncontrolled release of asbestos is suspected, AEC can offer an independent analytical consultancy service for items such as initial advice, sampling, air monitoring and subsequent management of licensed contractors for any make-safe/removal work that may be found to be necessary, by employing licensed contractors for any advice regarding the report or for any technical assistance relating to any other issues then do not hesitate to contact one of the following.

Jim McKeon – Major projects Manager
jim.mckeon@aec.uk.net

James Arkwright – Project team Manager
james.arkwright@aec.uk.net

Darren Evans – Technical Director
darren.evans@aec.uk.net

Barry Oldfield – Operations and Quality Manager
barry.oldfield@aec.uk.net

Daniel Shuttleworth – Quality Manager
daniel.shuttleworth@aec.uk.net

AEC contact details are as follows:

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Telephone: 0161 872 7111
Fax: 0161 872 7112

6.0 MANAGEMENT OF ASBESTOS

Regulation 4 of The Control of Asbestos Regulations 2012 places an explicit duty on persons responsible for buildings (dutyholders) to assess whether asbestos is present and, if so, implement a management plan to safely manage the material. Regulation 4 applies to all nondomestic premises, but includes 'common areas' of domestic buildings, such as stairwells, walkways, risers, lift shafts and machinery, tank rooms etc.

The asbestos survey of the premises and implementation of the asbestos register goes a long way to compliance with the regulations, including risk assessment of existing asbestos materials, which is covered in the recommendations section (Section 5.0) of this report. However, the management plan shall require a priority risk assessment of asbestos materials to be carried out by the duty holder, and while recommendations in this report are based on the survey team's subjective priority assessment, using the material assessment, and the location of the materials, the surveyor is not necessarily aware of the future use, occupation, and / or maintenance of each installation.

There is, however, a duty under the regulations to carry out ongoing asbestos management works in the future, and the management plan should ensure that the identified asbestos installations remain safe. Airborne Environmental Consultants Ltd can provide the following further services to ensure compliance with both the recommendations made in this report, and any future duties to be imposed by the Control of Asbestos Regulations 2012:

- Regular inspections on the condition of asbestos materials in the premises. This is to ensure that the material remains in a safe condition and is labelled. Also assists in the review of the management plan.
- Future management of asbestos. This can include the preparation of priority risk assessments for the management plan, risk assessments for works within the premises, to the preparation of specifications for their removal as required.
- Project management of all asbestos removal / treatment works, including competitive tendering of removal works.
- Independent analytical services such as air sampling following the removal of asbestos, ensuring compliance with existing legislation.
- Liaison with enforcing authorities, such as the Health and Safety Executive or local authority.

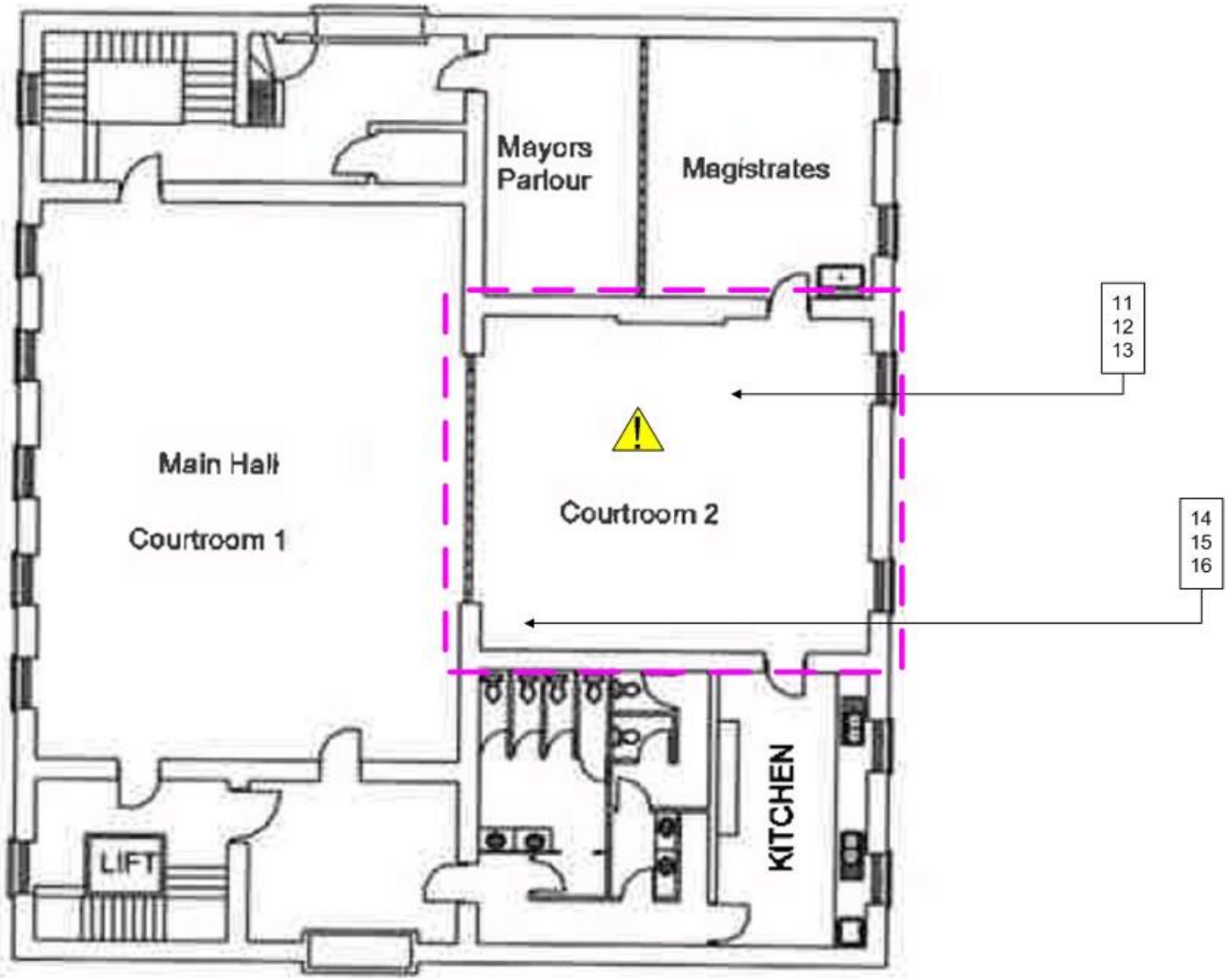
AEC have the capability to maintain and to update your asbestos register. This would firstly ensure that asbestos records and procedures are being managed and updated by competent and experienced persons, and also minimise pressure on your management personnel, who would be able to overview the asbestos issue, rather than become involved in the extensive risk assessment and record keeping exercise.

