

**Asbestos Management Survey for**  
**Wiltshire Council**  
**at**  
**Westbury Warminster Road Public Convenience**  
**Wiltshire**



369

The contents of this report has been examined for accuracy and is authorised by:

Print Name: ..... Signature:..... Date: .....

Project Number: 20307S1-2012

Printed: 04/02/2013 By: AC&MS Ltd (Asbestos Consultancy & Management Services). Using Multibase software.



# Asbestos Register and Survey / Inspection Report

**This document must be kept readily available and shown to / consulted by ANYONE who occupies the building OR is about to do work on the building fabric or the services.** (E.g., heating/lighting/ICT feeds).

It contains details of known (or presumed) Asbestos Containing Materials (ACM's) in the building. It is therefore essential it is consulted BEFORE work commences, so, if there is ACM in the area which may be disturbed, the risks are assessed and the correct precautions are planned and taken. Failure to do so can easily result in damage to people and possible prosecution of the individuals responsible.

IF any surfaces / materials, which you believe may contain ACM's, are damaged, **Check this Register.**

If they do, (or you are uncertain :

- 1 Ring Wiltshire Council Maintenance Support Service on 0845 6024149, immediately.**
- 2 Clear people from the area and close any doors/windows.**
- 3 Switch of any ventilation to / from the area.**
- 4 Do NOT try to vacuum up or clear up any damaged material or debris.**

Notes:

- 1 This Report is from a *Management Survey*. It must be appreciated that this identifies ACM's using non-destructive representative sampling. For complete assurance that ALL ACM's have been identified, it is necessary to carry out a *refurbishment or demolition survey*, which is more extensive and will use destructive sampling techniques. **Such a survey MUST be carried out if any refurbishment or major building works are planned.**
- 2 ALL works involving ACM's in Council buildings MUST be undertaken by a specialist contractor, licensed by the Health and Safety Executive.

## **How to use this document.**

This document has been re-designed to make it easier to use, and contain all the essential, legally required information. The essential information which is most used is contained in the first half.

**It is a legally required document, and MUST be kept available on the premises to which it relates and the content made known to ANYONE who has to do work on the building fabric or services, which could disturb any ACM's present.**

- 1     The Executive summary, Section 1,** gives information on the building and what materials are located in each room surveyed.  
If any areas have not, for some reason, been surveyed, or there are particular issues of note, these are identified in **Section 2 and 3.**
  
- 2     To check if material in a particular location does / may contain ACM:**
  - i)     Check the Plan / Drawing in Section 5.** This shows clearly if there is proven or presumed ACM in the room, using the colour RED. (hatching or thick solid line). It also gives the *Location Reference* for the room. (Number in yellow filled circle, or blue circle if "referenced to a taken sample).
  
  - ii)    Go to Section 7** (Material Assessment: Photo). Use the *Location Reference* number in the top left of page to locate the correct detail sheet for that location. You will find full details here with the photo, including type/s of ACM, type of material, the quantity, condition and the accessibility.
  
- 3     For an overview of all the ACM found or presumed in the building.**
  - i)     Refer to Section 6,** the "Asbestos Register".  
This notes, in a summarised format, all areas where ACM has been found during a survey, proven by sampling and testing. *It also lists areas where ACM has to be presumed to be.*  
The details, as in Section 7, but in a summarised format are given, along with the overall Priority Risk Score.  
  
***You are advised to check the Executive Summary (Section1) and the Asbestos Register ((Section6) as soon as you receive the Register, so YOU are aware of areas of potential problems within your building.***
  
- 4     For more technical background details.**  
e.g., The survey objectives, techniques, caveats and any recommendations of actions needed, or the requirements of the Control of Asbestos Regulations / duties of the Council and staff in the premises, see Section 10 onwards.
  
- 5     Contractors / Anyone doing work.**  
Ensure ANYONE who is about to do work in your premises is given this Register to check that any areas they are due to work in do NOT have ACM's in. IF there are ACM's in the area, ensure the contractor takes the proper precautions, and uses licensed, specialist Asbestos contractors if ACM may be disturbed.
  
- 6     Suspect Material.**  
IF anyone working comes across material they suspect MAY be Asbestos, even in an area NOT identified as such, they should STOP WORK IMMEDIATELY and contact Wiltshire Council Maintenance Support Service 0845 60241490 for advice.
  
- 7     In any case of doubt,** ring Wiltshire Council Maintenance Support Service on 0845 6024149, who can put you in touch with the Council's qualified technical Asbestos officer, who can advise you.

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**Wiltshire Council**  
**at**  
**Westbury Warminster Road Public Convenience**  
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# AC&MS Ltd (Asbestos Consultancy & Management Services)

## Names and Addresses

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### Client Name:

#### **Wiltshire Council**

Transport, Environment & Leisure Department  
The County Hall, Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JD

Contact: Nigel Morson

Phone: 01225-718018 Fax: 01225-756583

### Instructing Party:

#### **Wiltshire Council**

Transport, Environment & Leisure Department  
The County Hall, Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JD

Contact: Nigel Morson

Phone: 01225-718018 Fax: 01225-756583

### Site Full Name:

#### **Westbury Warminster Road Public Convenience**

Wiltshire

Contact: Nigel Morson

Phone: 01225 713000 Fax: 01225 756583

### Report Author:

#### **AC&MS Ltd (Asbestos Consultancy & Management Services)**

AC&MS Ltd  
20 - 24 High Street  
Rayleigh  
Essex  
SS6 7EF

Surveyor (s)

Richard Gray & Andrew Robson

|                                                        |                 |                  |
|--------------------------------------------------------|-----------------|------------------|
| AC&MS Ltd (Asbestos Consultancy & Management Services) | Project Number: | 20307S1-2012     |
|                                                        | Survey Date:    | 27 November 2012 |
|                                                        | Printed On:     | 04 February 2013 |
|                                                        | Page:           | Page 1 of 1      |

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# SECTION ONE

## EXECUTIVE SUMMARY

# AC&MS Ltd (Asbestos Consultancy & Management Services)

## Executive Summary

### General Information:

This MANAGEMENT SURVEY was carried out by a UKAS accredited inspection body or competent person, to ascertain the presence of Asbestos Containing Materials, (ACM's) as instructed by Nigel Morson of Wiltshire Council. The purpose of this Management Survey was to locate, identify and record all suspect ACM's within all areas of the premises, far as reasonably practicable, that fall within the scope of the survey, and provide the client with a documentary record of such. Providing the basic information from which an effective asbestos management plan can be instigated.

Any room or area listed below, was within the scope of this management survey.

This was a management survey for the presence of asbestos containing materials as requested by the client and the building survey was as follows,

Block 01 is a public convenience and the building consists of a flat mineral felt roof, asbestos stench pipe, non asbestos bitumen damp proof course, solid walls, timber canopy's, plastic fascia and plastic rain water goods.

| Area                                             | Comments                                                                                                             | Accessed |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|----------|
| Block 01 - Ground Floor - Room 03 (Service Area) | A plasterboard ceiling, solid walls, a solid floor.                                                                  | Yes      |
| Block 01 - Ground Floor - Room 02 (Toilet)       | A plasterboard ceiling, solid tiled walls, a quarry tiled floor.                                                     | Yes      |
| Block 01 - Ground Floor - Room 01 (Toilet)       | A plasterboard ceiling, solid tiled walls, a quarry tiled floor.                                                     | Yes      |
| Block 01 - Ground Floor - Room 04 (Unknown Room) | No keys given to surveyor prior to survey.                                                                           | No       |
| Block 01 - Ground Floor - Room 05 (Unknown Room) | No keys given to surveyor prior to survey.                                                                           | No       |
| Block 01 - Ground Floor - External               | A flat mineral felt roof, asbestos stench pipe, non asbestos bitumen damp proof course, solid walls, timber canopys. | Yes      |
| Block 01 - Ground Floor - External (Continued)   | Plastic fascias and plastic rainwater goods.                                                                         | Yes      |

|               |                                                            |                   |                  |
|---------------|------------------------------------------------------------|-------------------|------------------|
| Client Name:  | Wiltshire Council                                          | Project Number:   | 20307S1-2012     |
|               |                                                            | Survey Date:      | 27 November 2012 |
| Site Address: | Westbury Warminster Road Public Convenience.<br>Wiltshire, | Printed On:       | 04 February 2013 |
|               |                                                            | Site Description: | Page 1 of 1      |

# SECTION TWO

## EXCLUDED AREAS

## Excluded Areas

The Following rooms / areas could not be accessed during the survey. Asbestos Containing Materials (ACMs) should be deemed as being present in these areas until proven otherwise.

