Asbestos Register including Completed Management Action Plan

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Saving Time. Money. Lives.

Revised Asbestos Register

Project Ref: Re-inspection 2013

Property Ref: RUTOAK

Oakham Castle
Market Place
Oakham
Rutland
LE15 6DR

Client: Rutland County Council
Catmose
Oakham
LE15 6HP

Client ID: RUTCC
Instructed By: Lee Furby
Company: Rutland County Council
Survey Date: 13/02/2013

Task Type: Repeat Inspection

Task No: 398423

Lead Surveyor: Paul Sidebotham

Report Issue Date: 14/02/2013
Version No: 1

Internal Authorisation By:
Mark Tulley

Field Authorised By:
Paul Sidebotham

UKAS INSPECTION 204

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SAFEcontractor APPROVED

Executive Summary

SaferSpaces Ltd were instructed to revise the asbestos register to **Oakham Castle, Market Place, Oakham, Rutland, LE15 6DR** for the purpose of updating or compiling a Management Action Plan. An inspection to the site has been undertaken in accordance with instructions received and follows guidelines within the guidance document HSG 264 Asbestos :The Survey Guide and SaferSpaces in-house documented methods.

In accordance with the client's instructions, this report encompasses and is limited to the following scope:

Reassessment of asbestos containing materials as previously indicated on report 378984.

In summary, the following Asbestos Containing materials are either positively identified or presumed present. All information gathered from this update is detailed in full in sections 3, 4, 5 and Appendix I of this report:

Asbestos Containing Materials Overview:

The table below summarises the ACMs identified or presumed present.

Floor	Room ID and Description	Sample Ref	Material Description	Total Risk Score (Maximum 24)	Action Priority Code
Ground	15 / Boiler Room / Sump Room	003/334	Gaskets	6	4

Removed Items Overview:

The following items have been confirmed as being removed. Where items have undergone repair only or are missing/presumed removed without evidence of correct removal they will remain recorded with a Risk Assessment in the asbestos register until agreed otherwise.

Floor	Room ID and Description	Sample Ref	Material Description	Date Removed	Removed By	Evidence of removal available
Ground	15 / Boiler Room / Sump Room	010/274	Gaskets		Unknown	

Whilst every effort was made to fully inspect all areas, the areas/elements in the table below were not inspected due to being either outside the scope of the instructions or no access could be made at the time of inspection. Please note that restrictions or limitations to access **within** a room or area are specifically detailed in Section 3 of the report. Further information and guidance can be found in Appendix II of the report (Risk Assessments and General Recommendations).

Until such time as limited / no access areas can be inspected and any suspect materials sampled and analysed by competent persons, **these areas should be presumed, in accordance with HSG 264 Asbestos: The Survey Guide, to contain asbestos materials and appropriate management procedures should be implemented** unless information to the contrary is available.

All areas were accessed within the scope of this or previous surveys.

It is important to read this report in it's entirety to be fully aware of the revisions made to the asbestos register. The report shall not be reproduced, except in full without prior written approval of SaferSpaces Ltd and the Client.

Introduction and Instruction

SaferSpaces Ltd were instructed to revise the Asbestos Register for the purpose of compiling or updating the Management Action Plan for the Asbestos Containing Materials (ACMs) within these premises. The survey/remediation inspection has been undertaken in accordance with instructions received and our documented in-house procedures in compliance with guidance document HSG264 “Asbestos :The Survey Guide” and HSG 227 “A comprehensive guide to managing asbestos in premises”.

Repeat inspections are carried out as part of the dutyholders management plan. Existing ACMs are inspected and a new Material & Priority Risk assessment is recorded. The surveyor will make suitable recommendations for the management of each individual item.

This report will also be issued following remediation of existing ACMs, the dutyholder will be required to provide proof of appropriate removal where SaferSpaces have not supervised/planned the removal.

This section details the scope of the inspection and any agreed restrictions, deviations or exclusions for the survey. This section also provides information relating to the premises.