AEC can also host and update your asbestos information on our secure web based asbestos management service called 'the web portal'.

APPENDIX 1

ITEM NUMBER LOCATION PLANS

Item locations can be determined by cross-referencing the drawings in this appendix with appendix 2 - building register



KEY

: Item Number (WHITE)

: Denotes locations where asbestos may be present. Refer to building register for details (YELLOW)

: No access (BLACK – DIAGONAL)

: Limitations of survey (PINK OUTLINE)

: Removed Item(s) (GOLD CIRCLE)

Please ensure that you view this plan in conjunction with the building register and relevant sections within the report, for full details of asbestos containing materials.

Figure 1 - Glossop Town hall - First floor

Item number locations and extent of identified asbestos products NOT TO SCALE.

AEW Architects and Designers Ltd

PROJECT REF: J113696

aec
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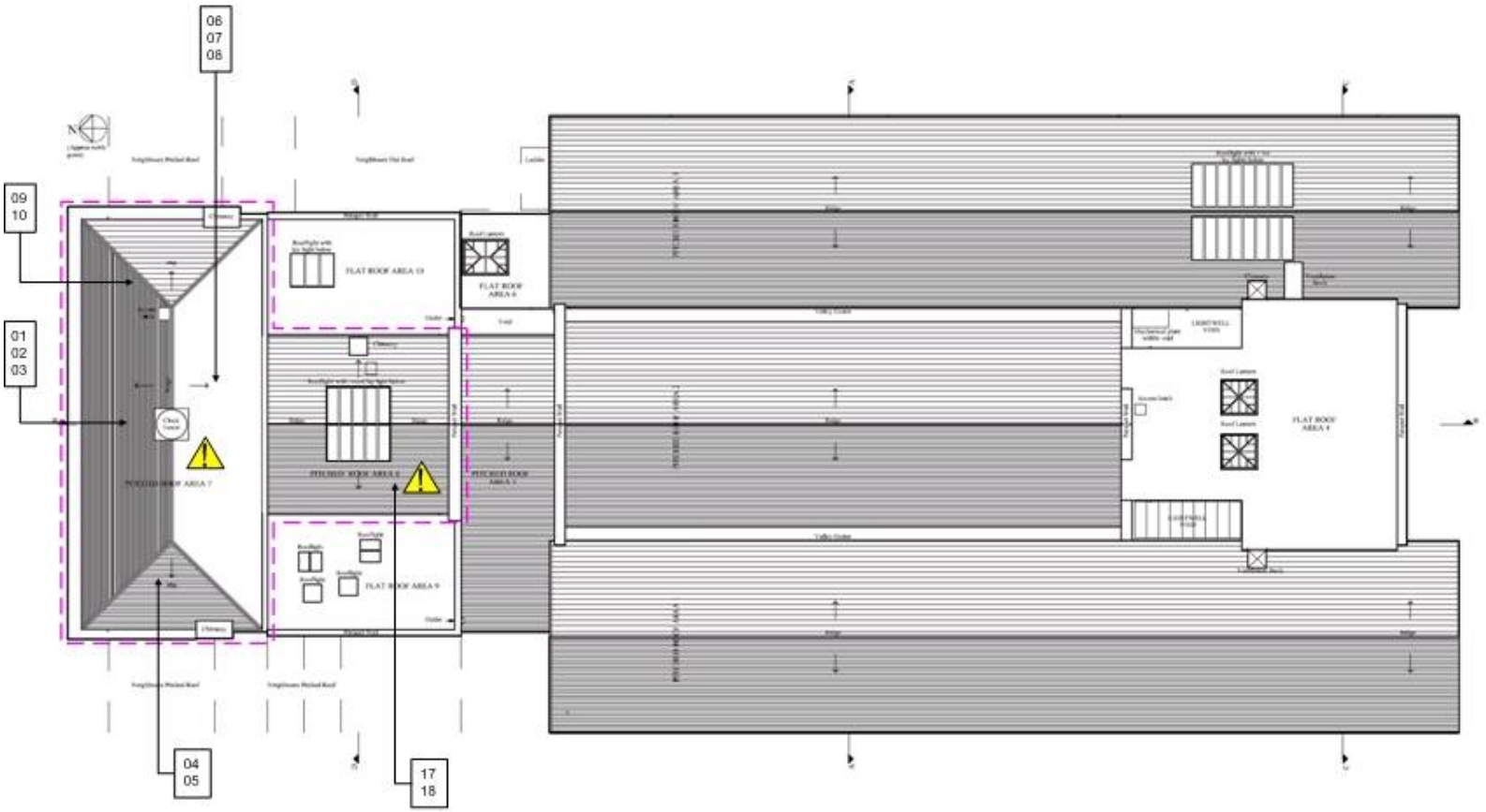
Date:	Version:	Surveyor approval:	Technical review approval:
24.04.18	1	Daniel Gantt	Laurence Stear



KEY

: Item Number (WHITE)

: Denotes locations where asbestos may be present. Refer to building register for details (YELLOW)

: No access (BLACK – DIAGONAL)

: Limitations of survey (PINK OUTLINE)

: Removed Item(s) (GOLD CIRCLE)

Please ensure that you view this plan in conjunction with the building register and relevant sections within the report, for full details of asbestos containing materials.

Figure 2 - Glossop Town hall - Roof Void

Item number locations and extent of identified asbestos products NOT TO SCALE.

AEW Architects and Designers Ltd

PROJECT REF: J113696

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Date:	Version:	Surveyor approval:	Technical review approval:
24.04.18	1	Daniel Gantt	Laurence Stear

APPENDIX 2

BUILDING REGISTER AND RESULTS

Location:		Glossop Town hall - Roof Void - Pitched Roof Area 7 - Residual spray insulation to underside of roof tiles		
Item No:	000001	Laboratory sample no:	EF003511	
Accessibility:		Difficult		
Installation:		Sprayed coating (3)		
Approx extent (m² unless stated)		250		
Asbestos Type:		Amosite (2)		
Condition:		High damage (3)	Surface Treatment:	Unsealed (3)

Material Risk Assessment	11	Priority Risk Assessment (PA)	N/A	Total Risk	N/A
Recommendation:	Restrict access to area until ACM has been repaired or removed				
Comments:					

Location:		Glossop Town hall - Roof Void - Pitched Roof Area 7 - Residual spray insulation to roof trusses		
Item No:	000002	Laboratory sample no:	EF003512	
Accessibility:		Difficult		
Installation:		Sprayed coating (3)		
Approx extent (m² unless stated)		250		
Asbestos Type:		Amosite (2)		
Condition:		High damage (3)	Surface Treatment:	Unsealed (3)

