

PROPOSED WORKS AT
1 & 2 Strickland Place, Southwold, Suffolk, IP18 6HN
PRE-CONSTRUCTION INFORMATION
Construction (Design & Management) Regulations 2015

Principal Designer: North & Hawkins

Telephone: 01603 397055
Email: tom@northandhawkins.co.uk

1. INTRODUCTION

The pre-construction information contained within this document has been developed for the project as required under Regulation 8 and 11 of the Construction (Design & Management) Regulations 2015.

2. PROJECT DETAILS

2.1 Description of project & construction work involved

We are converting No 1 Strickland Place from one residential dwelling to two residential flats. This also entails external works to the grounds and boundaries. No 2 Strickland Place is having just external works to both the house and the grounds and boundaries.

2.2 Site Address

1 & 2 Strickland Place, Southwold, Suffolk, IP19 6HN

2.3 Project Time Scales

Start on site: Summer of 2023
Completion: TBC
Contract duration: Fifteen Weeks

2.4 Mobilisation Period

The minimum time allowed between the appointment of the principal contractor and instruction to commence on site will be 4 weeks.

2.5 Intended Use of the Building on Completion

Commercial Use – no tenant yet committed so use not known.

Will the Structure/Building will be used as a Workplace? **No**

If yes, all designers:

N/A

2.6 Existing Records & Plans that are available

Description	Location
East Coast Insulations – Refurbishment and Demolition Survey (For both properties)	Included in PCI

2.7 Site Location Map

A plan detailing the location of the building is included below.



3. PROJECT CONTACTS

3.1 Client

Southwold Town Council
Town Hall
Market Place
Southwold
Suffolk
IP18 6EF

3.2 Contract Administrator

North and Hawkins Ltd
15 Chestnut Drive
Wymondham
Norfolk
NR18 9SB

3.3 Principal Designer

North and Hawkins Ltd
15 Chestnut Drive
Wymondham
Norfolk
NR18 9SB

Tom North
tom@northandhawkins.co.uk
07747270755

3.4 Principal Contractor

TBA

3.5 Other Designers

Adrian James Acoustics
Octagon Business Park
Hospital Road
Norwich
NR13 5FH

4. EXISTING SITE CONDITIONS INCLUDING RESTRICTIONS AND RISKS

4.1 Existing Structure/Site Description

The properties are a solid masonry construction in a Flemish bond pattern. The roof is a duo pitched roof with clay pantiles and a clay ridge tile. There are four dormers to each property – two on the front and two to the rear. The fascia's and soffits are timber with uPVC rainwater goods. All windows are timber casements with a mixture of single and double glazed.

Enclosed rear garden to both properties. However, No 2 Strickland Place has occupants living in it, and will do throughout the property, therefore, this garden will still be in use.

The income for electricity for No 1 Strickland Place comes into the ground floor kitchen at high level. However, prior to works, this is being upgraded to a 100amp.

4.2 Access to the Site

There is access to the front, side and rear of the property. All are free and have no time curfew.

To the front, there is wider parking and areas where skips can be kept. However, this is where residents to the rest of Strickland Place also park. Therefore, day-by-day, this will change.

Similarly, to the side of No 1 Strickland Place, there is parking on Gardner Road which is available to park on. However, this again, is often used by residents locally.

To the rear of the property, there is a single track which leads to all the properties' gardens on Strickland Place. Half the track is gravel and half is mud. Therefore, we suggest only small vans/cars park on this track and only if they are there all day due to the chances of being blocked in are higher.

There is also a car park which is located less than 100m away from the site, however, this is a pay and display, as well as often being very busy.

Please bear in mind this project is happening during summer holidays, therefore, this adds further complications to how busy Southwold will get.

4.3 Site Boundaries and adjacent Land Use

Adjoining properties – Residential dwellings. The boundaries are marked by fences.

4.4 Adjoining Sites (if any)

To the right-hand side of No 2 Strickland Place, there is a residential dwelling.

4.5 Location of Existing Services

Electrical intake for No 1 Strickland Place is to the kitchen on the ground floor and at high level above the current sink. Before works commence, there will be a new 100amp income to the entrance lobby for the first floor flat.

4.6 Ground Conditions

There was no site investigation report available.

4.7 Existing Health and Safety File Information

The resident to No 2 Strickland Place will remain in the house and will go about her life normally. Therefore, the costing is to include this. Note, the garden to this property cannot be used for storage etc.

4.8 Existing Health Hazards

Environmental Hazards

Dust	Works causing excessive dust are to be managed to reduce to a minimum.
Noise	Excessive noise is to be managed.
Waste	All waste to be removed as it is created. None to be stored on site.
Fumes	Care will be required whilst removing any hazardous materials or service installations to ensure that fumes do not occur/leach.

4.9 Weather Conditions

The normal weather conditions that are expected should not have any adverse affect on construction operations.

4.10 Relevant Historical Information

None

5. CLIENT CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

5.1 Project Safety Goals and Targets

The proposed works are to be carried out maintaining high standards of health and safety onsite, ensuring minimum possible disturbance to nearby businesses and residential homes.

The project is targeted to be completed without any RIDDOR reportable accidents on site. Compliance with applicable health and safety legislation is to be ensured as an absolute minimum.

5.2 Activities on or near the Site during the Works

None known.

5.3 Emergency Procedures, Means of Escape, Fire Precautions

Principal Contractor to establish emergency procedures within the working areas that should include system of raising alarm, means of escape, muster point, access for emergency vehicles, details of existing hazardous substances and measures to be taken in case of any suspected exposure and all relevant phone numbers etc.

Appropriate fire precautions and procedures to be established as the works progress which should include a 'permit to work' system for all hot works. Suitable fire extinguishers to be sited in prominent positions within work area.

All contractors and visitors to site to be informed of all emergency procedures as part of site induction system.

5.4 Client Site Restrictions

No particular/specific restrictions have been specified by the Client other than the working around the resident in No 2.

5.5 Arrangements for Planning and Managing the Construction Work

Project meetings will take place at regular intervals. The Construction Phase Plan should detail how the project is to be planned and managed from initial mobilisation to completion, including the handover of final documentation for the Health and Safety File. Any major changes as the Plan is developed should be communicated to the Principal Designer.

5.6 Communication and Liaison Between Client and Others

A robust system of communication between all members of the project team should be established and maintained throughout the project. Points of contact to be agreed between all parties.

5.7 Arrangements for Site Security and Public Safety

The contractor is to maintain the site boundaries to restrict unauthorised access to the site

Due to the nature of the site, the Principal Contractor is reminded of the standards defined in the HSE publication: HSG 151 'Protecting the Public – Your Next Move'.

The Client does not have a current permit to work system. It is advised that the Principal Contractor adopts a permit to work system for all potentially hazardous works.

5.8 Site Transport Arrangement / Vehicle Movement Restrictions

No particular/specific restrictions have been specified by the Client.

The principal contractor's attention is drawn to the limited site access.

5.9 Deliveries (unloading) and Storage Areas

No particular/specific restrictions have been specified by the Client.

Consideration to be given to the limited site access.

5.10 Client Designated Confined Areas

No particular/specific areas have been specified by the Client.

5.11 Smoking and Parking Restrictions

The worksite is designated as a no smoking area.

The compound area is to be within the secure rear yard.

Parking is to be arranged by the contractor. There are no spaces on site.

5.12 Site Liaison Arrangements

Ongoing Design Changes

In relation to any significant design changes, the Principal Contractor shall inform the Principal Designer of the issues prior to the commencement of any design or construction work.

The Principal Designer will then ensure that the co-ordination of the information between all the relevant designers and the Principal Contractor takes place, with a view to ensuring the prescribed design risk assessment method is applied and all residual significant risks are brought to the attention of the Principal Contractor and evidence of the intended methods to manage the risks are obtained.

Temporary Works

It must be noted that all temporary and false works are defined as 'design work' and subject to CDM Regulations 11 and 18. Design Risk Information and other health and safety related information must be prepared and forwarded to the Principal Designer.

Principal Contractor and/or Contractor's Design Input

Any design work carried out by the Principal Contractor, Contractors and Sub-contractors falls under the CDM Regulations.

Health and Safety File Information

The information for the File should be collected as soon as the works progress on site (details in Section 9). It should be noted that the required information for Health and Safety File must be completed as soon as the works have finished on site. If the complete File information is not received by the Principal Designer, by latest within one month of the project completion, the incomplete File will be sent to the Client.

6. SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

6.1 Design Assumptions and Control Measures

See attached information.

6.2 Significant Risks Identified During Design

Referring to the Designer Risk Information, site visit notes and enquiries made by the Principal Designer, some significant risks in the project are identified in the attached Designers Risk Assessment.

Identified Significant Risks	Suggested Controls
Working at Height	Any work undertaken at high level is to be undertaken from a suitably constructed work platform or the use of MEWP in accordance with the Work at height Regulations 2005. The use of stepladders is subject to Method Statement/Risk Assessment to justify a safe system of work.
Falls from Height	Consider presence of fragile roof. Edge protection to be provided, fall arrest systems to be considered i.e. the use of safety nets.
Demolition Works	Controlled method of demolishing of walls to be established. All works likely to affect structural stability to be carried out in accordance agreed design principles.
Concrete Saw Cutting/breaking out	CAT scan to be undertaken prior to any cutting or breaking out of concrete floor. Noise levels to be monitored. Operator to wear suitable PPE for noise level. HAV issues to be considered.

It is important to note that the Designers Risk Assessment only covers some major risks identified at the design stage of the project. The Principal Contractor is advised to consider these risks (along with any other significant risks identified by him) in the Construction Phase Plan and provide details of the control measures (including the list of risk assessments and method statements to be prepared) to eliminate/minimise the risk. Please refer to the Designer Risk Information for further details.