- 1 Block 01 - Ground Floor - Room 04 (Unknown Area)  
No keys available at the time of survey
- 2 Block 01 - Ground Floor - Room 05 (Unknown Area)  
No keys available at the time of survey

|               |                                                           |                 |                  |
|---------------|-----------------------------------------------------------|-----------------|------------------|
| Client Name:  | Wiltshire Council                                         | Project Number: | 20307S1-2012     |
|               |                                                           | Survey Date:    | 27 November 2012 |
| Site Address: | Westbury Warminster Road Public Convenience,<br>Wiltshire | Printed On:     | 04 February 2013 |
|               |                                                           | Excluded Areas: | Page 1 of 1      |

# SECTION THREE

## SURVEY NOTES

## Survey Notes

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- 1 There are site specific notes relating to this management survey and are as follows.
- 2 This was a management survey for the presence of asbestos containing materials; therefore no damage was caused to the decor of this site.

|               |                                                           |                    |                  |
|---------------|-----------------------------------------------------------|--------------------|------------------|
| Client Name:  | Wiltshire Council                                         | Project Number:    | 20307S1-2012     |
|               |                                                           | Survey Date:       | 27 November 2012 |
| Site Address: | Westbury Warminster Road Public Convenience,<br>Wiltshire | Printed On:        | 04 February 2013 |
|               |                                                           | Survey Objectives: | Page 1 of 1      |

# SECTION FOUR

## DRAWING INFORMATION

## Drawing Information

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- 1 The following information gives an explanation of how to interpret the drawings/site plans which follow.

Sample or inspection locations are shown using YELLOW solid circles, which include the sample or inspection number within. This therefore enables you quick and easy access to pinpoint where all asbestos installations are located.

Referrals to a sampled or inspected location are shown on the drawing with a BLUE circle containing the number in which it refers to; this blue circle will also have a capital R beside the circle.

When asbestos or suspected asbestos containing materials have been identified, they are shown in either solid RED or RED crosses on the site drawings/site plans.

Any areas that were inaccessible when the survey was undertaken are presumed to contain asbestos and are shown with RED crosses and GREEN hatching at angled degrees on the site drawings/site plans.

Any areas that were not within the scope of the survey are shown with BLUE Hexagons on the site drawings/site plans.

NB

All site drawings/site plans are colour coded; therefore these should only be reproduced in colour. However if you reproduce the drawings in black and white you should refer to the symbols.

For positive identification of asbestos containing materials please refer to the individual material assessment page relating to the inspection number or referral number on the drawings/site plans.

If any changes to the drawings/site plans have been made, for example additional samples taken, alteration to building layout, or removed ACM's. There will be an amendment date shown on the drawing(s) contained in this report.

The drawings/site plans within this report are not to scale and are illustrative only to indicate approximate locations of identified or suspected ACM's.

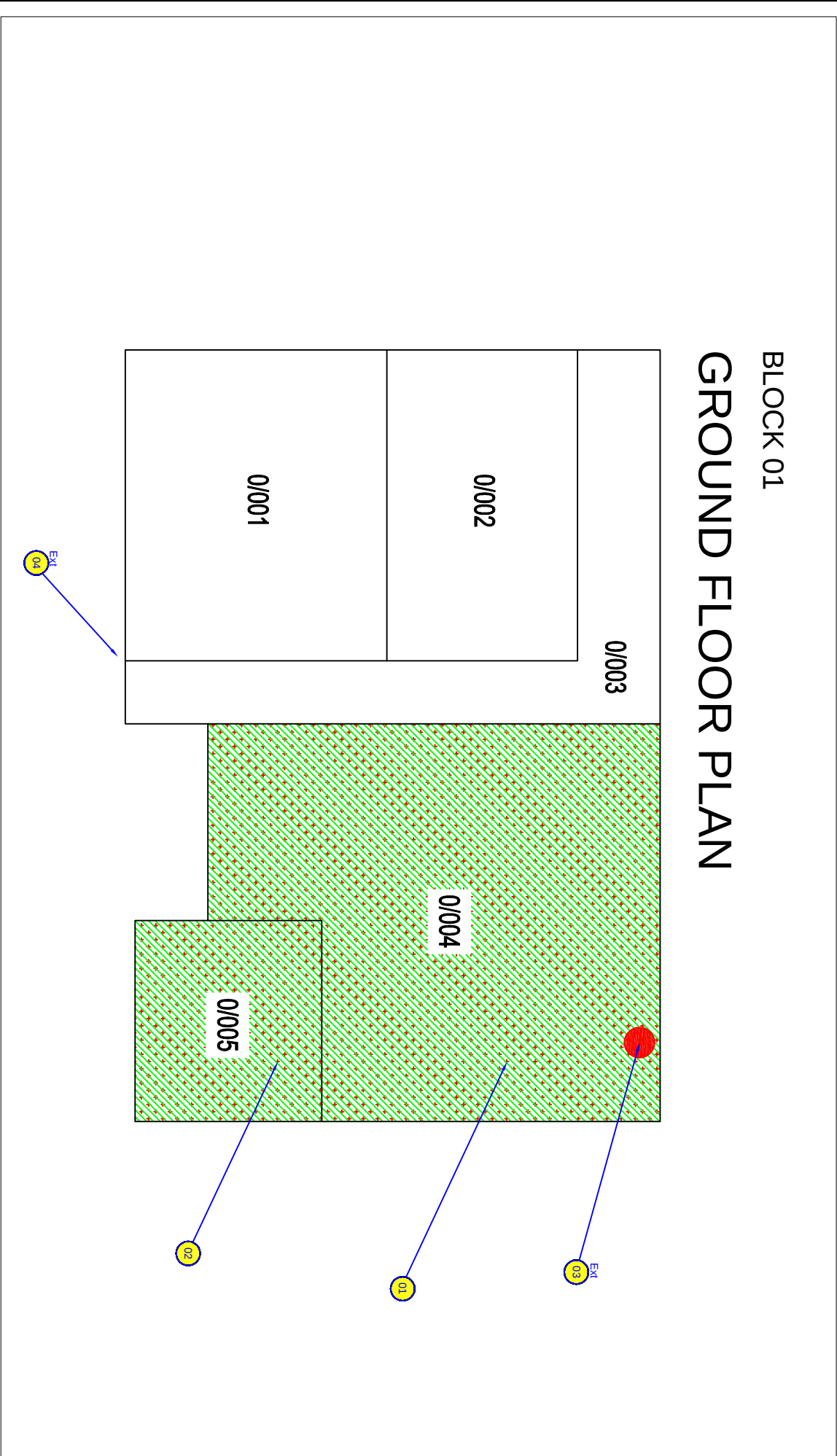
|               |                                                           |                 |                  |
|---------------|-----------------------------------------------------------|-----------------|------------------|
| Client Name:  | Wiltshire Council                                         | Project Number: | 20307S1-2012     |
|               |                                                           | Survey Date:    | 27 November 2012 |
| Site Address: | Westbury Warminster Road Public Convenience,<br>Wiltshire | Printed On:     | 04 February 2013 |
|               |                                                           | Survey Summary: | Page 1 of 1      |

# SECTION FIVE

## SURVEY DRAWINGS

# BLOCK 01

## GROUND FLOOR PLAN



|                                                                                                                 |                                                        |                                                |  |
|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|------------------------------------------------|--|
| Client Name                                                                                                     | Wiltshire Council                                      | Inspection Reference Location                  |  |
| Site Address                                                                                                    | Westbury Warminster Road Public Convenience, Wiltshire | Referral to a Sampled or Inspected Location    |  |
| AC&MS Survey Reference Number                                                                                   | 20307S1-2012                                           | Asbestos Present                               |  |
| Date of Survey/Inspection                                                                                       | 27/11/2012                                             | Inaccessible Areas                             |  |
| Surveyors Name(s)                                                                                               | R.Gray & A.Robson                                      | Not Within Scope of Survey                     |  |
| UPRN Number                                                                                                     | 20307S1                                                |                                                |  |
| Drawing Created by AC&MS Ltd, 20-24 High Street, Rayleigh, Essex, SS6 7EF Phone: 01268 776000 Fax: 01268 776300 |                                                        |                                                |  |
| PAGE 1 of 1                                                                                                     |                                                        | Not to Scale                                   |  |
|                                                                                                                 |                                                        | <br>Asbestos Consultancy & Management Services |  |