Material Risk Assessment	11	Priority Risk Assessment (PA)	N/A	Total Risk	N/A
Recommendation:	Restrict access to area until ACM has been repaired or removed				
Comments:					

Location:		Glossop Town hall - Roof Void - Pitched Roof Area 7 - Spray insulation to floor		
Item No:	000003	Laboratory sample no:	EF003513	
Accessibility:		Difficult		
Installation:		Residual insulation (3)		
Approx extent (m² unless stated)		150		
Asbestos Type:		Amosite (2)		
Condition:		High damage (3)	Surface Treatment:	Unsealed (3)

Material Risk Assessment	11	Priority Risk Assessment (PA)	N/A	Total Risk	N/A
Recommendation:	Restrict access to area until ACM has been repaired or removed				
Comments:					

Location:		Glossop Town hall - Roof Void - Pitched Roof Area 7 - Residual spray insulation to roof trusses		
Item No:	000004	Laboratory sample no:	EF003514	
Accessibility:		Difficult		
Installation:		Sprayed coating (3)		
Approx extent (m² unless stated)		100lm		
Asbestos Type:		Amosite (2)		
Condition:		High damage (3)	Surface Treatment:	Unsealed (3)

Material Risk Assessment	11	Priority Risk Assessment (PA)	N/A	Total Risk	N/A
Recommendation:	Restrict access to area until ACM has been repaired or removed				
Comments:					

Location:		Glossop Town hall - Roof Void - Pitched Roof Area 7 - Residual spray insulation to underside of roof		
Item No:	000005	Laboratory sample no:	EF003515	
Accessibility:		Difficult		
Installation:		Sprayed coating (3)		
Approx extent (m² unless stated)		150		
Asbestos Type:		Amosite (2)		
Condition:		High damage (3)	Surface Treatment:	Unsealed (3)

Material Risk Assessment	11	Priority Risk Assessment (PA)	N/A	Total Risk	N/A
Recommendation:	Restrict access to area until ACM has been repaired or removed				
Comments:					

Location:		Glossop Town hall - Roof Void - Pitched Roof Area 7 - Spray insulation debris to floor		
Item No:	000006	Laboratory sample no:	EF003516	
Accessibility:		Difficult		
Installation:		Debris (3)		
Approx extent (m² unless stated)		150		
Asbestos Type:		Amosite (2)		
Condition:		High damage (3)	Surface Treatment:	Unsealed (3)

Material Risk Assessment	11	Priority Risk Assessment (PA)	N/A	Total Risk	N/A
Recommendation:	Restrict access to area until ACM has been repaired or removed				
Comments:					

Location:		Glossop Town hall - Roof Void - Pitched Roof Area 7 - Residual spray insulation to beam		
Item No:	000007	Laboratory sample no:	EF003517	
Accessibility:		Difficult		
Installation:		Debris (3)		
Approx extent (m² unless stated)		30lm		
Asbestos Type:		Amosite (2)		
Condition:		High damage (3)	Surface Treatment:	Unsealed (3)

Material Risk Assessment	11	Priority Risk Assessment (PA)	N/A	Total Risk	N/A
Recommendation:	Restrict access to area until ACM has been repaired or removed				
Comments:					

Location:		Glossop Town hall - Roof Void - Pitched Roof Area 7 - Residual spray insulation to underside of roof		
Item No:	000008	Laboratory sample no:	EF003518	
Accessibility:		Difficult		
Installation:		Sprayed coating (3)		
Approx extent (m² unless stated)		150		
Asbestos Type:		Amosite (2)		
Condition:		High damage (3)	Surface Treatment:	Unsealed (3)

Material Risk Assessment	11	Priority Risk Assessment (PA)	N/A	Total Risk	N/A
Recommendation:	Restrict access to area until ACM has been repaired or removed				
Comments:					

Location:		Glossop Town hall - Roof Void - Pitched Roof Area 7 - Spray Insulation debris to floor		
Item No:	000009	Laboratory sample no:	EF003519	
Accessibility:		Difficult		
Installation:		Debris (3)		
Approx extent (m² unless stated)		150		
Asbestos Type:		Amosite (2)		
Condition:		High damage (3)	Surface Treatment:	Unsealed (3)

Material Risk Assessment	11	Priority Risk Assessment (PA)	N/A	Total Risk	N/A
Recommendation:	Restrict access to area until ACM has been repaired or removed				
Comments:					

Location:		Glossop Town hall - Roof Void - Pitched Roof Area 7 - Residual spray insulation to beams		
Item No:	000010	Laboratory sample no:	EF003520	
Accessibility:		Difficult		
Installation:		Residual insulation (3)		
Approx extent (m² unless stated)		100lm		
Asbestos Type:		Amosite (2)		
Condition:		High damage (3)	Surface Treatment:	Unsealed (3)

Material Risk Assessment	11	Priority Risk Assessment (PA)	N/A	Total Risk	N/A
Recommendation:	Restrict access to area until ACM has been repaired or removed				
Comments:					

Location:		Glossop Town hall - First floor - F5 - Courtroom 2 - Debris to damaged areas on floor		
Item No:	000011	Laboratory sample no:	EF003521	
Accessibility:		N/A		
Installation:		Debris		
Approx extent (m² unless stated)		N/A		
Asbestos Type:		NAD		
Condition:		N/A	Surface Treatment:	N/A

Material Risk Assessment	0	Priority Risk Assessment (PA)	N/A	Total Risk	
Recommendation:	None				
Comments:					

Location:		Glossop Town hall - First floor - F5 - Courtroom 2 - Debris to floor		
Item No:	000012	Laboratory sample no:	EF003522	
Accessibility:		N/A		
Installation:		Debris		
Approx extent (m² unless stated)		N/A		
Asbestos Type:		NAD		
Condition:		N/A	Surface Treatment:	N/A

Material Risk Assessment	0	Priority Risk Assessment (PA)	N/A	Total Risk	
Recommendation:	None				
Comments:					

Location:		Glossop Town hall - First floor - F5 - Courtroom 2 - Debris to floor		
Item No:	000013	Laboratory sample no:	EF003523	
Accessibility:		N/A		
Installation:		Debris		
Approx extent (m² unless stated)		N/A		
Asbestos Type:		NAD		
Condition:		N/A	Surface Treatment:	N/A

Material Risk Assessment	0	Priority Risk Assessment (PA)	N/A	Total Risk	
Recommendation:	None				
Comments:					

Location:		Glossop Town hall - First floor - F5 - Courtroom 2 - Debris to floor		
Item No:	000014	Laboratory sample no:	EF003524	
Accessibility:		Easy		
Installation:		Debris (3)		
Approx extent (m² unless stated)		20		
Asbestos Type:		Amosite (2)		
Condition:		High damage (3)	Surface Treatment:	Unsealed (3)

