Asbestos Management Survey Report for
The Pavillion, Englefield Rd, Theale

8 August 2013

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1.0 Executive Summary

This report covers an asbestos management survey carried out on behalf of Workplace & Enterprise Safety Training on the Sports Pavillion and offices at Englefield Rd, Theale.

The under sink damper beneath the kitchen sink to the meeting room has been positively identified as containing asbestos. One of the toilet seats in the gents WC is presumed to contain asbestos. No other areas were positively identified or presumed to contain asbestos.

2.0 Introduction

The purpose of this survey and report is to identify all areas within the building containing asbestos. No plans or architects information was available, making any prior desktop study not possible.

The pavilion is a single storey brick building of around 350m^2. There are 2 extensions added at different times to the northern end, which provide changing facilities and the most recent providing the office to the clerk of the parish council. The original building is thought to date to circa mid-1970's.

Items expected to contain asbestos in a survey of this type would include items such as vinyl flooring, textured coating to ceilings, Toilet seats and under sink dampers.

A management Survey is the standard type of survey and its purpose is to record the information taken at a particular time on the presence and condition of ACMs (Asbestos Containing Materials). It identifies, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition. It is NOT a demolition survey and therefore only covers the elements of the building reasonably accessible.

Management surveys will often involve minor intrusive work and some disturbance. The extent of intrusion will vary between premises and depend upon what is reasonably practicable for the individual property. I.e. it will depend upon accessibility and the nature of construction etc. The survey includes an assessment of the condition of any ACM's identified or presumed and their ability to release fibres. This "Material Risk Assessment" will give a good initial guide to the prioritisation of managing the ACMS found in the survey.

3.0 Site Information

The survey was commissioned by Jo Field, and access was arranged through her. The survey and report was carried out by Richard Phillips of Waverley Energy Assessments. The survey was carried out 5th August 2013.

3.1 Areas of the site not Accessed

Only the areas identified are covered in this report. Areas not identified should be considered as not accessed for the purposes of this survey.

General areas not covered by the survey are as follows:

a) We have not inspected areas of the properties / structures which are covered, unexposed or inaccessible and we are, therefore, unable to report that any such part of the properties / structures are free from asbestos containing materials.

b) The interior of plant, equipment, pipework, ducting, voids or other similar enclosed areas, the access to which would have necessitated the use of specialist equipment / tools or specialist knowledge / training.

c) ~~Lift shafts, lift motor rooms, plant rooms, or similar, which would have required the attendance of a specialist engineer~~.

d) Areas not safe to access or not accessible via a 3m long surveyor's ladder i.e. no provision has been made for specialist access equipment.

e) Materials concealed behind other materials or in floor, wall or ceiling voids, other than those specifically detailed in the survey documentation.

f) We have not inspected areas that would require the removal of carpets, furniture, fixtures or fittings.

g) Samples have not been taken which would endanger the surveyor or affect the functional integrity of the item concerned i.e. electrical installations, gaskets and ropes, fire doors, roofing materials, etc.

h) Items of bitumen, plastic, resins or rubber, which fall outside the scope of HSG 247 – Asbestos: The Licensed Contractors Guide.

i) Materials referred to as ‘asbestos insulation board’ or ‘asbestos cement’ is based on visual appearance and no density tests of materials have been carried out (unless specifically requested by the Client).

j) Whilst every reasonable effort has been made to locate asbestos containing materials within the defined site, no responsibility will be accepted for the presence of asbestos in materials other than those sampled in the survey.

During the survey, every reasonable effort was made to gain access into those areas within the survey brief. Site specific areas which were not accessed / surveyed are detailed below:

- None

4.0 Accessibility of Asbestos Containing Materials

4.1 The accessibility of each asbestos element on site will be assessed. This is important as the accessibility relates to the likelihood or possibility of damage occurring to the asbestos. The potential for damage or impact on asbestos materials must be considered in conjunction with the likely building usage of the area in question. Risk of damage will be more likely in areas of constant use in comparison with areas of intermittent use of entry for maintenance inspections or observation of equipment.

