Smith Simmons & Partners

PRE-CONSTRUCTION INFORMATION PACK

Chichester Harbour Conservancy

Refurbishment of existing shower block and kit room

FEBRUARY 2025

Planning, Architecture & Land Promotion

RIBA RTPI Royal Town Planning Institute

CONTENTS

Smith Simmons & Partners **01243 850 411**

32 North St, Chichester **office@ss-p.co.uk**

1.0 INTRODUCTION

1.1 Smith Simmons & Partners have prepared this 'Pre-Construction Information' to enable the Principal Contractor to prepare a Construction Phase Plan. It should be noted that, in accordance with the Guidance on The Construction (Design and Management) Regulations 2015, this 'Pre-Construction Information' does not contain generic information regarding hazards that a competent and experienced Principal Contractor would be expected to foresee. This is a site-specific document that contains only information relating to the hazards and issues integral to this project.

1.2 Further information regarding the Construction (Design and Management) Regulations 2015, including downloadable guides for all duty holders (Client, Principal Designer, Designers, Principal Contractors, Contractors and Workers) can be found by clicking on the below link:

https://www.hse.gov.uk/construction/cdm/2015/index.htm

1.3 The works involve alterations to the existing building to provide shower facilities, staff WC and ancillary accommodation. As part of the works new windows and doors will be Installed as well as air source heat pump(s).

1.4 The location of the project Is:

The Harbour Office
Itchenor
Chichester
West Sussex
PO20 7AW

1.5 Timescales for commencement of work: Early Spring 2025

1.6 Timescales for completion of work: 1st July 2025

1.7 The project will be notifiable to the Health and Safety Executive. An F10 form will be required to be submitted to the HSE by the client prior to works commencing.

Link to online form: https://form.hse.gov.uk/f10

1.8 Client:

Chichester Harbour Conservancy
The Harbour Office
Itchenor
Chichester
West Sussex
PO20 7AW

Contact: Jo Cox
Adrian Karn

Tel: 01243 512301

Email: jo.cox@conservancy.co.uk
adrian.karn@conservancy.co.uk

1.9 Architect Lead Designer:

Smith Simmons and Partners
32 North St
Chichester
West Sussex
PO19 1LX

Contact: Ben Smith
Steve Brown

Tel: 01243 850 411

Email: ben@ss-p.co.uk
steve@ss-p.co.uk

1.10 Designer - Mechanical and Electrical Engineer

Pope Consulting
1 North Pallant
Chichester
West Sussex
PO19 1LX

Contact: Neil Champion
Keith Heppenstall

Tel: 01243 788955

Email: n.champion@popeconsulting.co.uk
k.heppenstall@popeconsulting.co.uk

1.11 Designer - Structural Engineer

TBC

1.12 Quanitity Surveyor

TBC

1.13 Building Control Officer

TBC

1.14 Principle Designer

Smith Simmons and Partners
32 North St
Chichester
West Sussex
PO19 1LX

Contact: Ben Smith
Steve Brown

Tel: 01243 850 411

Email: ben@ss-p.co.uk
steve@ss-p.co.uk

1.15 Principle Contractor

TBC

1.16 The preferred method for reporting accidents or incidents as required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) is online via the HSE website at www.hse.gov.uk/riddor/report.htm.

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

1.17 Serving of notices by the Health and Safety Executive The Principal Contractor must issue written notification to the Client, Principal Designer and CDM Consultant within 24 hours of receipt of any of the following from the Health and Safety Executive:

- Improvement Notice
- Prohibition Notice
- Summons

1.18 Emergency Services

Nearest A&E department:

St Richard's Hospital Accident and Emergency
Spitafield Lane,
Chichester
West Sussex
PO19 6SE

Nearest Police Station:

Sussex Police
Kingsham Road
Chichester
West Sussex
PO19 8AD

Nearest Fire Station:

Chichester Fire Station
Northgate
Chichester
West Sussex
PO19 1BD

In the event of an emergency always dial 999

Smith Simmons & Partners
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office@ss-p.co.uk

2.0 CLIENT REQUIRMENTS

2.1 The Client is seeking to maintain a high level of health and safety on site at all times. This goal should be reflected by the avoidance of notifiable accidents, incidents and dangerous occurrences, and by no enforcement notices (prohibition or improvement) being issued by the Health and Safety Executive.

2.2. Welfare provision Principal Contractor will be required to provide their own welfare facilities. In accordance with Schedule 2 of the Construction (Design & Management) Regulations 2015, welfare facilities must include as a minimum:

- Toilet facilities
- Washing facilities – with hot and cold running water
- Drinking water
- Changing room, drying room and lockers
- A rest area with heating, tables, seating, a means for boiling water and arrangements for preparing food.

2.3. First Aid Provisions for first aid must include an adequate number of first aiders/ appointed persons, a first aid kit, as well as other facilities appropriate to the risks faced by those on site. First aid boxes should be strategically sited in relation to the work area and be conspicuously marked. The person in charge of the box should ensure that it is kept properly stocked and in a clean, serviceable condition. Details of first aid provisions are to be included in the Principal Contractor's Construction Phase Plan.

2.4. Permits to work The Principal Contractor is to operate a permit to work system for the following operations:

- Hot works
- Confined Space Working (e.g. manholes)
- Services Works
- Works to existing fire alarms

2.5. Requirements regarding fire alarms The Principal Contractor is to ensure that the fire alarms remain in working order throughout the duration of the contract. Should this not be possible, a temporary system must be installed which ensures that operatives are alerted in the event of a fire.

2.6. Fire prevention and Fire Safety Plan: The Principal Contractor is to carry out a fire risk assessment and prepare and regularly update a Site Fire Safety Plan. The Site Fire Safety Plan must show fire escape routes, fire extinguishers, fire detectors, muster points and state the Principal Contractor's proposed arrangements to prevent fire arising and spreading during the construction works.

The Principal Contractor must appoint a Site Fire Warden who is responsible for the following in the event of a fire:

1) Ensuring that all those on site leave by designated escape routes.
2) Searching all areas to ensure the site is clear (assuming it is safe to do so).
3) Ensuring where practical that doors and windows are closed upon leaving the site.
4) Conducting a roll call at the muster point
5) Meeting and liaising with the fire brigade, informing them of relevant details.

Operatives and visitors to the site should be made aware of the Accident and Emergency procedures and the location of escape routes, muster points and facilities during the Site Induction and this information should be displayed on the Safety Notice Board. All personnel, including visitors, should be required to sign in upon arrival at the site.

All personnel shall receive training to raise the alarm upon discovery of a fire. On hearing an "Evacuation Alarm" all operatives must stop what they are doing, isolate any equipment or machinery they are operating and move as quickly as possible to the muster point. If any visitors are on site it is the responsibility of those they are visiting to ensure that they are evacuated from the site. At the assembly point the fire warden will take a roll call to ensure that all persons are accounted for.

The Principal Contractor is to programme the installation of permanent fire alarm systems as early in the contract as possible. Prior to the installation of a permanent system, a temporary system is to be installed.

The Principal Contractor is to adhere to guidance given in HSG168 "Fire Safety In Construction" and the requirements of the Construction Confederation Fire Protection Association's "Fire Prevention on Construction Sites - The Joint Code of Practice on the Protection from Fire on Construction Sites and Buildings Undergoing Renovation".

2.7. Monitoring Health and Safety on Site: The Principal Contractor is required to have access to competent health and safety advice throughout the project and have arrangements in place for regular inspections of the construction site.

2.8. Client's Rules: Principal Contractor to ensure that the Site Manager for the project has completed the Site Management Safety Training Scheme (SMSTS) and that operatives hold valid CSCS Cards or equivalent.

2.10. Access for Client and representatives The Client will require reasonable access arrangements for their representatives.

2.11. Services isolation The Principal Contractor is required to obtain permission from the Client before shutting off any services.

2.12. Site hoarding requirements Hoarding/fencing of 2.4m height is required around the site perimeter / working area.

2.13. Security of the premises The Principal Contractor is to ensure that all security devices remain in working order throughout the duration of the contract. Should this not be possible, a temporary system must be installed.

2.14. Arrangements for security and exclusion of unauthorised persons The Principal Contractor is to adopt the following procedure for securing the site:

- The entrance to the site is to be locked at all times when Construction Personnel are not present.
- Upon leaving the site any alarms are to be reactivated.
- All operatives and contractors are to sign in and out on a personnel register.
- The site fencing is to carry the necessary warning signs as required by the Health and Safety (Safety Signs and Signals) Regulations 1996.
- All plant is to have keys removed and equipment will be stored and locked away when left overnight.

3.0 THE SITE AND EXISTING ON SITE RISKS

3.1 The site Is located on the North Side of The Street and is a detached property.

3.2 Access to the site is from The St. Parking is heavily restricted on and around the site. Contractors will be advised to use the nearby public car park to the south west of the site. Free use of this car park for site vehicles will be arranged by the Harbour Office.

3.3 Adjacent to the site is a commercial boatyard to the west, and residential dwellings to the south and north west.

3.4 To the north east of the site is Chichester Harbour waters.

3.5 Location of existing services:

Existing electric meters: Public WC, Workshop, 1st Floor Office, 2nd Floor Office

Existing electrical distribution boards: Public WC, Shower Block, Workshop, 1st Floor Office, 2nd Floor Office

Existing stop cocks: refer to Appendix B for locations of external stopcocks.

Refer to Appendix B and Pope Consulting drawings for further details. Principle Contractor to confirm these positions at the prior to the start of the works

3.6 Deliveries and Waste: The Principal Contractor is required to prepare a plan describing their delivery and waste removal arrangements.

3.7 Storage areas: The Principal Contractor should note that the site area is limited and special considerations should be made regarding the delivery and storage of plant and materials.

3.8 Health Hazards to other occupants of the building: The Principal Contractor is advised that certain occupants suffer from asthma or other diseases which may be exacerbated by the works and they must provide details of the precautions they propose to avoid further suffering to occupants in their Health and Safety Plan.

3.9 Asbestos: The Principal Contractor should note that an Asbestos Management Survey report has been prepared for this building. The Principal Contractor should note that an asbestos register exists for this building. Asbestos containing materials were found within the building. A copy of the Asbestos Survey is attached in Appendix C. During this Survey 6 sample(s) were taken for analysis. There were 8 asbestos items identified or presumed to contain asbestos within the property. Any Asbestos identified within the report should be removed or encapsulated in accordance with the Control of Asbestos Regulations 2012. Although an Asbestos Survey has been carried out it is possible that unidentified asbestos containing materials (ACMs) may still be present within the building. During construction, site operatives should remain vigilant for the presence of potential ACMs and should suspect materials be encountered they should be referred to a competent asbestos surveyor for appraisal. Operatives working in this building must have completed Asbestos Awareness Training. The locations of ACMs must be clearly marked before strip out works commence, and the locations of ACMs should be identified in the site inductions

3.10 Hazardous materials: The Principal Contractor is expected to make adequate enquiries as to the existing structure's hazardous materials.