Survey Details			
Client	Rutland County Council		
Site	Oakham Castle, Market Place, Oakham, Rutland, LE15 6DR		
Project Ref	Re-inspection 2013	**UPRN**	RUTOAK
Task No	398423	**Client Ref**	903671
Lead Surveyor	Paul Sidebotham	**Survey Date(s)**	13/02/2013
Survey Type	Repeat Inspection		
Scope of Survey	Partial		
Agreed exclusions, caveats or restrictions	Validation of the Priority Risk Assessment (PRA) was not required by the client (confirmed during planning stage) therefore PRA remains presumptive.		
Deviations			

Property Information:	
Property Type	
Construction	Stone
Construction Age	Pre-war
Occupancy	Occupied
Building Type	Detached
No. of Floors	1

Desktop Study and Document review

Listed below are the details of all documents provided to, or resourced by SaferSpaces in the production of this report

Document Reference	Description/ Reference	Origin
Existing Property Plans / Drawings etc.	N/A	-
Building Construction / Architects Information etc.	N/A	-
Historical survey data	Task No's 208030 and 357272.	Internal
Schedules of Work, Written Project Scope etc.	N/A	-
Proposed Plans	N/A	-

SaferSpaces Ltd are UKAS Accredited under ISO 17020 for undertaking Asbestos Management, Refurbishment and Demolition Surveys (Including Priority Assessments) and to ISO 17025 for asbestos sampling and testing including the identification of asbestos in bulk materials. Full details including the schedules of Accreditation are available from www.ukas.com.

Where previously agreed with the client (notified in writing), samples taken during the course of this survey/inspection may have been subcontracted to an external support laboratory for analysis. Where this is the case, the support laboratory shall hold UKAS Accreditation to ISO 17025 for the testing performed. Specific details of the UKAS Accredited testing facility will be detailed within the Certificate of Analysis.

Certain sections of the report are best viewed in colour, i.e. drawings and photographs.

Revised Asbestos Register

Area ID	Floor Level Description	Sample No. Survey Task Record ID	Accessed Room Size (m2)	Element Material Description	Quantity Analysis Result	Action Priority Code MRA+PRA=TRS	Photo
1	**Ground** **Disabled Toilet**	208030 1885514	Accessed 2	**Comments:** No suspect material seen.	N/Q	**0**	
2	**Ground** **Lobby**	208030 1885521	Accessed 2	**Comments:** No suspect material seen.	N/Q	**0**	
3	**Ground** **Kitchen**	208030 1885523	Accessed 18	**Comments:** No suspect material seen.	N/Q	**0**	
4	**Ground** **Small Court Room**	003/328 208030 1885531	Accessed 72	Wall Insulating Board (IB) **Comments:** Insulating board panel to radiators. No access to roof void hatch due to height.	1 m^2 No Asbestos Detected	**0**	
4	**Ground** **Small Court Room**	003/329 208030 1885535	Accessed 72	Wall Insulating Board (IB) **Comments:** Insulating board panel to radiators. No access to roof void hatch due to height.	1 m^2 No Asbestos Detected	**0**	
4	**Ground** **Small Court Room**	003/330 208030 1885537	Accessed 72	Wall Insulating Board (IB) **Comments:** Insulating board panel to radiators. No access to roof void hatch due to height.	1 m^2 No Asbestos Detected	**0**	

Revised Asbestos Register

Area ID	Floor Level Description	Sample No. Survey Task Record ID	Accessed Room Size (m2)	Element Material Description	Quantity Analysis Result	Action Priority Code MRA+PRA=TRS	Photo
5	**Ground** **Court House**	003/331 208030 2963661	Accessed 280	Cable Bituminous Product **Comments:** Bituminous product coating to electrical mains cable. Floor void viewed from floor hatches only. New MMMF insulation to red leaded pipes.	1 m No Asbestos Detected	**0**	
5	**Ground** **Court House**	003/332 208030 2963662	Accessed 280	Wall Insulating Board (IB) **Comments:** Insulating board panels behind 4 no. radiators. No access to ceiling due to height. Floor void viewed from floor hatches only. New MMMF insulation to red leaded pipes.	4 No. No Asbestos Detected	**0**	
6	**Ground** **Toilet**	003/333 208030 1885564	Accessed 1	Cistern Plastic/ Reinforced PVC **Comments:** 1 no. PVC toilet cistern.	1 No. No Asbestos Detected	**0**	
7	**Ground** **Cell**	208030 1885567	Accessed 2	**Comments:** No suspect material seen.	N/Q	**0**	
8	**Ground** **Cleaners Room**	208030 1885569	Accessed 1	**Comments:** No suspect material seen.	N/Q	**0**	

