



# Refurbishment Asbestos Survey Report

**1120**

Elliot Court  
Herald Avenue  
Coventry  
CV5 6UB

**12<sup>th</sup> June 2015**

# Asbestos Survey Report

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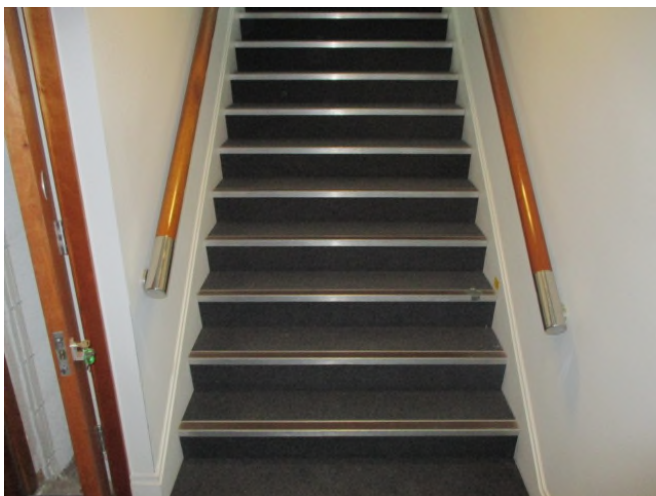
## Executive Summary

On the 12<sup>th</sup> June 2015 RM Risk Management completed a Refurbishment asbestos survey to the ground floor and common areas to 1120 Elliot court. 5 samples were taken from site and all returned back negative for ACM's. Therefore no Asbestos register has been formulated.

**Sample 001** Sprayed coating to RSJ in open plan office area above suspended ceiling tiles. Sample returned negative for ACM's.



**Sample 002** Stair nosing to ground floor-1st floor staircase. Sample returned negative for ACM's.



**Sample 003** Boarding to ceiling of GF electrical rises. Sample returned negative for ACM's.



**Sample 004** Vinyl flooring to ground floor kitchen area. Sample returned negative for ACM's.



**Sample 005** Boarding to electrics in lift motor room. Sample returned negative for ACM's.



## **1.0 Introduction**

### **Background**

- 1.1 Asbestos has been used extensively in the building industry for over one hundred years and has proved to be an excellent product for a variety of uses, having many qualities such as insulation, fire and chemical resistance to name a few. Its suitability across a wide range of uses and its relatively cheap cost made it very popular, with over 3,000 different asbestos products having been recorded.
- 1.2 The use of asbestos containing materials (ACM's) was most prevalent between the 1950's and 1970's when it provided an economic, easy to use and versatile material. Unfortunately, given the constitution and make up of asbestos it can give rise to microscopic airborne fibres being released into the working environment. The fibres have carcinogenic properties caused by inhalation of the fibres which can get lodged in the lining of the lungs causing disease and death.
- 1.3 For this reason the use of asbestos has receded and its use in buildings was eventually banned in 1999. Despite its ban, millions of tonnes of ACM's are still present in properties and building throughout the UK. Appendix A details some of the more common types and forms of ACM's that may be present in client's properties.

### **Scope and Purpose**

- 1.4 CBGA Robson has commissioned RM Risk management Ltd to undertake an Asbestos Survey to 1120 Elliot court. The aim of the survey was to locate and identify the presence of ACM's or suspected ACM's. This report provides a record and assessment of the extent and characteristics of ACM's and is based on information made available at the 12<sup>th</sup> June 2015.
- 1.5 Asbestos surveys can be one of two types, as described below:

#### **Management Survey**

This type of survey is the most common form of asbestos survey undertaken. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

This also requires the surveyor to identify any installations on a site that she/he suspects may contain asbestos. However, these installations are then sampled (this may require several samples depending on size and complexity of the suspect installation) and analysis of the samples are carried out at a UKAS accredited laboratory, which allows confirmation of whether the sampled materials definitely contain

asbestos or are asbestos free. Visually similar homogenous materials are then referenced to sampled materials, and are 'strongly presumed' to be the same material i.e. contain asbestos or not, as the sampled material.

Management surveys will often involve minor intrusive work and some disturbance. The extent of intrusion will vary according to the premises. Management surveys include an assessment of the condition of the various ACMs and their ability to release fibres into the air if they are disturbed in some way.

The survey will generally require suspected ACMs to be sampled and analysed to confirm the presence or absence of asbestos. However a management survey can also involve presuming the presence or absence of asbestos.

All areas should be accessed and inspected as far as is reasonably practicable when carrying out Management Surveys. Areas should include underfloor coverings, above false ceilings, and inside risers, service ducts, lift shafts etc. Surveying may also involve some minor intrusive work, such as accessing behind fascia and panels and other surfaces or superficial materials. The extent of intrusion will depend on the degree of disturbance that is or will be necessary for foreseeable maintenance and related activities, including the installation of new equipment/cabling.

### **Refurbishment/Demolition Survey**

A Refurbishment/Demolition Survey, extends the 'Management Survey', to include investigations into all reasonably accessible sealed voids and the fabric of the building.