# SECTION SIX

## ASBESTOS REGISTER

# Asbestos Register

Site Name: Westbury Warminster Road  
Public Convenience

Project Number: 20307S1-2012

| Sample no | Location               | Product type and name |                    | Extent                   | Accessibility          | Condition   | Surface treatment         | Asbestos Type                  | Sample     | Material Risk Score | Priority Risk Score | Action Category |
|-----------|------------------------|-----------------------|--------------------|--------------------------|------------------------|-------------|---------------------------|--------------------------------|------------|---------------------|---------------------|-----------------|
| 01        | Ground Floor, Room 04  | Loose insulation      | All Products       | Unknown                  | Diffcult Accessibility | High Damage | Unsealed Insulation/Spray | Chrysotile/Amosite/Crocidolite | Presumed   | 12                  |                     | 1               |
| 02        | Ground Floor, Room 05  | Loose insulation      | All Products       | Unknown                  | Diffcult Accessibility | High Damage | Unsealed Insulation/Spray | Chrysotile/Amosite/Crocidolite | Presumed   | 12                  |                     | 1               |
| 03        | Ground Floor, External | Cement Product        | Cement Stench Pipe | 10 Linear Metres or Less | Diffcult Accessibility | Low Damage  | Unsealed Asbestos Cement  | Chrysotile                     | Identified | 4                   | 1                   | 4               |

MATERIAL SCORES ABOVE 10 HAVE HIGH POTENTIAL TO RELEASE FIBRES

# SECTION SEVEN

## MATERIAL ASSESSMENT (PHOTO)

# AC&MS Ltd (Asbestos Consultancy & Management Services)

## Material Assessment Record

Sorted by: Location ID

Site Address: Westbury Warminster Road Public Convenience, Wiltshire

Client Name: Wiltshire Council

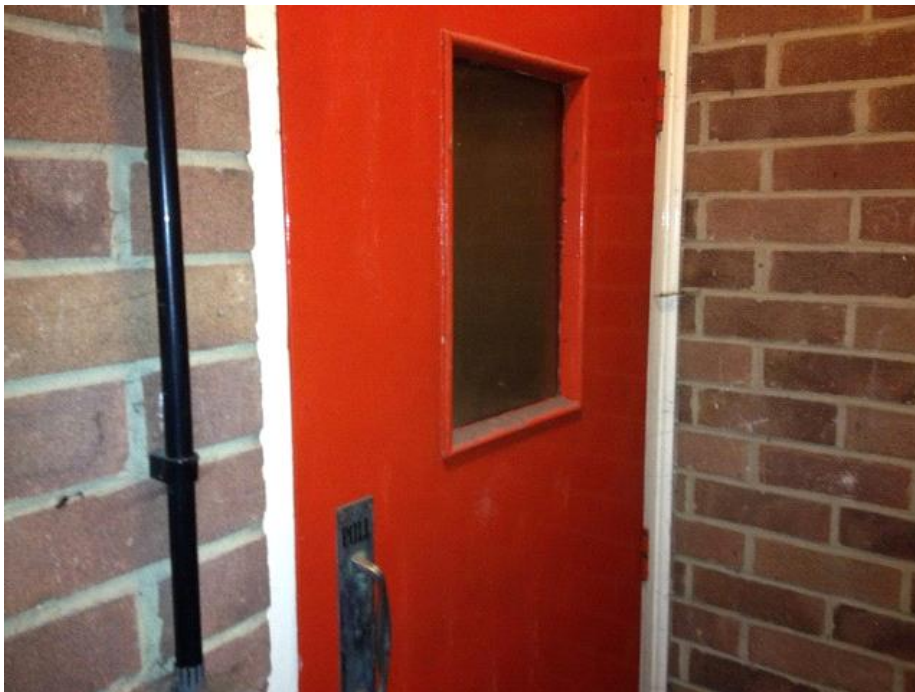
Project Number: 20307S1-2012

|                  |                              |                 |                                |
|------------------|------------------------------|-----------------|--------------------------------|
| Location Ref:    | 01                           | Survey Type:    | MS                             |
| Product:         | All Products                 | Product Type:   | Loose insulation               |
| Area:            | Block 01                     | Damage:         | High Damage                    |
| Floor:           | Ground Floor                 | Treatment:      | Unsealed Insulation/Spray      |
| Room:            | Room 04                      | Asbestos Type:  | Chrysotile/Amosite/Crocidolite |
| Surveyor Name:   | Richard Gray & Andrew Robson | Identification: | Presumed                       |
| Drawing Ref:     | 20307S1-2012                 | Quantity:       | Unknown                        |
| Asbestos ?       | Yes                          |                 |                                |
| Date:            | 27 November 2012             |                 |                                |
| Next Inspection: | 27 November 2013             |                 |                                |

|                      |           |
|----------------------|-----------|
| Material Risk Score: | 12        |
| Material Risk Band:  | High Risk |
| Priority Risk Score: | N/A       |
| Priority Risk Band:  | N/A       |

**Action  
Category  
1**

Action: Inaccessible room/area - Gain Access and Inspect.



Material Comments: No keys available at the time of the survey



# AC&MS Ltd (Asbestos Consultancy & Management Services)

## Material Assessment Record Sorted by: Location ID

Site Address: Westbury Warminster Road Public Convenience, Wiltshire

Client Name: Wiltshire Council

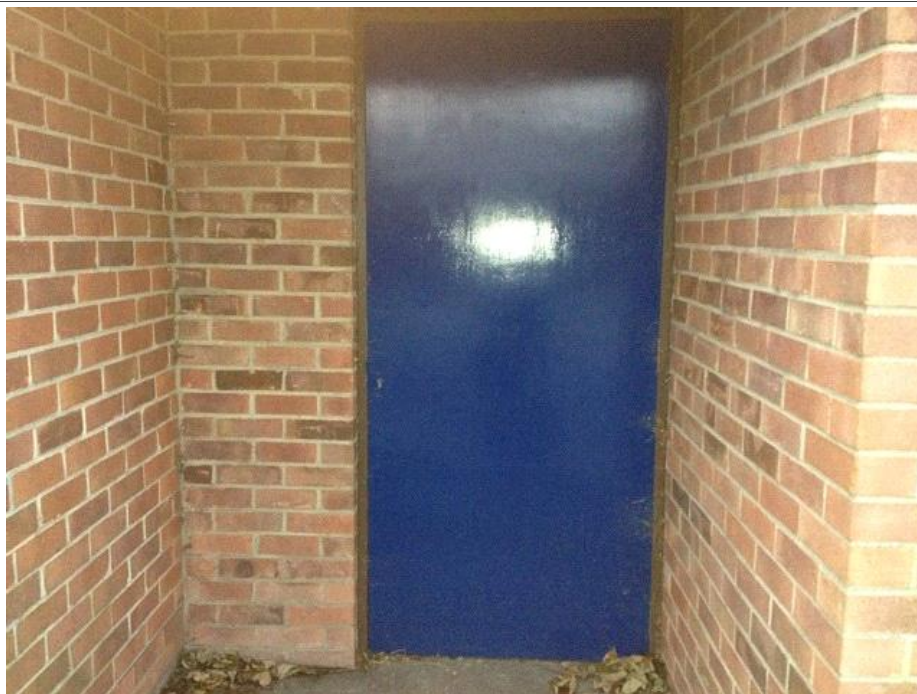
Project Number: 20307S1-2012

|                  |                              |                 |                                |
|------------------|------------------------------|-----------------|--------------------------------|
| Location Ref:    | 02                           | Survey Type:    | MS                             |
| Product:         | All Products                 | Product Type:   | Loose insulation               |
| Area:            | Block 01                     | Damage:         | High Damage                    |
| Floor:           | Ground Floor                 | Treatment:      | Unsealed Insulation/Spray      |
| Room:            | Room 05                      | Asbestos Type:  | Chrysotile/Amosite/Crocidolite |
| Surveyor Name:   | Richard Gray & Andrew Robson | Identification: | Presumed                       |
| Drawing Ref:     | 20307S1-2012                 | Quantity:       | Unknown                        |
| Asbestos ?       | Yes                          |                 |                                |
| Date:            | 27 November 2012             |                 |                                |
| Next Inspection: | 27 November 2013             |                 |                                |

|                      |           |
|----------------------|-----------|
| Material Risk Score: | 12        |
| Material Risk Band:  | High Risk |
| Priority Risk Score: | N/A       |
| Priority Risk Band:  | N/A       |

**Action  
Category  
1**

Action: Inaccessible room/area - Gain Access and Inspect.