Material Risk Assessment	11	Priority Risk Assessment (PA)	N/A	Total Risk	N/A
Recommendation:	Restrict access to area until ACM has been repaired or removed				
Comments:					

Location:		Glossop Town hall - First floor - F5 - Courtroom 2 - Debris to floor		
Item No:	000015	Laboratory sample no:	EF003525	
Accessibility:		N/A		
Installation:		Debris		
Approx extent (m² unless stated)		N/A		
Asbestos Type:		NAD		
Condition:		N/A	Surface Treatment:	N/A

Material Risk Assessment	0	Priority Risk Assessment (PA)	N/A	Total Risk	
Recommendation:	None				
Comments:					

Location:		Glossop Town hall - First floor - F5 - Courtroom 2 - Debris to floor		
Item No:	000016	Laboratory sample no:	EF003526	
Accessibility:		N/A		
Installation:		Debris		
Approx extent (m² unless stated)		N/A		
Asbestos Type:		NAD		
Condition:		N/A	Surface Treatment:	N/A

Material Risk Assessment	0	Priority Risk Assessment (PA)	N/A	Total Risk	
Recommendation:	None				
Comments:					

Location:		Glossop Town hall - Roof Void - - Pitched Roof Area 8 - Spray insulation to floor		No photographic evidence available
Item No:	000017	Laboratory sample no:	SP EF003513	
Accessibility:		Difficult		
Installation:		Residual insulation (3)		
Approx extent (m² unless stated)		75		
Asbestos Type:		Amosite (2)		
Condition:		High damage (3)	Surface Treatment:	Unsealed (3)

Material Risk Assessment	11	Priority Risk Assessment (PA)	N/A	Total Risk	N/A
Recommendation:	Restrict access to area until ACM has been repaired or removed				
Comments: Unable to safely access to sample or take photo					

Location:		Glossop Town hall - Roof Void - - Pitched Roof Area 8 - Residual spray insulation to underside of roof		No photographic evidence available
Item No:	000018	Laboratory sample no:	SP EF003515	
Accessibility:		Difficult		
Installation:		Sprayed coating (3)		
Approx extent (m² unless stated)		75		
Asbestos Type:		Amosite (2)		
Condition:		High damage (3)	Surface Treatment:	Unsealed (3)

Material Risk Assessment	11	Priority Risk Assessment (PA)	N/A	Total Risk	N/A
Recommendation:	Restrict access to area until ACM has been repaired or removed				
Comments: Unable to safely access to sample or take photo					

Guidance on the building register and results

For each asbestos item in the register, there is a risk assessment row, which contains a material risk assessment derived using the HSE algorithm from HSG264 Asbestos: The Survey Guide (see table in Appendix 2). The row also contains a priority risk assessment (completed if requested by the customer at quotation stage) derived using the HSE algorithm from HSG227 A Comprehensive Guide to Managing Asbestos. Finally, where a material and priority score have been calculated there is a total risk score, derived by combining the material and priority risk assessment scores. Please note that where present, priority assessments and thus by association total risk scores, are not UKAS accredited risk assessment activities.

The material risk assessment is a general guide to the risk posed by the asbestos-containing materials, using the product type, damage, surface treatment, and asbestos type to give a risk 'score' (for explanations, see below). However, the recommendations in Section 5.0 of this report are not solely a product of this assessment. The survey team, using their experience, observations and current / future usage of the premises gleaned from the customer, give recommendations based on the usage of the area, future activities, and potential for damage.

It is recommended that regular inspections are undertaken to manage asbestos installations as part of a management plan. HSG 264 states that 'the person carrying out inspections and assessing the condition of asbestos must be competent and possess enough knowledge about asbestos to make decisions on its continual management'. Should your company or organisation not have a competent person, or the human resources to implement regular inspections, AEC can offer an asbestos project management services to visit premises, and update your asbestos register.

Explanation of building register and results table:

Item number and sample numbers

This report uses 'item numbers' to denote materials that have been sampled, strongly presumed, or presumed to contain asbestos. These should be not be confused with 'sample numbers', which are unique reference numbers given to each sample taken during the survey to ensure that they are traceable through the survey and laboratory analysis process.

The diagrams, tables and photographs (Appendices I, II and IV) all use the item numbers to define any materials that have been assessed (tables also include the sample number for ease of reference).

Sample numbers

The certificates of analysis (Appendix III) use the sample number as a reference guide. Where a material has been sampled, a unique identification number is allocated to every bulk sample obtained for bulk sample analysis. The unique laboratory sample number ensures traceability within AEC's UKAS accredited laboratory system.

Strongly presumed or presumed

Where a material has not been sampled, but is visually similar to a previously sampled material then it shall be cross referenced to the previous sample and noted: 'strongly presumed (SP) as previous sample' and allocated an item number. Where a material has not been sampled, perhaps due to its inaccessibility and cannot be referenced to a previous sample taken for analysis, but is either strongly presumed based upon the surveyor's expert knowledge, or presumed (if there is insufficient evidence to suggest the installation is not asbestos) to contain asbestos, then this material shall be noted as 'strongly presumed' (SP) or 'presumed' (P) and have "Not Sampled" displayed in the laboratory sample number field on the register.

As documented in HSG 264, all inaccessible areas shall be deemed to contain asbestos until can be proven otherwise. Within the limitations of HSG 264, a 'worst case scenario' will be given, which is that the area will contain crocidolite. Presumed products known to have never contained crocidolite, e.g. textured coatings, will be presumed to contain their known asbestos type e.g. chrysotile. Presumptions of asbestos type shall also consider the known construction dates of the building, so properties constructed before 1971 will typically be presumed to contain crocidolite. Properties constructed between 1971 and 1985 asbestos grunerite (amosite), and post 1985 building chrysotile only. However, typically, inaccessible areas are likely to contain similar ACMs to those identified within the building.

Building register/material assessment

Location

A description of the exact location of the asbestos installation on site and its location within a certain area.

Product or installation

Type of material e.g. boarding, floor tiles, insulation etc.

Extent

Visual estimate of area (m^2), volume (m^3), or length (linear metres), of installation.

Asbestos types

Type of asbestos identified in the material. Samples are analysed in AEC's UKAS accredited laboratory, and certificates of analysis are located in Appendix III of this report.

Condition

Condition of the installation, from as new, to badly damaged.

Surface Treatment

This section states whether the material is exposed, painted, or encapsulated.

Risk assessment

This is gained by adding the 'scores' of the previous sections, using the risk algorithm (see table overleaf).