This survey includes breaking through partition walls, ceilings etc. to confirm the presence or absence of asbestos and, normally, this is carried out prior to demolition or refurbishment works where significant damage to the building will not be a problem. This will result in damage to stud partition walls, plasterboard ceilings, wood riser covers, doors, computer floors, carpets, kitchens, bathrooms etc. The damage caused by this type of survey is kept to a minimum, but in some cases requires reinstatement, which is not included in the survey unless pre-arranged. A Refurbishment/Demolition Survey shall only be carried out if safe to do so - for example if there are live services inside a building, access may not be possible to certain areas and may require a further visit in the future.

This survey type shall result in a more accurate survey, but will again take more time and hence entail a greater cost. In addition, an asbestos register is not included in this type of survey, as it is presumed that all asbestos materials identified are to be removed to facilitate the refurbishment or demolition works.

1.6 This particular survey comprised a **Refurbishment Survey**, carried out in accordance with the Health and Safety Executive's guidance document HSG264. This means that:

- As far as reasonably practicable, locate and describe all ACM's in all reasonably accessible areas of the building.
- A sampling programme is undertaken to identify possible ACM's and estimates of the volumes and the surface areas of ACM made.
- A record of the condition of the ACM's or where additional asbestos debris may be expected to be present is produced.

1.7 The purpose of the report is to:

- Enable the client to take appropriate precautions so that people who work at the premises are not exposed to asbestos-related health risks.
- Provide information to assist the client in developing and implementing an action plan for the further investigation, treatment, removal and/or monitoring of ACMs.

1.8 The findings of this report will need to be revised and updated periodically to reflect the progress of made in the action plan.

### **Control of Asbestos Regulations 2012**

1.9 The Control of Asbestos Regulations 2012 (CAR) apply to most work situations involving risk of exposure to asbestos. From May 2004 the CAR have required organisations to:

- Take all reasonable steps to identify the locations of materials likely to contain asbestos.
- Assume that the identified materials contain asbestos, unless there is evidence to the contrary.
- Keep an up to date written record (an **Asbestos Register**) of the location of asbestos-containing materials.
- Monitor the condition of asbestos-containing materials.
- Make a written assessment of the risk of exposure from asbestos.
- Prepare and implement a **management plan** to control asbestos-related health risks, including measures to ensure that:
  - Material known or presumed to create a risk of exposure to asbestos is repaired or, if necessary, removed.



- Material known or presumed to contain asbestos, but which does not pose a risk of exposure, is maintained in a good state of repair.
- Information about the location and condition of material known or presumed to contain asbestos is given to anyone who is likely to disturb it.

### **Other Health & Safety Regulations**

- 1.10 Under Section 2 of the Health and Safety at Work etc. Act 1974 (HSWA), employers have a duty of care for the health, safety and welfare of their employees whilst at work. In addition, employers that are in control of premises have a duty of care, under Section 4 of the HSWA, towards all other people (non-employees) who use or work at their premises.
- 1.11 Other regulations embodied in the HSWA require employers to ensure that:
- Immediate steps are taken to reduce exposure to asbestos, in situations where the control level or action level is exceeded.
  - Risk assessments are carried out and are used to prepare method statements for any work that is likely to involve exposure to asbestos.
  - The number of workers exposed to asbestos is kept to a minimum.
  - Information on the location of asbestos is made available to any person likely to be exposed to ACMs.
  - Training is given to anyone liable to be exposed to asbestos.
- 1.12 This report can be used as a reference to assist the client in fulfilling its duties and obligations under present regulatory framework.

### **Sources of Data**

#### ***Background Information***

- 1.13 There were relevant information and previous reports available regarding asbestos products found on site.

#### ***Inspection, sampling and testing***

- 1.14 RM Risk Management Ltd carried out a visual inspection of the buildings on 12<sup>th</sup> June 2015. The purpose of the inspection was to identify locations where the presence of asbestos is suspected, and to make arrangements for the recovery and testing of representative samples, where practicable. The inspection also enabled informed

judgements to be made about the likelihood of asbestos being present in situations where samples could not be recovered.

- 1.15 Based on the findings of the visual inspection, 5 representative bulk samples of materials suspected of containing asbestos were recovered from the site on 12<sup>th</sup> June 2015. During the sampling process, care was taken to verify that the recovered samples were representative of the situation and the medium in which asbestos contamination was suspected. The sampling protocol that was used is as specified in HSG264, published by the Health & Safety Executive.
- 1.16 The recovered samples were subsequently examined in a UKAS Accredited laboratory to establish their asbestos content, in accordance with HSG248 Asbestos: The Analysts Guide, published by the Health & Safety Executive.
- 1.17 The results of the laboratory testing for all recovered samples are presented at Appendix B.
- 1.18 Unfortunately, access could not be obtained to all of the buildings and areas at the time of the survey. As a result, there are a number of areas where further inspection and sampling needs to be carried out. Areas that could not be sampled should be presumed to contain ACM's until proved otherwise. These areas are identified in Section 5.

## **Presentation of Findings**

### ***Data Sheets***

- 1.19 A series of data sheets have been prepared to provide assessments and recommendations for each of the locations where samples were taken. These data sheets are presented in Appendix C.

### ***Figures***

- 1.20 Figure 1 presented at the rear of this document shows the locations of all of the samples that were recovered for testing purposes. Where the laboratory analysis for a particular sample (as shown in Appendix B) identifies the presence of asbestos, the corresponding sample location is shown on the relevant Figure in red. Conversely, where a laboratory analysis indicates that asbestos is not present in the sample, the sample location is shown on the relevant Figure in green. Material considered to contain asbestos where no laboratory analysis has been carried out is identified in yellow. The locations of all materials that were sampled during the survey are shown in Figure 1.