4.1.1 High Accessibility

High accessibility asbestos containing materials are those elements of the building which are within normal reach to touch or damage.

4.1.2 Medium Accessibility

Medium accessibility asbestos containing materials are those elements of the building where some degree of effort would be required to reach and damage the asbestos, e.g. using a ladder or standing on a chair.

4.1.3 Low Accessibility

Low accessibility asbestos containing materials are those elements of the building which are difficult to reach or damage due to it being a location which is not normally accessible, except for the purposes of maintenance, e.g. in a roof space or inside a plant room.

5.0 Extent of Asbestos Containing Materials

The quantities of asbestos containing material identified in the survey record sheet are not accurate quantities and should only be used to give an indication of quantity of materials on site and not for tendering purposes.

6.0 Risk Assessment and Priority Rating for Asbestos Containing Materials (ACMs)

6.1 All asbestos containing materials identified on the site have been incorporated into a Material Risk Assessment and Priority Rating which will allow the client to develop a Management Plan which reflects the relative risks posed by the different asbestos containing materials.

Implementation of the management plan will ensure:

i) A safe working environment is maintained on site with respect to all asbestos materials identified.
ii) Compliance with the appropriate Health, Safety and Environmental Legislation.

6.2 The material risk assessment system that has been adopted is based on the likelihood of fibre release from asbestos-containing materials into the breathing zone of persons potentially at risk of exposure. This is the most important factor in assessing the possibility of those persons being exposed to fibre concentrations detrimental to their health in the long term.

6.3 The potential for fibre release from an asbestos-containing material is determined by:

- the type of product or material and its properties
- the extent of damage or deterioration
- the surface treatment of the ACM
- the type of asbestos fibre used in its manufacture

6.3.1 Product Type

For the purpose of assessment the following types of asbestos material are listed in order of ease of fibre release.

- Loose insulation
- Sprayed coatings
- Thermal insulation
- Asbestos boards
- Paper, felt and cardboard
- Textiles
- Friction products
- Cement products
- Textured coatings

- Bitumen products
- Flooring products
- Reinforced PVC
- Reinforced plastic and resin composites

The hazard presented by these materials is related to their hardness or toughness and the ease with which fibres may be released (friability).

Low friability asbestos materials are those where the asbestos fibres are locked within hard materials such as cement, concrete or plastics. In these cases the dangers of fibre release into the atmosphere are negligible, providing that the material is not machined, drilled, sanded or otherwise worked upon.

Medium friability asbestos materials are all those materials, which are listed in the low category but are in poor condition, including badly weathered asbestos cement. Medium friability materials also include sealed and unsealed asbestos insulating board and bonded asbestos flange gaskets.

High friability asbestos materials include all sprayed and lagged asbestos and unbonded asbestos rope materials. Finely divided asbestos insulating board debris contamination would also be classified as a high friability material.

6.3.2 Extent of Damage/Deterioration (Condition)

The condition of each asbestos product identified on site has been assessed and classified into one of the following four categories:

Category	**Description**
Good condition	No visible damage. Asbestos products in good condition are those which are intact, have not been machined or drilled and are in all aspects pristine. Good condition of moulded or pre-formed products applies when the moulding has not been damaged, cracked or broken. Pipework lagging where sections are fully sealed and asbestos insulating board where fully sealed would also be assigned to be in good condition.
Low damage	A few scratches or surface marks; broken edges on boards, etc.

Medium damage	Significant breakage of materials or several small areas where material has been damaged, revealing loose asbestos fibres. Asbestos products in fair condition that have been machined, indented or cracked but damaged asbestos material has not fallen or broken away.
High damage	Substantial damage or de-lamination of materials, sprays and thermal insulation. Visible asbestos debris

6.3.3 Surface Treatment

Types of surface treatment are categorised on the basis of the likelihood of fibre release.

6.3.4 Asbestos Type

The types of asbestos fibres most commonly encountered are Chrysotile (white asbestos), Amosite (brown asbestos) and Crocidolite (blue asbestos).