Material Comments: No keys available at the time of the survey



# AC&MS Ltd (Asbestos Consultancy & Management Services)

## Material Assessment Record Sorted by: Location ID

Site Address: Westbury Warminster Road Public Convenience, Wiltshire

Client Name: Wiltshire Council  
Project Number: 20307S1-2012

|                  |                              |                 |                          |
|------------------|------------------------------|-----------------|--------------------------|
| Location Ref:    | 03                           | Survey Type:    | MS                       |
| Product:         | Cement Stench Pipe           | Product Type:   | Cement Product           |
| Area:            | Block 01                     | Damage:         | Low Damage               |
| Floor:           | Ground Floor                 | Treatment:      | Unsealed Asbestos Cement |
| Room:            | External                     | Asbestos Type:  | Chrysotile               |
| Surveyor Name:   | Richard Gray & Andrew Robson | Identification: | Identified               |
| Drawing Ref:     | 20307S1-2012                 | Quantity:       | 1lin m                   |
| Asbestos ?       | Yes                          |                 |                          |
| Date:            | 27 November 2012             |                 |                          |
| Next Inspection: | 27 November 2013             |                 |                          |

|                      |               |
|----------------------|---------------|
| Material Risk Score: | 4             |
| Material Risk Band:  | Very Low Risk |
| Priority Risk Score: | 1             |
| Priority Risk Band:  | Very Low Risk |

**Action  
Category  
4**

Priority Room Type: External (General)  
Action: Apply warning labels and monitor annually.



Material Comments: Asbestos Cement Stench Pipe (on flat roof)

# AC&MS Ltd (Asbestos Consultancy & Management Services)

## Material Assessment Record Sorted by: Location ID

Site Address: Westbury Warminster Road Public Convenience, Wiltshire

Client Name: Wiltshire Council

Project Number: 20307S1-2012

|                  |                              |                 |                      |
|------------------|------------------------------|-----------------|----------------------|
| Location Ref:    | 04                           | Survey Type:    | MS                   |
| Product:         | Bitumen                      | Product Type:   | No Asbestos Detected |
| Area:            | Block 01                     | Damage:         | No Asbestos Detected |
| Floor:           | Ground Floor                 | Treatment:      | No Asbestos Detected |
| Room:            | External                     | Asbestos Type:  | No Asbestos Detected |
| Surveyor Name:   | Richard Gray & Andrew Robson | Identification: | Identified           |
| Drawing Ref:     | 20307S1-2012                 | Quantity:       |                      |
| Asbestos ?       | No                           |                 |                      |
| Date:            | 27 November 2012             |                 |                      |
| Next Inspection: |                              |                 |                      |
|                  | Not Applicable               |                 |                      |

Material Risk Score: 0

Material Risk Band: Not Applicable

Priority Risk Score: N/A

Priority Risk Band: N/A

**No Action Required**

Action: No Action Required



Material Comments: Non Asbestos Bitumen (damp proof course to brickwork)

# SECTION EIGHT

## MATERIAL ASSESSMENT: SUMMARY BY AREA

# Material Assessment: Summary by Area

Area: Block 01

|                 |                                                |
|-----------------|------------------------------------------------|
| Site Name:      | Westbury Warminster Road<br>Public Convenience |
| Project Number: | 20307S1-2012                                   |

| Sample Date | Location Ref | Drawing Reference | Floor        | Room     | Asbestos Type                  | Product Name       | Material Risk Score | Material Risk Band | Priority Risk Score | Comments                                              | Action                                            | Survey Type |
|-------------|--------------|-------------------|--------------|----------|--------------------------------|--------------------|---------------------|--------------------|---------------------|-------------------------------------------------------|---------------------------------------------------|-------------|
| 27/11/12    | 03           | 20307S1-2012      | Ground Floor | External | Chrysotile                     | Cement Stench Pipe | 4                   | Very Low Risk      | 1                   | Asbestos Cement Stench Pipe (on flat roof)            | Apply warning labels and monitor annually.        | MS          |
| 27/11/12    | 04           | 20307S1-2012      | Ground Floor | External | No Asbestos Detected           | Bitumen            | 0                   | Not Applicable     | N/A                 | Non Asbestos Bitumen (damp proof course to brickwork) | No Action Required                                | MS          |
| 27/11/12    | 01           | 20307S1-2012      | Ground Floor | Room 04  | Chrysotile/Amosite/Crocidolite | All Products       | 12                  | High Risk          | N/A                 | No keys available at the time of the survey           | Inaccessible room/area - Gain Access and Inspect. | MS          |
| 27/11/12    | 02           | 20307S1-2012      | Ground Floor | Room 05  | Chrysotile/Amosite/Crocidolite | All Products       | 12                  | High Risk          | N/A                 | No keys available at the time of the survey           | Inaccessible room/area - Gain Access and Inspect. | MS          |

## SECTION NINE

### MATERIAL ASSESSMENT: SUMMARY BY RISK BAND

## Material Assessment: Summary by Risk Band

Site Name Westbury Warminster Road  
Public Convenience

Project Number 20307S1-2012

Risk Band: **High Risk**

| Sample Date | Location Ref | Drawing Reference | Area     | Floor        | Room    | Asbestos Type                  | Product Name | Material Risk Score | Priority Risk Score | Comments                                    | Action                                            | Survey Type |
|-------------|--------------|-------------------|----------|--------------|---------|--------------------------------|--------------|---------------------|---------------------|---------------------------------------------|---------------------------------------------------|-------------|
| 27/11/12    | 01           | 20307S1-2012      | Block 01 | Ground Floor | Room 04 | Chrysotile/Amosite/Crocidolite | All Products | 12                  | N/A                 | No keys available at the time of the survey | Inaccessible room/area - Gain Access and Inspect. | MS          |
| 27/11/12    | 02           | 20307S1-2012      | Block 01 | Ground Floor | Room 05 | Chrysotile/Amosite/Crocidolite | All Products | 12                  | N/A                 | No keys available at the time of the survey | Inaccessible room/area - Gain Access and Inspect. | MS          |

## Material Assessment: Summary by Risk Band

Site Name Westbury Warminster Road  
Public Convenience

Project Number 20307S1-2012

**Risk Band: Very Low Risk**

| Sample Date | Location Ref | Drawing Reference | Area     | Floor        | Room     | Asbestos Type | Product Name       | Material Risk Score | Priority Risk Score | Comments                                   | Action                                     | Survey Type |
|-------------|--------------|-------------------|----------|--------------|----------|---------------|--------------------|---------------------|---------------------|--------------------------------------------|--------------------------------------------|-------------|
| 27/11/12    | 03           | 20307S1-2012      | Block 01 | Ground Floor | External | Chrysotile    | Cement Stench Pipe | 4                   | 1                   | Asbestos Cement Stench Pipe (on flat roof) | Apply warning labels and monitor annually. | MS          |

## Material Assessment: Summary by Risk Band

Site Name Westbury Warminster Road  
Public Convenience

Project Number 20307S1-2012

**Risk Band: Not Applicable**

| Sample Date | Location Ref | Drawing Reference | Area     | Floor        | Room     | Asbestos Type        | Product Name | Material Risk Score | Priority Risk Score | Comments                                              | Action             | Survey Type |
|-------------|--------------|-------------------|----------|--------------|----------|----------------------|--------------|---------------------|---------------------|-------------------------------------------------------|--------------------|-------------|
| 27/11/12    | 04           | 20307S1-2012      | Block 01 | Ground Floor | External | No Asbestos Detected | Bitumen      | 0                   | N/A                 | Non Asbestos Bitumen (damp proof course to brickwork) | No Action Required | MS          |

# SECTION TEN

## PRIORITY ASSESSMENT: SUMMARY BY AREA

## Priority Assessment: Summary by Area

Site Name: Westbury Warminster Road  
Public Convenience

Area: Block 01

Project Number: 20307S1-2012

| Sample Date | Location Ref | Drawing Reference | Floor        | Room     | Comments                                   | Normal Occupant Activity | Likelihood Of Disturbance | Human Exposure Potential | Maintenance Activity | Risk Score |
|-------------|--------------|-------------------|--------------|----------|--------------------------------------------|--------------------------|---------------------------|--------------------------|----------------------|------------|
| 27/11/12    | 03           | 20307S1-2012      | Ground Floor | External | Asbestos Cement Stench Pipe (on flat roof) | 0                        | 0                         | 0                        | 1                    | 1          |

# SECTION ELEVEN

## SURVEY OBJECTIVES

## Survey Objectives

---

- 1 The objective of the management survey therefore was to visually inspect all accessible buildings, areas and the surrounding site within the scope of the survey. Take representative samples of materials, which the surveyor suspects may contain, ACM's, and have these tested by a UKAS accredited laboratory to confirm or refute the surveyor's judgment of the presence of ACM's.