## **Representative Sampling**

- 1.21 Every attempt has been made to ensure that representative samples of materials suspected of containing asbestos have been recovered for

testing purposes. Nevertheless, where the laboratory results of analysis (shown in Appendix B) indicate that no asbestos has been detected, caution should be exercised in extrapolating the same conclusion to the parent material. Where doubt remains, further sampling and testing should be carried out.

### **Risk Classification**

- 1.22 The data sheets at Appendix C incorporate assessments of risk and provide recommendations concerning access restrictions that should be imposed and priorities for treatment or removal of suspected asbestos-containing materials. A material assessment score for each location represents the assessments of risk. The basis of the assessment scoring is described in Section 4.
- 1.23 The material assessment scores are based on the assumption that no future actions are planned that will disturb the asbestos-containing materials. Any future work that could involve disturbing the identified materials would require a risk assessment to assist in developing a suitable method statement.

### **Report Format**

#### ***Text***

- 1.24 Remaining sections of text are structured as follows:

**Section 2** Describes the current buildings and their uses.

**Section 3** Describes the survey work carried out.

**Section 4** Describes the procedure used to assess suspected asbestos-containing materials and provides an overview of the nature and extent of suspected asbestos-containing materials.

**Section 5** Provides recommendations for action plans to address the issues identified in the report.

#### ***Appendices***

- 1.25 The following Appendices provide details of the factual data obtained during the inspection and survey work and the results of the assessments that have been made.

**Appendix A** contains information on the types and forms of ACM likely to be present in buildings.

**Appendix B** contains copies of the results of laboratory analyses (bulk sample identification certificates) for samples recovered. It also contains a copy of the laboratory UKAS Accreditation Certificates.

**Appendix C** contains Data Sheets that summarise the information obtained from the visual inspection, sampling and testing work carried out. The information provided on the Data Sheets includes:

- A photograph of the material.
- Our opinion about the origin of the asbestos contamination, where relevant.
- Access restrictions that should be applied, where necessary.
- Priorities for treatment or removal of asbestos material.

### ***Figures***

- 1.26 Figure 1 shows the locations and references of samples taken during the survey, and should be read in conjunction with the data sheet provided at Appendix C.

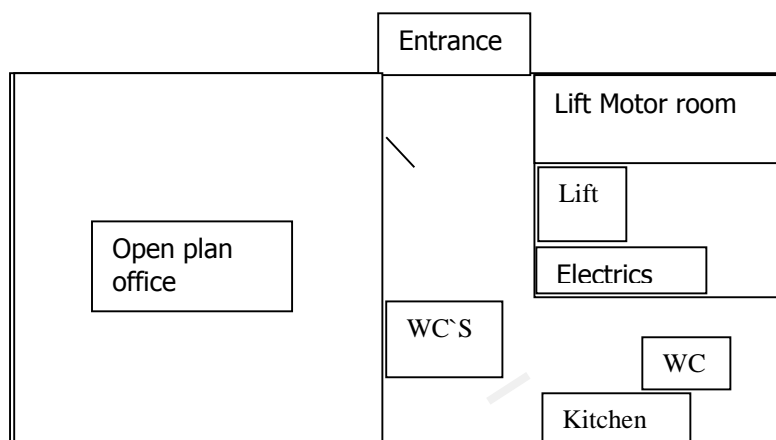
## 2.0 Site Description

### Site History

- 2.1 We have no previous history of the site before the client occupied the area.

### Present Layout and Use

The layout of buildings is shown in Figure 1



### **3.0 Investigations**

#### **Baseline Information**

- 3.1 There was some baseline information available concerning the presence of asbestos throughout 1120 Elliot court. It appears that previous work has been carried out to identify, remove or repair any asbestos-containing materials from the building.

#### **Inspection, Sampling and Analysis**

##### **Typical sources considered**

- 3.2 The inspection work undertaken by RM Risk Management Ltd has taken account of the typical sources of asbestos found in other similar buildings, of a similar age.
- 3.3 Asbestos has been added to many different building materials over the past century to improve their thermal, insulation and strength properties. The commercial use of asbestos began in the late nineteenth century and increased steadily until the 1940s. After World War II, asbestos was used extensively in buildings, particularly during the 1950s, 1960s and 1970s.
- 3.4 In 1999 the Government banned the import, supplies and use of all forms of materials containing asbestos.
- 3.5 The most common asbestos-containing materials and products are:
- Roofing materials, including sheet materials and components of composite sheeting, tiles and felts,
  - Guttering and drainpipes,
  - Wall cladding and soffit boards,
  - Spray coatings to ceilings, walls and beams/columns,
  - Loose asbestos in ceiling/floor cavities or ductwork,
  - Firebreaks above ceilings or between trusses,
  - Textured coatings (e.g. Artex) and paints,
  - Loose asbestos inside partition walls,
  - Partition walls and wall/ceiling panels,
  - Floor tiles, linoleum and floor backing paper,

- Lagging, gaskets and gaiters to Air Handling Units,
- Lagging on boilers, pipework, calorifiers, etc.,
- Paper linings under pipe lagging,
- Gaskets at pipe and vessel joints,
- Rope seals on boiler access hatches and between boiler sections,
- Boiler flues,
- String seals on radiators,
- Fire blankets.