3.11 Lead paints: Principal Contractor is required to comply with the requirements of the Control of Lead at Work Regulations 2002 and the Approved Code of Practice "Control of Lead at Work", and to follow the recommendations made within the report. The Principal Contractor is to note that the building was constructed before 1970, and as such there is a risk that the paint used internally or externally may contain lead. The Principal Contractor is required to comply with the requirements of the Control of Lead at Work Regulations 2002 and the Approved Code of Practice "Control of Lead at Work" and treat all works to existing paints as if the works would lead to significant exposure to lead and take appropriate remedial action that complies with the requirements of the Control of Lead at Work Regulations 2002 and the Approved Code of Practice "Control of Lead at Work". The Principal Contractor is to provide details of their proposed method of working in the Construction Phase Plan.

Smith Simmons & Partners 01243 850 411

32 North St, Chichester office@ss-p.co.uk

4.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

4.1 Site transport arrangements The Principal Contractor should consider the following measures to reduce the risk of collisions with pedestrians and/or other vehicles:

- One-way system
- Pedestrian barriers / designated crossing points
- Mirrors
- Speed limits
- Banksmen

4.2 Requirements relating to the health and safety of the Client's employees or customers or those involved in the project The Principal Contractor is to note that the adjacent properties will remain occupied throughout construction. The Principal Contractor is to make the following arrangements to ensure the segregation of occupants/ employees from the works: 1. Erection of physical barriers – these must be sufficient to ensure the protection of occupants, employees and visitors from the works, and where appropriate should mitigate their exposure to dust or fumes. 2. Installation of Appropriate Signage: Strategically placed to ensure that all occupants, employees and visitors are aware of potential site hazards. 3. Plan and maintain safe pedestrian routes for occupants, employees and visitors.

4.3 Hazard Registers The Principal Contractor should refer to Appendix A – "Hazard Register," which comprises a collated register of all risks identified by the design team.

4.4 The principles of the structural design The Principal Contractor is required to discuss the principles of the structural design with the Structural Engineer and totally familiarise themselves with them and the method of construction recommended by the Structural Engineer. The Principal Contractor is required to prepare risk assessments and method statements and have them approved by the Structural Engineer prior to the commencement of any structural work.

4.5 Contractor designed elements The Principal Contractor is to ensure that all Designers that they appoint have the necessary skills, knowledge and experience to carry their works, and provide the contact details of all Designers that they propose to use to the CDM Consultant prior to their appointment. Detailed risk assessments and method statements outlining safe systems of work must be prepared explaining how the designs will be executed.

4.6 Temporary works The Principal Contractor is to ensure that all temporary works (including temporary supports, temporary structures, any buttress and site hoarding) are designed, installed, and checked in accordance with BS5975:2019. The Principal Contractor is to ensure that a competent person designs all temporary works, (including temporary supports, temporary structures, any buttress and site hoarding.) Detailed method statements outlining safe systems of work must be prepared explaining how the temporary works design will be executed.

4.7 Structural steelwork erection The Principal Contractor is to describe in a method statement their proposed method of manoeuvring section of steel. The method statement is to be approved by the Structural Engineer prior to the commencement of works.

4.8 Demolition The Principal Contractor is to describe in a method statement their proposed method of demolition. The method statement is to be approved by the Structural Engineer prior to the commencement of works.

4.9 Excavation The Principle Designer has determined the following sequence for the excavation works: The Principal Contractor is to describe in a method statement their proposed method of excavation. The method statement is to be approved by the Structural Engineer prior to the commencement of works. They are to ensure that the ground is appropriately scanned and surveyed prior to the commencement of excavation.

4.10 Steel cutting The project may involve cutting existing steelwork. The Principal Contractor is to provide a Method Statement for supporting the structure during cutting work and describe their arrangements for preventing the building from catching fire as a result of the construction activity.

4.11 Mechanised Lifting The Principal Contractor is to ensure that all mechanised lifting works are carried out in accordance with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Pre-Construction Information The Principal Contractor is to ensure that a Lifting Plan has been prepared by a competent person prior to all lifting operations.

4.12 Preventing Falls The Principal Contractor is to ensure that all appropriate certification, sign-off / acceptance and periodic checks are in place and maintained, on the project site, to the equipment noted below as required.

4.13 Scaffolding All scaffolding must be erected, altered, maintained and dismantled by competent persons in accordance with The Work at Height Regulations 2005 and the National Access & Scaffolding Confederation document TG20:13 together with any pertinent design drawings. The Principal Contractor must ensure risk assessments, method statements and compliance sheets are developed by the scaffolding contractor. The Principal Contractor is to note that in accordance with the Work at Height Regulations 2005, strength and stability calculations will be required for this scaffolding due to the fact that a temporary roof structure may form part of the structure. Where necessary, lighting, painting of tubes, and protection is to be installed and maintained throughout the works and sufficient measures must be taken to ensure that the public walkway to the front of the premises is protected from the works above, such as fireproof sheeting and double boarding to prevent material or waste falling from the scaffolding.

4.14 MEWPs The Principal Contractor is to ensure that where a Mobile Elevating Work Platform is required, only an IPAF or equivalent trained person operates the platform. MEWPs must be inspected daily prior to first use by a competent person and the results recorded. Harnesses and lanyards must be in good condition and worn when the platform is raised. The Principal Contractor must ensure a suitable work at height rescue plan is developed avoiding reliance on the emergency services.

4.15 Mobile Access Towers The Principal Contractor is to ensure that where a mobile platform is required, a PASMA or equivalent trained person erects the platform. Platforms must be inspected by a competent person in accordance with the requirements of The Work at Height Regulations 2005 and the results recorded. Access to mobile towers must be internally via access traps only. Towers must not be used unless brakes are applied and the outriggers, if required, and toe-boards are in position.

4.16 Podiums The Principal Contractor is to ensure that podiums are not used unless assembled by a competent person in accordance with the manufacturer's instructions. When in use all wheels must be locked with barriers/gates in place and operable. Operatives must Pre-Construction Information dismount any podium before moving it to a new position. Hop ups are for low level access only as determined by risk assessment.

4.17 Ladders Ladder work should only be permitted following the completion of a risk assessment. Only aluminum, Class 1, heavy duty stepladders may be used, with the exception of when electrical works are being carried out, in which case fiberglass, (minimum EN131) industrial stepladders should be used.

4.18 Surrounding Premises The Principal Contractor should note that the building and surrounding buildings will be occupied during the works. The Principal Contractor should take all reasonable steps to ensure the health, safety and welfare of the surrounding buildings, occupants and members of the public.

4.19 Electrical Services The Principal Contractor must treat all existing wiring as live and ensure electrical services are isolated to the working area before work begins. Note there are several existing main electrical supplies to the building and isolation of existing circuits must be done carefully. “Lock Out/Tag Out” procedures should be implemented to prevent accidental re-energising of supplies. 110V supplies must be provided for use on site, and in general only 110V or battery powered equipment should be permitted for use on site. Where voltages over 110V are required, a task- specific risk assessment and permit system must be in place. All electrical supplies over 110V will be protected by RCDs.

4.20 Existing Oil Tank: depth of tank Is unknown and care to be taken when decommissioning and infilling. A method statement to be submitted prior to work commencing.

Smith Simmons & Partners 01243 850 411

32 North St, Chichester office@ss-p.co.uk

5.0 HEALTH AND SAFETY FILE

5.1 The Health and Safety File is a document containing the information needed to allow future construction work, including cleaning, maintenance, alterations, refurbishment and demolition, to be carried out safely. The file should be useful to:

- Clients, who have a duty to provide information about their premises to those who carry out work there
- Principal Designers preparing for construction work
- Designers during the development of further designs or alterations
- Principal Contractors, sub-contractors and contractors preparing to carry out or manage such work.

The Principal Contractor is to provide the required number of hard and electronic copies of all information provided for the Health and Safety File as stipulated within the contract documents. Information should be as concise and precise as possible, and relate to specific products / equipment / materials forming part(s) of the project works. The Checklist below outlines the items required for inclusion in the Health and Safety File and will be circulated to the Principal Contractor during the project.

1 Introduction Guidance
Notes to those using and updating the Health and Safety File

2 Project Details
Site Address
Project Description
Project Directory
Subcontractors, Suppliers and Manufacturers Directory

3 Project Consents
Notifications and Approvals Planning Permission
Building Regulations Approval / Completion Certificates
Notification of Construction Project

4 Investigation /Survey Information
Asbestos Survey
Hazardous Waste Disposal Certificates (e.g. asbestos)
Any other surveys

5 Residual Hazards and Future Risk Residual Risk Register
Hazardous Materials
Service Isolation Points
Ground Hazards
Buried Structures and Services

6 Key Structural Principals
Structural Design
Structural Drawings and Calculations

7 Removal and Dismantling General
Plant Replacement Strategy Information

8 Demolition
Demolition Sequence
Demolition Issues

9 Fire and Evacuation
Fire Risk Assessment
Fire Strategy Report
Fire Prevention Methods

10 As-Built Drawings and Specifications
Architectural
Structural
Services

11 Operating and Maintenance Information
General
Cleaning Requirements
Maintenance Requirements
Cleaning and Maintenance Access Strategy
Products Used / Manufacturers Literature

12 Testing and Commissioning
Electrical Test Certificates
Emergency Lighting Certificates
Fire Alarm Test Certificate
Confirmation of Fire Integrity of Structural Steel
Air Source Heat Pump Commissioning / Controls Certificate
Hot water cylinder Commissioning / Controls Certificate
Booster and Pressurisation Certificate
Ventilation Certificate

Smith Simmons & Partners
32 North St, Chichester
01243 850 411
office@ss-p.co.uk

6.0 CONSTRUCTION PHASE PLAN

6.1 The production of a Construction Phase Plan is legally required for this project. An initial Construction Phase Plan must be in place prior to the commencement of works and it must be updated regularly as the project progresses.

The plan sets out how health and safety is to be managed during the construction phase. It should be a focused document, tailored to the project. It is useful to include photographs and sketches to clarify points.

The plan should be project specific and not generic. The level of detail should be proportionate to the risks involved in the project.

Information on the following subjects should be included in the plan:

Description of project

- project description and program details including any key dates
- details of Client, Principal Designer, Designers, Principal Contractor and other consultants

Management of the work
- health and safety aims for the project
- arrangements for: o ensuring cooperation between project team members and coordination of their work e.g. regular site meetings o involving workers o site induction o welfare facilities
- site rules
- fire and emergency procedures.

Arrangements for controlling significant site risks

Specific risks, including:
- work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site
- work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring
- work involving the assembly or dismantling of heavy prefabricated components.

Implementing and Monitoring the Health and Safety Plan.

The Construction Phase Plan should be an active document that acts as a practical aid to the management of health and safety on site.

The Principal Contractor and other contractors must both implement and monitor the plan to ensure that it works in practice. Monitoring arrangements will need to be discussed and agreed with the Client as they form part of the management arrangements.