6.3 Materials Requiring Particular Precautions

- Asbestos – see Asbestos Survey attached.

7. DOCUMENTS AVAILABLE

- Asbestos Survey.
- Planning Permission Application and Decision Notice.
- All relevant plans.

8. CONSTRUCTION PHASE PLAN

The Principal Contractor is required under Regulation 12 of the CDM Regulations 2015 to develop the Construction Phase Plan. The Plan shall follow the format and content of Appendix 3 of (2007 version) CDM Regulations ACOP 'A Guide to Managing Health and Safety in Construction (L144)' and prior to commencement a Construction Phase Plan **must** be submitted to include but not limited to:

Description		Details
1	Description of project	Project description, programme, key dates, details of duty holders, extent and location of existing records
2	Management Structure and Responsibilities	Provide site specific details
3	Statement of Health and Safety Objectives	Also to include arrangements for monitoring and review of health and safety performance
4	Liaison Between Parties	Communication, co-ordination and co-operation between all parties on site, frequency of meetings, management of change
5	Consultation With Workforce	Union safety representatives, employee representatives, safety committee
6	Exchange of Design Information	Between Client, Designers, Principal Designer and Contractors on site
7	Selection and Control of Contractors	Assessment of competence and management of Contractors
8	Provision and Exchange of H&S Information to (Sub)-Contractors	Provision of relevant sections of Construction Phase Plan, copy of F10, project specific risks on the project. Also, to include arrangements for exchange of H&S information b/w (Sub)-Contractors.
9	Site Security	Controlling access, supervision of visitors, definition of boundaries, controlling entry of unauthorized person on site in particular during off-shift hours
10	Induction	Procedure for workforce and visitors
11	Training for People on Site	Training records, planned training
12	Welfare Facilities	Provide site specific details

13	First Aid	Provide names of First Aiders and details of First Aid Equipment
14	Fire & Emergency Procedures	Provide site specific details
15	Reporting Accidents	To include the RIDDOR reporting and investigation of accidents and incidents including near misses
16	Safety Risks	e.g. delivery and removal of materials and work equipment, services (existing and new), adjacent land use, stability of structures, preventing falls, lifting operations, excavations, traffic routes, working near water, fragile materials, storage of materials, any other significant risks
17	Health Risks	e.g. asbestos removal, contaminated land, manual handling, noise, vibration
18	Risk Assessments	Production and approval of risk assessments (RA), project specific RA prepared and list of RA to be prepared
19	Method Statement	Production and approval of method statements (MS), project specific MS prepared and list of MS to be prepared
20	Site Rules	Provide site specific details
21	Arranging for Monitoring	Internal or external health and safety arrangements for regular site visits, inspections, monitoring and audit
22	H & S File	File layout, format, arrangements for the collection and gathering of information and the storage of information

9. HEALTH AND SAFETY FILE FORMAT AND CONTENTS

The Client, Designers, Principal Contractor and other Contractors are required under the CDM Regulations 2015 to provide the information for the Health and Safety File. The File shall follow the content of paragraph 263 of (2007 version) CDM Regulations ACOP 'A Guide to Managing Health and Safety in Construction (L144)'. The suggested File format and contents are as follows:

Information		Details	Responsibility for Providing the Information
1	Project Description	A brief description of the work carried out	Principal Contractor
2	Final Programme and Key Dates	Final construction programme and/or key dates e.g. when project started, completed and duration	Principal Contractor
3	Parties Involved in the Project	Details of Client, Design Team, CDB Co-ordinator, Principal Contractor, Contractor and Sub-contractor, Suppliers and Public Utilities Suppliers	Client Principal Designer Principal Contractor
4	Design Information	Key structural principles (e.g. bracing, sources of substantial stored energy – including pre and post tensioned members) and safe working loads for floors and roofs particularly where these may preclude placing scaffolding or heavy machinery there, design calculations where relevant	All Designers
5	As-Built Records and Information	Architectural, Civil, Structural, Mechanical and Electrical Design and Installation (including plant and equipment and safe access to and from services voids), Steel Work Fabrication, Fire: Strategy, Doors, Compartmentalisation and Escape Routes Drawings and Information	Designers Principal Contractor
6	Significant Services	Nature, location and markings of significant services, including underground cables, gas supply equipment, fire fighting services etc.	Client M & E Designers Principal Contractor

7	Residual Hazards	e.g. surveys or other information concerning asbestos, contaminated land, water bearing strata, buried services, confined spaces	Client Designers Principal Contractor
8	Hazardous Materials Used	e.g. Lead paint, pesticides, special coatings which could not be burnt off etc.	Designers Principal Contractor
9	Removal and Demolition	Information regarding the removal and dismantling of installed plant, equipment (e.g. any special arrangements for lifting, order or other special instructions for dismantling etc.)	Designers Principal Contractor
10	Cleaning and Maintenance	Health and safety information about equipment provided for cleaning and maintaining the structure	Designers Principal Contractor
11	Notifications and Approvals*	Copies of F10 and other notifications/approvals	Client Principal Designer Principal Contractor
12	Warranties	Copies of warranties provided by contractors, sub-contractors and suppliers	Client Principal Contractor
13	Operating and Maintenance	Maintenance procedures including testing for plant and equipment installed and Operation and Maintenance Manuals	Designers Principal Contractor
14	Investigation Reports & Surveys	Ground Investigation/Soil Investigation Reports, Trial Pit Analysis, UXB Reports, Acoustic Test Results, Ecological Survey Report, Ground Decontamination Certificate etc.	Designers Principal Contractor
15	Test Certificates	Electrical Installation, Mechanical Installations, Plumbing, Fire Alarm, Emergency Lighting, Lightning Protection System, Lift Commissioning etc.	Principal Contractor

Designers Risk Assessment

Risk Classification

Likelihood: Remote = 1; Possible = 2; Probable = 3

Severity: Minor = 1; Serious = 2; Severe / Fatal = 3

Risk rating: 1, 2 = Low; 3 - 5 = Medium; 6 - 9 = High

Project: External Repairs, Landscaping and Conversion			Address: 1 & 2 Strickland Place, Southwold,				File No. 2209019		Date: March 2023		
Project Element: Generally			Designer: N&H								
Ref	Activity Element	Significant potential hazards	Population at risk	Risk classification			Design action to be taken to reduce risk	Design action		Reduced risk factor	Future action
				Likelihood	Severity	Rating		By	Date		
1	Work at height	fall / hit by loose tools or materials.	operatives	2	2	4	Full scaffold design with toe boards etc.	TN	01/03/2023	2	Check scaffold design and weekly checks.
2	Altering building fabric / services.	exposure to ACM's	operatives	2	3	6	Full R&D survey available. Rmoval of works inc in scope.	TN	01/03/2023	3	Licensed contractor to undertake removal of known asbestos at outset of works. All operatives to be asbestos awareness trained.
3	Access generally	Unsafe construction process' in contact with adjoining occupied premises	operatives / adjoining owner / public	2	2	4	Ensure work area at No. 1 is separated from No. 2 with physical barriers and controlled deliveries / waste removal to limit shared use of public spaces.	TN	01/03/2023	2	Ensure site set up takes adjoining poerty occupation into account.

Asbestos Surveys



East Coast Insulations

Refurbishment /Pre-Demolition Survey of Asbestos Materials at

**1 Strickland Place
Southwold
Suffolk
IP18 6HN**



By:-

East Coast Insulations Ltd
Unit A, Munnings Court,
Harfreys Road,
Harfreys Industrial Estate,
Great Yarmouth
Norfolk, NR31 0LS
Tel: 01493 745111
sales@eastcoastinsulations.co.uk

Head Surveyor: Liam Buckland

Assisted by: Colin Boast

Survey completed on: 26th January 2023

Checked by:  Date: 2-2-23

NAMES & ADDRESSES

CLIENT:

Southwold Town Council
Town Hall
Market Place
Southwold
IP18 6EF

SITE:

1 Strickland Place
Southwold
IP18 6HN

NOTES:-

CONTENTS

- 1 Introductions & Specific Notes**
- 2 Summary of Asbestos Types**
- 3 Asbestos Report & Analyst's Reports**
- 4 Algorithms**
- 5 Recommendations & Risk Assessment**
- 6 Special Notes**
- 7 Definitions**
- 8 Inspection Report**
- 9 Disclaimer**

1 INTRODUCTION

- 1.1 THIS REPORT CONTAINS THE FINDINGS OF REFURBISHMENT/PRE-DEMOLITION Survey CARRIED OUT AT: **1 Strickland Place, Southwold, Suffolk, IP18 6HN**

In accordance with HSE document HSG264 Asbestos :- The Survey Guide (Second Addition 2012).

- 1.2 The survey has been carried out by Mr. L. Buckland who holds P402 qualifications (Or Equivalent) in accordance with British Occupational Hygiene Society (BOHS) assisted by Mr. C. Boast.

- 1.3 The survey covered the following areas:- **Survey to all accessible areas of property.**

- 1.4 This building comprises of:

Second Floor – Lathe & plaster ceilings, lathe & plaster walls, timber floors, timber door headers and a plastic water tank.

First Floor – Plasterboard ceilings, plasterboard & solid plastered walls, timber floors and timber boxings.

Ground Floor – Plasterboard ceilings, plasterboard & solid plastered walls, timber floors and timber boxings.

Garage – Timber roof, brick walls and concrete floor.

Date of construction - Not Known.

- 1.5 The object of the survey is to detect and identify the extent, location, condition and type of asbestos containing materials (ACM's) as far as reasonably practicable. It is also to record our recommendations as to further action required.

- 1.6 **Areas not accessed - all must be presumed to contain asbestos.**

No beneath ground excavation undertaken.