The output from this survey is to provide a management report giving comprehensible information on the location of ACM's, (proven or presumed) within the building, within the scope of the survey, including the legally required Asbestos Register for the building. The content of this document is in line with guidance given by the HSE.

The areas covered within the scope of this survey are as listed in the executive summary (Section 1) of this report.

The number of samples taken during this survey was sufficient for the surveyor to make an assessment of whether ACM is present or is not present.

Note: Less homogenous materials require a greater number of samples.

This survey would have recorded the condition of ceiling voids, investigated the nature and the condition of existing Pipework insulation, boarded materials and other materials which may have been manufactured using asbestos, for the presence of ACM's, Within the aforementioned areas detailed in the executive summary (section 1), as far as was reasonably practicable.

|               |                                                           |                    |                  |
|---------------|-----------------------------------------------------------|--------------------|------------------|
| Client Name:  | Wiltshire Council                                         | Project Number:    | 20307S1-2012     |
|               |                                                           | Survey Date:       | 27 November 2012 |
| Site Address: | Westbury Warminster Road Public Convenience,<br>Wiltshire | Printed On:        | 04 February 2013 |
|               |                                                           | Survey Objectives: | Page 1 of 1      |

# SECTION TWELVE

## SURVEY TECHNIQUE

## Survey Technique

---

- 1 This survey was undertaken in accordance with guidelines, which are set out in the current HSE publication HSG 264 (The Survey Guide) and the in-house documented methods of AC&MS Ltd.

AC&MS Ltd is accredited in accordance with the recognised International Standard ISO/IEC 17020:2004 by UKAS to undertake building surveys for asbestos. Our inspection and accreditation Number is 0369.

All buildings, rooms and areas listed in the executive summary (section1) of this report were accessed and inspected, as far as was reasonably practicable, for suspected ACM's.

Where an area within the scope of the survey was not accessed, for whatever reason, this is identified in this report.

Note: Live electrical equipment and lift shafts are NOT usually accessed due to the risks presented to the surveyors. (See Survey Caveats).

Inaccessible areas MUST be presumed to contain asbestos, until accessed & proved otherwise.

Equipment and machinery, etc were accessed, where possible

Where the Surveyor suspected a product to contain ACM's, representative samples were taken. Any visible debris or dust, which was suspected of containing asbestos fibres, during the survey, was also sampled and recorded.

Where similar homogenous materials were found, a representative sample was taken. If similar material of a previously sampled ACM was found, it will be presumed to be of the same composition. It would have been documented & strongly presumed as the previously identified & analysed sample, with a referral made to it. A visually inspected sample, not referring to a previous sample, but presumed to contain asbestos. Would have had a material and priority assessment carried out by the surveyor and documented as such. Material & priority assessments would have been carried out on every sampled or visually inspected location of an ACM.

Note: AC&MS Ltd, although accredited for inspection, are not accredited for priority assessments. (See Survey Caveats)

Colour photographs were taken of all sampled or visually inspected locations, which were suspected of containing ACM's, unless otherwise instructed by the client. All sample locations are indicated on the site plan. As no air monitoring was undertaken throughout the duration of the survey, care was taken not to cause disturbance of asbestos fibre or contamination of clean surfaces.

All samples taken were submitted for testing to a UKAS accredited laboratory, to refute or confirm the Surveyors judgment. Sample analysis was undertaken using stereomicroscopy, polarised light microscopy and dispersion staining which are set out in the current HSE publication HSG 248 (The Analysts Guide) and the in-house documented methods of AC&MS Ltd.

AC&MS Ltd is accredited in accordance with the recognised International Standard ISO/IEC 17025:2005 by UKAS to undertake identification of Asbestos in bulk materials. Our testing and accreditation Number is 2742.

|               |                                                           |                   |                  |
|---------------|-----------------------------------------------------------|-------------------|------------------|
| Client Name:  | Wiltshire Council                                         | Project Number:   | 20307S1-2012     |
|               |                                                           | Survey Date:      | 27 November 2012 |
| Site Address: | Westbury Warminster Road Public Convenience,<br>Wiltshire | Printed On:       | 04 February 2013 |
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# SECTION THIRTEEN

## SURVEY CAVEAT

## Survey Caveat

- 1 This management survey is based upon non-destructive, non-intrusive inspections of all areas within the scope of the survey, as detailed in the executive summary of this report.

The techniques used in the undertaking of the survey and any subsequent material assessment follow documented guidance provided by the HSE and UKAS, unless a client specifically requires different techniques, which fact will be noted in the report. Therefore, this report has been written with reference to such Guidance, current on the date when this management survey was undertaken.

During the survey, every effort was made to locate, as far as reasonably practicable, all ACM's in the rooms and areas within the scope of this survey.

No other ACM's, other than those detailed in this survey report, were found.

However, it is known that ACM's are frequently concealed within the fabric of buildings or within sealed voids, ducts and cavities. For this reason, AC&MS Ltd cannot give complete assurance that all ACM's have been found. It must always therefore remain a possibility that further ACM's may be found during other more intrusive works or activities in the building. We recommend that any suspected ACM's, which are uncovered or found during intrusive works or activities, which are not recorded in this survey report, or found within the areas of the site which did not form part of the scope of this survey are sampled and analysed by a UKAS accredited laboratory. Work must not continue until a result is obtained, and an appropriate management plan is instigated. Any future refurbishment or demolition works, which are planned, that may disturb or damage identified or suspected ACM's. Should be suitably treated and some may require removal.

Before such works are carried out, it is necessary to undertake a Refurbishment or demolition survey, to identify in exhaustive detail the location of ACM's. Such survey will involve destructive survey techniques and may damage the fabric of the building. These can be undertaken, on request.

Live electrical equipment / installations and lift shafts / escalator chambers were not accessed, due to the risks presented to surveyors, unless specifically requested by and pre-arranged with the client. Such access will always need the provision of qualified support (i.e. an electrician/lift engineer) to be provided by the client, at their cost, to allow AC&MS Ltd surveyors, safe access to the area.

Fire doors may contain a sandwiched layer of asbestos boarding in their structure, these were not inspected internally for reasons of safety, this would have entailed testing procedures which would damage and weaken the integrity of the fire doors.

Samples that have been taken from bitumen-based products may include a bitumastic adhesive as part of the sample. It is known that some proprietary brands of bitumen often have an asbestos content and this will be included as an integral part of the bulk sample submitted for analysis.

Asbestos Containing Materials are present within this building in a range of different uses. These are located within close proximity to non-asbestos materials. Therefore, caution must always be adopted to areas of mixed materials and all should be treated as ACM's.

Where ACM's have been identified or presumed, (see Survey Techniques) it is possible that future deterioration of materials may cause contamination to localised areas. The presence or extent of any such contamination cannot always be visually identified or assessed without the use of airborne fibre monitoring, swab or dust sampling techniques etc. This type of exercise requires a separate instruction and site visit.

AC&MS Ltd is accredited in accordance with the recognised International Standard ISO/IEC 17020:2004 by UKAS to undertake building surveys for asbestos. Our inspection and accreditation Number is 0369. Material & priority assessments would therefore, have been carried out on every sampled or visually inspected

|               |                                                           |                 |                  |
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## Survey Caveat

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location of an ACM.

Note: AC&MS Ltd, although accredited for inspection, are not accredited for priority assessments.

The drawings/plans within this management report are not to scale and are illustrative only to indicate approximate locations of identified or presumed ACM's.

As part of the asbestos management plan, we recommend that all asbestos containing materials that were identified during this management survey be labelled with approved warning labels (A labels) to inform occupants of the presence of ACM and allow them to take suitable care to prevent accidental damage & exposure. The extent of labelling should be sufficient to indicate the extent of the ACM's identified or presumed in a particular location.

Any person who will undertake works within the building (s) must be informed of the presence of identified or presumed ACM's. This management survey report can and should be used to assist in managing and monitoring all identified and suspected ACM's. Any later discoveries of ACM's should be added. The findings will assist in the maintaining the adequacy of your asbestos management plan.