Recommendations

These are achieved using the risk assessment algorithm, but also known future usage of the premises e.g. if major works are planned. Recommendations are detailed in Section 5.0 of this report.

Remedial action & date

Column to be used as part of the asbestos management plan. This column should be completed after every inspection, removal, encapsulation, labelling etc.

Material Assessment Algorithm

Variable	Score	Examples
Installation / Product type	1	Vinyl, 'Bakelite', Cement
	2	Asbestos insulating board, paper, rope
	3	Pipe insulation, sprayed coating, friable debris
Condition / damage	0	As new
	1	Slight / minor damage
	2	Moderate damage - breakage to surface treatment
	3	Major damage - smashed or exposed material
Surface treatment	0	Non-friable e.g. vinyl
	1	Enclosed insulation, encapsulated AIB
	2	Unsealed AIB, encapsulated insulation
	3	Unsealed insulation or sprayed coating
Asbestos type	1	Chrysotile
	2	Amosite (asbestos grunerite) & other amphiboles
	3	Crocidolite

The scores from each of the four sections are added together to produce a material risk assessment score:

Risk score	Risk assessment
10 or more	High risk
7 - 9	Medium risk
5 - 6	Low risk
4 or below	Very low risk

Priority Assessment

While the material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed, the priority assessment looks at the likelihood of someone disturbing the ACM. This risk assessment can only be carried out with detailed knowledge of all the above and although a surveyor may have some of the information which will contribute to the risk assessment and may be part of an assessment team, the duty holder is ultimately required to make the risk assessment using the information given in the survey report and your detailed knowledge of the activities carried out within your premises. The overall risk assessment will form the basis of your management plan, so it is important to ensure that it is accurate.

Method of Determination to distinguish Asbestos Insulating Board from Asbestos Cement

In the Building Register and Results (Appendix II) the terminology ‘Board’ is used to represent Asbestos Insulating Board (AIB), ‘Ceiling Tiles’ is used to represent Asbestos Insulating Board Ceiling Tiles, and ‘Cement’ is used to represent Asbestos Cement (AC).

Where the Lead Surveyor during a survey on site is unsure whether a suspect asbestos containing material (ACM) is AIB or AC the terminology ‘Cement / Board’ is used and reported in the Building Register and Results (Appendix II) in the installation column.

If there is any doubt about the type of asbestos material after the material has been identified that it is a mixture of asbestos and cement, and reported as ‘Cement / Board’ in the Building Register and Results (Appendix II) it is recommended to have the water absorption test of a sample calculated to determine whether the materials is asbestos cement or AIB. Asbestos cement, in a dry state will absorb less than 30% water by weight, and the method is documented in the ACoP L143. Airborne Environmental Consultants perform this service to UKAS accredited standard ISO 17025, for further details on the water absorption method please contact our Laboratory Manager.

APPENDIX 3

CERTIFICATE OF BULK FIBRE ANALYSIS

Samples analysed by:

Richard Townson

CERTIFICATE OF BULK FIBRE ANALYSIS

PROJECT REF: J113696
CUSTOMER: AEW Architects and Designers Ltd
DETAILS: The Zenith Building
Spring Gardens
Manchester
M2 1AB

CERT NO.: J113696
DATE RECEIVED: 16.04.18
DATE ANALYSED: 19.04.18
DATE REPORTED: (Verbal) 24.04.18
DATE REPORTED: (Document) 24.04.18

SITE DETAILS: Glossop Town Hall, Norfolk Square, Glossop, Derbyshire, SK13 8BP

SAMPLED BY: Daniel Gantt, Dave Hobson

Sample No.	Sample Location	Sample Description	Sample Comments	Asbestos Type(s)
EF003511	Roof Void - Pitched Roof Area 7 - Residual spray insulation to underside of roof tiles	Grey fragments	-	Amosite
EF003512	Roof Void - Pitched Roof Area 7 - Residual spray insulation to roof trusses	Grey fragments	-	Amosite
EF003513	Roof Void - Pitched Roof Area 7 - Spray insulation to floor	Grey fragments	-	Amosite
EF003514	Roof Void - Pitched Roof Area 7 - Residual spray insulation to roof trusses	Grey fragments	-	Amosite
EF003515	Roof Void - Pitched Roof Area 7 - Residual spray insulation to underside of roof	Grey fragments	-	Amosite

Comments:

UKAS accredited for identification and site sampling. All analysis in accordance with HSG248 - Asbestos: The analysts' guide for sampling, analysis and clearance procedures 2005 and AEC 2 - Procedures manual for asbestos bulk sampling and identification of asbestos fibres.

Descriptions marked '**' in this report/certificate denote information supplied by the customer. AEC cannot take responsibility for the accuracy and representative nature of samples taken by customers. All sample location information given by AEC within the report is the opinion of the surveyor. Sample comments that are **FFP = Fine fibres present, 'but too thin to identify'** or **FFP/AL = Fine fibres present, asbestos like 'but too thin to identify'. Trace = one or two fibres only were identified.**

Asbestos types: Chrysotile = white asbestos; † = Asbestos Amosite = brown asbestos; Crocidolite = blue asbestos; Tremolite; Actinolite; Anthophyllite; NAD = No Asbestos Detected.

Signed:

Print: Steve Cassidy

Position: Lab Analyst

Analysis completed at Manchester Laboratory.
Authorised on behalf of Airborne Environmental Consultants Ltd.

Date: 19.04.18

CERTIFICATE OF BULK FIBRE ANALYSIS

PROJECT REF: J113696
CUSTOMER: AEW Architects and Designers Ltd
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SITE DETAILS: Glossop Town Hall, Norfolk Square, Glossop, Derbyshire, SK13 8BP

SAMPLED BY: Daniel Gantt, Dave Hobson

Sample No.	Sample Location	Sample Description	Sample Comments	Asbestos Type(s)
EF003516	Roof Void - Pitched Roof Area 7 - Spray insulation debris to floor	Debris	-	Amosite
EF003517	Roof Void - Pitched Roof Area 7 - Residual spray insulation to beam	Debris	-	Amosite
EF003518	Roof Void - Pitched Roof Area 7 - Residual spray insulation to underside of roof	Grey fragments	-	Amosite
EF003519	Roof Void - Pitched Roof Area 7 - Spray Insulation debris to floor	Debris	-	Amosite
EF003520	Roof Void - Pitched Roof Area 7 - Residual spray insulation to beams	Grey fragments	-	Amosite

Comments:

UKAS accredited for identification and site sampling. All analysis in accordance with HSG248 - Asbestos: The analysts' guide for sampling, analysis and clearance procedures 2005 and AEC 2 - Procedures manual for asbestos bulk sampling and identification of asbestos fibres.