SPECIFIC EXCLUSIONS

- (a) The survey was limited to those areas accessed at the time of the survey.
- (b) We have not inspected flues, ducts, voids or any similarly enclosed areas, the access to which necessitated the use of specific equipment or tools, or which would have caused damage to decoration, fixtures, fittings or the structure. Therefore, we are unable to report on any asbestos as may be present in these areas.
- (c) We have not inspected lift shafts, plant rooms or similar which require the attendance of a specialist engineer without that engineer in attendance.
- (d) We have not inspected any areas or surfaces that would require the removal or relocation of carpets, furniture, blinds, curtains, fixtures or fittings.
- (e) We have not inspected any part requiring specialist access equipment other than stepladders. Any requirement for specialist access equipment has been specifically excluded unless otherwise stated.
- (f) We have not reported on concealed spaces, 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 at the time of the survey.
- (g) No responsibility is accepted for the presence of asbestos in voids (under floor, floor, wall or ceiling) other than those opened up during the investigation.
- (h) It is recommended that bulk samples be taken, at the required density, from all materials that upon visual inspection appear likely to contain asbestos. However, sampling density may have been reduced where the client has imposed technical or financial restraints (e.g. fixed price fee) and the report annotated accordingly.
- (i) Samples have not been taken where the act of sampling would endanger the surveyor or affect the functional integrity of the item concerned. For example; fuses within electrical boxes, gaskets, fire doors, and ropes associated with heating, glazing or power plant etc.
- (j) Samples have not been taken where prohibited or prevented by the client, tenant or their representative.
- (k) Whilst every effort will have been made to identify the true nature and extent of the asbestos material present in the building to be surveyed, no responsibility has been accepted for the presence of asbestos in materials other than those samples at the requisite density.
- (l) Bulk samples have been taken from all materials which upon inspection appeared likely to contain asbestos with the exception of items of bitumen, plastic, resin or rubber which contain asbestos, the thermal and acoustic properties of which are incidental to their main purpose which falls outside the scope of the approved Code of Practice Control of Asbestos Regulations 2012
- (m) A limited inspection only has been carried out of pipe work concealed by overlying non-asbestos insulation. Inspection of pipe work has been restricted primarily to the insulation visible. The presence of debris to pipe work, which is not readily visible or would require the removal and replacement of overlying non-asbestos insulation, has been considered outside the scope of this survey.
- (n) Materials have been referred to as Asbestos Insulating Board or Asbestos cement based upon their asbestos content and visual appearance alone. Density checks on materials have not been carried out unless stated otherwise.

SPECIFIC NOTES

When asbestos based and non-asbestos based materials have been used in close proximity to one another, caution should be adopted when works are being carried out to mixed boarding, and it would be prudent to treat all boarding within the areas as asbestos.

All personnel working within the area should be made aware of the presence of 'asbestos containing materials' (ACMs) prior to starting works. This should also extend to sub contractors.

Equipment, ducting or machinery would not have been opened during the survey for safety reasons and are generally excluded from the report.

Where asbestos insulation board exists within the building, caution should be exercised as the removal and replacement of individual boards in the past may result in a 'rogue' board being left in situ, and a survey of this type and duration may not detect this.

Samples taken from any floor tiles may include the adhesive and will form part of the bulk sample.

All ACMs should be identified by warning labels to prevent accidental disturbance. Exterior cement roof sheets and plastic floor coverings / tiles may be exempt from this action.

Should any suspicious materials be found during future demolition work or refurbishment work, we undertake to carry out a free survey of the materials and if necessary carry out a free analysis of the materials.

UNDER NO CIRCUMSTANCES should any work continue until the materials concerned are positively identified, and all necessary risks and notifications have been presented to the authorities concerned.

All previously undetected ACMs may be added to the register.

2 ASBESTOS TYPES

1 ASBESTOS INSULATION COATINGS

No asbestos coatings were found in the survey.

2 · 2 ASBESTOS INSULATIONS

No asbestos insulations were found in the following survey.

2 · 3 ASBESTOS INSULATION BOARDS

No asbestos insulation boards were found in the survey.

2 · 4 ASBESTOS CEMENT PRODUCTS

Asbestos cement products were found in the survey.

1SP-06 – Ground Floor – Stairs to Basement – Ceiling Board – Chrysotile (White)

2 · 5 ASBESTOS ROPE, GASKETS, FELT AND PAPER PRODUCTS, SINKS, SINK PADS OR FLASH GUARDS.

Asbestos rope, gaskets, felt, paper products, sinks, sink pads or flash guards were found in the survey.

1SP-04 – Ground Floor – Kitchen – Sink Pad – Chrysotile (White)

2 · 6 ASBESTOS TEXTURED COATINGS

No asbestos textured coatings were found in the survey.

2 · 7 ASBESTOS FLOOR COVERINGS

No asbestos floor coverings were found in the survey.

2 · 8 ASBESTOS MILL BOARDS

No asbestos mill boards were found in the survey.

2 · 9 ASBESTOS ROOFING FELT

No asbestos roofing felt was found in the survey.

2 · 10 ASBESTOS TOILET CISTERNS

No asbestos toilet cisterns were found in the survey.

2 · 11 ASBESTOS BITUMEN

No asbestos bitumen was found in the survey.

2 · 12 ASBESTOS BONDED PRODUCTS

No asbestos bonded products were found in the survey.

2 · 13 ASBESTOS MASTIC & PUTTY PRODUCTS

No asbestos mastic products were found in the survey

3. ASBESTOS REPORT

Site Name:
1 Strickland Place, Southwold, IP18 6HN

Surveyor:
Liam Buckland

Date:
26.01.2023

Location:	Type:	Inspection Type:	
Roof Space – Roof Felt	A.I.B. 4	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Spray 6		
	Insulation 5		
	Textured Coating 1		
	Cement 2		
	Other 1		
		Management	Refurbishment/ Demolition

REPORTED RESULTS

Accessibility	DIFFICULT 0	MEDIUM 2	EASY 6	Asbestos	Yes	No
Damaged	NO 0	MINOR 2	SEVERE 4			<input checked="" type="checkbox"/>
Friability	LOW 1	MEDIUM 2	HIGH 4	Amount :		
General Condition	GOOD 0	FAIR 2	POOR 4	Laboratory Results N.A.D.I.S.		
Algorithm Rating		Recommended Action:	High	Chrysotile		
			Medium	Amosite		
			Low	Crocidolite		

Photograph No:-
01

Sample No:-
1SP-01



Category A	Other Comments
Category B	Special Notes

3. ASBESTOS REPORT

Site Name: 1 Strickland Place, Southwold, IP18 6HN		Surveyor: Liam Buckland	Date: 26.01.2023
Location:	Type:	Inspection Type:	
Roof Space – Pipe Insulation	A.I.B. 4	<input type="checkbox"/> Management	<input checked="" type="checkbox"/> Refurbishment/ Demolition
	Spray 6		
	Insulation 5		
	Textured Coating 1		
	Cement 2		
	Other 1		

REPORTED RESULTS

Accessibility	DIFFICULT 0	MEDIUM 2	EASY 6	Asbestos	Yes	No
Damaged	NO 0	MINOR 2	SEVERE 4			✓
Friability	LOW 1	MEDIUM 2	HIGH 4	Amount :		
General Condition	GOOD 0	FAIR 2	POOR 4	Laboratory Results N.A.D.I.S.		
Algorithm Rating		Recommended Action:	High	Chrysotile		
			Medium	Amosite		
			Low	Crocidolite		

Photograph No:-
02

Sample No:-
1SP-02



Category A		Other Comments
Category B		Special Notes



3. ASBESTOS REPORT

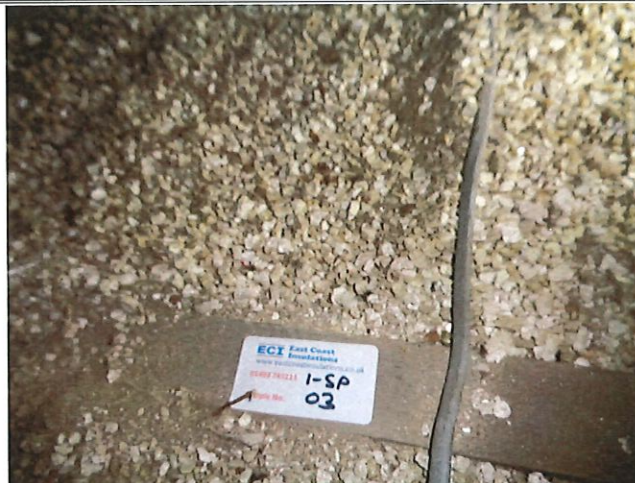
Site Name: 1 Strickland Place, Southwold, IP18 6HN		Surveyor: Liam Buckland	Date: 26.01.2023
Location:	Type:	Inspection Type:	
Loft – Vermiculite Insulation	A.I.B. 4	<input type="checkbox"/> Management	<input checked="" type="checkbox"/> Refurbishment/ Demolition
	Spray 6		
	Insulation 5		
	Textured Coating 1		
	Cement 2		
	Other 1		

REPORTED RESULTS

Accessibility	DIFFICULT 0	MEDIUM 2	EASY 6	Asbestos	Yes	No
Damaged	NO 0	MINOR 2	SEVERE 4			<input checked="" type="checkbox"/>
Friability	LOW 1	MEDIUM 2	HIGH 4	Amount :		
General Condition	GOOD 0	FAIR 2	POOR 4	Laboratory Results N.A.D.I.S.		
Algorithm Rating		Recommended Action:	High	Chrysotile		
			Medium	Amosite		
			Low	Crocidolite		