6.4 Material Assessment

A simple additive algorithm is applied to assess the four parameters using a scoring system from 0 (very low) to 3 (high). The value assigned to each parameter is added together to give a total score between 2 and 12.

Materials with assessment scores of 10 or more should be regarded as a High Risk with a significant potential to release fibres if disturbed. Scores of 7 to 9 are regarded as Medium Risk and scores of 5 to 6 as Low Risk. Scores of 4 or less are Very Low Risk. Non-asbestos materials are not scored.

In the absence of analytical data and where similar products have not been identified in the survey, the most likely asbestos type must be allocated based on product types and age as defined in HSG 264. In general however, unless there is evidence to show otherwise, the asbestos type should be assumed to be crocidolite asbestos.

Material Assessment Algorithm

Sample variable	**Score**	**Examples of scores**
Product type (or debris)	1	Asbestos-reinforced composites (plastics, resins, mastics, roofing felts, floor tiles, semi-rigid paints or decorative finished, asbestos cement etc)

	2	Asbestos insulating board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and textiles, asbestos paper and felt.
	3	Thermal Insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing

Sample variable	**Score**	**Examples of scores**
Extent of damage/ Deterioration	0	Good condition: no visible damage.
	1	Low damage: a few scratches or surface marks; broken edges on boards, tiles, etc.
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres
	3	High damage or de-lamination of materials, sprays and thermal insulation. Visible Asbestos debris
Surface treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles.
	1	Enclosed sprays and lagging, insulation board with exposed face painted or encapsulated, asbestos cement products.
	2	Unsealed insulation board, or encapsulated lagging and sprays
	3	Unsealed lagging and sprays

Asbestos type	1	Chrysotile
	2	Amphibole asbestos excluding crocidolite (generally amosite)
	3	Crocidolite

6.5 Priority Rating

The material assessment algorithm gives a good initial guide to the priority for a control action as it identifies the high-risk materials. However, a high score in the material assessment may not always require a high priority control action. For example, if no-one needs to enter the building or room, or suitable precautions to reduce the risk can be taken on the few occasions it is occupied.

A Priority Rating is assigned by the surveyor to each asbestos containing material identified on the sites surveyed. Non-asbestos materials are not assigned a priority rating. The surveyors priority rating is based on a combined assessment of the material assessment for potential fibre release and his/her knowledge of the present or future site usage.

6.5.1 Priority 1 – MANAGE

Priority 1 asbestos materials are in a condition and/or location which does not give rise to a significant health risk, PROVIDED THE MATERIAL REMAINS UNDISTURBED, either by routine maintenance operations or by personnel carrying out their normal daily work activities, which could cause impact or surface damage to the material. Priority 1 is only valid if this provision is maintained. Building managers should be aware of any changes in the work activities in areas where Priority 1 asbestos materials are located. Priority 1 asbestos materials will change to Priority 3 if, for instance, it is decided to carry out building works which require some disturbance of the asbestos material.

6.5.2 Priority 2 – REMEDIAL WORK REQUIRED

All priority 2 asbestos materials are in a location and/or condition that require some remedial action. The action may be minor repairs to damaged surfaces or encapsulation of all exposed asbestos surfaces. Following completion of remedial works the Priority 2 asbestos material may be assigned a Priority 1 rating.

6.5.3 Priority 3 - REMOVE

Priority 3 asbestos materials are in a condition or location, which requires urgent attention. Asbestos materials allocated to this rating are usually not suited to any form of containment programme and should be removed or environmentally cleaned as soon as possible. All fallen asbestos debris and surface contaminating materials will always be assigned a Priority rating of 3. Any disturbance to Priority 3 materials is liable to expose personnel to elevated levels of airborne respirable asbestos fibres and also is liable to spread the extent of the contamination throughout the rest of the area or building.