Descriptions marked '**' in this report/certificate denote information supplied by the customer. AEC cannot take responsibility for the accuracy and representative nature of samples taken by customers. All sample location information given by AEC within the report is the opinion of the surveyor. Sample comments that are **FFP = Fine fibres present, 'but too thin to identify'** or **FFP/AL = Fine fibres present, asbestos like 'but too thin to identify'. Trace = one or two fibres only were identified.**

Asbestos types: Chrysotile = white asbestos; † = Asbestos Amosite = brown asbestos; Crocidolite = blue asbestos; Tremolite; Actinolite; Anthophyllite; NAD = No Asbestos Detected.

Signed:

Print: Steve Cassidy

Position: Lab Analyst

Analysis completed at Manchester Laboratory.
Authorised on behalf of Airborne Environmental Consultants Ltd.

Date: 19.04.18

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DATE REPORTED: (Document) 24.04.18

SITE DETAILS: Glossop Town Hall, Norfolk Square, Glossop, Derbyshire, SK13 8BP

SAMPLED BY: Daniel Gantt, Dave Hobson

Sample No.	Sample Location	Sample Description	Sample Comments	Asbestos Type(s)
EF003521	First floor - Courtroom 2 - Debris to damaged areas on floor	Debris	-	NAD
EF003522	First floor - Courtroom 2 - Debris to floor	Debris	-	NAD
EF003523	First floor - Courtroom 2 - Debris to floor	Debris	-	NAD
EF003524	First floor - Courtroom 2 - Debris to floor	Debris	Loose fibre bundles	Amosite
EF003525	First floor - Courtroom 2 - Debris to floor	Debris	-	NAD

Comments:

UKAS accredited for identification and site sampling. All analysis in accordance with HSG248 - Asbestos: The analysts' guide for sampling, analysis and clearance procedures 2005 and AEC 2 - Procedures manual for asbestos bulk sampling and identification of asbestos fibres.

Descriptions marked '**' in this report/certificate denote information supplied by the customer. AEC cannot take responsibility for the accuracy and representative nature of samples taken by customers. All sample location information given by AEC within the report is the opinion of the surveyor. Sample comments that are **FFP = Fine fibres present, 'but too thin to identify'** or **FFP/AL = Fine fibres present, asbestos like 'but too thin to identify'. Trace = one or two fibres only were identified.**

Asbestos types: Chrysotile = white asbestos; † = Asbestos Amosite = brown asbestos; Crocidolite = blue asbestos; Tremolite; Actinolite; Anthophyllite; NAD = No Asbestos Detected.

Signed: 

Print: Steve Cassidy

Position: Lab Analyst

Analysis completed at Manchester Laboratory.
Authorised on behalf of Airborne Environmental Consultants Ltd.

Date: 19.04.18

CERTIFICATE OF BULK FIBRE ANALYSIS

PROJECT REF: J113696
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DETAILS: The Zenith Building
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DATE REPORTED: 24.04.18 (Verbal)
DATE REPORTED: 24.04.18 (Document)

SITE DETAILS: Glossop Town Hall, Norfolk Square, Glossop, Derbyshire, SK13 8BP

SAMPLED BY: Daniel Gantt, Dave Hobson

Sample No.	Sample Location	Sample Description	Sample Comments	Asbestos Type(s)
EF003526	First floor - Courtroom 2 - Debris to floor	Debris	-	NAD

Comments:

UKAS accredited for identification and site sampling. All analysis in accordance with HSG248 - Asbestos: The analysts' guide for sampling, analysis and clearance procedures 2005 and AEC 2 - Procedures manual for asbestos bulk sampling and identification of asbestos fibres.

Descriptions marked '**' in this report/certificate denote information supplied by the customer. AEC cannot take responsibility for the accuracy and representative nature of samples taken by customers. All sample location information given by AEC within the report is the opinion of the surveyor. Sample comments that are **FFP = Fine fibres present, 'but too thin to identify'** or **FFP/AL = Fine fibres present, asbestos like 'but too thin to identify'. Trace = one or two fibres only were identified.**

Asbestos types: Chrysotile = white asbestos; † = Asbestos Amosite = brown asbestos; Crocidolite = blue asbestos; Tremolite; Actinolite; Anthophyllite; NAD = No Asbestos Detected.

Signed: 

Print: Steve Cassidy

Position: Lab Analyst

Date: 19.04.18

Analysis completed at Manchester Laboratory.
Authorised on behalf of Airborne Environmental Consultants Ltd.

A guide to asbestos-containing materials in buildings and their asbestos content (listed in approximate order of ease of fibre release)

With the publication of HSG 248 - Asbestos: The analysts' guide for sampling, analysis and clearance procedures issued by the Health and Safety Executive (HSE), the quantitative assessment of asbestos content is outside the scope of UKAS accreditation (ISO 17025). Where analysis identifies only 1 or 2 fibres of asbestos then the term 'trace asbestos identified' is permissible and can be reported on the certificate of bulk fibre analysis. For all other asbestos contents in a building material Table 1 should be used as a guide as to the likely percentage content of asbestos in the building material. For more detailed information please refer to HSE guidance document HSG 264 Asbestos: The Survey Guide. Table 1 below is a summary of Appendix 2: ACMs in buildings in guidance document HSG 264.

Table 1

Asbestos product		Asbestos content
Sprayed coatings.	Dry applied, wet applied and trowelled finish.	55% to 85%. Likely to be present as over spray adjacent to substrate and also debris below.
Thermal insulation.	Hand-applied thermal lagging, pipe and boiler lagging, pre-formed pipe sections, slabs and blocks.	6% to 85%.
	Tape, rope, corrugated paper, quilts, felts and blankets.	Usually ~ 100%.
Asbestos board.	Millboard.	37% to 97%.
	Insulating.	Usually 15% to 25%. Older boards and some marine boards contain up to 40%.
	Insulating board in cores and linings of composite products.	16% to 40%.
Paper, felt and cardboard.		Can contain ~ 100%.
Textiles.	Ropes and yarns.	Approaching 100% unless combined with other fibres.
	Cloth.	Approaching 100%.
	Gaskets and washers.	Variable but usually around 90%.
	Strings.	Approaching 100%.
Friction products.	Resin-based materials.	30% to 70%.
Cement products.	Profiled sheets.	10% to 15%.
	Semi-compressed flat sheet and partition board.	10% to 15%. Also 10% to 25% in wood used for fire doors etc. Composite panels contained ~ 4%.
	Fully compressed flat sheet used for tiles, slates and board.	10% to 15%.
	Pre-formed moulded products and extruded products.	10% to 15%.
Textured coatings.	Decorative/flexible coatings on walls and ceilings.	3% to 5%.
Bitumen products.	Roofing felts and shingles, semi-rigid bitumen roofing, gutter linings and flashings, damp-proof courses and bitumen coatings on metals.	Usually 8%, but paper approximately 100%.
Flooring.	Thermoplastic floor tiles.	Up to 25%.
	PVC vinyl floor tiles and unbacked flooring.	Normally 7%.
	Paper-backed PVC floors.	Approximately 100%.
	Magnesium oxychloride flooring used in WCs, staircases and industrial flooring.	About 2%.
Reinforced PVC.	Panels and cladding.	1% to 10%.
Reinforced plastic and resin composites.	Used for toilet cisterns, seats, banisters, window seals and lab bench tops.	1% to 10%.
	Brakes and clutches in machines.	20% to 50%.