### **Visual Inspection**

3.6 A visual inspection survey was carried out by RM Risk Management Ltd on 12<sup>th</sup> June 2015, and involved examination of 1120 Elliot court.

### **Sampling and Analysis**

- 3.7 Sampling was carried out on 12<sup>th</sup> June 2015 in accordance with the method specified in HSG264, published by the Health & Safety Executive.
- 3.8 Access to the buildings was arranged by CBGA Robson and photographs were taken to provide a record of all of the locations and materials examined. A photographic record of the inspection is incorporated in the data sheets in Appendix C.
- 3.9 Analysis of the recovered samples was carried out by Solihull Asbestos testing services in accordance with the procedure specified in HSG248 Asbestos: The Analysts Guide, published by the Health & Safety Executive. Solihull Asbestos testing services is accredited by the United Kingdom Accreditation Service (UKAS) for the identification of asbestos in bulk samples. A copy of their accreditation certificates is included in Appendix B.

### **Results of Laboratory Testing**

- 3.10 Results obtained from the analysis of the recovered samples are provided in Appendix B.

### **Significance of Laboratory Test Results**

- 3.11 The following are the three main types of asbestos identified by the laboratory testing procedure, and recorded on the laboratory result sheets in Appendix C:

<b>Chrysotile</b>	White Asbestos
<b>Amosite</b>	Brown Asbestos
<b>Crocidolite</b>	Blue Asbestos

- 3.12 The analysis of the samples can also identify the presence of non-asbestos material fibres, and the presence of these is indicated in Appendix B where appropriate, using the sub-divisions:

<b>Organic</b>	Organic fibres, such as animal hair
<b>MMMF</b>	Man Made Mineral Fibre, such as fibre glass

- 3.13 It is emphasised that all types of asbestos, irrespective of their mineralogical compositions and concentration levels, fall within the scope of the Control of Asbestos Regulations (see Section 1). Therefore, details of the type and quantity of asbestos materials identified by the laboratory analyses do not significantly affect the Duty Holders legal duties and obligations. However, they do influence the assessment of risk, and therefore assist in determining the priorities for remedial action.

### **Areas excluded from the survey**



## 4.0 Assessment and Overview

### Risk Assessment Methodology

- 4.1 Risk assessments for fibre release have been carried out for all suspected asbestos materials, based on their *product type*, *condition* (*extent of damage/deterioration*), *surface treatment* and *asbestos type*. The method adopted is as described in HSG264. The results of the risk assessments for each sample are shown in the data sheets in Appendix C and are classified as High, Medium or Low. A Material Assessment Score is also provided. The data sheets include recommendations concerning access restrictions and priorities for treatment or removal of asbestos materials, based on the Material Assessment Score.
- 4.2 The meaning of the specialist terms employed and the key stages of the risk assessment process are described below.

### Product Type

- 4.3 The **Product Type** or product debris is classified into one of the following:

- |   |  |
|---|--|
| 1 | Asbestos – reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement, etc.). |
| 2 | Asbestos insulating board, mill board, other low density insulation board, asbestos textiles, gaskets, rope and woven textiles, asbestos paper and felt.         |
| 3 | Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.  |

### Condition

- 4.4 The **Condition** of materials containing asbestos is classified into one of the following:

- |   |  |
|---|--|
| 0 | Material that is intact, without damage or disturbance - good condition is generally achieved in moulded, encased or preformed products, where the moulding has not been damaged, cracked or broken. A good condition would normally be assigned to pipe lagging or asbestos insulating board that is fully sealed, and may also be assigned where an asbestos material has been over-clad or encapsulated with a resistant covering of non-asbestos material. |
|---|--|

- |   |   |
|---|---|
| 1 | Only minor damage, scratches or surface marks; no damaged material has fallen off or broken away.   |
| 2 | Medium damage, disturbed or broken material, giving rise to visible loose asbestos fibres.  |
| 3 | High degree of damage, disturbed or broken material giving rise to visible asbestos debris. Some material has become detached from the parent material. |

- 4.5 It should be noted that the surface treatment of the material would also affect its condition. For example, asbestos insulation board that has received a layer of paint will be less likely to release fibres than unpainted asbestos insulation board.

### **Surface Treatment**

- 4.6 The **Surface Treatment** of asbestos-containing material is an important indicator of risk, since it determines the amount of asbestos fibre that would be released into the atmosphere if the material were to be disturbed. The **Surface Treatment** of asbestos material is classified as follows:

- |   |  |
|---|--|
| 0 | Asbestos fibres are well bonded and difficult to remove. Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles, etc. |
| 1 | Asbestos fibres are enclosed by sprays or lagging. Asbestos insulation board with painted or encapsulated surfaces. Asbestos cement sheeting.    |
| 2 | The asbestos-containing material is unsealed asbestos insulation board or consists of encapsulated lagging or sprays.                            |
| 3 | The asbestos-containing material is unsealed lagging or sprays.  |