The purpose of monitoring is to ensure that the precautions described in the Construction Phase Plan are appropriate and followed in practice. The plan needs to be routinely reviewed, revised and refined by the Principal Contractor as the project develops. Where the plan is not being followed those involved must

take appropriate action to deal with the risk. Monitoring may show the plan has shortcomings and needs to be modified.

Any significant changes in the plan should be brought to the attention of all those affected.

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32 North St, Chichester **office@ss-p.co.uk**

APPENDIX A

Hazard Risk Register

Smith Simmons & Partners
32 North St, Chichester
01243 850 411
office@ss-p.co.uk

Ref No.	Activity	Hazard / Risk	Mitigation Measures to reduce risk	Risk owner	Outline of Required further controls by Others	Risk Owner
1	Demolition	Asbestos	Asbestos Management Survey	Client	Operatives to take care during demolition and any works involving existing elements	Principle Contractor
2	Demolition	Risk of collapse of existing structures	Structural Engineer to investigate, provide structural assessment and specify method of support and / or provide method statement	Structural Engineer	Principle Contractor to provide temporary propping designs and method statements to Structural engineer for approval prior to works commencing	Principle Contractor
3	Paint Stripping	Exposure to Lead	Ensure works are carried out in accordance with the control of Lead at Work Regulations	Principle Contractor	NA	NA

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4	New Drainage	Open trenches - risk of falling / confined spaces	All open trenches to be suitably protected. Ensure new drainage is kept as shallow as possible	Principle Contractor / Groundworker	Ensure site is inspected regularly to ensure routine safety measures are in place	Principle Contractor / Groundworker
5	Proposed Work on Existing Electrical Circuits	Risk of electrocution	Principle Contractor to investigate and verify services routes prior to commencement of works. Note multiple electrical mains and meters are located throughout the building.	Principle Contractor / Electrician	Existing services to be carefully investigated and traced back to meters. Services to be clearly marked up on existing plans. Principle contractor to isolate live services safely by suitably qualified operatives as required to works to be undertaken	Principle Contractor / Electrician
6	Roof Works	Falls from height Falls through roof lights	Works at height on existing roofs minimised where possible	Principle Designer	Principle Contractor to ensure adequate scaffolding and safe working at height systems are in place and comply to Work at Height Regulations 2005	Principle Contractor

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7	Fire	Fire	Principle Contractor advised	Principle Designer	Principle Contractor to ensure fire control measures outlines in the Pre-Construction Information Pack are followed including hot works permits, fire extinguishers and means of notifying other occupants of the building.	Principle Contractor
8	Infilling of Existing Underground Oil Tank - unknown size and depth	Open trenches - risk of falling	Method statement requested for the decommissioning and infilling of existing oil tank. All open trenches to be suitably protected.	Principle Designer / Structural Engineer	Method statement to be prepared by Principle Contractor and submit to design team for approval	Principle Contractor
9	MVHR unit	Risk of falling	M&E engineer to write method statement on safe access of the MVHR unit and issue to Principle Designer prior to commissioning of unit.	Principle Designer/ M&E consultant	. Method statement to be included in the health and safety file and Issued to any MVHR maintenance operatives.	Client / MVHR maintenance operative

10	Sea	Risk of drowning	Principle Contractor advised of site and surrounding area and liaise with client on tide times and weather conditions.	Principle Designer	Principle Contractor to ensure site inductions including awareness of sea and tide times	Principle Contractor

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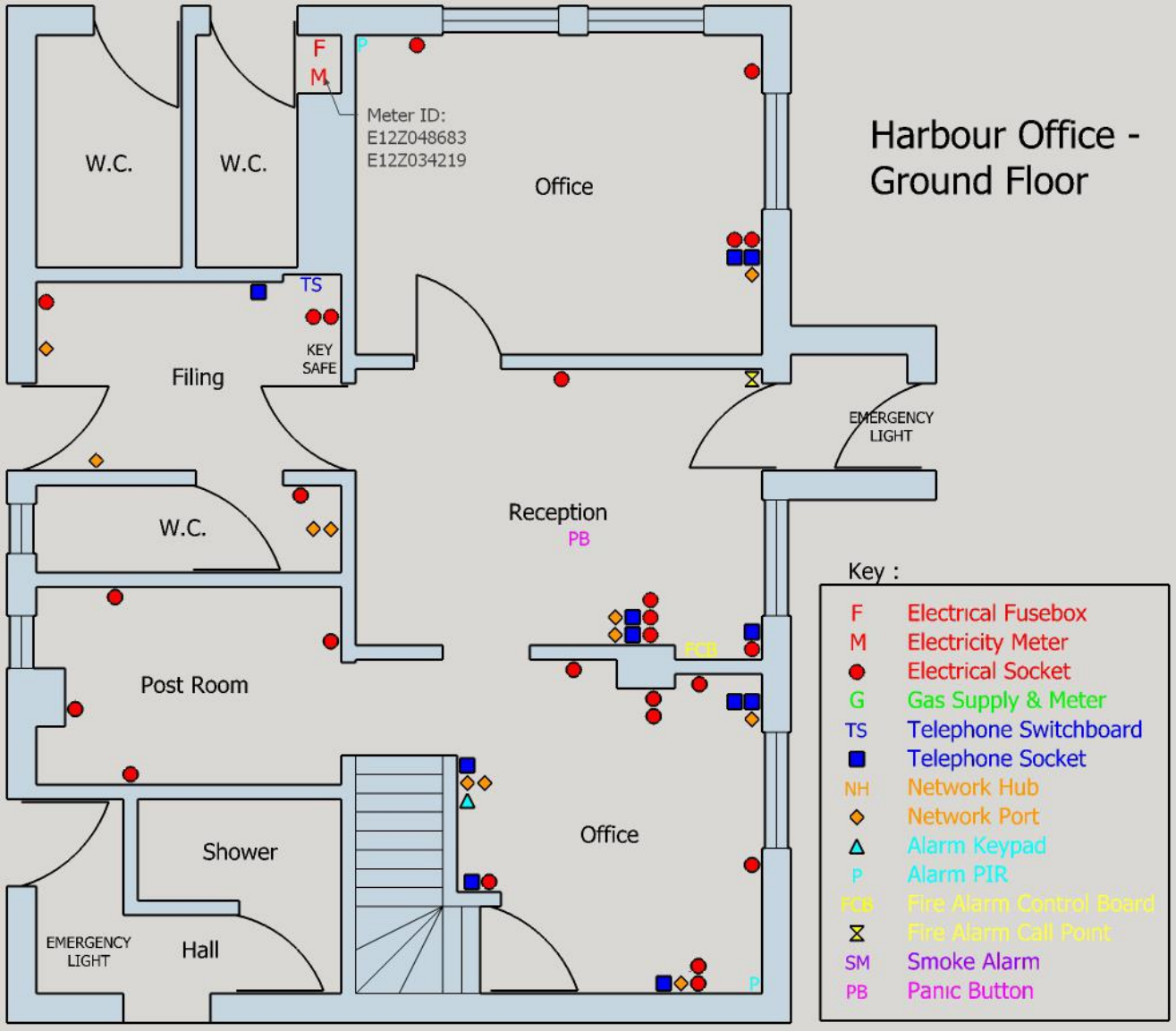
APPENDIX B

Existing Services



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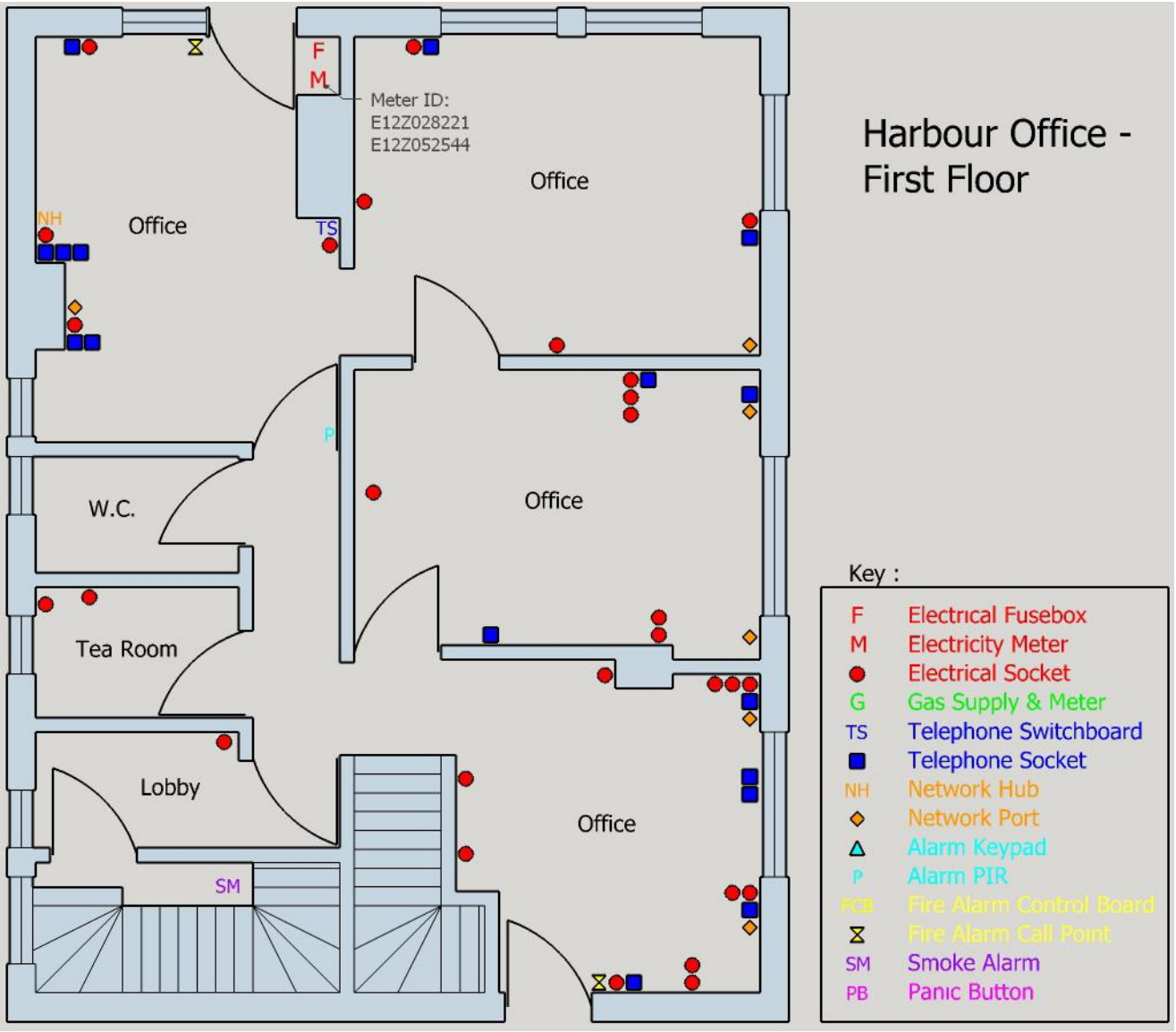