APPENDIX 4

SURVEY METHODOLOGIES

SURVEY METHODOLOGIES

Refurbishment & demolition survey

A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances, e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

There is a specific requirement in CAR 2012 for all ACMs to be removed as far as reasonably practicable before major refurbishment or final demolition. Removing ACMs is also appropriate in other smaller refurbishment situations, which involve structural or layout changes to buildings (e.g. removal of partitions, walls, units etc). Under CDM, the survey information should be used to help in the tendering process for removal of ACMs from the building before work starts. The survey report should be supplied by the client to designers and contractors who may be bidding for the work, so that the asbestos risks can be addressed. In this type of survey, where the asbestos is identified so that it can be removed (rather than to 'manage' it), the survey does not normally assess the condition of the asbestos, other than to indicate areas of damage or where additional asbestos debris may be present. However, where the asbestos removal may not take place for some time, the ACMs' condition will need to be assessed and the materials managed.

Refurbishment and demolition surveys are intended to locate all the asbestos in the building (or the relevant part), as far as reasonably practicable. It is a disruptive and fully intrusive survey, which may need to penetrate all parts of the building structure. Aggressive inspection techniques will be needed to lift carpets and tiles, break through walls, ceilings, cladding and partitions, and open up floors. In these situations, controls should be put in place to prevent the spread of debris, which may include asbestos. Refurbishment and demolition surveys should only be conducted in unoccupied areas to minimise risks to the public or employees on the premises. Ideally, the building should not be in service and all furnishings removed. For minor refurbishment, this would only apply to the room involved or even part of the room where the work is small and the room large. In these situations, there should be effective isolation of the survey area (e.g. full floor to ceiling partition), and furnishings should be removed as far as possible or protected using sheeting. The 'surveyed' area must be shown to be fit for reoccupation before people move back in. This will require a thorough visual inspection and, if appropriate (e.g. where there has been significant destruction), reassurance air sampling with disturbance. Under no circumstances should staff remain in rooms or areas of buildings when intrusive sampling is performed.

There may be some circumstances where the building is still 'occupied' (i.e. in use) at the time a 'demolition' survey is carried out. For example in the educational sector, refurbishment/demolition surveys may be conducted in schools or colleges during one closure period (e.g. holidays) and the work not undertaken until the next holiday period. Also, a demolition survey maybe conducted to establish the economic future or viability of a building(s). The survey results would determine the outcome. In such situations, the 'survey' will need extremely careful managing with personnel and equipment/furnishings being decanted and protected (as necessary), while the survey progresses through the building. Again, there should be effective isolation of the survey areas and the 'surveyed' area must be shown to be fit for reoccupation before personnel reoccupy.

The survey was carried out in accordance with the HSE document HSG 264 Asbestos: The Survey Guide, and AEC's UKAS accreditation as a Type 'C'inspection body (number 0232). All sample analysis is carried out in AEC's UKAS accredited laboratory (testing laboratory 2054).

The survey was carried out by an experienced survey team, who inspect all safely accessible parts of the building, and look for any installation that potentially could contain asbestos.

Any suspect materials were sampled and subsequently analysed in accordance with HSG 248 - 'Asbestos: The analysts' guide for sampling, analysis and clearance procedures'. This method identifies the asbestos types present.

Samples are taken using low - disturbance techniques, whereby a small amount of material will be taken, after firstly wetting the sample location with a polyvinyl acetate (PVA) solution spray. This minimises the release of asbestos fibres during the process. Air monitoring carried out during sampling work of this type has shown airborne fibre concentrations to stay below the clearance indicator level of 0.01 fibres per millilitre of air.

Sampled materials are immediately placed in sealable, airtight sample bags and appropriately labelled. Sample points will be suitably filled / sealed using PVA spray, 'Polyfilla' or adhesive tape.

Survey restrictions and caveats

The value and usefulness of the survey can be seriously undermined where either the client or the surveyor imposes restrictions on the survey scope or on the techniques/method used by the surveyor. Information on the location of all ACMs, as far as reasonably practicable, is crucial to the risk assessment and development of the management plan. Any restrictions placed on the survey scope will reduce the extent to which ACMs are located and identified, incur delays and consequently make managing asbestos more complex, expensive and potentially less effective.

In refurbishment surveys, the area and scope of the work will need to be agreed between the dutyholder and the surveyor. In these surveys and in demolition surveys there should be no restrictions on access unless the site is unsafe (e.g. fire-damaged premises) or access is physically impractical. The level of intrusion will be significantly greater than with management surveys. It will include accessing structural areas, between floors and walls and underground services. Some areas may be difficult to gain entry to and/or may need specialist assistance or equipment. Access arrangements need to be fully discussed in the planning stage and form part of the contract, particularly where assistance has to be engaged. Where access has not been possible during refurbishment and demolition surveys, these areas must be clearly located on plans and in the text of the report to allow the refurbishment and demolition processes to be progressive in those areas. Any ACMs must be identified and removed at this time. It is now recognised that even with 'complete' access demolition surveys, all ACMs may not be identified and this only becomes apparent during demolition itself. Surveyors need to be competent to do all the relevant work and tasks in this class of surveys. They will need some knowledge of construction, be able to carry out the work safely and without risk to health, have the correct equipment to do the work and have the appropriate insurance.

If any restrictions have to be imposed on the scope or extent of the survey, these items must be agreed by both parties and clearly documented. They should be agreed before work starts (e.g. at the preliminary site meeting and walk-through inspection or during discussion) and are likely to form part of the contract. If during the survey, the surveyor is unable to access any location or area for any reason, the dutyholder must be informed as soon as possible and arrangements made for later access. If access is not possible, then the survey report should clearly identify these areas not accessed. Limitations should be kept to an absolute minimum by ensuring that staff are adequately trained, insured and have the appropriate equipment and tools.