**Asbestos Type**

4.7 For the purpose of the risk assessments described here, the **Asbestos Type** is classified as follows:

- 1 Chrysotile
- 2 Amphibole excluding Crocidolite
- 3 Crocidolite

**Material Assessment Score**

4.8 The Material Assessment Score is derived by adding together the above classification numbers and assigning the scores High, Medium and Low as follows:

- |               |   |
|---------------|---|
| <b>High</b>   | <b>Material Assessment Score of 10 or more.</b><br>The asbestos-containing material is in a condition or in a location that requires urgent attention. It should either be removed or treated as soon as possible. All fallen asbestos debris and loose surface material is assigned a high risk rating, because any disturbance of materials is likely to release airborne respirable asbestos fibres and may spread contamination throughout the building.  |
| <b>Medium</b> | <b>Material assessment Score of between 7 and 9.</b><br>The asbestos-containing material is in a location or in a condition that requires remedial action. The action may entail minor repairs to damaged surfaces or encapsulation of exposed asbestos surfaces. Following the remedial measures, the Material Assessment Score may be reduced to Low. However, in the long term it is recommended that all materials in this risk category should be removed as soon as possible.   |
| <b>Low</b>    | <b>Material Assessment Score of between 5 and 6.</b><br>The asbestos-containing material is in a condition or in a location that does not create a significant health risk, provided that it remains undisturbed. A Low Material Assessment Score applies only if there is little or no risk of disturbance. However, changes in work methods, or building use could change this assessment. The Material Assessment Score could increase to High if it were decided to carry out building works that would disturb the material. |

**Very Low****Material Assessment Score of 4 or less.**

The asbestos-containing material is in a condition or form that represents a very low risk to health, provided that it remains undisturbed. Examples includes composite resin products where the asbestos fibres are securely bound into the product.

**Data Sheets**

- 4.9 The above risk assessment methodology has been incorporated in the data sheets at Appendix B. The data sheets provide recommendations concerning access restrictions and remedial measures that should be adopted at each sample location. Where appropriate, they also provide an opinion concerning the likely source of any surface deposits of asbestos dust or debris that are present.
- 4.10 The reader is reminded of the significance of the colour coding that is adopted on the Data Sheets, as follows:

<b>Green</b>	Laboratory analysis shows that <b>asbestos is not present</b> in the recovered sample.
<b>Red</b>	Laboratory analysis shows that <b>asbestos is present</b> in the recovered sample.
<b>Yellow</b>	No laboratory analysis has been carried out because it was not possible to recover a sample at this location and it is <b>considered likely that asbestos is present</b> .

**Overview**

- 4.11 The remainder of this Section provides an overview of the situation based on the results of inspection, sampling and testing in the buildings. For a more detailed appraisal, the reader should also refer to Figure 1 and to the Data Sheets at Appendix C.

## **5.0 Conclusions & Recommendations**

### **Introduction**

- 5.1 The recommendations provided in this Section identify the main elements of the Action Plans that need to be developed and implemented by Management in order to address the asbestos management issues that affect 1120 Elliot court.

### **Additional Inspection, Sampling and Testing**

- 5.2 We recommend that further inspection, sampling and testing is carried out in areas that are not covered by the inspection work described in Sections 1 and 4 above. These fall into two categories:
- (a) Buildings and areas for which access could not be obtained during the course of the survey work.
  - (b) Materials that are presumed to contain asbestos. Sampling and testing is recommended, where practical, in these to establish the nature and extent of the material.

### **Inspection of areas where further access needs to be arranged**

- 5.3 Access needs to be provided to the following buildings and areas to allow inspection work to be carried out:

<b>Building</b>	<b>Area</b>
N/A	N/A

### **Areas Excluded from the Survey**

- 5.4 During the survey the following areas were excluded from the survey because they were found to be either inaccessible due to the physical nature of the premises; the extraction of samples would have affected the functional integrity of the article or where access could have endangered the surveyor:
- All electrical fuse boxes, distribution boards, heating equipment and electrical appliances were considered live and access was not attempted during the survey. It is probable that in a building of this age that fuse boxes in particular may contain asbestos products.
  - All concealed voids, spaces and pipes.
  - Any gaskets which are integral to a pipeline or other article.
  - The grounds surrounding the building(s).

- 5.5 Although the presence of asbestos in these areas has not been confirmed, 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 all works are stopped and the area evacuated until such time that the material can be sampled, analysed and confirmed to be free of any asbestos.

### **Labels and Warning Signs**

- 5.6 It is recommended that labels and warning signs should be provided to identify materials that contain asbestos, this is particularly applicable in areas subject to regular maintenance activities such as workshops, storerooms and boiler rooms.
- 5.7 The programme for providing labels and warning signs should be systematic, beginning with the areas that are most readily accessible and where risk from asbestos exposure is greatest.
- 5.8 The appropriate statutory warning labels are identified in HSG264. However, although labels and warning signs should adopt standard symbols wherever appropriate, it is very important that the wording on them is made as simple and effective as possible. The wording should be devised to reflect the specific hazards and circumstances at each location. Careful attention also needs to be given to the sizes, positions and method of fixing for the labels and warning signs. Signs and labels alone should never be relied upon to provide an adequate warning, where ACM's are present a permit to work system should also be considered.