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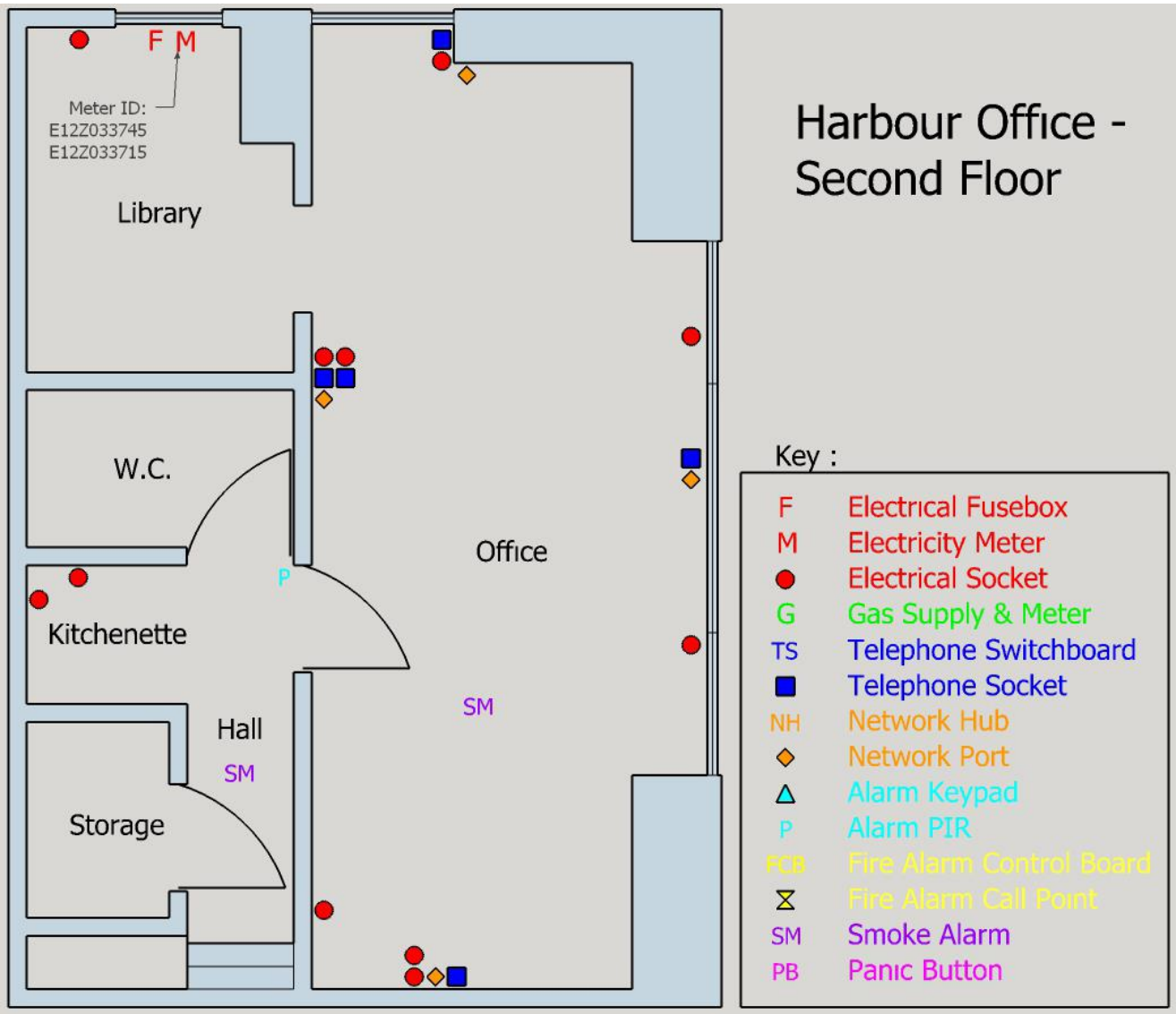

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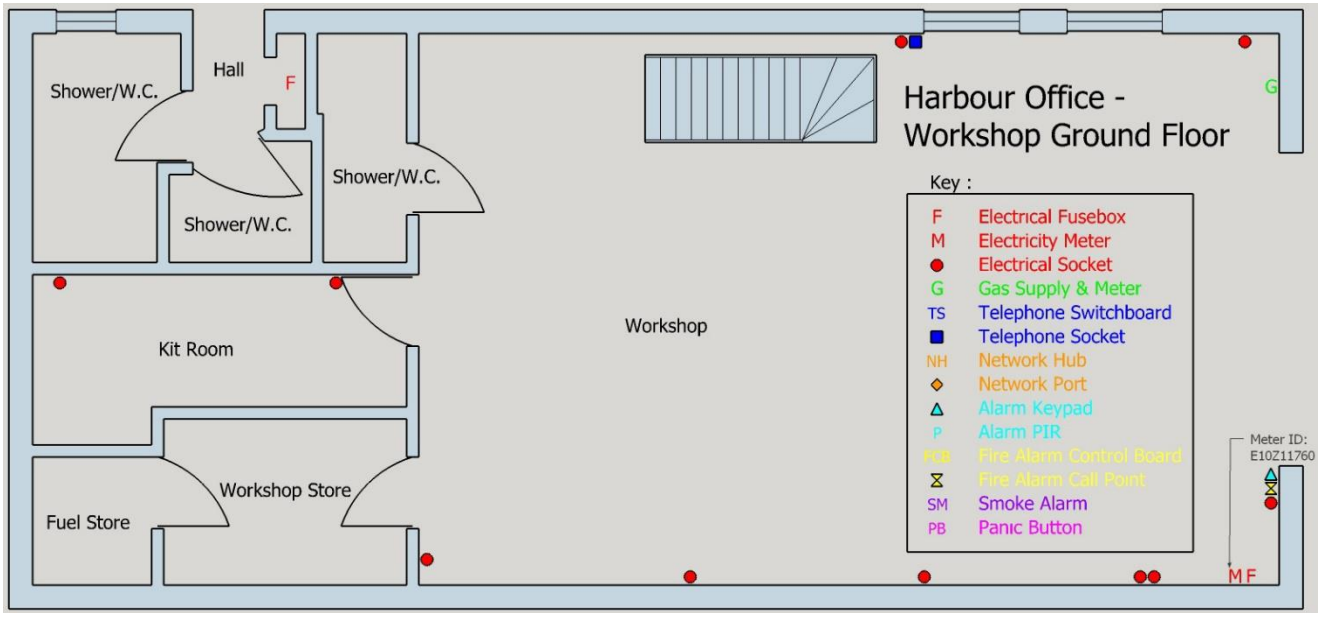