Photograph No:-
03

Sample No:-
1SP-03



Category A	Other Comments
Category B	Special Notes

3. ASBESTOS REPORT

Site Name: 1 Strickland Place, Southwold, IP18 6HN		Surveyor: Liam Buckland	Date: 26.01.2023
Location:	Type:	Inspection Type:	
Ground Floor – Kitchen – Sink Pad	A.I.B. 4	<input type="checkbox"/> Management	<input checked="" type="checkbox"/> Refurbishment/ Demolition
	Spray 6		
	Insulation 5		
	Textured Coating 1		
	Cement 2		
	Other 1 <input checked="" type="checkbox"/>		

REPORTED RESULTS

Accessibility	DIFFICULT 0		MEDIUM 2	<input checked="" type="checkbox"/>	EASY 6		Asbestos	Yes	No
Damaged	NO 0		MINOR 2	<input checked="" type="checkbox"/>	SEVERE 4			<input checked="" type="checkbox"/>	
Friability	LOW 1	<input checked="" type="checkbox"/>	MEDIUM 2		HIGH 4		Amount : X 2		
General Condition	GOOD 0		FAIR 2	<input checked="" type="checkbox"/>	POOR 4		Laboratory Results		
Algorithm Rating	8	Recommended Action: REMOVAL	High		Chrysotile	<input checked="" type="checkbox"/>			
			Medium		Amosite				
			Low	<input checked="" type="checkbox"/>	Crocidolite				

Photograph No:-
04

Sample No:-
1SP-04



Category A		Other Comments
Category B	<input checked="" type="checkbox"/>	Special Notes



3. ASBESTOS REPORT

Site Name: 1 Strickland Place, Southwold, IP18 6HN		Surveyor: Liam Buckland	Date: 26.01.2023
Location:	Type:	Inspection Type:	
Ground Floor – Stairs to Basement – Board to Door	A.I.B. 4	<input type="checkbox"/> Management	<input checked="" type="checkbox"/> Refurbishment/ Demolition
	Spray 6		
	Insulation 5		
	Textured Coating 1		
	Cement 2		
	Other 1		

REPORTED RESULTS

Accessibility	DIFFICULT 0	MEDIUM 2	EASY 6	Asbestos	Yes	No
Damaged	NO 0	MINOR 2	SEVERE 4			<input checked="" type="checkbox"/>
Friability	LOW 1	MEDIUM 2	HIGH 4	Amount :		
General Condition	GOOD 0	FAIR 2	POOR 4	Laboratory Results N.A.D.I.S.		
Algorithm Rating		Recommended Action:	High	Chrysotile		
			Medium	Amosite		
			Low	Crocidolite		

Photograph No:-
05

Sample No:-
1SP-05



Category A		Other Comments
Category B		Special Notes

3. ASBESTOS REPORT

Site Name: 1 Strickland Place, Southwold, IP18 6HN		Surveyor: Liam Buckland	Date: 26.01.2023
Location:	Type:	Inspection Type:	
Ground Floor – Stairs to Basement – Ceiling Board	A.I.B. 4	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Spray 6		
	Insulation 5		
	Textured Coating 1		
	Cement 2		
	Other 1		
		Management	Refurbishment/ Demolition

REPORTED RESULTS

Accessibility	DIFFICULT 0		MEDIUM 2		EASY 6	<input checked="" type="checkbox"/>	Asbestos	Yes	No
Damaged	NO 0		MINOR 2	<input checked="" type="checkbox"/>	SEVERE 4			<input checked="" type="checkbox"/>	
Friability	LOW 1	<input checked="" type="checkbox"/>	MEDIUM 2		HIGH 4		Amount : 2m²		
General Condition	GOOD 0		FAIR 2	<input checked="" type="checkbox"/>	POOR 4		Laboratory Results		
Algorithm Rating	13	Recommended Action: REMOVAL	High		Chrysotile	<input checked="" type="checkbox"/>			
			Medium	<input checked="" type="checkbox"/>	Amosite				
			Low		Crocidolite				

Photograph No:-
06

Sample No:-
1SP-06



Category A		Other Comments
Category B	<input checked="" type="checkbox"/>	Special Notes



3. ASBESTOS REPORT

Site Name:

1 Strickland Place, Southwold, IP18 6HN

Surveyor:

Liam Buckland

Date:

26.01.2023

Location:

Outbuilding – Ceiling Board

Type:

A.I.B.	4
Spray	6
Insulation	5
Textured Coating	1
Cement	2
Other	1

Inspection Type:



Management



Refurbishment/
Demolition

REPORTED RESULTS

Accessibility	DIFFICULT 0	MEDIUM 2	EASY 6	Asbestos	Yes	No
Damaged	NO 0	MINOR 2	SEVERE 4			✓
Friability	LOW 1	MEDIUM 2	HIGH 4	Amount :		
General Condition	GOOD 0	FAIR 2	POOR 4	Laboratory Results N.A.D.I.S.		
Algorithm Rating		Recommended Action:	High	Chrysotile		
			Medium	Amosite		
			Low	Crocidolite		

Photograph No:-

07

Sample No:-

1SP-07



Category A

Other Comments

Category B

Special Notes

3. ASBESTOS REPORT

Site Name: 1 Strickland Place, Southwold, IP18 6HN		Surveyor: Liam Buckland	Date: 26.01.2023
Location:	Type:	Inspection Type:	
External – Putty to Windows	A.I.B. 4	<input type="checkbox"/> Management	<input checked="" type="checkbox"/> Refurbishment/ Demolition
	Spray 6		
	Insulation 5		
	Textured Coating 1		
	Cement 2		
	Other 1		

REPORTED RESULTS

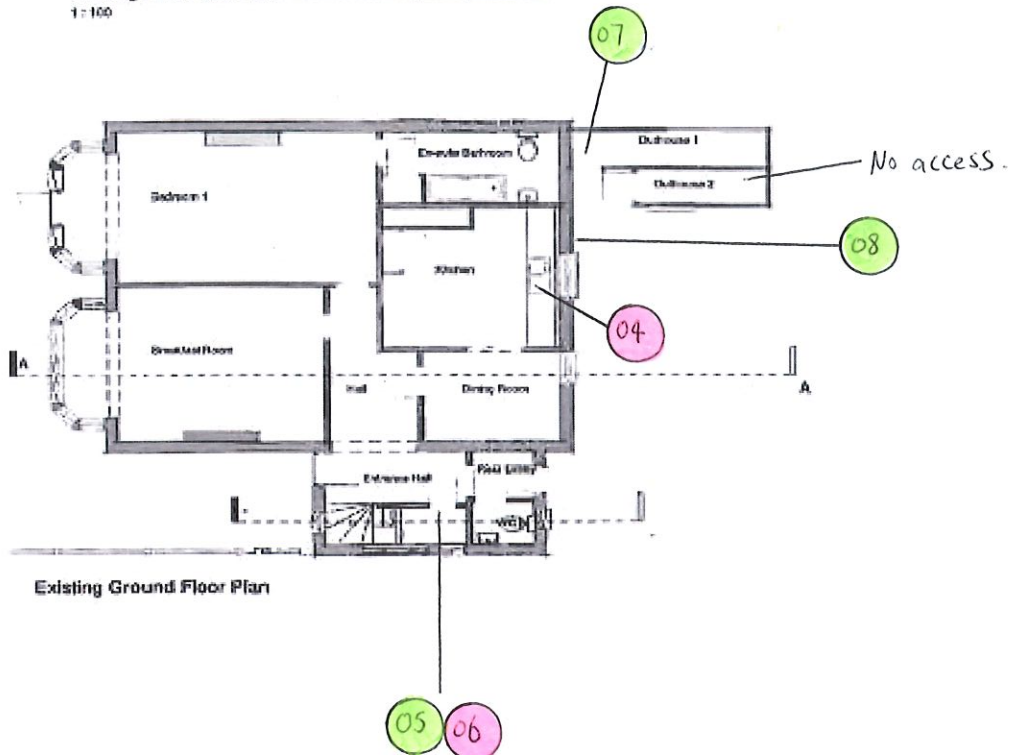
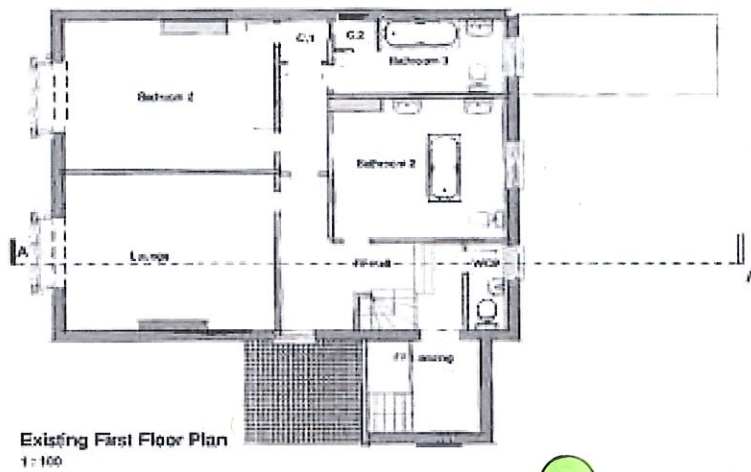
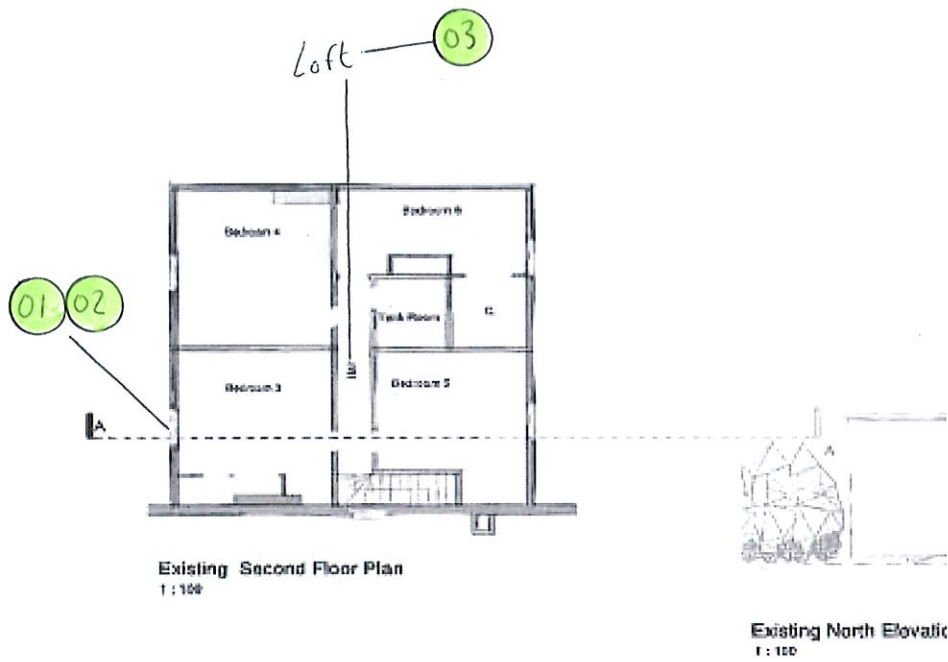
Accessibility	DIFFICULT 0	MEDIUM 2	EASY 6	Asbestos	Yes	No
Damaged	NO 0	MINOR 2	SEVERE 4			<input checked="" type="checkbox"/>
Friability	LOW 1	MEDIUM 2	HIGH 4	Amount :		
General Condition	GOOD 0	FAIR 2	POOR 4	Laboratory Results N.A.D.I.S.		
Algorithm Rating		Recommended Action:	High	Chrysotile		
			Medium	Amosite		
			Low	Crocidolite		