7.0 Bulk Sample Analysis Results

Client	:	Waverley Energy Assessments 28 Cattle Lane Andover SP11 7DR
Site	:	The Pavillion Englefield Rd, Theale
Sampled by	:	Client
Date Sampled	:	5/8/13
Date Analysed	:	7/8//13
Analysed by	:	Matt Hurst

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Our Ref: J026531 FI: 6
Your Ref:
Date: 07/08/2013

Asbestos Fibre Identification Report

Client:	Waverley Energy Assessments 28 Cattle Lane, Abbotts Ann, Andover, SP11 7DR
Site Address:	Theale Sports Pavillion, Englefield Road, Theale,
Sampled By:	Waverley Energy Assessments
Date sampled/received:	6th August 2013
Date analysed:	7th August 2013
Analyst/s:	Matt Hurst
Analysis Location:	12 The Gardens, Broadcut, Fareham, Hampshire, PO16 8SS

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
1	BS113843	Textured coating	No	
2	BS113844	Textured coating	No	
3	BS113845	U/S	Yes	Chrysotile
4	BS113846	Ceiling board	No	
5	BS113847	U/S	No	
6	BS113848	Damp proof course	No	

NOTES:
1. Sample(s) were examined for the presence of 6 types of asbestos fibres: crocidolite (blue), amosite (brown), chrysotile (white), anthophyllite, actinolite and tremolite.
2. Samples collected by the client are evaluated using information provided by the client. For samples collected by the client the date of receipt is deemed 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 in 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: Suzanne Clark

Figure 1 Sample Asbestos Fibre Identification Report -1

8.0 Survey Results

8.1 Results of Samples taken

Sample Ref	Sample Location	Sample Description (Product type 1-3)	Extent of Damage (0-3)	Surface Treatments (0-3)	Asbestos Type (1-3)	Level of Identification	Approx Quantity	Sample Accessibility	Photo Ref	Material Assessment (2-12)	Priority Rating (1-3)
S001	Textured Coating				No Asbestos Detected	Sampled			Fig 3		
S002	Textured Coating				No Asbestos Detected	Sampled			Fig 4		
S003	Kitchen Under-Sink Damper	1 Composite	1 Low	0 Composite	1- Chrysotile	Sampled	1 off	High	Fig 5	3 Very Low Risk	1 Manage in Situ.
S004	Stores / Plant Rm Ceiling Board				No Asbestos Detected	Sampled			Fig 6		
S005	Office under-sink damper				No Asbestos Detected	Sampled			Fig 7		
S006	DPC - external				No Asbestos Detected	Sampled			Fig 8		

8.2 Areas presumed to contain asbestos but not sampled

Sample Ref	Item Location	Material Description (Product type 1-3)	Extent of Damage (0-3)	Surface Treatments (0-3)	Asbestos Type (1-3)	Level of Identification	Approx Quantity	Sample Accessibility	Photo Ref	Material Assessment (2-12)	Priority Rating (1-3)
P001	Toilet Seat	1 Composite	0 None	1 Composite	3 Crocidolite	Presumed	1 off	High	Fig 9	5 Low Risk	1 Manage in situ

8.3 Location of samples and presumed ACM locations

The following diagram shows the site and the area surveyed. This is not to scale and should not be used for estimation purposes.