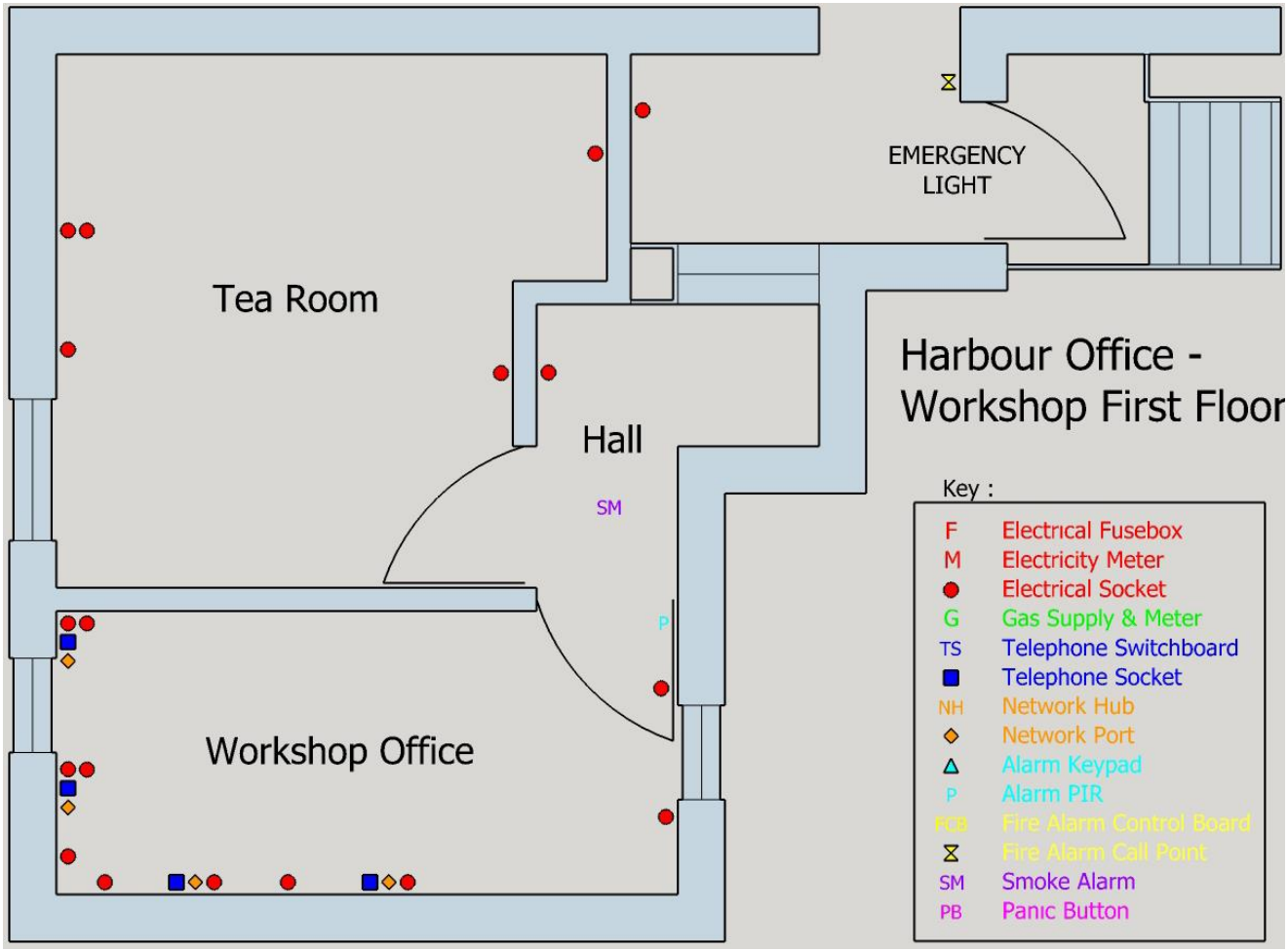

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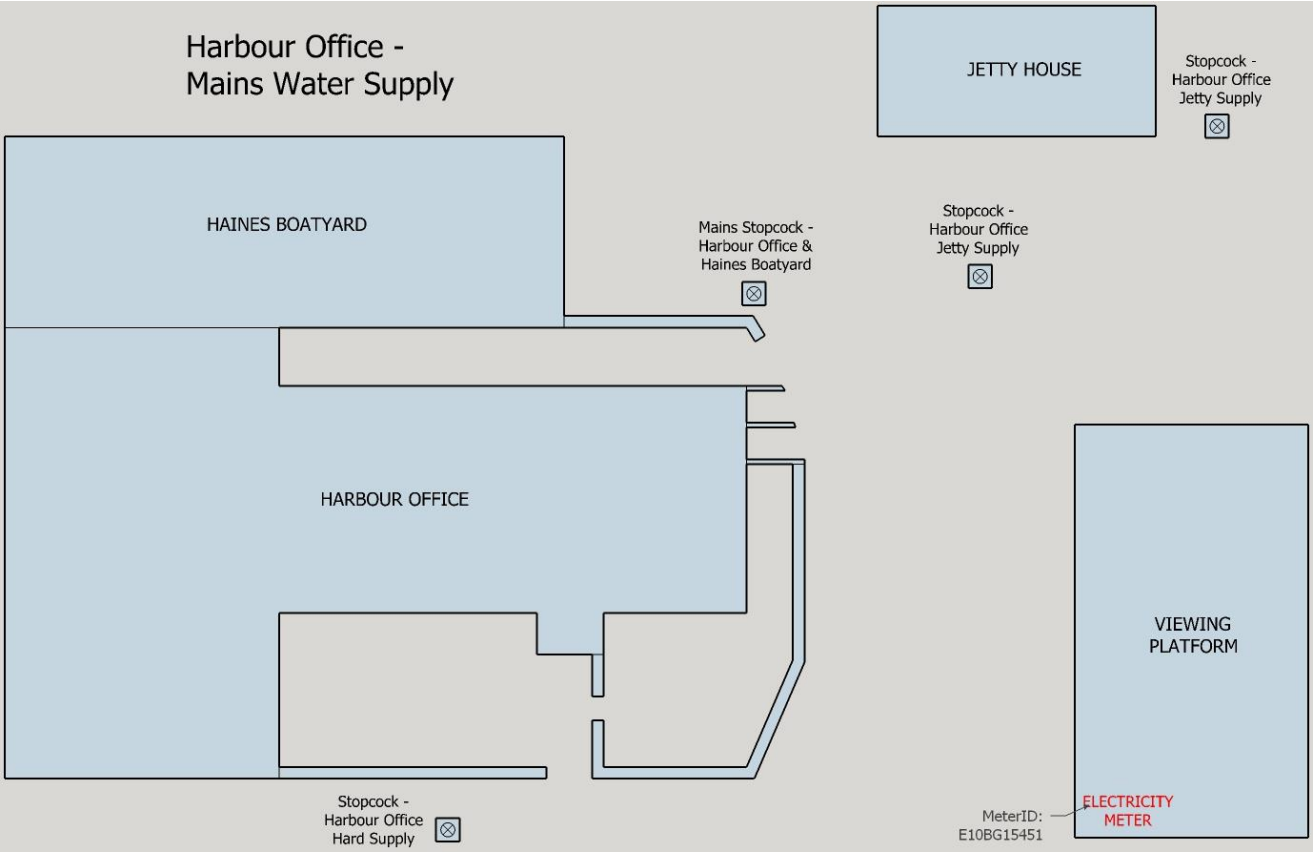

Smith Simmons & Partners
32 North St, Chichester
01243 850 411
office@ss-p.co.uk

APPENDIX C

Abestos Survey

Smith Simmons & Partners
32 North St, Chichester

01243 850 411
office@ss-p.co.uk

Kingsley
ASBESTOS SERVICES

Asbestos Survey Type
Management

Survey Address
Chichester Harbour Offices

Commisioned By
Mr Adrian Rowe
Of Chichester Harbour Conservancy

Report Author Aaron Heywood

Signature

Report No	801/AHKA/007
Version	(Revision 2)
Issue Date	24 January 2013
Survey Date	23 January 2013

Kingsley Asbestos Services
50 Ferring Street
Ferring
West Sussex
BN12 5JP

Tel No 01903 227722
Website: www.kingsleygroup.co.uk:

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Surveyed By	Aaron Heywood Surveyor	**Signed**	
Report Checked By	David Heywood Asbestos Contracts Manager	**Signed**	
Report Issue	Final		

This report cannot be used for contractual or engineering purposes unles this sheet is signed where indicated by both the surveyor and the person checking the report. This report must also be designated 'Final' on the signatory sheet.

This report is issued in confidence to the named client and may not be reassigned without prior written consent from Kingsley Asbestos Services.

Please note that Kingsley Asbestos Services cannot be held responsible for the way in which a client interprets or acts upon the results.

This report must be read in its entirety including any appendices. Kingsley Asbestos Services accepts no responsibility for the sub-division of this report.

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4 Introduction

4.1 Client instruction

A management asbestos survey of the premies was carried out at the request of Mr Adrian Rowe . The survey and sampling was carried out in accordance with the requirements of the H.S.E document 'Asbestos: The Survey Guide, HSG 264'. Only areas restricted to the premises were surveyed on 23 January 2013 for materials suspected of containing asbestos.

4.2 The survey was to consider and report on

a. The type, condition and extent of asbestos containing materials (ACMs) in the building in all reasonably accessibly areas.

b. Provide recommendations to ensure that areas of concern are made safe and that all ACMs are managed safely

c. To assess the risk from ACMs and to derive risk ratings.

4.3 The following areas were surveyed

All rooms and exteriors to building

4.4 The following areas were excluded from the survey

Area or Item	Reason for Exclusion
G.01 Workshop fuse box	Live status
G.02 Paint store man hole	Sealed
1.03 Staff room panel	Sealed
1.04 Patrol office heater	Live status
1.05 E.M office heater	Live status
1.06 Directors office heater	Live status
1.07 Harbour master office heater	Live status
2.03 Top floor heater	Live status
G.05 Admin office heater	Live status
G.09 Office heater	Live status
G.13 Showers electric cupboard	Sealed

4.5 Specific Exclusions Relating To Survey

4.5.1 No inspection of live electrical or mechanical plant or similar requiring the attendance of a specialist engineer was carried out.

4.5.2 No inspection of any area requiring specialist access equipment other than stepladders was carried out.

4.5.3 No report has been made on any concealed space which may exist within the fabric of the building where the extent and presence of these is not evident due to inaccessibility or insufficient knowledge of the structure of the building at the time of the survey.

4.6 Specific Exclusions Relating To Sampling

4.6.1 Samples have not been taken where the act of sampling would endanger the surveyor or affect the functional integrity of the itemconcerned e.g fuses within electrical boxes, fire doors, gaskets, glazing and power plant.

4.6.2 Samples have not been taken where prohibited by the client.

4.6.3 Samples have been taken from all materials which upon intial visual inspection, appeared to contain asbestos with the exception of some items of mastic, resin or rubber, which contain asbestos where the quantity of those materials and the content of asbestos with the material is insignificant in terms of risk to health & safety.

4.6.4 Materials have been refered to as Asbestos Insulation Board or Asbestos Cement based on their asbestos content and visual appearance alone. Density checks have not been carried out unless otherwise stated.

4.7 Caveat

This report is based on a non-destructiive survey of an unfamiliar site. Every effort has been made to locate the presence of ACMs within the areas included in the survey. It is recognised that construction techniques often create inaccessible void spaces, which without destructive sampling techniques being employed, would not be accessed during this survey. It must therefore be presumed that ACMs other than those located within the survey may exist within the building.

It was not possible both in terms of time and cost to sample each and every panel, tile or material of similar type. Where these exist, only a percentage of similar type materials were sampled, on the assumption that other like materials were of an identical composition.

It is therefore possible that some other materials of apparantly identical composition may vary and as such could contain asbestos not detected in the samples taken.

For the reasons set out above, we cannot give assurances that all asbestos containing materials have been located and as such we recommend that further sampling be undertaken should these areas become accessible during the course of any future refurbishment or demolition works.

The survey guide HSG 264 Refurbishment asbestos survey will be necessary prior to any major refurbishment or demolition works.

5 Detailed Site Description

Building containing workshop, offices and other amenities

6 Asbestos Survey Definition

Kingsley Asbestos Services surveys are carried out in accordance with the requirement of the 'The Survey Guide, HSG 264, 2010'.
This survey was carried out under the heading **Management** the requirement of which are as follows.

The purpose of this survey is to locate the presence, nature and extent of any suspect ACMs in the building, including an assessment of the condition. No samples have been taken to verify the presence of asbestos and as such a material has to be presumed to be asbestos unless there is sufficient evidence to suggest that it is not. The following reasoned arguments are used to suggest that a material does not contain asbestos:

- **Non asbestos substitute materials were specified in the original construction or subsequent refurbishments**
- **The product was very unlikely to contain asbestos or have asbestos added (e.g wallpaper, plasterboard etc).**
- **Post 1985 construction for amphibole (i.e Amosite & Crocidolite) containing asbestos.**
- **Post 1999 construction for serpentine (Chrysotile) products.**

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The purpose and procedure adopted in this survey are to locate as far as reasonably practicable materials containing asbestos in which samples are collected and analysed for the presence of asbestos. If a sampled material has been found to contain asbestos then other similar homogeneous materials may have been strongly presumed to also contain asbestos.

A strategy has been established to keep a minimum number of bulk samples taken for analysis, which therefore minimizes the potential risk arising from excessive sampling and keeps the cost of the survey to a minimum. The strategy employed is a combination of visual inspection and sampling of bulk materials.

During the survey where a material was suspected to contain asbestos, a bulk sample was taken for analysis. In areas where there were substantial quantities of visually uniform materials present, a smaller number of representative samples were taken. Visuall similar materials in the same area must, therefore be assumed to contain asbestos.

Where the survey reports a material as NON-ASBESTOS by visual inspection but with no analysis of samples (e.g recently lagged pipework) then the client should exercise caution in interpreting the results. It is IMPORTANT to stress that in such circumstancesthere maybe residues of asbestos trapped under the newly applied material particularly from removal operations carried out in the past. It is not usually practicable to detect such residues until major disturbances of the material takes place with the scope of a destructive survey and therefore Kingsley Asbestos Services cannot accept liability for the future detection of such residues within this survey.

If the client undertakes major alterations in a specific area where it may be possible that residual asbestos may be found, then it is recommended that further investigations of the specific area be carried out before the start of work. Where there are large numbers of identical items identical items distributed throughout the site (e.g asbestos flash guards in fuse boxes) a single sample will be taken for analysis and the client must assume that identical items will have the same composition as the one specified.