This briefing also needs to apply to any person associated with this site, including staff, contractors and any person(s) who will undertake work on the site which may disturb or damage ACM's. This will usually be by ensuring they read this inspection report and Asbestos Register, which should be held on the site to which it relates.

Under no circumstances should any work with ACM's be undertaken without an adequate assessment of the risk involved and a full understanding of the Control of Asbestos Regulations 2012. (See background information).

Recommendations, following any re-inspection or re-survey, should still be reviewed for suitability for each circumstance,

|               |                                                           |                 |                  |
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|               |                                                           | Survey Caveat:  | Page 2 of 2      |

# SECTION FOURTEEN

## SURVEY RECOMMENDATIONS

## Survey Recommendations

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1 COVERED BY WILTSHIRE COUNCIL BACKGROUND INFORMATION

|               |                                                           |                 |                  |
|---------------|-----------------------------------------------------------|-----------------|------------------|
| Client Name:  | Wiltshire Council                                         | Project Number: | 20307S1-2012     |
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# SECTION FIFTEEN

## ASSESSMENT MATRIX

## Material and Priority Assessment Matrix

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### General:

For each sample / inspection, risk assessments have been undertaken which are based on the recommendations of current Guidance and Legislation.

Risk Assessment calculations are based on the Material and (If applicable) Priority data which is gathered at the time of the survey.

The material assessment is calculated and recorded as part of the survey irrespective of whether the survey is a Management Survey or a Refurbishment and Demolition Survey.

For Management Surveys a priority risk assessment is also instigated (see below).

For Refurbishment and Demolition Surveys then it is only the material assessment which is undertaken and the risk is calculated using the material assessment scores only.

For both survey types the calculated scores will generate:-

- Product / Material Rating of Risk ranging from Very Low to High

And

- Recommendation Categories which are based on these Product / Material, which range from Category 1 (Urgent Action Required) to Category 4 (Monitor)

|               |                                                           |                    |                  |
|---------------|-----------------------------------------------------------|--------------------|------------------|
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## Material and Priority Assessment Matrix

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### Material Assessment.

There are four main parameters / areas of the Material Assessment, each of which can attain a score ranging from 0 to 3:-

1. The Product / Material type.
2. The Extent of Damage to the Product / Material.
3. The Surface Treatment of the Product / Material.
4. The Type of Asbestos in the Product / Material.

The four scores from each of the above are added together to give a total score of between 0 and 12.

- 10 to 12 = A product / material with a High potential of asbestos fibre release if disturbed.
- 7 to 9 = A product / material with a Medium potential of asbestos fibre release if disturbed.
- 5 to 6 = A product / material with a Low potential of asbestos fibre release if disturbed.
- 4 or less = A product / material with a Very low potential of asbestos fibre release if disturbed.

### Priority Assessment.

There are four main parameters / areas considered when undertaking a Priority Assessment for a product containing asbestos and are dependent on the type of room and its use. Each of these parameters / areas can attain a score ranging from 0 to 3:-

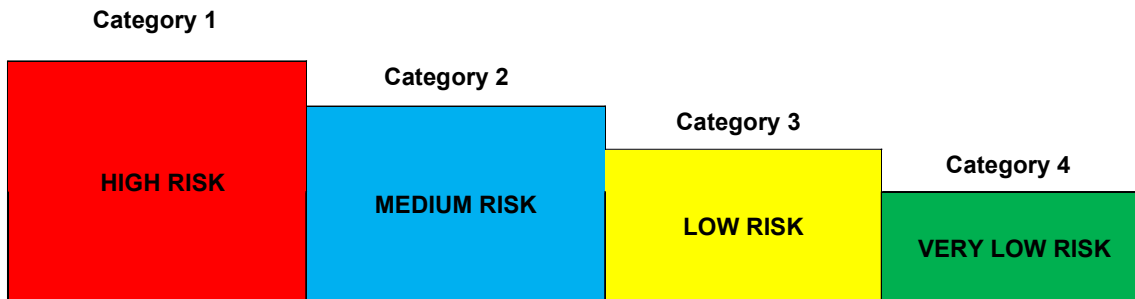
1. Normal Occupant Activity.
  - The main type of activity in the room / area where the product / material is.
  - The secondary type of activity in the room / area where the product / material is.This is given an average score of both above parameters between 0 and 3.
2. The likelihood of disturbance.
  - The location of the material / product.
  - The accessibility of the material / product.
  - The extent / amount of the material / product.This is given an average score of the above parameters between 0 and 3.
3. The Human exposure potential.
  - The number of occupants in the room / area where exposure is possible to the material / product.
  - The frequency of use for the room / area where exposure is possible to the material / product.
  - The average time the room / area is in use where exposure is possible to the material / product.This is given an average score of the above parameters between 0 and 3.
4. The maintenance activity to the material / product.
  - The type of maintenance activity carried out to the material / product.
  - The frequency of maintenance activity carried out to the material / product.This is given an average score of both above parameters between 0 and 3.

The priority scores from the above are added together to give a total score of between 0 and 12 when averaged.

|               |                                                           |                    |                  |
|---------------|-----------------------------------------------------------|--------------------|------------------|
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## Material and Priority Assessment Matrix

### Management Plan & Risk Categories



It is the responsibility of the Duty Holder or Premises Manager to carry out risk assessments for every Asbestos Containing Material (ACM) identified – See HSG 227 for guidance.

Risk Category for a Material Assessment only will generate:-

**Category 1** – High Risk = 10 to 12 Points.

**Category 2** – Medium Risk = 7 to 9 Points.

**Category 3** – Low Risk = 5 to 6 Points.

**Category 4** – Very Low Risk = 1 to 4 Points.

Risk Category for a Material Assessment + an averaged combined Priority Assessment will generate:-

**Category 1** – High Risk 19 to 24 Points.

**Category 2** – Medium Risk 13 to 18 Points.

**Category 3** – Low Risk 9 to 12 Points.

**Category 4** – Very Low Risk 0 to 8 Points.

### Action Categories

#### High Risk – Category 1 =

Urgent Action Required – Apply warning labels and manage access.

#### Medium Risk – Category 2 =

Near Term Action Required – Encapsulate if necessary, label and monitor, remove if practicable.

#### Low Risk – Category 3 =

Indicates ACM's in good / fair condition - Encapsulate if necessary, label and monitor annually. Remove when reasonably practicable.

#### Very Low – Category 4

Indicates ACMs in good condition with no significant health risk if left undisturbed. – Apply warning labels and monitor annually.

Action Categories are based on the above but IT MUST BE NOTED THAT RECOMMENDATIONS / ACTIONS WHICH ARE GENERATED WITHIN THIS REPORT SHOULD BE CONSIDERED AS "INDICATIVE" ONLY AND IN ALL CASES THEY MUST BE REVIEWED AND ASSESSED REGULARLY BY A COMPETENT PERSON.

|               |                                                           |                    |                  |
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# SECTION SIXTEEN

## BULK IDENTIFICATION REPORT

**HEAD OFFICE AND LABORATORY**  
 20 – 24 High Street  
 Rayleigh  
 Essex  
 SS6 7EF  
[info@acandms.co.uk](mailto:info@acandms.co.uk)  
[www.acandms.co.uk](http://www.acandms.co.uk)  
 Tel - 01268-776000  
 Fax - 01268-776300



**REGIONAL OFFICE**  
 Office 10  
 Wessex House  
 Station Road  
 Westbury  
 Wiltshire  
 BA13 3JN  
 Tel - 01373-826242  
 Fax - 01373-826242