Photograph No:-
08

Sample No:-
1SP-08



Category A	Other Comments
Category B	Special Notes





280 Fifers Lane
Norwich
NR6 6EQ
TEL: 0300 004 0416
Email: Infinity@norsegroup.co.uk

Bulk Sample Analysis Certificate

Customer	East Coast Insulations Ltd	Infinity job no	J062414
Customer Address	Unit A, Munnings Court, Harfreys Road, Harfreys Industrial Estate, Great Yarmouth, NR31 0LS	Sample date received	27/01/2023
Site Address	1 Strickland Place, Southwold, Suffolk, IP18 6HN	Date of analysis	01/02/2023
Samples taken by	East Coast Insulations Ltd	Certificate issue date	01/02/2023
No of samples taken	8	Order no	
Bulk analysts	Melanie Robb		

Sample No	Client Ref	Sample Description	Result
BS008452	1SP-01	Roof Space - Roof felt	N.A.D.I.S
BS008453	1SP-02	Roof Space - Pipe insulation	N.A.D.I.S
BS008454	1SP-03	Loft - Vermiculite insulation	N.A.D.I.S
BS008455	1SP-04	Kitchen - Sink pad	Chrysotile
BS008456	1SP-05	Stairs to Basement - Board to door	N.A.D.I.S
BS008457	1SP-06	Stairs to Basement - Ceiling board	Chrysotile
BS008458	1SP-07	Outbuilding - Ceiling board	N.A.D.I.S

(NADIS = No Asbestos Detected In Sample)

All samples have been analysed in accordance with Infinity's SOP INF30057 - Bulk sample analysis methodology which are based upon HSG 248 "Asbestos: The Analysts' Guide".

Any/All opinions are outside the scope of Infinity's accreditation.

Results recorded within this certificate are only related to the samples taken by Infinity or those samples provided by its customers. Note: Any deviating samples will be marked with an * and an explanation as to why the sample is deviating.

All samples received from the client are subject to information supplied by the client and Infinity cannot be responsible for accuracy and representation of sampling or sample materials.

Infinity is a trading name of Norse Commercial Services Ltd.

Authorising analyst	Authorising analysts signature	Date
Melanie Robb		01/02/2023



Norse



280 Fifers Lane

Norwich

NR6 6EQ

TEL: 0300 004 0416

Email: Infinity@norsegroup.co.uk

Bulk Sample Analysis Certificate

Customer	East Coast Insulations Ltd	Infinity job no	J062414
Customer Address	Unit A, Munnings Court, Harfreys Road, Harfreys Industrial Estate, Great Yarmouth, NR31 0LS	Sample date received	27/01/2023
Site Address	1 Strickland Place, Southwold, Suffolk, IP18 6HN	Date of analysis	01/02/2023
Samples taken by	East Coast Insulations Ltd	Certificate issue date	01/02/2023
No of samples taken	8	Order no	
Bulk analysts	Melanie Robb		

Sample No	Client Ref	Sample Description	Result
BS008459	1SP-08	External - Putty to windows	N.A.D.I.S

(NADIS = No Asbestos Detected In Sample)

All samples have been analysed in accordance with Infinity's SOP INF30057 - Bulk sample analysis methodology which are based upon HSG 248 "Asbestos: The Analysts' Guide".

Any/All opinions are outside the scope of Infinity's accreditation.

Results recorded within this certificate are only related to the samples taken by Infinity or those samples provided by its customers. Note: Any deviating samples will be marked with an * and an explanation as to why the sample is deviating.

All samples received from the client are subject to information supplied by the client and Infinity cannot be responsible for accuracy and representation of sampling or sample materials.

Infinity is a trading name of Norse Commercial Services Ltd.

Authorising analyst	Authorising analysts signature	Date
Melanie Robb		01/02/2023



6880

Norse

4. Algorithms

Material Type:

Spray	=	6
Insulation	=	5
Asbestos Insulation Board	=	4
Cement	=	2
Other	=	1
Textured Coatings	=	1

Accessibility:

Difficult: Under Strict Control –
i.e. under lock and key = 0

Medium: Maintenance Staff only
and under supervision = 2

Easy: Open to whole work force
or public etc. = 6

Condition of Materials: i.e. Damaged – Untreated

No Damage	=	0
Minor/Bare	=	2
Severe	=	4

Friability:

Low	=	1
Medium	=	2
High	=	4

General Condition:

Good	=	0
Fair	=	2
Poor	=	4

5. RECOMMENDATIONS & RISK ASSESSMENT

High Risk Materials requiring Urgent Action: 19 – 24 Points

The potential risk of contamination warrants urgent action. Plans for removal or encapsulation should be immediate, with a view to sealing off the area and restricting access as a precaution against contamination.

Medium Risk: 9 – 18 Points

Damaged or bare untreated surfaces can result in fibre release of high levels. Therefore, a programmed removal or encapsulation should be set in place with regular inspections to ensure no further deterioration of materials takes place during the planning stages.

Low Risk: 0 – 8 Points

Regular inspection to ensure no further damage occurs, by competent employees or Specialist Contractor, normally at three monthly intervals. Any damage found may result in a need to reprioritise risk into Medium Band.

6. SPECIAL NOTES

RESPONSIBILITIES

Premises Manager / Building

The Premises Manager / Building Owner is responsible for the management of the building and must be aware of their responsibilities and know location and types of asbestos detailed within this survey report, which includes the following:-

1. Be aware of the condition and location of all ACM's on their premises, and make this known to anyone liable to disturb them.
2. Ensure all Contractors attend induction prior to them carrying out any works on site and sign the register attached at the end of this report
3. Arrange for monitoring at regular intervals
4. Record all changes and conditions of ACM's
5. Prepare and maintain a Management Plan
6. Record all changes to the premises or change of use
7. Should there be any cause for refurbishment or demolition, ensure that a fully intrusive Refurbishment / Demolition Survey has been carried out.
8. Retain all documents relating to ACM's and any work relating to the same detailed within this report.

Contractors Responsibilities

All Contractors who are to carry out any form of building or maintenance work on the property must adhere to the information detailed in their Induction relating to ACM's and this report, these includes:-

1. Read and understand the asbestos register prior to commencing any works
2. Sign the asbestos register to acknowledge you have read and understand the findings.
3. Ensure that if you are working in an area which may contain asbestos, it is safe for you to proceed – permit to work if necessary.
4. Immediately STOP work if you uncover any suspicious material which is not detailed on the register and report directly to Management.

RISKS

Material Assessment

Each ACM detailed within this report has been assessed for its ability to release asbestos fibers. This assessment has been based on four limiting factors, these being, Type of Asbestos Material, Product Type, Condition and extent of any damage and Surface Treatment.

Priority Assessment

For the purposes of this report, the Surveyor has calculated the probability of any disturbances of each ACM by carrying out a Priority Risk Assessment using the Algorithm ratings detailed in HSG264

Overall Risk

The result of the Material and Priority Assessments are added together to result in a total risk score and this in turn is used to calculate the Management Action required. The totals will fall into one of four groups, Very Low, Low, Medium and High and are there to highlight the hazards associated with ACM's

ARTEX & TEXTURED COATINGS

Because asbestos does not always appear in a single sample, each sample is made up from several different locations from within a room or area. Samples will also be taken from different patterns. Please assume that all the Artex that proves positive, is homogenous within the surrounding areas. Because of the difficulty in identifying asbestos fibres in textured coating, samples taken that show N.A.D. should only be regarded as a result of that particular sample, and not of the whole area indicated on the survey.

Should major works be carried out in these areas then further intensive sampling should be carried out prior to any work commencing.

PHOTOGRAPHS

On photographs only where it is noted "Strongly Presumed", it must be treated as to contain Crocidolite (Blue Asbestos) until it can be proved otherwise

CATEGORY A & B

Category A Only Companies that hold a Full Asbestos Removal License issued by Health & Safety Executive are to carry out any work on Category A materials.