7 Room Description

Location No	Location	Ceiling	Wall	Floor	Comments	No of Samples Taken
G.01	Workshop	Fibre board	Solid	Concrete	Wood around main doors, metal flu to blow heater, plaster board under stairs, plaster board to	3
G.02	Paint Store	Concrete	Solid	Concrete		0
G.03	Chemical Store	Concrete	Solid	Concrete		0
G.04	Shower room	Plaster/render	Solid	Concrete	Plaster board boxing above shower	0
G.05	Admin Office	Plaster/render	Plaster/render, Solid/render	Concrete	Metal plate to chimney	0
G.06	Post Room	Plaster/render	Solid/render	Concrete	Wood boxing, metal safe	0
G.07	Printing Room	Plaster/render	Solid/render	Concrete		0
G.08	W/C	Plaster/render	Solid/render	Concrete	Modern lino, modern toilet suite	0
G.09	Office	Plaster/render	Solid/render	Concrete		0
G.10	Reception	Plaster/render	Solid/render	Concrete		0
G.11	Mens W/C	Plaster/render	Solid/render	Concrete	Plastic cistern, modern electrics in cupboard	0
G.12	Ladies W/C	Plaster/render	Solid/render	Concrete	Modern toilet suite	0
G.13	Showers	Plaster/render	Solid/render	Concrete		0
1.01	Corridor 1	Plaster/render	Plaster/render	Wood	Wood panel to ceiling, metal posts to ceiling	0
1.02	Locker Room	Fibre board	Plaster/render, Solid/render	Concrete	Wood to higher level floor	0
1.03	Staff Room	Plaster/render	Plaster/render	Concrete	Modern kitchen, modern sink pads, wood panel	0
1.04	Patrol Office	Plaster/render	Solid/render	Wood	Solid chimney breast, plaster board to ceiling in cupboard	0
1.05	E.M Office	Plaster/render	Solid/render	Wood	Plastic conduit	0

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Location No	Location	Ceiling	Wall	Floor	Comments	No of Samples Taken
1.06	Directors Office	Plaster/render	Solid/render	Wood	Plaster/render boxing	0
1.07	Harbour Master Office	Plaster/render	Solid/render	Wood	Wood panel under heater, modern electrics in cupboard	0
1.08	W/C	Plaster/render	Solid/render	Wood	Modern lino, modern toilet suite	0
1.09	Kitchen	Plaster/render	Solid/render	Wood	Modern lino	1
1.10	Corridor 2	Plaster/render	Solid/render	Wood		1
1.11	Stair Well	Plaster/render	Solid/render	Wood	Plaster board under stairs, modern stair nosing, wood boxing	0
2.01	Landing	Plaster/render	Plaster/render	Wood	No sink pad	1
2.02	W/C	Plaster/render	Plaster/render	Wood	Wood shelving, modern suite	0
2.03	Top Floor	Plaster/render	Plaster/render	Wood	Wood panels around doorway to storage area	0
L.01	Loft	N/A	N/A	N/A	Plastic tank, MMMF insulation	0
EX01	Exteriors	N/A	N/A	N/A	UPVC fascias/soffits, plastic/metal rain water goods	0

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APPENDIX A

Asbestos Management Record

This document can be used in conjuction with an asbestos management plan. This document alone does not constitute a management plan.

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www.kingsleygroup.co.uk

MATERIAL ASSESSMENT ALGORITHM

Where asbestos materials have been identified by sample analysis, presumption or visual consistancy, a material assessment score has been calculated using the surveyors observations and the material assessment algorithm to give an idea of a given materials potential to release fibres.

Sample Variable	Score	Examples Of Scores
Product Type (or debris from product)	**1**	Asbestos-reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor finishes, asbestos cement etc).
	2	Asbestos Insulation Board, mill board or other low density boards, asbestos textiles, asbestos paper and felt
	3	Thermal Insulation (e.g pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos matresses and packing
Extent of Damage or Deterioration	**0**	Good Condition: No visible damage
	1	Low Damage: A few scratches or surface marks, broken edges on board, tiles etc.
	2	Medium Damage: Significant breakage of materials or several small area where materal has been damaged revealing
	3	High Damage: High damage or delamination of materials, sprays and thermal insulation, visible asbestos dust
Surface Treatment	**0**	Composite materials containg asbestos
	1	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated), asbestos cement sheets etc.
	2	Unsealed AIB, encapsualted lagging or sprays
	3	Unsealed lagging and sprays
Asbestos Type	**1**	Chrysotile
	2	Amphibole asbestos excluding crocidolite
	3	Crocidolite

N.A.D.I.S indicates No Asbestos Detected In Sample

Only Applicable To Management Surveys

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Management Plan Guidance

An asbestos policy acknowledges a companys responsibility to manage asbestos and should contain the following:

- Introduction
- Policy Statement
- Compliance Strategy
- Asbestos Records
- Designated Staff Member for Asbestos Management

The control of asbestos regulations 2012, regulation 4 states that all duty holders with asbestos or presumed asbestos present in their premises must have an "Asbestos Management Plan" in place. The contents of which sets out a "Duty To Manage" plan for known or presumed asbestois so it can be strictly monitored and its potential danger can be kept to a minimum.

A management plan should typically include:

- Asbestos Information
- Laboratory Assessment of Samples
- An Action Plan
- Time-Scale for Monitoring and Re-Inspection
- Staff training Plans Where Relevant
- Staff Responsibilities and Duties
- Passing Of Information to Correct Personnel
- Duties of the Designated Asbestos Controller
- Procedures in the Event of an Emergency

Each identifed occurance of asbestos containing material will have an assessment identified within the register and summary. This assessment can be used to produce the management plan.

Kingsley Asbestos Services are able to provide assistance in the production of an Asbestos Management Plan.

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APPENDIX A
Management Record

Job No	801/AHKA/007		Site Address	Chichester Harbour Offices			Date	23 January 2013	
Survey Type	Management		Commissioned By	Mr Adrian Rowe Of Chichester Harbour Conservancy			Surveyor	Aaron Heywood	
Location No	Location	Item No	Description	Product	Damage/Deterioration	Surface Treatment	Asbestos Type	Management Options	Extent
G.01	Workshop	001	Fibre board to ceiling	N/A	N/A	N/A	N.A.D.I.S	N/A	>40 M2
G.01	Workshop	002	Stair nosing	N/A	N/A	N/A	N.A.D.I.S	N/A	14 LM
G.01	Workshop	003	Lino to stairs	N/A	N/A	N/A	N.A.D.I.S	N/A	5 M2
1.09	Kitchen	004	Sink pad	N/A	N/A	N/A	N.A.D.I.S	N/A	1 Item
1.10	Corridor 2	005	Stair nosing	N/A	N/A	N/A	N.A.D.I.S	N/A	14 LM
2.01	Landing	006	Roof felt in cupboard	N/A	N/A	N/A	N.A.D.I.S	N/A	10 M2
1.01	Corridor 1	AS 002	Stair nosing	N/A	N/A	N/A	N.A.D.I.S	N/A	4 LM
1.01	Corridor 1	AS 003	Lino to floor	N/A	N/A	N/A	N.A.D.I.S	N/A	8 M2
1.02	Locker room	AS 001	Fibre board to ceiling	N/A	N/A	N/A	N.A.D.I.S	N/A	>20 M2
2.03	Top floor	AS 006	Roof felt in cupboard	N/A	N/A	N/A	N.A.D.I.S	N/A	4 M2
L.01	Loft	AS 006	Roof felt	N/A	N/A	N/A	N.A.D.I.S	N/A	40 M2
G.01	Workshop	VIS 001	Blow heater	2 - Medium (AIB, Textiles, Gaskets)	0 - No Damage	0 - Very low (Resins, Textured coatings)	Chrysotile Presumed	Label & Manage	1 Item
G.02	Paint Store	VIS 002	Fire door	2 - Medium (AIB, Textiles, Gaskets)	0 - No Damage	1 -Low (Cement, Painted AIB, Enclosed Lagging)	Amphibole Excluding Crocidolite Presumed	Label & Manage	1 Item
1.01	Corridor 1	VIS 003	Fire door	2 - Medium (AIB, Textiles, Gaskets)	0 - No Damage	1 -Low (Cement, Painted AIB, Enclosed Lagging)	Amphibole Excluding Crocidolite Presumed	Label & Manage	4 Item
1.10	Corridor 2	VIS 004	Fire door	2 - Medium (AIB, Textiles, Gaskets)	0 - No Damage	1 -Low (Cement, Painted AIB, Enclosed Lagging)	Amphibole Excluding Crocidolite Presumed	Label & Manage	4 Item
2.01	Landing	VIS 005	Fire door	2 - Medium (AIB, Textiles, Gaskets)	0 - No Damage	1 -Low (Cement, Painted AIB, Enclosed Lagging)	Amphibole Excluding Crocidolite Presumed	Label & Manage	1 Item
G.05	Admin office	VIS 006	Fire door	2 - Medium (AIB, Textiles, Gaskets)	0 - No Damage	1 -Low (Cement, Painted AIB, Enclosed Lagging)	Amphibole Excluding Crocidolite Presumed	Label & Manage	1 Item
G.10	Reception	VIS 007	Fire door	2 - Medium (AIB, Textiles, Gaskets)	0 - No Damage	1 -Low (Cement, Painted AIB, Enclosed Lagging)	2 - Amphibole Excluding Crocidolite	Label & Manage	3 Item
G.01	Workshop	VIS 008	Cement above Fibre board	1- Low (Plastics,Resins,Mastics)	0 - No Damage	1 -Low (Cement, Painted AIB, Enclosed Lagging)	Chrysotile Presumed	Label & Manage	>10 M2

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Job No	801/AHKA/007		Site Address	Chichester Harbour Offices			Date	23 January 2013	
Survey Type	Management		Commissioned By	Mr Adrian Rowe Of Chichester Harbour Conservancy			Surveyor	Aaron Heywood	
Location No	Location	Item No	Description	Product	Damage/Deterioration	Surface Treatment	Asbestos Type	Management Options	Extent
G.01	Workshop	NO ACCESS	Fuse boxes live	Unknown	Unknown	Unknown	Unknown	Exercise Caution	5 Item
G.02	Paint Store	NO ACCESS	Man hole cover sealed	Unknown	Unknown	Unknown	Unknown	Exercise Caution	1 Item
1.04	Patrol office	NO ACCESS	Storage heater	Unknown	Unknown	Unknown	Unknown	Exercise Caution	1 Item
1.05	E.M office	NO ACCESS	Storage heater	Unknown	Unknown	Unknown	Unknown	Exercise Caution	1 Item
1.06	Directors office	NO ACCESS	Storage heater	Unknown	Unknown	Unknown	Unknown	Exercise Caution	1 Item
1.07	Harbour master office	NO ACCESS	Storage heater	Unknown	Unknown	Unknown	Unknown	Exercise Caution	1 Item
1.03	Staff room	NO ACCESS	Access panel sealed	Unknown	Unknown	Unknown	Unknown	Exercise Caution	1 Item
2.03	Top floor	NO ACCESS	Storage heater	Unknown	Unknown	Unknown	Unknown	Exercise Caution	1 Item
G.09	Office	NO ACCESS	Storage heater	Unknown	Unknown	Unknown	Unknown	Exercise Caution	1 Item
G.10	Reception	NO ACCESS	Storage heater	Unknown	Unknown	Unknown	Unknown	Exercise Caution	1 Item
G.05	Admin office	NO ACCESS	Storage heater	Unknown	Unknown	Unknown	Unknown	Exercise Caution	1 Item
G.13	Showers	NO ACCESS	Electric cupboard locked	Unknown	Unknown	Unknown	Unknown	Exercise Caution	1 Item