Revised Asbestos Register

Area ID	Floor Level Description	Sample No. Survey Task Record ID	Accessed Room Size (m2)	Element Material Description	Quantity Analysis Result	Action Priority Code MRA+PRA=TRS	Photo
9	Ground Cell	208030 1885570	Accessed 2	**Comments:** No suspect material seen.	N/Q	0	
10	Ground Cell Lobby	208030 1885571	Accessed 1	**Comments:** No suspect material seen.	N/Q	0	
11	Ground Judges Retiring Room	208030 1885574	Accessed 9	**Comments:** No suspect material seen.	N/Q	0	
12	Ground Toilet	208030 1885575	Accessed 1	**Comments:** No suspect material seen.	N/Q	0	
13	Ground Toilet Lobby	208030 1885576	Accessed 2	**Comments:** No suspect material seen.	N/Q	0	
14	Ground Lobby	208030 1885578	Accessed 3	**Comments:** No suspect material seen.	N/Q	0	

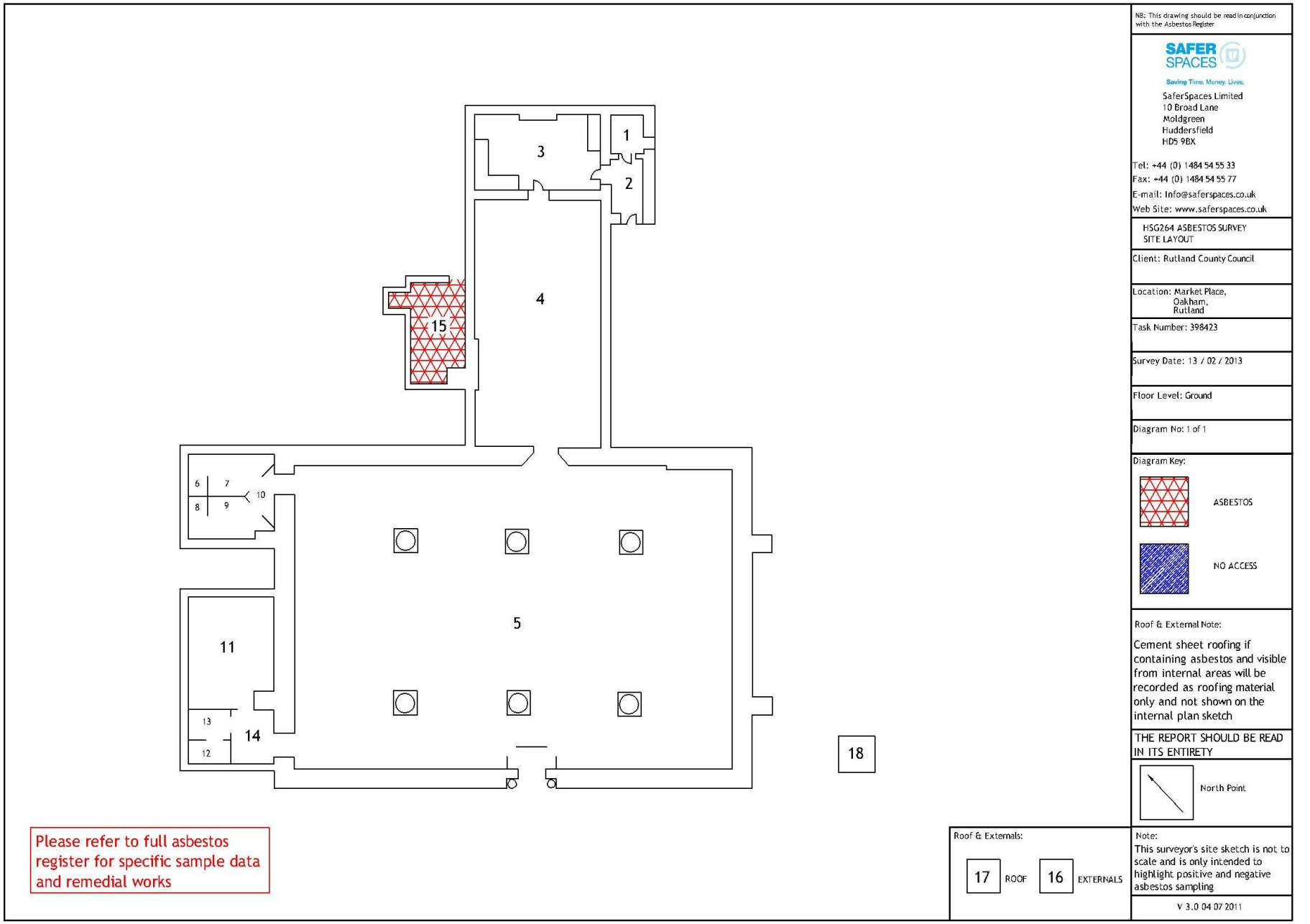
Revised Asbestos Register

Area ID	Floor Level Description	Sample No. Survey Task Record ID	Accessed Room Size (m2)	Element Material Description	Quantity Analysis Result	Action Priority Code MRA+PRA=TRS	Photo
15	**Ground** **Boiler Room / Sump Room**	003/335 208030 2963664	Accessed 16	Ceiling Insulating Board (IB) **Comments:** Insulating board to ceiling.	8 m^2 No Asbestos Detected	**0**	
15	**Ground** **Boiler Room / Sump Room** **ASBESTOS REMOVED**	010/274 357272 3506425	Accessed 16	Debris Gaskets **Comments:** Gasket as debris to concrete plinth in sump.	N/Q Chrysotile	**0**	
15	**Ground** **Boiler Room / Sump Room**	003/334 208030 3506426	Accessed 16	Pipework Gaskets **Comments:** Gaskets to pipework.	1 m Chrysotile	4 + 2 = 6 **4**	
16	**External** **External**	 208030 1885588	Accessed	**Comments:** No suspect material seen.	N/Q	**0**	
17	**Roof** **Roof**	003/336 208030 1885590	Accessed	Roof Cement Product **Comments:** Cement product slates to roof.	N/Q No Asbestos Detected	**0**	
17	**Roof** **Roof**	010/262 357272 2962306	Accessed	Roof Cement Product **Comments:** Cement product tiles to roof over room ID 18.	1 m^2 No Asbestos Detected	**0**	

Revised Asbestos Register