Category B Non-licensed Companies may carry out this work providing Regulation 6 of the Control of Asbestos Regulations 2012, are adhered to and they have been suitably trained in Asbestos Awareness & Specific Tasks pertaining to the works. They should also have adequate insurance cover for "working with asbestos based materials". In addition, the Contractor is to notify HSE prior to commencement of works via N N L W

MANAGEMENT PLAN

The Asbestos Register contains information and recommendations for managing ACM's within the premises. This can be encapsulation or complete removal.

These recommendations and this report should be compiled into a Management Plan and this information should be passed on to Section Managers, Supervisors and / or Responsible Persons to aid towards the supervision of such report.

The plan should include a detailed drawing showing locations of where asbestos was found and or removed at a later date.

This plan should also convey to staff and contractors their responsibilities and to put in place emergency procedures should they be necessary.

Where premises pre 1999 do not contain asbestos or are post 1999 (highly unlikely to contain asbestos due to asbestos being prohibited) then the following may apply :-

Pre 1999 - Management should still continue to follow the guidance on asbestos management and inform Contractors and have them sign the register prior to any work being carried out.

Post 1999 - Management are not required to ask Contractors to sign the register but it should be suggested that all work proceeds with caution, and immediately STOP work if you uncover any suspicious material which is not detailed on the register and report directly to Management.

It is possible Asbestos Contained Materials could be brought into a Post 1999 building within older plant equipment.

CAVEATS

This Survey has been carried out with all reasonable care and attention, to produce a Refurbishment/Demolition Survey user-friendly "invasive" Survey. This Asbestos Register is issued confidentially to the client and EAST COAST INSULATIONS LTD cannot accept any third parties accountability should this Survey be distributed. ie Any Third Parties preparing costing for asbestos removal must satisfy themselves as to the full extent of asbestos and allow accordingly, to cover costs of all asbestos removal within the designated buildings.

7. DEFINITIONS

7.1 Our recommendations are based upon each item's assessed potential for fibre release.

7.2 DEFINITION OF TERMS:-

REMOVAL	Complete removal under controlled conditions.
----------------	---

<u>ENCAPSULATION</u>	Provision of paint type coating with canvas to effect a continuous seal.
----------------------	--

LABELLING Fixing of standard warning signs.

REGISTERING of materials for the attention of all persons planning to undertake works in the building.

<u>MANAGEMENT</u>	Provision of a policy of regular periodic inspections.
-------------------	--

N.A.D.I.S. No asbestos detected in sample.



East Coast Insulations Ltd
Unit A, Munnings Court, Harfreys Road. Harfreys Industrial Estate.
Great Yarmouth. Norfolk. NR31 0LS sales@eastcoastinsulations.co.uk
Tel:- 01493 745111 VAT No: 127519117 Company Number: 07836953

8. INSPECTION REPORT

SITE: 1 Strickland Place, Southwold, IP18 6HN

DATE: 26.01.2023

SAMPLE /REF NO:-	LOCATION	AREA	QUANTITY	SURFACE COATING TYPE	ACCESSIBILITY	DAMAGE	FRIABILITY	GENERAL CONDITION	ALGORITHM SCORE	ASBESTOS TYPE	COMMENT	RECOMMENDED ACTION
NO BENEATH GROUND EXCAVATION UNDERTAKEN												
1SP-04	Ground Floor – Kitchen	Sink Pad	X 2	Other – 1	Medium – 2	Minor – 2	Low – 1	Fair – 2	Low – 8	Chrysotile (White)		Removal
1SP-06	Ground Floor – Stairs to Basement	Ceiling Board	2m ²	Cement – 2	Easy – 6	Minor – 2	Low – 1	Fair – 2	Medium – 13	Chrysotile (White)		Removal

SURFACE COATING TYPE :- AIB=4. SPRAY = 6. INSULATION = 5. TEXTURED COATING = 1. CEMENT = 2. OTHER = 1

ACCESSIBILITY:- DIFFICULT = 0. MEDIUM = 2. EASY= 6.

DAMAGED:- NO = 0. MINOR = 2. SEVERE = 4.

FRIABILITY:- LOW = 1. MEDIUM = 2. HIGH = 4.

GENERAL CONDITION:- GOOD = 0. FAIR = 2. POOR = 4.

The above inspection was carried out by LIAM BUCKLAND

9. DISCLAIMER

EAST COAST INSULATIONS LTD have entered into a contract with: -

**Southwold Town Council
Town Hall
Market Place
Southwold
IP18 6EF**

To carry out this Survey with all reasonable care and attention, to produce a Refurbishment/Pre-Demolition Survey user-friendly "invasive" Survey. This Asbestos Register is issued confidentially to the client and EAST COAST INSULATIONS LTD cannot accept any third parties accountability should this Survey be distributed. For Instance: Any Third Parties preparing costing for asbestos removal must satisfy themselves as to the full extent of asbestos and allow accordingly, to cover costs of all asbestos removal within the designated buildings.



East Coast Insulations

Management Survey of Asbestos Materials at

2 Strickland Place
Southwold
Suffolk
IP18 6HN



By:-

East Coast Insulations Ltd
Unit A, Munnings Court,
Harfreys Road,
Harfreys Industrial Estate,
Great Yarmouth
Norfolk, NR31 0LS
Tel: 01493 745111
sales@eastcoastinsulations.co.uk

Head Surveyor: Liam Buckland

Assisted by: Colin Boast

Survey completed on: 26th January 2023

Checked by:  Date: 2-2-23

NAMES & ADDRESSES

CLIENT:

Southwold Town Council
Town Hall
Market Place
Southwold
IP18 6EF

SITE:

2 Strickland Place
Southwold
IP18 6HN

NOTES:-

CONTENTS

- 1 Introductions & Specific Notes**
- 2 Summary of Asbestos Types**
- 3 Asbestos Report & Analyst's Reports**
- 4 Algorithms**
- 5 Recommendations & Risk Assessment**
- 6 Special Notes**
- 7 Definitions**
- 8 Inspection Report**
- 9 Disclaimer**

1 INTRODUCTION

- 1.1 THIS REPORT CONTAINS THE FINDINGS OF MANAGEMENT Survey CARRIED OUT AT: **2 Strickland Place, Southwold, Suffolk, IP18 6HN**

In accordance with HSE document HSG264 Asbestos :- The Survey Guide (Second Addition 2012).

- 1.2 The survey has been carried out by Mr. L. Buckland who holds P402 qualifications (Or Equivalent) in accordance with British Occupational Hygiene Society (BOHS) assisted by Mr. C. Boast.

- 1.3 The survey covered the following areas:- **Survey to all accessible areas of property.**

- 1.4 This building comprises of:

Second Floor – Lathe & plaster ceilings, lathe & plaster & plasterboard walls, timber floors and timber door headers.

First Floor- Plasterboard ceilings, solid plastered & plasterboard walls, timber floors, timber boxings and a modern boiler.

Ground Floor – Plasterboard & timber ceilings, solid plastered & plasterboard walls, concrete & timber floors and timber boxings.

External – Brick walls and plastic gutters & downpipes.

Date of construction - Not Known.

- 1.5 The object of the survey is to detect and identify the extent, location, condition and type of asbestos containing materials (ACM's) as far as reasonably practicable. It is also to record our recommendations as to further action required.

- 1.6 **Areas not accessed - all must be presumed to contain asbestos.**

No beneath ground excavation undertaken. Limited access due to personal belongings.

SPECIFIC EXCLUSIONS

- (a) The survey was limited to those areas accessed at the time of the survey.
- (b) We have not inspected flues, ducts, voids or any similarly enclosed areas, the access to which necessitated the use of specific equipment or tools, or which would have caused damage to decoration, fixtures, fittings or the structure. Therefore, we are unable to report on any asbestos as may be present in these areas.
- (c) We have not inspected lift shafts, plant rooms or similar which require the attendance of a specialist engineer without that engineer in attendance.
- (d) We have not inspected any areas or surfaces that would require the removal or relocation of carpets, furniture, blinds, curtains, fixtures or fittings.
- (e) We have not inspected any part requiring specialist access equipment other than stepladders. Any requirement for specialist access equipment has been specifically excluded unless otherwise stated.
- (f) We have not reported on concealed spaces, 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 at the time of the survey.
- (g) No responsibility is accepted for the presence of asbestos in voids (under floor, floor, wall or ceiling) other than those opened up during the investigation.
- (h) It is recommended that bulk samples be taken, at the required density, from all materials that upon visual inspection appear likely to contain asbestos. However, sampling density may have been reduced where the client has imposed technical or financial restraints (e.g. fixed price fee) and the report annotated accordingly.
- (i) Samples have not been taken where the act of sampling would endanger the surveyor or affect the functional integrity of the item concerned. For example; fuses within electrical boxes, gaskets, fire doors, and ropes associated with heating, glazing or power plant etc.
- (j) Samples have not been taken where prohibited or prevented by the client, tenant or their representative.
- (k) Whilst every effort will have been made to identify the true nature and extent of the asbestos material present in the building to be surveyed, no responsibility has been accepted for the presence of asbestos in materials other than those samples at the requisite density.
- (l) Bulk samples have been taken from all materials which upon inspection appeared likely to contain asbestos with the exception of items of bitumen, plastic, resin or rubber which contain asbestos, the thermal and acoustic properties of which are incidental to their main purpose which falls outside the scope of the approved Code of Practice Control of Asbestos Regulations 2012
- (m) A limited inspection only has been carried out of pipe work concealed by overlying non-asbestos insulation. Inspection of pipe work has been restricted primarily to the insulation visible. The presence of debris to pipe work, which is not readily visible or would require the removal and replacement of overlying non-asbestos insulation, has been considered outside the scope of this survey.
- (n) Materials have been referred to as Asbestos Insulating Board or Asbestos cement based upon their asbestos content and visual appearance alone. Density checks on materials have not been carried out unless stated otherwise.