### **Programme for removal or treatment of asbestos materials**

- 5.9 A programme for the removal, encapsulation or monitoring of asbestos materials should be identified in the Asbestos Management Plan. This work is beyond the scope of our current commission, though technical assistance can be provided to assist clients if required.
- 5.10 The management plan for the removal, encapsulation and/or monitoring of ACM's, requires a priority assessment to be completed, this looks at the likelihood of someone disturbing the ACM, and takes account of:
- The Material Assessment Scores for the materials in question.
  - The Disturbance Potential for the materials in question.
  - Areas where planned future works or maintenance activities entail contact with materials that are known to contain asbestos.
  - The occupant activities undertaken in the area concerned.
  - The human exposure potential.

### **Materials with a high Material Assessment Score**

- 5.11 Suspected *high-risk* asbestos-containing materials are identified in Appendix C. It may be more economic to remove *high-risk* asbestos materials than to attempt to carry out insitu remediation (e.g. by encapsulation and periodic monitoring). Licensed contractors should always be used to remove these materials.
- 5.12 Loose materials and debris, which can have a medium or low Material Assessment Score should also be removed as they may have a high potential for disturbance and therefore a risk of contamination spread.

### **Materials with a medium or low Material Assessment Score**

- 5.13 The recommended approach for dealing with the *medium-risk and low-risk* asbestos containing materials identified in Appendix C is different. For these materials, the decision to remove the materials should be based on the priority assessment of whether the risk associated with removal would be less than the risk associated with insitu management. In some circumstances, the 'do nothing' option may be more appropriate in the short to medium term, particularly where the material is in good condition, the location is 'remote' and it is considered feasible to provide adequate safeguards against inadvertent contact or exposure.

### **Areas affected by Planned Future Works**

- 5.14 Where asbestos is present in areas where future work is planned or contemplated, special consideration must be given to the health and safety risks associated with the work, irrespective of the Material Assessment Score assigned to the material.
- 5.15 Employers have a duty of care under the Control of Asbestos Regulations to any person or organisation that may work at their premises. Information must therefore be provided to any contractor or employee that may come into contact with ACM's. The information provided should include but need not be limited to the details provided in this report. Information concerning the presence of asbestos should not only be given to contractors, but also to Designers, CDM Co-ordinators, and Principal Contractors (within the meaning of the CDM Regulations) so that suitable risk assessments can be carried out and used to develop the Health & Safety Plan and safe systems of work.
- 5.16 Planning for individual projects that involve dealing with specific asbestos management issues should also consider the wider context, including opportunities for the cost-effective treatment or removal of asbestos materials.

## **Internal Arrangements**

### **Training and Communications**

- 5.17 It is recommended that all employees who are directly or indirectly in control of activities that may affect asbestos-containing materials should receive asbestos awareness training and should have access to the Asbestos Register, or the information contained within it.

### **Management Responsibility**

- 5.18 Responsibility should be allocated to a specific individual to provide a source of information, advice and authority for situations where decisions relating to asbestos are needed. The nominated individual should also be responsible for:

- Communicating information about asbestos,
- Controlling the Asbestos Register,
- Liaising with specialist asbestos consultants and contractors,
- Monitoring the action plan.

### **Asbestos Register**

- 5.19 It is recommended that this report should form the basis of an Asbestos Register. An Asbestos Register is a 'living document' used to identify where asbestos-containing materials are and to assist in managing them safely.
- 5.20 The Asbestos Register should record the location, extent, product type, condition, surface treatment and accessibility of asbestos-containing materials,
- 5.21 The Asbestos Register needs to be updated regularly to reflect changes brought about by implementation of action plans for the removal and treatment of asbestos materials and to incorporate the results of further inspection, sampling and testing.
- 5.22 All areas identified should be re-inspected at intervals of six months, and revisions should be made to the data provided in Appendix C (and Figure 1) to reflect the findings of the inspections and any laboratory testing that is carried out.

### **Summary Table**

- 5.23 The following table details the key findings and associated recommendations for each of the samples taken. Further details are contained in contained in the various Data Sheets in Appendix C.



Property Name

Date  
Asbestos Survey Report

Project No.:		Client: No ACM's were suspected so no Register has been formulate							
Surveyor: Matt Collins		Property:						Date of Survey: 12 <sup>th</sup> June 2015	
Sample Ref.	Location	Product	Approx. Extent	Asbestos Type	Condition	Surface Treatment	Risk Assess.	Recommendations	Action Taken
1									
2									
3									
4									
5									
6									
7									
8									

Property Name

Date  
Asbestos Survey Report

Project No.:		Client:							
Surveyor:		Property:						Date of Survey:	
Sample Ref.	Location	Product	Approx. Extent	Asbestos Type	Condition	Surface Treatment	Risk Assess.	Recommendations	Action Taken
9									
10									
11									
12									
13									
14									
15									
16									

## **6.0 Caveats**

- 6.1 All reasonable steps have been taken to ensure that the contents and findings of this report are true and accurate. Though as stated below, further undetected ACM's may still be present within the premises. The client should therefore be aware of his responsibilities for identifying, locating, removing and/or managing all ACM's within the premises, and for notifying the appropriate authorities where necessary.