Area ID	Floor Level Description	Sample No. Survey Task Record ID	Accessed Room Size (m2)	Element Material Description	Quantity Analysis Result	Action Priority Code MRA+PRA=TRS	Photo
18	Ground Gas Meter Cupboard	 357272 2963644	Accessed 1		N/Q	0	
				Comments: No suspect material seen.			

Site Diagrams



Asbestos Summary & Management Recommendations

GUIDANCE FOR THE DUTYHOLDER RESPONSIBLE FOR THE PREMISES:

It is a requirement under Regulation 4 of the Control of Asbestos Regulations 2012 (CAR 2012) for dutyholders to ensure that all 'Asbestos Containing Materials' (ACMs), or presumed ACMs within a property are located, documented and managed. A dutyholder is defined as any person or organisation that has maintenance or repair responsibilities towards the non-domestic premises. The identification of ACMs within a premises can be completed by a detailed inspection of the premises and/or premises records (usually a survey culminating in an Asbestos Register). For normal occupation of the premises the type of survey required will typically be a 'Management Survey' as defined in HSG 264 Asbestos: The Survey Guide. Once the asbestos register has been compiled for the property then a 'Management Action Plan' must be developed, implemented and regularly maintained and reviewed for all ACMs as part of the ongoing Risk Management Plan.

The dutyholder has a legal duty to ensure that information on known ACMs is made available to any person(s) that are likely to disturb any ACM in the premises during their normal working activities. For a full definition of the dutyholders responsibilities refer to Regulation 4 of CAR 2012 and for practical advice and guidance on managing asbestos risks please refer to HSE publications HSG227 and L127.
This section is designed to help the dutyholder review the ACMs on the premises and make a written record of what, if anything, will be done to ensure ACMs are managed safely taking into account day to day operational activities, in addition to planned and reactive maintenance tasks. This document should be supported by written organisational policies, arrangements and procedures for asbestos risk management.