SPECIFIC NOTES

When asbestos based and non-asbestos based materials have been used in close proximity to one another, caution should be adopted when works are being carried out to mixed boarding, and it would be prudent to treat all boarding within the areas as asbestos.

All personnel working within the area should be made aware of the presence of 'asbestos containing materials' (ACMs) prior to starting works. This should also extend to sub contractors.

Equipment, ducting or machinery would not have been opened during the survey for safety reasons and are generally excluded from the report.

Where asbestos insulation board exists within the building, caution should be exercised as the removal and replacement of individual boards in the past may result in a 'rogue' board being left in situ, and a survey of this type and duration may not detect this.

Samples taken from any floor tiles may include the adhesive and will form part of the bulk sample.

All ACMs should be identified by warning labels to prevent accidental disturbance. Exterior cement roof sheets and plastic floor coverings / tiles may be exempt from this action.

Should any suspicious materials be found during future demolition work or refurbishment work, we undertake to carry out a free survey of the materials and if necessary carry out a free analysis of the materials.

UNDER NO CIRCUMSTANCES should any work continue until the materials concerned are positively identified, and all necessary risks and notifications have been presented to the authorities concerned.

All previously undetected ACMs may be added to the register.

2 ASBESTOS TYPES

1 ASBESTOS INSULATION COATINGS

No asbestos coatings were found in the survey.

2 · 2 ASBESTOS INSULATIONS

No asbestos insulations were found in the following survey.

2 · 3 ASBESTOS INSULATION BOARDS

No asbestos insulation boards were found in the survey.

2 · 4 ASBESTOS CEMENT PRODUCTS

Asbestos cement products were found in the survey.

2SP-01 – Shed – Wall Sheets – Chrysotile (White)

2 · 5 ASBESTOS ROPE, GASKETS, FELT AND PAPER PRODUCTS, SINKS, SINK PADS OR FLASH GUARDS.

No asbestos rope, gaskets, felt, paper products, sinks, sink pads or flash guards were found in the survey.

2 · 6 ASBESTOS TEXTURED COATINGS

No asbestos textured coatings were found in the survey.

2 · 7 ASBESTOS FLOOR COVERINGS

No asbestos floor coverings were found in the survey.

2 · 8 ASBESTOS MILL BOARDS

No asbestos mill boards were found in the survey.

2 · 9 ASBESTOS ROOFING FELT

No asbestos roofing felt was found in the survey.

2 · 10 ASBESTOS TOILET CISTERNS

No asbestos toilet cisterns were found in the survey.

2 · 11 ASBESTOS BITUMEN

No asbestos bitumen was found in the survey.

2 · 12 ASBESTOS BONDED PRODUCTS

No asbestos bonded products were found in the survey.

2 · 13 ASBESTOS MASTIC & PUTTY PRODUCTS

No asbestos mastic products were found in the survey

3. ASBESTOS REPORT

Site Name:

2 Strickland Place, Southwold, IP18 6HN

Surveyor:

Liam Buckland

Date:

26.01.2023

Location:

Shed – Wall Sheets

Type:

A.I.B.	4
Spray	6
Insulation	5
Textured Coating	1
Cement	2
Other	1

Inspection Type:



Management



Refurbishment/
Demolition

REPORTED RESULTS

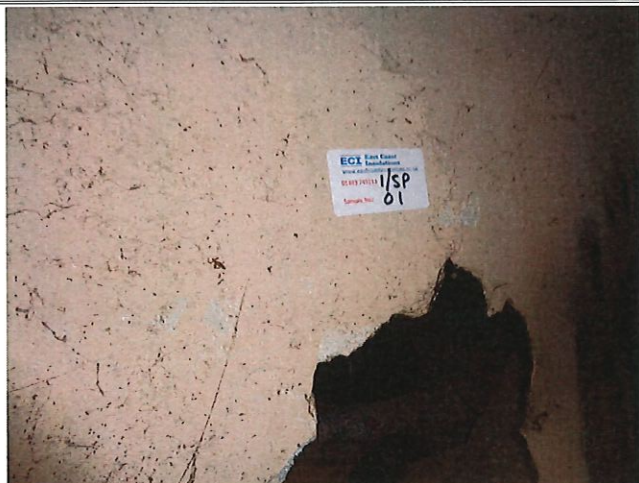
Accessibility	DIFFICULT 0		MEDIUM 2		EASY 6	✓	Asbestos	Yes	No
Damaged	NO 0		MINOR 2		SEVERE 4	✓		✓	
Friability	LOW 1	✓	MEDIUM 2		HIGH 4		Amount : THROUGHOUT		
General Condition	GOOD 0		FAIR 2		POOR 4	✓	Laboratory Results		
Algorithm Rating	17	Recommended Action: Removal		High			Chrysotile	✓	
				Medium	✓		Amosite		
				Low			Crocidolite		

Photograph No:-

01

Sample No:-

2SP-01



Category A

Other Comments

Category B



Special Notes



NH NORTH & HAWKINS

BUILDING CONSULTANCY

Client

Southwold Parrish Council

Project

2 Strickland Place
Southwold
Suffolk

Title

Existing Floor Plan

Job No.

TN RS117

Drawing

002

Scale

A2@1:100

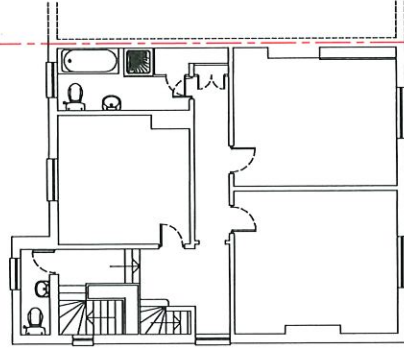
Date

Nov 2022

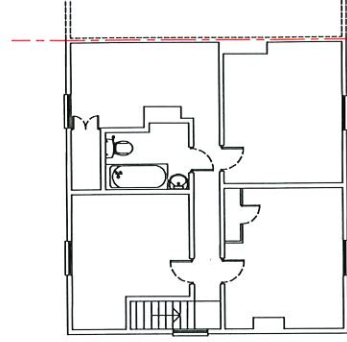
Checked

TN

Existing Roof Plan

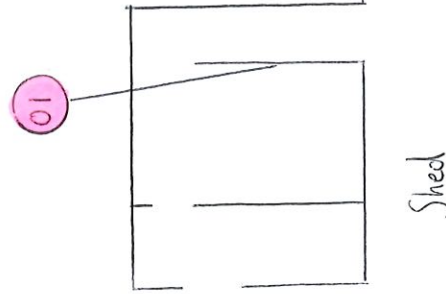
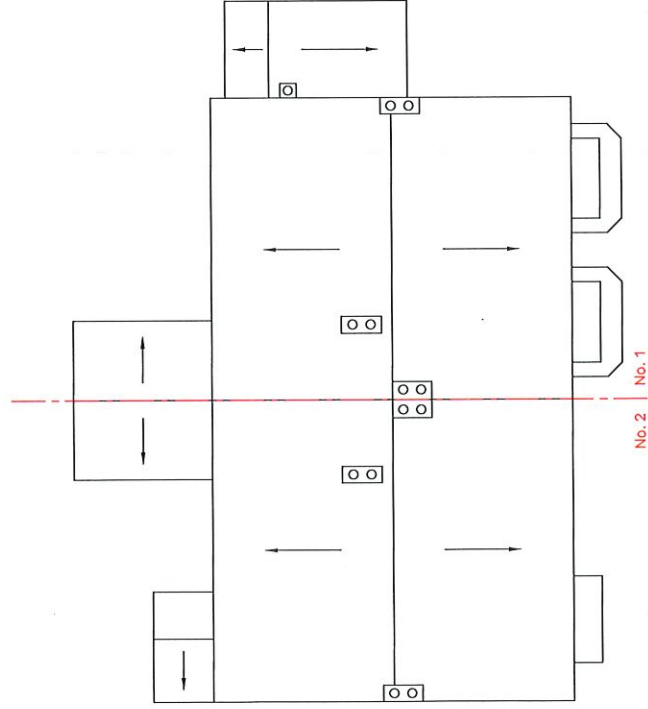
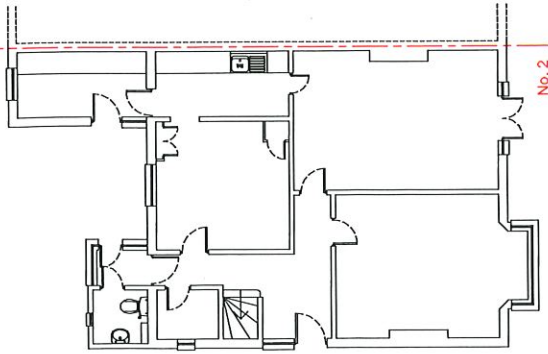


Existing First Floor Plan



Existing Second Floor Plan

Existing Ground Floor Plan





280 Fifers Lane

Norwich

NR6 6EQ

TEL: 0300 004 0416

Email: Infinity@norsegroup.co.uk

Bulk Sample Analysis Certificate

Customer	East Coast Insulations Ltd	Infinity job no	J062415
Customer Address	Unit A, Munnings Court, Harfreys Road, Harfreys Industrial Estate, Great Yarmouth, NR31 0LS	Sample date received	27/01/2023
Site Address	2 Strickland Place, Southwold, Suffolk, IP18 6HN	Date of analysis	31/01/2023
Samples taken by	East Coast Insulations Ltd	Certificate issue date	31/01/2023
No of samples taken	1	Order no	
Bulk analysts	Melanie Robb		

Sample No	Client Ref	Sample Description	Result
BS008460	2SP-01	Shed - Wall sheets	Chrysotile

(NADIS = No Asbestos Detected In Sample)

All samples have been analysed in accordance with Infinity's SOP INF30057 - Bulk sample analysis methodology which are based upon HSG 248 "Asbestos: The Analysts' Guide".