## CERTIFICATE FOR THE IDENTIFICATION OF ASBESTOS FIBRES

|                            |                                                                                             |                            |                  |
|----------------------------|---------------------------------------------------------------------------------------------|----------------------------|------------------|
| <b>Client Name:</b>        | Wiltshire Council (Commercial)                                                              |                            |                  |
| <b>Client Address:</b>     | Transport, Environment & Leisure Department, Bythesea Road, Trowbridge, Wiltshire, BA14 8JD |                            |                  |
| <b>Site Address:</b>       | Westbury Warminster Road Public Convenience, Wiltshire                                      |                            |                  |
| <b>Attention of:</b>       | Nigel Morson                                                                                | <b>Date of Analysis:</b>   | 04 December 2012 |
| <b>Site Reference No:</b>  | 20307S1-2012                                                                                | <b>Analysis Report No:</b> | AC&MS/12/7282    |
| <b>Surveyor:</b>           | R. Gray & A. Robson                                                                         | <b>Report Date:</b>        | 10 December 2012 |
| <b>Date Samples Taken:</b> | 27th November 2012                                                                          | <b>Page Number:</b>        | Page 1 of 1      |
| <b>No. of Samples:</b>     | 2                                                                                           | <b>Analysed By:</b>        | Mr Roy Walker    |
| <b>Obtained:</b>           | Collected                                                                                   |                            |                  |
| <b>Date Samples Recd:</b>  | 01 December 2012                                                                            |                            |                  |

|                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>KEY</b>                                                         | <b>METHOD</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| NADIS = NO ASBESTOS DETECTED IN SAMPLE                             | Samples of material thought to contain asbestos are examined in the analytical laboratory, they are examined by eye, followed by more detailed examination using a low powered stereo microscope (X 8 to X 40 magnification), one or more representative sub samples may be prepared mechanically and/or chemically for further examination. Fibres observed in the course of these examinations are categorised tentatively on the basis of morphology and certain physical properties. Each fibre type recognised is sampled by selecting a few fibres or bundles, these are mounted in a refractive index (RI) liquid chosen to match the most likely asbestos type. The fibres are then positively identified as one of the six regulated asbestos types on the basis of their detailed optical properties using polarised light microscopy (PLM) with X 80 upwards magnification, as appropriate to the type of sample. |
| CROCIDOLITE = Typically Known as Blue Asbestos (Amphibole Group)   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| AMOSITE = Typically Known as Brown Asbestos (Amphibole Group)      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| CHRYSTOLITE = Typically Known as White Asbestos (Serpentine Group) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| ANTHOPHYLLITE = Asbestos (Amphibole Group)                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| ACTINOLITE = Asbestos (Amphibole Group)                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| TREMOLITE = Asbestos (Amphibole Group)                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

Samples of material, referenced below, have been examined to determine the presence of asbestos fibres, using AC & MS Ltd "in house" method of transmitted/polarised light microscopy and centre stop dispersion staining, based on HSE's HSG 248. If samples have been DELIVERED the site address and actual sample location or sample type is as given by the client at the time of delivery. AC & MS Ltd are not responsible for the accuracy or competence of the sampling by third parties. Under these circumstances AC & MS Ltd cannot be held responsible for the interpretation of the results shown. AC & MS Ltd takes responsibility of information reported when a staff member of AC & MS Ltd takes the sample(s).

| Sample Number | Sample Location / Sample Type                           | Fibre Type Detected |
|---------------|---------------------------------------------------------|---------------------|
| 03            | Block 01 - Ground Floor - External - Cement Stench Pipe | Chrysotile          |
| 04            | Block 01 - Ground Floor - External - Bitumen            | NADIS               |

All samples will be retained in the laboratory for a minimum of 6 Months.

|                                       |                                                                                     |                    |               |
|---------------------------------------|-------------------------------------------------------------------------------------|--------------------|---------------|
| <b>This Certificate was typed by:</b> | Joanne Walker                                                                       |                    |               |
| <b>Authorised Signatory:</b>          |  | <b>Print name:</b> | Mr Roy Walker |



Registered Office: Laing Business Solutions, 165 Beauchamps Drive, Wickford, Essex, SS11 8sS

Company Registration Number 4664684

THIS TEST REPORT SHALL NOT BE REPRODUCED, EXCEPT IN FULL, WITHOUT THE WRITTEN APPROVAL OF AC & MS LTD.

BULK-002 VER13 04-JUL-12 QCM

Printed By: AC & MS Ltd. Using: Multibase.co.uk software.



## BACKGROUND INFORMATION.

Asbestos importation into the United Kingdom, and the supply and new use within Great Britain, of all products containing asbestos is banned. The use of second-hand asbestos building materials which are not part of an existing building being taken down and put up again within the same premises is also illegal.

### Legal Information.

The Control of Asbestos Regulations 2012, (CAR 2012) requires employers to prevent exposure of employees to asbestos. If this is not reasonably practicable their exposure should be controlled to the lowest possible level.

Regulation 4 specifically requires Employers to Manage the risks presented, by:

- 1) Assessing whether ACM is present in a premises. (by inspection of each part, where reasonably practicable)
- 2) Determining the risk, where ACM's are, or are liable, to be present.
- 3) Preparing a written plan identifying where ACM's are, or are liable to be located. Also to specify what measures are to be taken to manage the risk. (To include maintaining any ACM's and regularly monitoring their condition or removing them).
- 4) Ensuring information about the location and condition of any ACM is provided to every person liable to disturb it. (E.g. service engineers, builders, ICT contractors). ALSO to the Emergency Services.
- 5) Reviewing the assessment if there are any significant changes to the premises.
- 6) Reviewing the management plan regularly, and revise it if necessary.

Other Regulations in the CAR 2012 lay down specific duties if work is to be done on known or suspected ACM's.

This will usually include having a more stringent "Refurbishment or demolition" survey carried out before working, which includes destructive sampling, and having HSE licensed removal contractors remove all ACM's as part of the building works.

**THIS MUST BE FACTORED IN TO ANY MAJOR REFURBISHMENT OR DEMOLITION WORKS PLANNED.**

It is therefore important, If you are employing a contractor to work on your premises, to make sure that either the work will not lead to asbestos exposures or, if it may, that the contractor has carried out an assessment of the risks connected with the work, identified work practices needed to reduce exposures, and uses licensed contractor where work with ACM's will be involved.

Whilst, legally, non licensed contractors may work on ACM's, where the work is of SHORT duration and low risk, in Wiltshire Council, - IT IS A REQUIREMENT THAT ALL WORKS ON ACMS ARE CARRIED OUT BY TRAINED, QUALIFIED CONTRACTORS.

**This applies to ALL Council operated premises, whether maintained by Strategic Property Services or not.** You will be able to get a list of HSE licensed contractors in your area from your local HSE office, or Council approved licensed contractors from the Council's Asbestos System Manager, via the telephone number given on the face of this report. (HSE offices are listed in the phone book).

### Assessment of the Risk from ACM's.

In the Council's Asbestos Management System, the risk assessment, which is part of the Management Survey, is carried out once a survey is performed.

This is a 2 stage process, which is performed for EVERY sample taken/Inspection location.

First a Material Risk is calculated, which, as required in HSG 264, considers such factors as:

- The product type,
- The extent of any damage or deterioration,
- The surface treatment
- The asbestos type.

This gives the “Material Risk” score for the sample / Inspection location.

A “Priority Risk” is then calculated, which has to consider such factors as:

- The location of the material, and the use to which the location is put,
- The extent of the material,
- The occupancy of the area,
- The activities carried on in the area,
- The likelihood/frequency of maintenance activities.

Once both these Risk scores are determined, they are then combined (simple addition) to give an overall “Total score” of the risk, which is used to determine what further action is needed.

Whilst a Material Assessment can ONLY be calculated by a competent specialist Asbestos Surveyor, the Priority Assessment score is calculated by the surveyor, using information which best suits each room. It is the premises occupier/controller who should check its accuracy, as it is dependant on factors which they, as the occupier, are best able to know.

In Wiltshire Council, currently, this priority assessment is undertaken, *on our behalf*, by the specialist surveying contractor.

This is why, when visiting to survey or re-inspect a building, they will ask the occupier about the use of an area/room, any maintenance or building works carried out and any changes.

*It should always be remembered that the duty to ensure the risk assessment is undertaken, whoever actually calculates it lies with the Employer / Premises controller / Occupier.*

#### **Action after survey.**

As a general policy, if ACM's are in poor condition, and present a significant risk (identified by the risk assessment) they will be removed.

As the majority of the ACM's found to date in Council Buildings are in fair or good condition, and hence reasonably safe (sealed in some way, to prevent release of fibres) our policy, in this case, is to leave it in place and monitor the condition regularly.

Additionally, IF damage occurs, to ensure such damage is dealt with promptly and safely.

(We have an arrangement with our specialist contractors that they will attend site within 3 hours). to arrange a safe clear up for ANY reported damage to ACM's

#### **Organisation / Roles within Wiltshire Council**

The overall system, organising of surveys and response to damage to ACM's is managed centrally, by Strategic Property Services. (Of which the Maintenance Support Team are a part)

#### **The role of individual premises managers is to:**

1. Ensure the AC1 / AC2 Asbestos Notices are displayed prominently in the premises. If your premise is not in possession of one of these notices, please utilise the correct notice appended to this report.
2. Ensure ANYONE who is about to do work on the building or services checks this Asbestos Register, and takes the necessary precautions if there are ACM's present.
3. Report ANY damage to ACM's (Check the Register) IMMEDIATELY to the Maintenance Support Team (0845 60241490), who will instigate remedial action.