The validation section of the form denotes where the dutyholder (or representative) has validated the Priority Risk Assessment (PRA) and / or the management actions for the ACM in question. Where the PRA is not validated it remains an assumption made by the surveyor and where the management action is not validated it remains a recommendation by the surveyor. The surveyor will liaise with the occupier of the premises wherever possible to ensure that the usage of each room is accurately defined where ACMs are located, however it is the dutyholder's responsibility to assist the surveyor to produce an informed judgement on the usage of an area and to action suitable risk control measures.

The information contained within this section is extracted from the Asbestos register for these premises.

Asbestos Summary & Management Recommendations

Floor/Room ID	Sample Description
Ground 15	Gasket as debris to concrete plinth in sump.
Room Description	
Boiler Room / Sump Room	
Element	
Debris	

Record ID	3506425
Survey ID	357272
Survey Type	Management

Asbestos Analysis
Chrysotile

Sample No.	010/274
Ref Sample	

Quantity	N/Q
Unit	N/A

0

Material Risk Assessment

Gaskets	2
Good Condition-no visible damage	0
Composite materials reinforced plastic,resins etc	0
Chrysotile	1

Priority Risk Assessment

Low disturbance	1	1 to 4	1
Low disturbance	1	Infrequently	0
Rooms up to 100m2	2	<1/Hr	0
Occasionally visited	1	Low disturbance possible	1
<10m2 or <10m run	1	<1 per Year	1

Total Risk Score

Material Score	3
Priority Risk Score	4
Total Risk Score	**7**

Management Plan & Timescales

Detailed inspection by SaferSpaces did not locate the item(s) described.

PRA Validated by: **Date:**

ASBESTOS REMOVED BY Unknown

Comments

Asbestos Summary & Management Recommendations

Floor/Room ID	Sample Description
Ground 15	Gaskets to pipework.

Room Description
Boiler Room / Sump Room

Element
Pipework

Record ID	3506426
Survey ID	208030
Survey Type	Type 2

Asbestos Analysis
Chrysotile

Sample No.	003/334
Ref Sample	

Quantity	1
Unit	m

4

Material Risk Assessment	
Gaskets	2
Low Damage-few scratches on surface,broken edges	1
Composite materials reinforced plastic,resins etc	0
Chrysotile	1

Priority Risk Assessment			
Low disturbance	1	1 to 4	1
Low disturbance	1	Infrequently	0
Rooms up to 100m2	2	<1/Hr	0
Usually inaccessible	0	Minor disturbance possible	0
<10m2 or <10m run	1	Unlikely to be disturbed	0

Total Risk Score	
Material Score	4
Priority Risk Score	2
Total Risk Score	**6**

Management Plan & Timescales
Re-inspect condition of material within 12 months.

PRA Validated by:	**Date:**	

Comments

Certificate of Analysis

Asbestos Fibre Identification in Bulk Samples

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Saving Time. Money. Lives.

Client

Rutland County Council
Catmose
Oakham
LE15 6HP

Property

Oakham Castle
Market Place
Oakham
Rutland
LE15 6DR

This certificate details samples taken from within the scope of this task. Task specific certificates of analysis can be provided for previous tasks on request.

No samples were taken within the scope of this task.
Please read the report in its entirety to be fully aware of the survey findings.

UKAS TESTING 1689

SaferSpaces Ltd, 10 Broad Lane, Huddersfield. HD5 9BX. Tel: 01484 545533. www.saferspaces.co.uk

Risk Assessments and General Recommendations

Material & Priority Risk Assessments

Material & priority risk assessments are collected during refurbishment surveys to aid dutyholder's manage any ACMs over a longer term if refurbishment of the area is not imminent following survey completion. The recommendations and management actions may require updating to reflect the longer term management if removal is not planned. Validation of the priority assessment is the responsibility of the dutyholder see section 5.

Material Risk Assessment (MRA):

HSG 264 Asbestos: The Survey Guide details the MRA algorithm for the purpose of establishing the relative potential of an Asbestos Containing Material (ACM) or presumed ACM to release fibres into the air in the event of it being disturbed in some way. The material risk assessment will give a good initial guide to the priority for management of the ACM as it will identify the materials which will most readily release airborne fibres if disturbed. A simple four parameter additive algorithm is used to assess the likely magnitude of fibre release from the material given a standard disturbance . Each of the parameters is scored and added to give a total MRA score of between 2 and 12.

The parameters which determine the amount of fibre release from an ACM are:

- Product type
- Extent of damage or deterioration
- Surface treatment
- Asbestos type

See table 1 for more details.