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Management Record

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Photographic Data Sheets

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Item No	001	Location No	G.01	Location	Workshop
Description	Product	Damage	Surface Treatment	Asbestos Type	
Fibre board to ceiling	N/A	N/A	N/A	N.A.D.I.S	
Management Option	N/A	Extent	>40	M2	
Comments	Repair/Encapsulate Broken Edges				

Item No	002	Location No	G.01	Location	Workshop
Description	Product	Damage	Surface Treatment	Asbestos Type	
Stair nosing	N/A	N/A	N/A	N.A.D.I.S	
Management Option	N/A	Extent	14	LM	
Comments					

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Item No	003	Location No	G.01	Location	Workshop
Description	Product	Damage	Surface Treatment	Asbestos Type	
Lino to stairs	N/A	N/A	N/A	N.A.D.I.S	
Management Option	N/A	Extent	5	M2	
Comments					

Item No	004	Location No	1.09	Location	Kitchen
Description	Product	Damage	Surface Treatment	Asbestos Type	
Sink pad	N/A	N/A	N/A	N.A.D.I.S	
Management Option	N/A	Extent	1	Item	
Comments					

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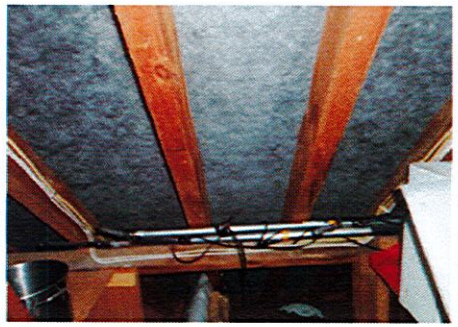
Item No	005	Location No	1.10	Location	Corridor 2
Description	Product	Damage	Surface Treatment	Asbestos Type	
Stair nosing	N/A	N/A	N/A	N.A.D.I.S	
Management Option	N/A	Extent	14	LM	
Comments					

Item No	006	Location No	2.01	Location	Landing
Description	Product	Damage	Surface Treatment	Asbestos Type	
Roof felt in cupboard	N/A	N/A	N/A	N.A.D.I.S	
Management Option	N/A	Extent	10	M2	
Comments					



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Item No	AS 002	Location No	1.01	Location	Corridor 1
Description	Product	Damage	Surface Treatment	Asbestos Type	
Stair nosing	N/A	N/A	N/A	N.A.D.I.S	
Management Option	N/A	Extent	4	LM	
Comments					

Item No	AS 003	Location No	1.01	Location	Corridor 1
Description	Product	Damage	Surface Treatment	Asbestos Type	
Lino to floor	N/A	N/A	N/A	N.A.D.I.S	
Management Option	N/A	Extent	8	M2	
Comments					

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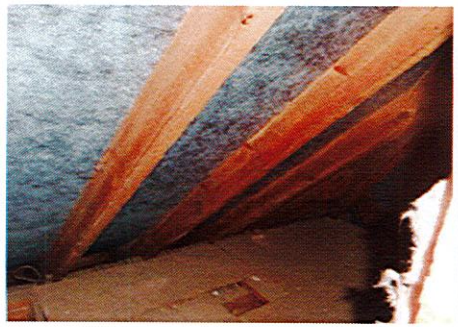
Item No	AS 001	Location No	1.02	Location	Locker room
Description	Product	Damage		Surface Treatment	Asbestos Type
Fibre board to ceiling	N/A	N/A		N/A	N.A.D.I.S
Management Option	N/A	Extent	>20	M2	
Comments	Reapair/Encapsulate Broken Edges				

Item No	AS 006	Location No	2.03	Location	Top floor
Description	Product	Damage		Surface Treatment	Asbestos Type
Roof felt in cupboard	N/A	N/A		N/A	N.A.D.I.S
Management Option	N/A	Extent	4	M2	
Comments					



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Item No	AS 006	Location No	L.01	Location	Loft	
Description	Product		Damage	Surface Treatment	Asbestos Type	
Roof felt	N/A		N/A	N/A	N.A.D.I.S	
Management Option	N/A	Extent	40	M2		
Comments						

Item No	VIS 001	Location No	G.01	Location	Workshop	
Description	Product		Damage	Surface Treatment	Asbestos Type	
Blow heater	2 - Medium (AIB, Textiles, Gaskets)		0 - No Damage	0 - Very low (Resins, Textured coatings)	Chrysotile Presumed	
Management Option	Label & Manage	Extent	1	Item		
Comments						

NO IMAGE AVAILABLE

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Item No	VIS 002	Location No	G.02	Location	Paint Store
Description	Product	Damage	Surface Treatment	Asbestos Type	
Fire door	2 - Medium (AIB, Textiles, Gaskets)	0 - No Damage	1 -Low (Cement, Painted AIB, Enclosed Lagging)	Amphibole Excluding Crocidolite Presumed	
Management Option	Label & Manage	Extent	1	Item	
Comments					

Item No	VIS 003	Location No	1.01	Location	Corridor 1
Description	Product	Damage	Surface Treatment	Asbestos Type	
Fire door	2 - Medium (AIB, Textiles, Gaskets)	0 - No Damage	1 -Low (Cement, Painted AIB, Enclosed Lagging)	Amphibole Excluding Crocidolite Presumed	
Management Option	Label & Manage	Extent	4	Item	
Comments					

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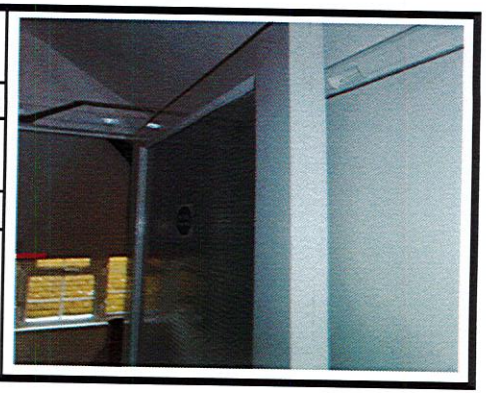
Item No	VIS 004	Location No	1.10	Location	Corridor 2
Description	Product	Damage	Surface Treatment	Asbestos Type	
Fire door	2 - Medium (AIB, Textiles, Gaskets)	0 - No Damage	1 -Low (Cement, Painted AIB, Enclosed Lagging)	Amphibole Excluding Crocidolite Presumed	
Management Option	Label & Manage	Extent	4	Item	
Comments					

Item No	VIS 005	Location No	2.01	Location	Landing
Description	Product	Damage	Surface Treatment	Asbestos Type	
Fire door	2 - Medium (AIB, Textiles, Gaskets)	0 - No Damage	1 -Low (Cement, Painted AIB, Enclosed Lagging)	Amphibole Excluding Crocidolite Presumed	
Management Option	Label & Manage	Extent	1	Item	
Comments					



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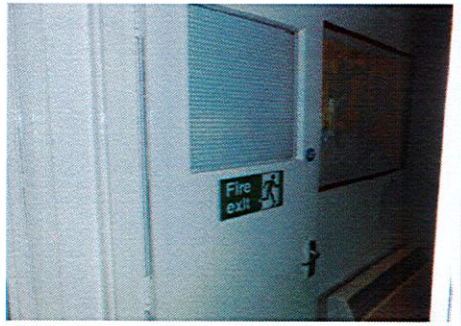
Item No	VIS 006	Location No	G.05	Location	Admin office
Description	Product	Damage	Surface Treatment	Asbestos Type	
Fire door	2 - Medium (AIB, Textiles, Gaskets)	0 - No Damage	1 -Low (Cement, Painted AIB, Enclosed Lagging)	Amphibole Excluding Crocidolite Presumed	
Management Option	Label & Manage	Extent	1	Item	
Comments					

Item No	VIS 007	Location No	G.10	Location	Reception
Description	Product	Damage	Surface Treatment	Asbestos Type	
Fire door	2 - Medium (AIB, Textiles, Gaskets)	0 - No Damage	1 -Low (Cement, Painted AIB, Enclosed Lagging)	2 - Amphibole Excluding Crocidolite	
Management Option	Label & Manage	Extent	3	Item	
Comments					



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Item No	VIS 008	Location No	G.01	Location	Workshop
Description	Product	Damage	Surface Treatment	Asbestos Type	
Cement above Fibre board	1- Low (Plastics,Resins,Mastics)	0 - No Damage	1 -Low (Cement, Painted AIB, Enclosed Lagging)	Chrysotile Presumed	
Management Option	Label & Manage	Extent	>10	M2	
Comments					

Item No	NO ACCESS	Location No	G.01	Location	Workshop
Description	Product	Damage	Surface Treatment	Asbestos Type	
Fuse boxes live	Unknown	Unknown	Unknown	Unknown	
Management Option	Exercise Caution	Extent	5	Item	
Comments					

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Item No	NO ACCESS	Location No	G.02	Location	Paint Store
Description	Product	Damage	Surface Treatment	Asbestos Type	
Man hole cover sealed	Unknown	Unknown	Unknown	Unknown	
Management Option	Exercise Caution	Extent	1	Item	
Comments					

Item No	NO ACCESS	Location No	1.04	Location	Patrol office
Description	Product	Damage	Surface Treatment	Asbestos Type	
Storage heater	Unknown	Unknown	Unknown	Unknown	
Management Option	Exercise Caution	Extent	1	Item	
Comments					

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Item No	NO ACCESS	Location No	1.07	Location	Harbour master office
Description	Product	Damage	Surface Treatment	Asbestos Type	
Storage heater	Unknown	Unknown	Unknown	Unknown	
Management Option	Exercise Caution	Extent	1	Item	
Comments					

Item No	NO ACCESS	Location No	1.03	Location	Staff room
Description	Product	Damage	Surface Treatment	Asbestos Type	
Access panel sealed	Unknown	Unknown	Unknown	Unknown	
Management Option	Exercise Caution	Extent	1	Item	
Comments					

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Item No	NO ACCESS	Location No	2.03	Location	Top floor
Description	Product	Damage	Surface Treatment	Asbestos Type	
Storage heater	Unknown	Unknown	Unknown	Unknown	
Management Option	Exercise Caution	Extent	1	Item	
Comments					

Item No	NO ACCESS	Location No	G.09	Location	Office
Description	Product	Damage	Surface Treatment	Asbestos Type	
Storage heater	Unknown	Unknown	Unknown	Unknown	
Management Option	Exercise Caution	Extent	1	Item	
Comments					

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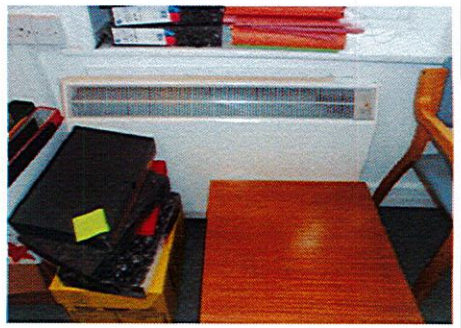
Item No	NO ACCESS	Location No	G.10	Location	Reception
Description	Product	Damage	Surface Treatment	Asbestos Type	
Storage heater	Unknown	Unknown	Unknown	Unknown	
Management Option	Exercise Caution	Extent	1	Item	
Comments					

Item No	NO ACCESS	Location No	G.05	Location	Admin office
Description	Product	Damage	Surface Treatment	Asbestos Type	
Storage heater	Unknown	Unknown	Unknown	Unknown	
Management Option	Exercise Caution	Extent	1	Item	
Comments					



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Item No	NO ACCESS	Location No	G.13	Location	Showers
Description	Product	Damage	Surface Treatment	Asbestos Type	
Electric cupboard locked	Unknown	Unknown	Unknown	Unknown	
Management Option	Exercise Caution	Extent	1	Item	
Comments					

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APPENDIX C

Bulk Analysis Report

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ENVIROCHEM
Analytical Laboratories Ltd.
12 The Gardens
Broadcut, Fareham
Hampshire
PO16 8SS

Tel: (01329) 287777
Fax: (01329) 287755
www.envirochem.co.uk
office@envirochem.co.uk

UKAS TESTING 1227

Our Ref: J011590 FI: 6
Your Ref:
Date: 28/01/2013

Asbestos Fibre Identification Report

Client:	Kingsley Asbestos 50 Ferring Street, Ferring, BN12 5JP
Site Address:	Chichester Harbour Offices,
Sampled By:	Kingsley Asbestos
Date sampled/received:	25th January 2013
Date analysed:	28th January 2013
Analyst/s:	Hayley Gall

ANALYTICAL PROCEDURE

Fibre identification was carried out in accordance with the documented 'in-house' methods based on the HSE Guidance Note HSG 248. These employed stereo microscopy, polarized microscopy and dispersion staining techniques.