Any/All opinions are outside the scope of Infinity's accreditation.

Results recorded within this certificate are only related to the samples taken by Infinity or those samples provided by its customers. Note: Any deviating samples will be marked with an * and an explanation as to why the sample is deviating.

All samples received from the client are subject to information supplied by the client and Infinity cannot be responsible for accuracy and representation of sampling or sample materials.

Infinity is a trading name of Norse Commercial Services Ltd.

Authorising analyst	Authorising analysts signature	Date
Melanie Robb		31/01/2023



6880

Norse

4. Algorithms

Material Type:

Spray	=	6
Insulation	=	5
Asbestos Insulation Board	=	4
Cement	=	2
Other	=	1
Textured Coatings	=	1

Accessibility:

Difficult: Under Strict Control –
i.e. under lock and key = 0

Medium: Maintenance Staff only
and under supervision = 2

Easy: Open to whole work force
or public etc. = 6

Condition of Materials: i.e. Damaged – Untreated

No Damage	=	0
Minor/Bare	=	2
Severe	=	4

Friability:

Low	=	1
Medium	=	2
High	=	4

General Condition:

Good	=	0
Fair	=	2
Poor	=	4

5. RECOMMENDATIONS & RISK ASSESSMENT

High Risk Materials requiring Urgent Action: 19 – 24 Points

The potential risk of contamination warrants urgent action. Plans for removal or encapsulation should be immediate, with a view to sealing off the area and restricting access as a precaution against contamination.

Medium Risk: 9 – 18 Points

Damaged or bare untreated surfaces can result in fibre release of high levels. Therefore, a programmed removal or encapsulation should be set in place with regular inspections to ensure no further deterioration of materials takes place during the planning stages.

Low Risk: 0 – 8 Points

Regular inspection to ensure no further damage occurs, by competent employees or Specialist Contractor, normally at three monthly intervals. Any damage found may result in a need to reprioritise risk into Medium Band.

6. SPECIAL NOTES

RESPONSIBILITIES

Premises Manager / Building

The Premises Manager / Building Owner is responsible for the management of the building and must be aware of their responsibilities and know location and types of asbestos detailed within this survey report, which includes the following:-

1. Be aware of the condition and location of all ACM's on their premises, and make this known to anyone liable to disturb them.
2. Ensure all Contractors attend induction prior to them carrying out any works on site and sign the register attached at the end of this report
3. Arrange for monitoring at regular intervals
4. Record all changes and conditions of ACM's
5. Prepare and maintain a Management Plan
6. Record all changes to the premises or change of use
7. Should there be any cause for refurbishment or demolition, ensure that a fully intrusive Refurbishment / Demolition Survey has been carried out.
8. Retain all documents relating to ACM's and any work relating to the same detailed within this report.

Contractors Responsibilities

All Contractors who are to carry out any form of building or maintenance work on the property must adhere to the information detailed in their Induction relating to ACM's and this report, these includes:-

1. Read and understand the asbestos register prior to commencing any works
2. Sign the asbestos register to acknowledge you have read and understand the findings.
3. Ensure that if you are working in an area which may contain asbestos, it is safe for you to proceed – permit to work if necessary.
4. Immediately STOP work if you uncover any suspicious material which is not detailed on the register and report directly to Management.

RISKS

Material Assessment

Each ACM detailed within this report has been assessed for its ability to release asbestos fibers. This assessment has been based on four limiting factors, these being, Type of Asbestos Material, Product Type, Condition and extent of any damage and Surface Treatment.

Priority Assessment

For the purposes of this report, the Surveyor has calculated the probability of any disturbances of each ACM by carrying out a Priority Risk Assessment using the Algorithm ratings detailed in HSG264

Overall Risk

The result of the Material and Priority Assessments are added together to result in a total risk score and this in turn is used to calculate the Management Action required. The totals will fall into one of four groups, Very Low, Low, Medium and High and are there to highlight the hazards associated with ACM's

ARTEX & TEXTURED COATINGS

Because asbestos does not always appear in a single sample, each sample is made up from several different locations from within a room or area. Samples will also be taken from different patterns. Please assume that all the Artex that proves positive, is homogenous within the surrounding areas. Because of the difficulty in identifying asbestos fibres in textured coating, samples taken that show N.A.D. should only be regarded as a result of that particular sample, and not of the whole area indicated on the survey.

Should major works be carried out in these areas then further intensive sampling should be carried out prior to any work commencing.

PHOTOGRAPHS

On photographs only where it is noted "Strongly Presumed", it must be treated as to contain Crocidolite (Blue Asbestos) until it can be proved otherwise

CATEGORY A & B

Category A Only Companies that hold a Full Asbestos Removal License issued by Health & Safety Executive are to carry out any work on Category A materials.

Category B Non-licensed Companies may carry out this work providing Regulation 6 of the Control of Asbestos Regulations 2012, are adhered to and they have been suitably trained in Asbestos Awareness & Specific Tasks pertaining to the works. They should also have adequate insurance cover for "working with asbestos based materials". In addition, the Contractor is to notify HSE prior to commencement of works via N N L W

MANAGEMENT PLAN

The Asbestos Register contains information and recommendations for managing ACM's within the premises. This can be encapsulation or complete removal.

These recommendations and this report should be compiled into a Management Plan and this information should be passed on to Section Managers, Supervisors and / or Responsible Persons to aid towards the supervision of such report.

The plan should include a detailed drawing showing locations of where asbestos was found and or removed at a later date.

This plan should also convey to staff and contractors their responsibilities and to put in place emergency procedures should they be necessary.

Where premises pre 1999 do not contain asbestos or are post 1999 (highly unlikely to contain asbestos due to asbestos being prohibited) then the following may apply :-

Pre 1999 - Management should still continue to follow the guidance on asbestos management and inform Contractors and have them sign the register prior to any work being carried out.

Post 1999 - Management are not required to ask Contractors to sign the register but it should be suggested that all work proceeds with caution, and immediately STOP work if you uncover any suspicious material which is not detailed on the register and report directly to Management.

It is possible Asbestos Contained Materials could be brought into a Post 1999 building within older plant equipment.

CAVEATS

This Survey has been carried out with all reasonable care and attention, to produce a Management Survey user-friendly "non-invasive" Survey. This Asbestos Register is issued confidentially to the client and EAST COAST INSULATIONS LTD cannot accept any third parties accountability should this Survey be distributed. ie Any Third Parties preparing costing for asbestos removal must satisfy themselves as to the full extent of asbestos and allow accordingly, to cover costs of all asbestos removal within the designated buildings.

7. DEFINITIONS

7 · 1 Our recommendations are based upon each item's assessed potential for fibre release.

7 · 2 **DEFINITION OF TERMS:-**

REMOVAL Complete removal under controlled conditions.

ENCAPSULATION Provision of paint type coating with canvas to effect a continuous seal.

LABELLING Fixing of standard warning signs.

REGISTERING of materials for the attention of all persons planning to undertake works in the building.

MANAGEMENT Provision of a policy of regular periodic inspections.

N.A.D.I.S No asbestos detected in sample.



East Coast Insulations Ltd
Unit A, Munnings Court, Harfreys Road. Harfreys Industrial Estate.
Great Yarmouth. Norfolk. NR31 0LS sales@eastcoastinsulations.co.uk
Tel:- 01493 745111 VAT No: 127519117 Company Number: 07836953

8. INSPECTION REPORT

SITE: 2 Strickland Place, Southwold, Suffolk, IP18 6HN

DATE: 26.01.2023

SAMPLE /REF NO:-	LOCATION	AREA	QUANTITY	SURFACE COATING TYPE	ACCESSIBILITY	DAMAGE	FRIABILITY	GENERAL CONDITION	ALGORITHM SCORE	ASBESTOS TYPE	COMMENT	RECOMMENDED ACTION
NO BENEATH GROUND EXCAVATION UNDERTAKEN												
2SP-01	Shed	Wall Sheets	Throughout	Cement - 2	Easy - 6	Severe - 4	Low - 1	Poor - 4	Medium - 17	Chrysotile (White)		Removal

SURFACE COATING TYPE :- AIB=4. SPRAY = 6. INSULATION = 5. TEXTURED COATING = 1. CEMENT = 2. OTHER = 1

ACCESSIBILITY:- DIFFICULT = 0. MEDIUM = 2. EASY= 6.

DAMAGED:- NO = 0. MINOR = 2. SEVERE = 4.

FRIABILITY:- LOW = 1. MEDIUM = 2. HIGH = 4.

GENERAL CONDITION:- GOOD = 0. FAIR = 2. POOR = 4.

We recommend that inspections are carried out at a minimum of twelve monthly intervals

The above inspection was carried out by LIAM BUCKLAND

9. DISCLAIMER

EAST COAST INSULATIONS LTD have entered into a contract with: -

**Southwold Town Council
Town Hall
Market Place
Southwold
IP18 6EF**

To carry out this Survey with all reasonable care and attention, to produce a Management Survey user-friendly "non-invasive" Survey. This Asbestos Register is issued confidentially to the client and EAST COAST INSULATIONS LTD cannot accept any third parties accountability should this Survey be distributed. For Instance: Any Third Parties preparing costing for asbestos removal must satisfy themselves as to the full extent of asbestos and allow accordingly, to cover costs of all asbestos removal within the designated buildings.