Priority Risk Assessment (PRA):

The MRA identifies the high risk materials, that is, those that will most readily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score in the MRA will be the materials that should be given priority for remedial action. To complete a comprehensive risk assessment for the ACM the likelihood of disturbance of the material also needs to be considered and the surveyor should be supported by persons with a detailed knowledge of the use of the premises to complete this. The following factors need to be taken into account in the PRA:

- Maintenance activity
- Occupant activity
- Likelihood of disturbance
- Human exposure potential

Scores between 0 and 3 are applied to each parameter under each factor heading. The scores for the parameters within each section are averaged to provide an average score for each factor detailed above. The average scores for each of the factors are added together to give the total PRA score. This will provide a total PRA score of between 0 and 12.

See table 2 for more details.

Table 1: Material Risk Assessment Algorithm

Sample Variable	Score	Examples of Scores
Product type (or debris from product)	1	Asbestos- reinforced composite (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc.)
	2	AIB, millboards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
	3	Thermal insulation (eg pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packaging.
Extent of damage / deterioration	0	Good condition: no visible damage.
	1	Low damage: a few scratches or surface marks, broken edges on boards, tiles etc.
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
Surface treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles.
	1	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated) asbestos cement sheets etc.
	2	Unsealed AIB, or encapsulated lagging and sprays.
	3	Unsealed lagging and sprays.
Asbestos type	1	Chrysotile
	2	Amphibole asbestos excluding Crocidolite
	3	Crocidolite
Total		

Score	Potential to release asbestos fibres
10 or more	High
7-9	Medium
5-6	Low
4 or less	Very Low

Table 2: Priority Risk Assessment Algorithm

Assessment Factor		Score	Example of Score Variables	Overall Score
Normal Occupant Activity	Main & secondary type of Activity in area	0	Rare disturbance activity (e.g. little used store room)	**Average of 2 Variables**
		1	Low disturbance activities (e.g. office)	
		2	Periodic disturbance (e.g. industrial or vehicular activity which may contact ACMs)	
		3	High disturbance activities (e.g. Fire door in constant use)	
Likelihood of Disturbance	Location	0	Outdoors	**Average of 3 Variables**
		1	Large rooms or well ventilated areas	
		2	Rooms up to 100m2	
		3	Confined spaces	
	Accessibility	0	Usually inaccessible or unlikely to be disturbed	
		1	Occasionally likely to be disturbed	
		2	Easily disturbed	
		3	Routinely disturbed	
	Extent/Amount	0	Small amounts or items (e.g. strings or gaskets)	
		1	≤ 10m2 to ≤ 10m pipe run	
		2	> 10m2 to ≤ 50m2 or > 10m to ≤ 50m pipe run	
		3	> 50m2 or > 50m pipe run	
Human Exposure Potential	No of Occupants	0	None	**Average of 3 Variables**
		1	1 to 3	
		2	4 to 10	
		3	> 10	
	Frequency of use of area	0	Infrequently	
		1	Monthly	
		2	Weekly	
		3	Daily	
	Average time area in use	0	< 1hour	
		1	> 1 hour < 3 hours	
		2	> 3 hours < 6 hours	
		3	> 6 hours	
Maintenance Activity	Type of maintenance	0	Minor disturbance	**Average of 2 Variables**
		1	Low disturbance	
		2	Medium disturbance	
		3	High level of disturbance	
	Frequency of maintenance	0	ACM unlikely to be disturbed for maintenance	
		1	≤ 1 per year	
		2	> 1 per year	
		3	> 1 per month	

Total Risk Score and Action Priority Codes (TRS):

The Risk Assessment is composed of the material risk assessment score and a priority risk assessment score, based on the above factors creating a total risk score. Please see table below:

Total Risk Score	**19-24**	**13-18**	**9-12**	**1-8**
Total Risk Score	**1: High Risk**	**2: Medium Risk**	**3: Low Risk**	**4: Very Low Risk**

General guidance on the management of ACMs that fall into each of the Action Priority Code categories is provided below:

Action Priority Code 1: High Risk

Urgent management action is required, usually this will involve some form of remedial work. It is likely that Action Priority 1 ACMs have debris of a friable material present and therefore restricting access to the area would be beneficial until risk reduction is undertaken to avoid exposure.