### **Management Surveys**

- 6.2 This report is based on a non-destructive survey of an unfamiliar site. Every effort was made to locate the presence of all asbestos containing materials within the areas included in the survey. It is recognised that construction techniques often create inaccessible void spaces, which without destructive sampling techniques being employed, would not be accessed during these types of survey. It must therefore be presumed, that asbestos containing materials, other than those located during the survey may exist within the building.
- 6.3 It was not possible both in terms of costs and time, to sample each and every panel, tile or materials of similar type. Where these exist, only a percentage of similar type materials were sampled, on the assumption that other like materials were of an identical composition. It is therefore possible that some other materials of apparently identical composition may vary and as such could contain asbestos not detected in samples taken.
- 6.4 For the reasons set out above we cannot give assurances that all asbestos containing materials have been located and as such we recommend that further sampling be undertaken, should these areas become accessible during the course of any future refurbishment or demolition works.

### **Refurbishment and Demolition Surveys**

- 6.5 This type of survey employs the use of destructive sampling techniques of an unfamiliar site. Although every effort is made to locate all asbestos containing materials, it is impossible to rule out the possibility that undiscovered asbestos materials may be present. If the building is to undergo major refurbishment or demolition, it is recommended that the persons carrying out the work are made aware of this and take sufficient precautions, as may be appropriate, to ensure the health and safety of their own employees and any other parties who may be affected by the works.

## **7.0 References**

- (1) **HSG264 Asbestos: The Survey Guide.** *HSE Books*
- (2) **HSG248 Asbestos: Asbestos: The analysts' guide for sampling, analysis and clearance procedures,** *HSE Books*
- (3) **A Comprehensive Guide to Managing Asbestos in Premises**  
*HSG 227, HSE Books*
- (4) **The Control of Asbestos Regulations 2012**  
*The Stationary Office*
- (5) **Approved Code of Practice The Management of Asbestos in Non-Domestic Premises.**  
*Approved Code of Practice (L127) HSE Books*

# Appendix A

## *Asbestos Materials in Buildings*

### **ASBESTOS MATERIALS IN BUILDINGS**

**Sprayed coatings** applied in the UK were typically a mixture of hydrated asbestos cement containing up to 85% asbestos, mainly amosite but crocidolite and mixtures have been used. Primarily used for anti-condensation and acoustic control and fire protection to structural steelwork. It is a friable material but if in a good condition and unlikely to be disturbed presents no immediate danger, however it is likely to release fibres, if disturbed especially during repair and maintenance work. As it ages the binding medium of sprayed asbestos may degrade with the consequent release of more fibres.

**Thermal insulation** to boilers, vessels, pipe work, valves, pumps etc also known as hand applied lagging. Lagging may have a protective covering of cloth, tape, paper, metal or a surface coating of cement. All types of asbestos may be found in lagging and the content can vary between 15 and 85% asbestos with the protective papers being up to 100% chrysotile. The likelihood of fibre release depends upon its composition, friability and state of repair, but it is particularly susceptible to damage and disturbance through maintenance work or the action of water leaks.

**Asbestos insulating boards** usually contain between 16 to 40% amosite, although boards may be found to contain other types of asbestos and in other quantities. Insulating boards were developed in the 1950s to provide an economical, lightweight, fire resisting insulating material. As insulation board is semi-compressed it is more likely to release fibres as a result of damage or abrasion. Work on asbestos insulation board can give rise to high levels of asbestos fibre.

**Asbestos cement products** as in roofing sheets, wall cladding, permanent shuttering, flue, rain water and vent pipes generally contain 10 to 15% of asbestos fibre bounded in Portland cement, some flexible boards contain a small proportion of cellulose. All three types of asbestos have been used in the manufacture of asbestos cement. The asbestos fibres in asbestos cement are usually firmly bound in the cement matrix and will be released only if the material is mechanically damaged or as it deteriorates with age.

**Ropes and yarns** are usually high in asbestos content, approaching 100% and all three types of asbestos have been used in their manufacture. They were used as in the pipe lagging process and in pipe jointing and also for

packing materials as in heat/fire resistant boiler, oven and flue sealing or anywhere thermal or fire protection was required. The risk of fibre release depends upon the structure of the material; bonded gasket material is unlikely to release asbestos but an unbonded woven material may give rise to high fibre release especially if when damaged or frayed.

***Cloth thermal insulation and lagging***, including fire resistant blankets, mattresses and protective curtains, gloves, aprons, overalls etc. All types of asbestos have been used in the manufacture but since the mid 60's the majority has been chrysotile, the content of which can be up to 100 %.

***Millboard, paper and paper products*** usually have an asbestos content approaching 100% with all three types of asbestos being used in their manufacture. They were used for insulation of electrical equipment and for thermal insulation. Asbestos paper has been used as a laminate for fireproofing to various fibre panels. These materials are on some occasions not well bonded and will release asbestos fibres if subject to abrasion and wear.

***Bitumen felts and coatings*** may contain asbestos either bound in the bitumen matrix or as an asbestos paper liner. These materials are not likely to present a hazard during normal installation or use, but should be removed and disposed of in compliance with any regulation applicable.

***Thermoplastic floor tiles*** can contain up to 25% asbestos usually chrysotile, PVC vinyl floor tiles and unbacked PVC flooring normally 7-10% chrysotile and asbestos paper backed PVC flooring the paper backing may contain up to 100% chrysotile. Fibre release is not normally an issue but may occur when the material is cut or subjected to abrasion.

***Textured coatings***. Decorative coatings on walls and ceilings usually contain 3-5% chrysotile. Fibre release may occur when subjected to abrasion.