## **Education Premises.**

### Foundation and Voluntary Aided Schools.

Whilst the Council Asbestos Management system applies to schools where the Council (LEA) is deemed the employer, in Foundation and Voluntary Aided and Voluntary Funded the Governing Body is deemed the employer, and thus have responsibility for complying with the CAR 2012.

The Council did undertake an initial management survey for these schools, but ongoing monitoring / inspections and re-surveying, which are needed to comply with the legal requirements, are the responsibility of the Schools governing bodies.

### General.

For all other schools, under LMS arrangements, schools have delegated responsibilities for any sealing, decorating or encapsulating works needed on any ACM's, together with all Inspection and air testing.

The Council retains responsibility for any specialist removal and replacement of any ACM's, whether planned or emergency, where such work arises as a result of maintenance needs.

Where the need to do such work on ACM's arises from building alterations, improvements or installation works being undertaken by the school, it is the school's responsibility to fund the necessary Asbestos works and comply with the relevant legislation.

(Resources Department, Strategic Property Services Group), is available to provide advice if required).

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# APPENDIX

## AC1 & AC2 Asbestos Notices

PLEASE DISPLAY THE  
APPROPRIATE NOTICE  
IN A PROMINENT  
LOCATION.

# ASBESTOS INFORMATION

**This information must be read by ANYONE undertaking any type of work in this building or any other buildings on this site BEFORE work starts**

## **BEFORE COMMENCING ANY WORK CHECK THE ASBESTOS SURVEY / INSPECTION REPORT**

- 1. If there is not an Asbestos Survey / Inspection Report available:**
  - Do NOT commence work.
  - Inform the Head Teacher.
  - Ring the Wiltshire Council Maintenance Support Service on 0845 6024149 to seek further advice.
- 2. If the Asbestos Survey / Inspection Report shows there IS or MAY BE asbestos in the area where you are working:**
  - STOP and inform the Headteacher and the Contract Administrator. AGREE with them the necessary precautions you need to take to ensure that asbestos will not be damaged or disturbed, take the necessary precautions.
  - If in doubt ring the Wiltshire Council Maintenance Support Service on 0845 6024149.
- 3. If the Asbestos Survey / Inspection Report indicates that there is no known asbestos in the area, then proceed with the work, cautiously.**
- 4. If during the works you discover an "Asbestos Warning Label" or suspect that a material MAY contain asbestos:**
  - STOP, inform the Headteacher and the Contract Administrator, and ring the Wiltshire Council Maintenance Support Service on 0845 6024149.
  - DO NOT continue until you have received advice.
- 5. If damage occurs or has occurred to any asbestos containing material:**
  - STOP WORK IMMEDIATELY and do not attempt to make good the damage or clean up the debris.
  - Inform anyone in the vicinity and ask them to leave the area.
  - Close all doors and windows and then leave the area yourself.
  - If it is possible that you may have been contaminated by asbestos dust then your movements outside of the affected area should be restricted in order to minimise further contamination
  - Inform the Headteacher and your employer of the situation.

**What to do if any suspected asbestos material is damaged in any way**

## **IF ANY SUSPECTED ASBESTOS CONTAINING MATERIAL IS DAMAGED THEN THE FOLLOWING ACTIONS MUST BE TAKEN IMMEDIATELY**

- 1. STOP work and ensure everyone leaves the area [i.e. the same room area] closing the door(s) as you go.**
- 2. Prevent ANYONE going into the area:**
  - This can be achieved through signs, barriers, locking doors and issuing instructions to staff.
- 3. NO ONE is to attempt to clear up any damaged material or debris.**
- 4. CHECK THE ASBESTOS SURVEY / INSPECTION REPORT to confirm if the damaged area DOES or MAY contain asbestos.**

### **If it does (AND IF IN DOUBT ASSUME IT DOES):**

- SEAL the gaps around the doors to the area with tape (if possible)
- SWITCH OFF any heating or ventilation system that has outlets in the area.
- INFORM the Headteacher and RING the Wiltshire Council Maintenance Support Service on 0845 6024149.
- The Support Service Officer will arrange for a return call and / or attendance on site by either a member of staff from Wiltshire County Council or a Safety Adviser to assist you in instigating the necessary remedial actions.
- Await the arrival of Specialist Personnel who will be able to advise and assist.

**NOTE: SHOULD INCIDENTS OCCUR OUT OF NORMAL HOURS – FOLLOW YOUR EMERGENCY PROCEDURES AS PER THE HEALTH AND SAFETY MANUAL FOR SCHOOLS.**

**IF IN DOUBT ASSUME THE MATERIAL CONTAINS ASBESTOS AND ACT ACCORDINGLY**

# ASBESTOS INFORMATION

**This information must be read by ANYONE undertaking any type of work in this building or any other buildings on this site BEFORE work starts**

## **BEFORE COMMENCING ANY WORK CHECK THE ASBESTOS SURVEY / INSPECTION REPORT**

- 6. If there is not an Asbestos Survey / Inspection Report available:**
  - Do NOT commence work.
  - Inform the Premises Manager
  - Ring the Wiltshire Council Maintenance Support Service on 0845 6024149 to seek further advice.
- 7. If the Asbestos Survey / Inspection Report shows there IS or MAY BE asbestos in the area where you are working:**
  - STOP and inform the Premises Manager and the Contract Administrator. AGREE with them the necessary precautions you need to take to ensure that asbestos will not be damaged or disturbed, take the necessary precautions.
  - If in doubt ring the Wiltshire Council Maintenance Support Service on 0845 6024149.
- 8. If the Asbestos Survey / Inspection Report indicates that there is no known asbestos in the area, then proceed with the work, cautiously.**
- 9. If during the works you discover an "Asbestos Warning Label" or suspect that a material MAY contain asbestos:**
  - STOP, inform the Premises Manager and the Contract Administrator, and ring the Wiltshire Council Maintenance Support Service on 0845 6024149.
  - DO NOT continue until you have received advice.
- 10. If damage occurs or has occurred to any asbestos containing material:**
  - STOP WORK IMMEDIATELY and do not attempt to make good the damage or clean up the debris.
  - Inform anyone in the vicinity and ask them to leave the area.
  - Close all doors and windows and then leave the area yourself.
  - If it is possible that you may have been contaminated by asbestos dust then your movements outside of the affected area should be restricted in order to minimise further contamination
  - Inform the Premises Manager and your employer of the situation.

**What to do if any suspected asbestos material is damaged in any way**

## **IF ANY SUSPECTED ASBESTOS CONTAINING MATERIAL IS DAMAGED THEN THE FOLLOWING ACTIONS MUST BE TAKEN IMMEDIATELY**

- 5. STOP work and ensure everyone leaves the area [i.e. the same room area] closing the door(s) as you go.**
- 6. Prevent ANYONE going into the area:**
  - This can be achieved through signs, barriers, locking doors and issuing instructions to staff.
- 7. NO ONE is to attempt to clear up any damaged material or debris.**
- 8. CHECK THE ASBESTOS SURVEY / INSPECTION REPORT to confirm if the damaged area DOES or MAY contain asbestos.**

### **If it does (AND IF IN DOUBT ASSUME IT DOES):**

- SEAL the gaps around the doors to the area with tape (if possible)
- SWITCH OFF any heating or ventilation system that has outlets in the area.
- INFORM the Premises Manager and RING the Wiltshire Council Maintenance Support Service on 0845 6024149.
- The Support Service Officer will arrange for a return call and / or attendance on site by either a member of staff from Wiltshire Council or a Safety Adviser to assist you in instigating the necessary remedial actions.
- Await the arrival of Specialist Personnel who will be able to advise and assist.

**NOTE: SHOULD INCIDENTS OCCUR OUT OF NORMAL HOURS – FOLLOW YOUR EMERGENCY PROCEDURES.**

**IF IN DOUBT ASSUME THE MATERIAL CONTAINS ASBESTOS AND ACT ACCORDINGLY**

## Contractors / Visitors Log And Amendments Data

| <b>Company Name</b> | <b>Brief Description Of works to be carried out, if any. Or amendments to this report ?</b> | <b>Rooms to be worked in</b> | <b>Your Name in BLOCK CAPITALS</b> | <b>Your Signature</b> | <b>Date</b> |
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## Contractors / Visitors Log And Amendments Data

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