Action Priority Code 2: Medium Risk

Programmed remediation such as removal and/ or encapsulation should be considered to reduce the risk level of Action Priority Code 2 ACMs to Low Risk. The location of the ACM should be taken into account when deciding an appropriate remediation action as it may become damaged or further damaged at a later date if left in situ.

Action Priority Code 3: Low Risk

Friable materials in good condition will fall into this category and have a potential to become a Medium Risk if disturbed. Increased awareness and labelling can prevent disturbance and Action Priority Code 3 ACMs should be considered for removal where refurbishment projects are to be undertaken or awareness may not be sufficient.

Action Priority Code 4: Very Low Risk

ACMs where fibre release is unlikely to be a hazard under normal service conditions will be classed as Very Low Risk. Fibres may be released if a material is cut or subjected to heavy disturbance such as sanding, therefore awareness as to the presence of such ACMs should be provided.

Imminent risk of exposure – reporting procedure

Where occupational exposure is identified or considered likely, as determined by either SaferSpaces surveyor's site visit or by the duty holder, then the activity must be stopped and the incident investigated and recorded by the duty holder. Where the incident occurs at the time a SaferSpaces surveyor is on site then this will be reported to the client or person placing the instruction or any other authorised person as advised. SaferSpaces will report to the client any situation when it is likely that the Control Limit (as defined by CAR 2012) is being (or likely to be) exceeded or a RIDDOR2012 reportable incident has occurred. Where the client is already aware of the situation prior to SaferSpaces surveyor visiting site, or the client contact is made aware on site, then no formal report will be made.

Areas of No Access

Until such time as limited / no access areas can be inspected and any suspect materials sampled and analysed by competent persons,**these areas should be presumed, in accordance with HSG 264 Asbestos: The Survey Guide, to contain asbestos materials and appropriate management procedures should be implemented** unless information to the contrary is available.

Where asbestos containing materials are presumed to be present in such areas, on the first occasion access is gained to these areas it is recommended that SaferSpaces Ltd. completes an asbestos survey to ensure risks are identified and to ensure the consistency of collected data and management information.

Projects - Refurbishment or Demolition Surveys

Asbestos registers are normally based on MDHS100 Type 2 or HSG 264 Management Survey data. When refurbishment or demolition is to be carried out in the premises consideration must be given to the requirement for a Refurbishment or Demolition asbestos survey to be carried out prior to any works. This is to ensure that obligations of various parties are met under the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, CDM Regulations 2007 and Control of Asbestos Regulations 2012.

Where such surveys are required, it is important that the designers of the project provide a full written scope of works, with detailed plans of the project areas, to ensure that the surveyor is sufficiently briefed and to negate unnecessary damage to the building fabric. Refurbishment or Demolition asbestos surveys are intrusive and will cause significant damage similar to when a structural engineer or building surveyor carries out'intrusive sectional inspections'. The asbestos surveyor's objective, utilising his experience and comprehension of the written project brief, is to locate, as far as reasonably practicable, all ACMs within the project area (including those areas where access to services may be required to facilitate the project). Where a new project is commissioned, or there is a significant design change to a planned project, then advice should be sought from the asbestos surveyor to ensure the supplied Refurbishment or Demolition survey is still suitable and sufficient for the purposes of risk assessment for the project (if not additional Refurbishment or Demolition asbestos surveying may be required).

Licensable work with ACMs:

Work with asbestos is defined as the removal, repair, or disturbance of ACMs. Work with asbestos can either be licensable or non-licensable and the determination is made by assessment of the work requirements against the pre-defined requirements of Regulation 3(2) of the Control of Asbestos Regulations 2012 (CAR 2012). Generally, high risk work, such as work with asbestos insulation, asbestos coatings and asbestos insulating board will, in most cases, need to be undertaken by a suitably licensed contractor and is likely to be subject to a 14 day notification to the enforcing authority (in accordance with CAR 2012). Works should be carried out in accordance with HSG 247- Asbestos: The Licensed Contractors Guide. The HSE currently licenses asbestos removal contractors.

Controlled techniques used in the removal of asbestos may or may not involve the use of asbestos enclosures depending on the scope and specification of works. Items of asbestos debris, residue or dust may require either localised de-contamination of the immediate area adjacent to the identified asbestos or a full de-contamination of the room/area.