RESULTS

Sample No.	Sample Ref.	Location	Asbestos Detected	Asbestos Type
801/AHKA/007/001	BS034394	G.01. Workshop. Fibreboard to ceiling	No	
801/AHKA/007/002	BS034395	G.01. Workshop. Stair nosing	No	
801/AHKA/007/003	BS034396	G.01. Workshop. Lino to stairs	No	
801/AHKA/007/004	BS034397	1.09. Kitchen. Sink pad	No	
801/AHKA/007/005	BS034398	1.10. Corridor 2. Stair nosing	No	
801/AHKA/007/006	BS034399	2.01. Landing. Roof felt in cupboard	No	

NOTES

1. Samples were examined for the presence of 5 types of asbestos fibres: crocidolite (blue), amosite (brown), chrysotile (white), anthophyllite, actinolite and tremolite.
2. Samples collected by the client are analysed using information provided by the client. The sampling outlined by the client the date of receipt is assumed to be the same as the date sampled.
3. Envirochem is a UKAS accredited laboratory for sampling and identification of asbestos containing materials.
4. Comments, observations and opinions are outside the scope of UKAS accreditation.
5. The analytical method is the HSG248 does not quantify the amount of asbestos present, therefore UKAS accreditation does not permit quantification.
6. If, during fibre identification, only 1 or 2 fibres are seen and identified as asbestos, then the term 'trace asbestos identified' is used.

SIGNATURE: Authorised signatory PRINT NAME: Hayley Gall

Reg. No. 2378228 England. Registered Office: Envirochem, 12 The Gardens, Broadcut, Fareham, Hampshire, PO16 8SS.

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Appendix D

All plans are annotated by the surveyor

on site and are NOT to scale.

Indicates a positive or presumed asbestos material

Indicates a negative or presumed negative material

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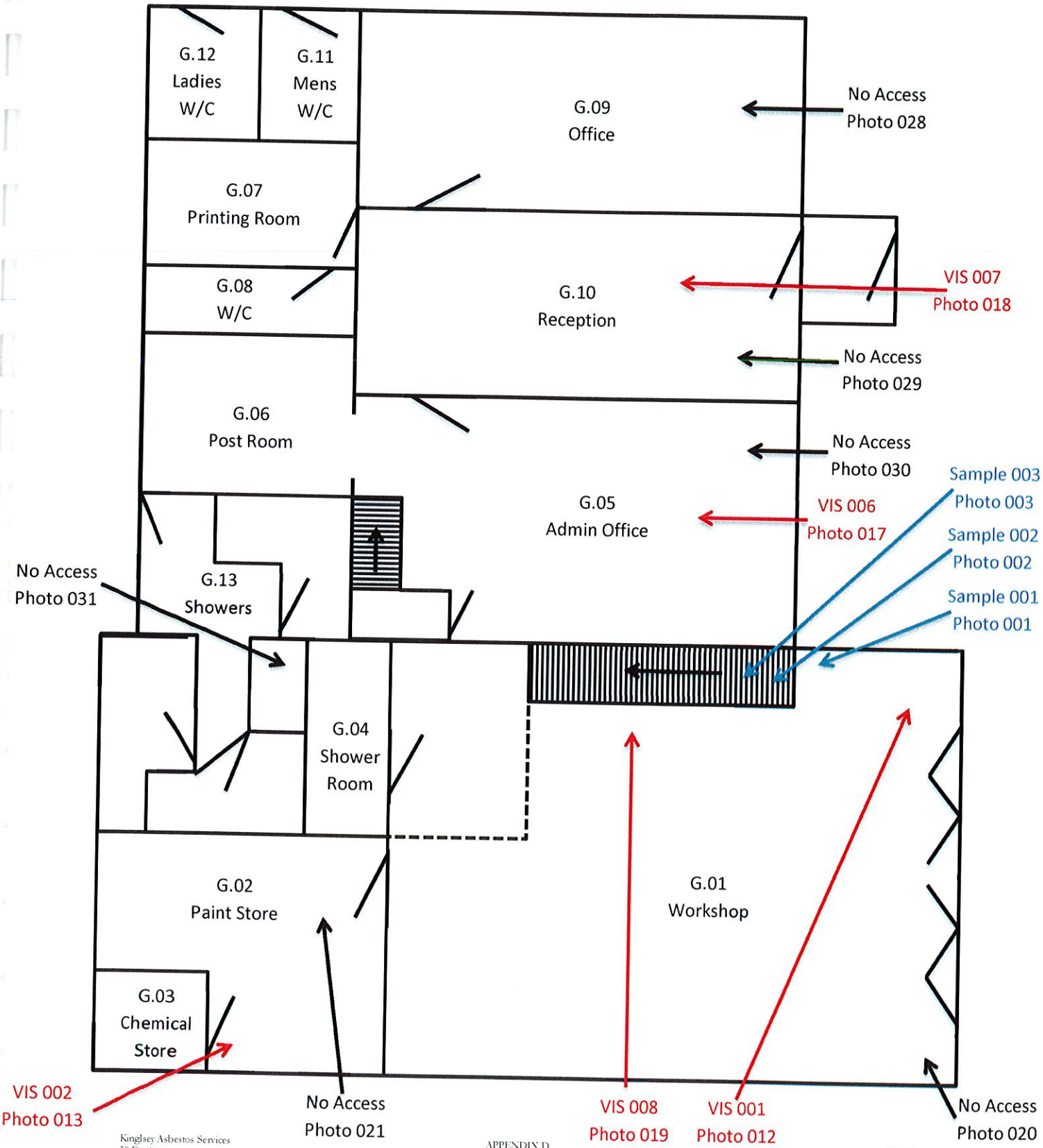

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APPENDIX D

ANNOTATED SITE PLANS

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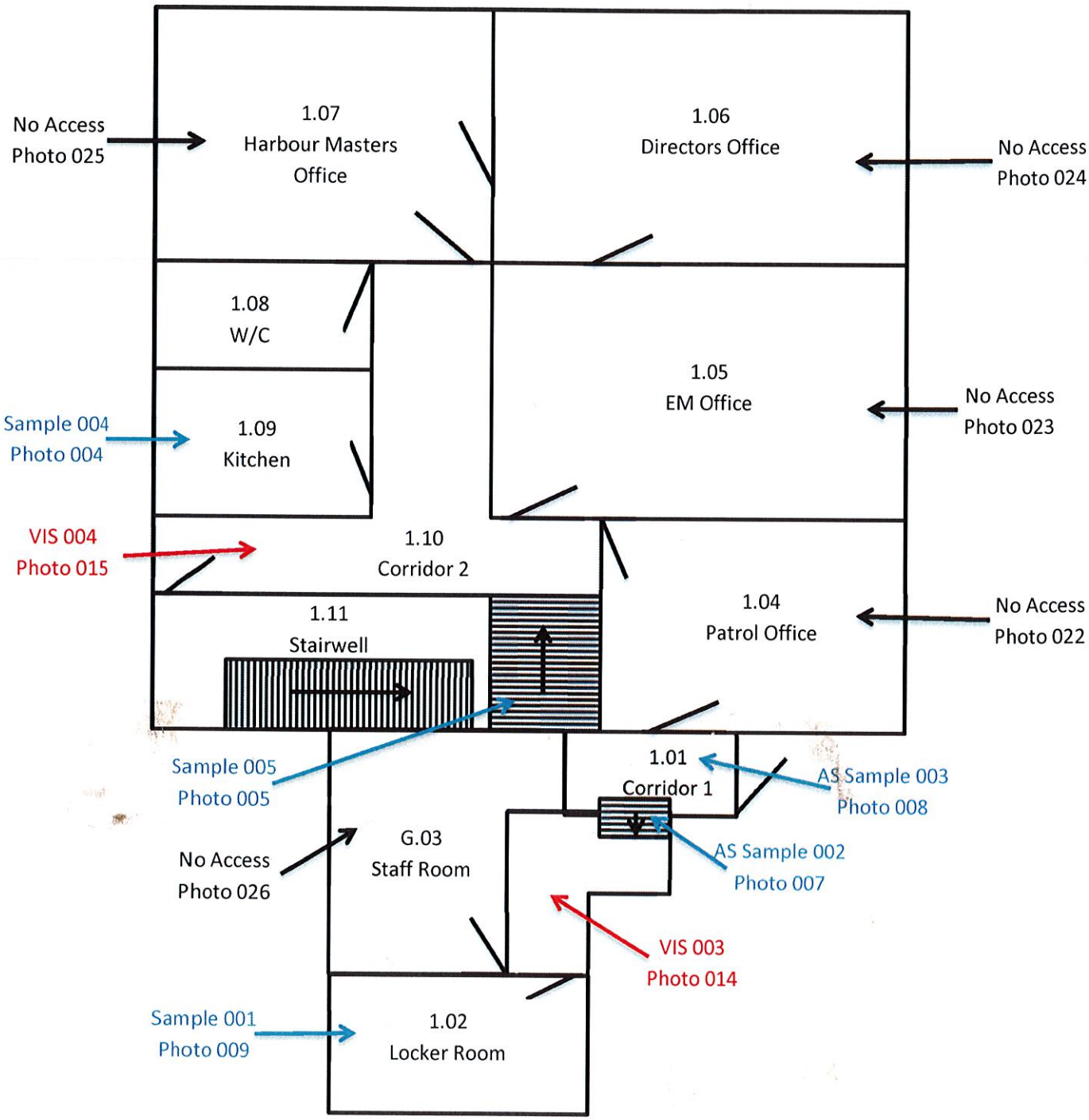

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