N.B. For surveys where only partial access is provided for intrusion into a building, either by virtue of the need for the building to remain occupied, for restriction on the degrees of damage permitted to the building or for services to remain live, the survey cannot be classified as a full refurbishment & demolition investigation of the structure and will be classed within the report as an extended management survey. This will better highlight that some areas have not received full access into the structure and focus the need for potential further localised investigation prior to any planned refurbishment or demolition works.

In the case of refurbishment & demolition surveys, the presumption is made that all identified asbestos containing materials will be removed as these surveys are undertaken prior to major refurbishment or demolition exercises. It is possible, in certain circumstances, that some identified asbestos containing materials may be left in a building if they do not interfere with a planned refurbishment. In this case the safe management of these materials is still a regulatory requirement and the location of any remaining asbestos must be communicated to the occupants of the refurbished areas and anybody who may potentially disturb them.

Please refer to the pre-site agreement form for further clarification on surveys.

The surveyors do not disturb any suspected asbestos installation in any other way than to take a representative sample. This measure shall minimise the risk of asbestos fibre release, but shall prevent access above/behind a suspected asbestos installation. It is possible, therefore, that further asbestos materials could be present behind an existing asbestos installation.

All relevant sample point data is recorded and shown in the final report e.g. accessibility, condition, extent of material, etc. The pertinent data required to carry out a material risk assessment is recorded and the risk rating for each asbestos installation is given in Appendix II.

The material risk assessment is an assessment of the ability of the identified asbestos installations to release fibres into the air. It is not an assessment of the likelihood of damage to the materials identified. The likelihood of damage or disturbance would be determined by carrying out a priority assessment. In order to achieve this, a thorough understanding of the activities on the site is required and therefore this is a responsibility placed on the duty holder as defined in the Control of Asbestos Regulations 2012.

As discussed above, refurbishment & demolition surveys require destructive access into sealed voids and cavities within a structure, so far as is reasonably practicable. For this reason refurbishment & demolition surveys should only be undertaken prior to a major refurbishment or demolition where the damage caused to the structure will not be of concern. In addition, refurbishment & demolition surveys should only be undertaken when the building has been isolated from all sources of energy including power, gas, water etc. Surveyors may be placed at significant risk if they break into parts of the building where services are still live. If services are still connected to the building being surveyed AEC shall revert to a management survey standard for safety reasons and inform the customer as soon as possible. This type of survey will require destructive access into sealed voids which may cause significant disturbance of previously unidentified asbestos. This could place occupants or persons working nearby at significant risk. As a consequence, AEC cannot accept responsibility for any damage caused during a refurbishment & demolition survey within the agreed scope of survey, or the costs associated with the clean-up, repair or remediation arising from it, as this type of survey requires this damage to occur.

In order to safely carry out this type of survey, AEC will make localised inspection holes into sealed areas. In some locations it may not be possible to see the entirety of a void or cavity from an access hole (this may require the complete removal or demolition of a wall, floor, ceiling etc.). This may result in the failure to identify non-uniform or localised installations of asbestos product. AEC will not remove entire walls ceilings etc as part of a survey or carry out significant disturbance of structural elements of a building. This lies outside of AEC's area of competence and will put our survey teams and others potentially at risk, as this is deemed demolition as opposed to surveying.

In refurbishment & demolition surveys, AEC shall make periodic access into any obvious non-asbestos insulation materials but shall not remove all insulation coverings. It is possible therefore that some localised areas of asbestos may not be identified beneath non-asbestos insulation coverings.

Where access is required behind previously identified asbestos materials e.g. AIB ceilings, then a licensed asbestos removal contractor will be employed, and following a 14-day notification to the relevant authority, the asbestos materials will be removed under fully controlled conditions, to inspect behind. A certificate of reoccupation will be required prior to dismantling the enclosure. This will only take place with prior agreement with the customer and a full discussion on the costs and programme involved.

During refurbishment & demolition surveys AEC will not normally break through concrete slab floors unless specifically requested to do so by the customer. In such circumstances a specialist contractor will be required to undertake the breaking work and be paid for by the customer. It is common to find sub-slab pipe ducts in many types of property which often have asbestos lagging and shuttering boards present.

AEC shall not break into structural elements of a building such as brick walls, cavity walls, chimney stacks etc. where it may place the survey team and others at risk of structural collapse i.e. in structurally unsafe buildings. Any asbestos products present in these areas may not be identified during the survey and therefore caution must be applied during the breakthrough / dismantling of structural elements of a building.

Where buildings have been boarded for security reasons, AEC shall not be responsible for any asbestos containing materials present behind security fixtures unless these have been removed by the customer. This is likely to effect doorways and windows primarily.

AEC shall not break through installations where this could result in injury to other persons, e.g. high level windows/walls on the exterior of a building where materials could fall onto public pavements etc.

It must be noted that AEC have not inspected areas of the property/structure which would cause structural or security problems to the property prior to refurbishment or demolition. AEC will not remove window casings, for example, if the property must remain secure or is to be re-occupied. Breakthroughs of roof, particularly flat roofs which are known to have asbestos layers, will not be carried out if the building is to remain in-situ for a period of time, as this will affect the weather integrity, and as a result, safety of the property.

AEC have not carried out any works considered to be demolition, to access parts of the property, such as removal of steel joists, stairwells, or concrete slabs / cavity closures, as this is not deemed reasonably practicable in an asbestos survey. Should access to these areas be specific to the work, then the survey may need to be completed at actual demolition. It is not deemed reasonably practicable for the asbestos survey team to grub-up concrete slabs, remove underground tanks, or concrete lintels etc. without the assistance of a demolition contractor and heavy plant and machinery. Furthermore, extensive sampling does not ensure common items such as shuttering beneath concrete, or packers used in construction are identified in their entirety, due to the random nature of their use.

All materials sampled and suspected to contain asbestos will not be removed by the survey team to look behind for further suspect materials, as removing asbestos materials may pose a risk to health and breach CAR 2012, such as licensing requirements.

APPENDIX 5

GENERAL RESTRICTIONS

GENERAL RESTRICTIONS

AEC have instructed all survey teams that health and safety considerations are paramount during our work. If the survey team find an area where access or sampling will present a risk to themselves or others, they have been given authority to cease works until such time that the risk can be controlled to acceptable levels. This may include accessing confined spaces, work at heights, work near active equipment or processes etc. If such a situation arises, AEC shall inform the customer and explore the possible solutions to the problem. In such instances, AEC will expect the customer to sign to show that the restriction has been agreed.

It should be noted that the findings of the survey are discussed across the report in its entirety. Readers should note the contents in all sections of the report and should not rely purely on the information given in individual sections of the report.