The exact extent of any asbestos installation or asbestos debris, residue or dust may not always be stated within the survey report. Removal of non asbestos materials, which are located within close proximity to the asbestos source which are either fibrous or porous by their nature, such as MMMF ceiling tiles or MMMF pipe insulation, may be deemed necessary during the asbestos removal, due to possible contamination before or during the works. An independently provided four stage clearance involving air monitoring and visual inspections of the affected work area will be required prior to reoccupation and air monitoring will be required on a regular basis during works - especially if the building is occupied. All such services must, legally, be provided by a UKAS accredited organisation-such as SaferSpaces Ltd. Such procedures should be carried out in accordance to HSG 248 - Asbestos: The Analyst's Guide for Sampling, Analysis and Clearance procedures.

Non-Licensable work with ACMs:

Work with ACMs that meets the pre-defined criteria set out in Regulation 3(2) of the Control of Asbestos Regulations 2012 can be undertaken by competent, non-licensed contractors but may still require notification to the enforcing authority as set out in Regulation 9(2) of CAR 2012. Please see HSG210 Asbestos Essentials for more details on requirements of such work.

Assistance and practical help:

SaferSpaces Ltd can assist the duty holder to write, review and implement an Asbestos Policy and Asbestos Management Plan. Additional assistance can be provided as follows:

- Undertake HSG264 Management and Refurbishment / Demolition surveys.
- Provide asbestos consultancy services.
- Carry out statutory six monthly or annual asbestos audits and provide the premises with updated registers, reports and action plans.
- Maintain and update asbestos records using electronic database systems or provide internet based asbestos registers.
- Provide asbestos awareness training.
- Conduct assessments of contractors for competency and resourcing.
- Assist or manage the procurement of asbestos abatement services.
- Supervise licensable work with asbestos in accordance with our HSE Asbestos Supervisory License.
- Project manage asbestos remediation projects from initiation to completion.
- Undertake statutory clearance procedures and inspections and issue certificates following work with asbestos.
- Provide air monitoring services.

Asbestos Register notes:

The asbestos register was compiled by SaferSpaces Ltd in accordance with the Health and Safety Executive document HSG 264 and the Control of Asbestos Regulations 2012.The data may also contain historical information provided by the client. SaferSpaces Ltd. cannot be held responsible for the accuracy of any data included in the database where it is supplied by the client (including the interpretation of any supplied data). The data in this register is sourced from a live database and shows the current status of known (ACM's) for this property at the time of this survey.

This data is provided for the commissioning client only and SaferSpaces Ltd cannot accept any responsibility for the interpretation or use of this data by any third party. Prior to carrying out work in any area(s) that may contain or conceal ACMs always seek professional advice from a competent and resourced organisation or person. Accurate information on asbestos containing materials should be provided by the‘duty holder’detailed in the Control of Asbestos Regulations (CAR) 2012 to anyone at risk from asbestos in the premises. Under the current regulations all employers have a legal duty to ensure that employees or other persons are not exposed to asbestos containing materials (refer to CAR2012). If the initial survey for the property has not been audited in the last 12 months then a formal audit is required. For assistance contact SaferSpaces Ltd. via www.saferspaces.co.uk or telephone (0)1484 545533.

HSG 264 Asbestos: The Survey Guide issued on 29th January 2010 and revised April 2012 superceded the previous guidance document MDHS100: Surveying, Sampling and assessment of asbestos containing materials (issued July 2001).

In L127 (ACoP) to Regulation 4 of CAR2012, the HSE recommend that the condition of ACMs should be reinspected every 6-12 months even if the material is in good condition. A written record must be made and should be disseminated to anyone who may be at risk from disturbing ACMs.

GUIDANCE FOR THE DUTY HOLDER RESPONSIBLE FOR NON-DOMESTIC PREMISES:

See section 5 for further details.

SaferSpaces Ltd. can assist with the safe planning and organising of remediation works and can assist with the auditing procedure and ongoing management of risks from asbestos in the premises. Please contact our offices for further information.

Once the review is completed the Duty Holder needs to ensure the asbestos register and action plan is kept up to date and, wherever possible, a copy is kept in a safe but accessible location on the premises and persons who may be affected by the risks are kept informed and aware of the risks from asbestos within the property.