***Mastics, sealants, putties and adhesives*** may contain small amounts of asbestos. The only possible risk is from sanding of hardened material when appropriate precautions should be taken.

***Reinforced plastic and resin composites***, used for toilet cisterns, seats, banisters, window seals, lab bench tops, brakes and clutches in machines. The plastics usually contain 1-10% chrysotile and were used in for example car batteries to improve the acid resistance. Resins may contain between 20 and 50% amosite, but because of its composition fibre release is likely to be low, even during cutting.

*The above is not intended to be an exhaustive or definitive list. All materials suspected to consist of or contain asbestos will be inspected, sampled and reported.*

# Appendix B

*Results of Laboratory Testing  
(Bulk Sample Identification Certificates)  
UKAS Accreditation Certificates*

## TECHNICAL REPORT



Date: 16 June 2015

**Job No: SATS/1506/6376**

Our Ref: SATS/RML/115

Risk Management Ltd  
1 Victoria Square  
Birmingham  
B1 1BD

F.A.O: Tony Fogarty

The sample/s received on 15/06/2015 has/have been analysed as requested for asbestos fibre identification, using the polarised light microscopy/dispersion staining technique and the in-house method SATS/TM1 based on HSG248:2005.

**Site Details: 1120 Elliott Court, Herald Avenue, Coventry, CV5 6UB.**

Lab Ref.	Client Ref.	Sample Type/Location	Fibres Detected
----------	-------------	----------------------	-----------------

SATS/1506/6376/01	001	Sprayed coating to RSJ in open plan office area above suspended ceiling tiles	Asbestos not detected.
SATS/1506/6376/02	002	Stair nosing to ground floor - 1 <sup>st</sup> floor staircase	Asbestos not detected.
SATS/1506/6376/03	003	Boarding to ceiling of GF electrical rises	Asbestos not detected.
SATS/1506/6376/04	004	Vinyl flooring to ground floor kitchen area	Asbestos not detected.
SATS/1506/6376/05	005	Boarding to electrics in lift motor room	Asbestos not detected.

**Solihull Asbestos Testing Services (SATS)**

1159 Warwick Road Solihull West Midlands B91 3HQ

Tel/Fax: 0121 705 7100 Email: [info@solihullasbestos.co.uk](mailto:info@solihullasbestos.co.uk)[www.solihullasbestos.co.uk](http://www.solihullasbestos.co.uk)

2747

1 of 2 **Continued:**

Date: 16 June 2015

**Job No: SATS/1506/6376**

Our Ref: SATS/RML/115



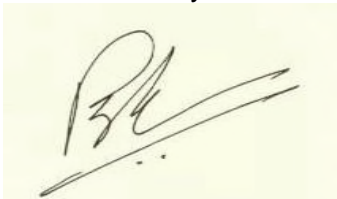
**Site Details: 1120 Elliott Court, Herald Avenue, Coventry, CV5 6UB.**

**Note:** (Chrysotile = “white asbestos”, Amosite = “brown asbestos” and Crocidolite = “blue asbestos”).

Any opinions and/or interpretations on sample type and/or location included in the report are outside the scope of the UKAS accreditation.

The sample/s were/was supplied by the client and tested as submitted. The laboratory accepts no responsibility for any errors associated with sampling or information supplied by the cl

Authorised by:

A handwritten signature in black ink on a light yellow background. The signature is stylized, starting with a large 'G' and ending with a long horizontal stroke.

**Gamini Seneviratne BSc MSc PhD**  
**DIC Technical Manager**



# Appendix C

*Data Sheets*



<b>Hazard Risk Assessment</b>				<b>Organisation:</b> RM Risk Management Ltd				
				<b>Project:</b> Asbestos sampling Various sites				
<b>Operation/Activity:</b> Asbestos sampling						<b>Page:</b> 1 of 1		
<b>Produced by:</b> Tony Fogarty						<b>Date:</b> June 2012		
1 to 3 = LOW		4 = TOLERABLE		5 to 9 = HIGH		<b>Related Risk Assessments:</b>		
<b>Persons affected (PA):</b> A - Operatives, B - Others on site, C - Public <b>Current/Residual Risk:</b> Severity (S) & Likelihood (L) 1 (low) to 3 (high). Multiply to give Risk (R) - 1 (low) to 9 (high).								
Hazard and Location	PA	Current Risk			Control Measures	Residual Risk		
		S	L	R		S	L	R
Asbestos Dust/Fibres from ACM's	B	3	1	3	Only trained staff undertake task following guidelines in HSG 264 wearing PPE	1	1	1
Contamination of Asbestos dust/fibres to local areas	B	3	3	9	sample taking as per training on P402 BOHS course	1	1	1
Use of sharp impliments	B	2	1	2	visually check tools and wear gloves	1	1	1
Falls from ladders	B	2	1	2	Ensure step ladders are regularly inspected before commencing work	1	1	1
Protecting members of public	C	3	1	3	segregating area from members of the public with signs in place "do not enter Asbestos surveying taking place"	1	1	1

Risk Assessment Reference:





1 Victoria Square Birmingham B1 1BD

Tel: 0121 236 0642 Fax: 0121 233 1178 Email: [enquiries@rmriskmanagement.com](mailto:enquiries@rmriskmanagement.com)