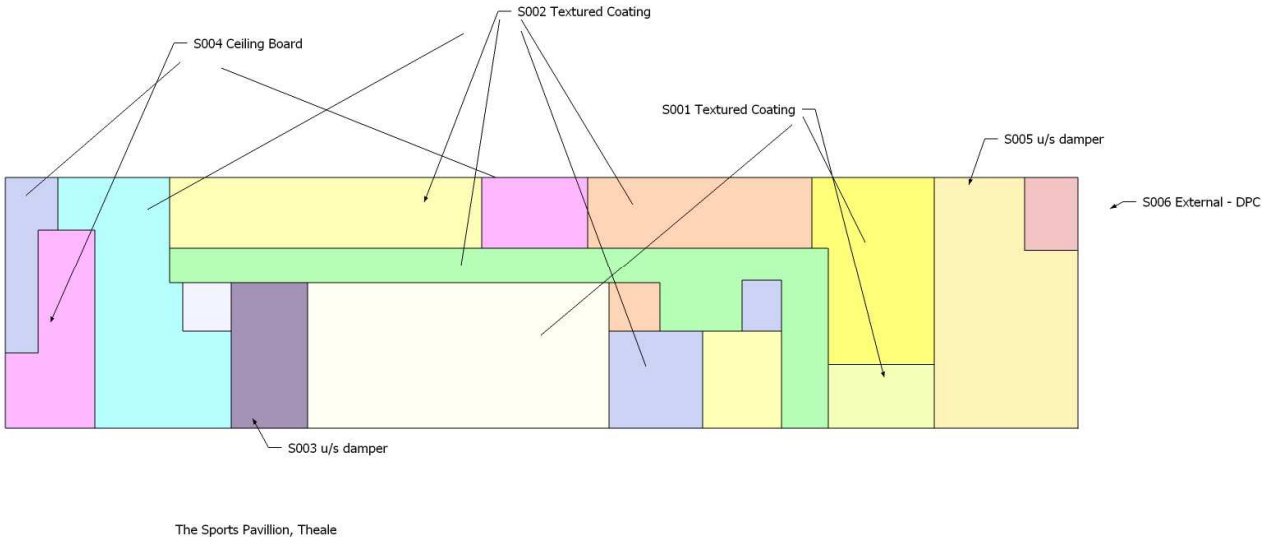

Figure 2 Floorplan and locations of sampling

8.4 Photographs of samples locations

The following photos demonstrate where each sample was taken and where each presumed ACM containing instance within the building has been identified.

Figure 3 S001 Textured Coating

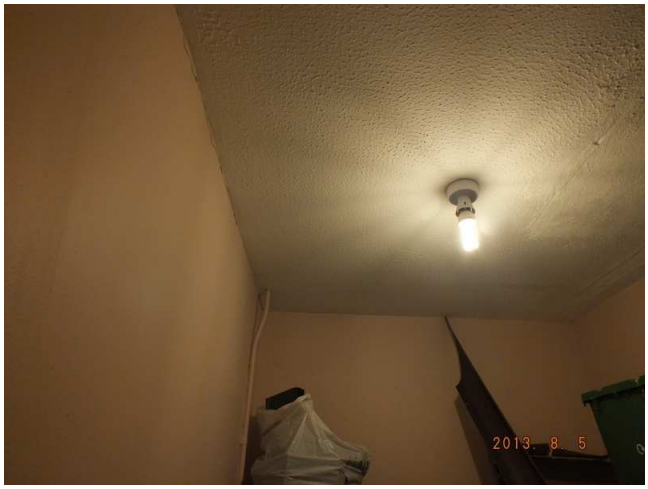

Fig 4 S002 Textured Coating

Fig 5 S003 Under Sink Damper

Fig 6 S004 Ceiling Board

Fig 7 S005 Under Sink Damper

Fig 8 S006 DPC

Fig 9 P001 WC Seat - Gents

9.0 Conclusion

The Toilet seat in the Gents WC should be presumed to contain asbestos as is it of a construction known to contain asbestos. It cannot be sampled non-destructively. Should it be replaced it should be treated as asbestos waste and disposed of accordingly.

The under sink damper to the stainless sink in the central kitchen area has been shown to contain Chrysotile. There is very low risk of fibre release, and this should be managed in situ.

10.0 Management of Asbestos Containing Materials

10.1 Managing asbestos

The Control of Asbestos Regulations 2012 (CAR 2012) has established an explicit requirement for the **duty holder** to assess and manage the risks from asbestos in premises. The risks will vary with circumstances, ranging from normal occupation of a building to the repair, refurbishment and demolition of the premises, and they will each need to be assessed. This assessment will be used to produce a management plan which details and records the actions to be undertaken to manage and reduce the risks from exposure to asbestos.

The broad requirements on employers are to:

- Take reasonable steps to determine the location of materials likely to contain asbestos.
- Presume materials contain asbestos, unless there are good reasons not to do so.
- Make and maintain a written record of the location of the identified asbestos and presumed asbestos containing materials.
- Monitor the condition of asbestos and presumed asbestos containing materials.
- Assess the risk of exposure from the asbestos and presumed asbestos containing materials and document the actions necessary to manage the risk.
- Take steps to see that the actions above are carried out.

To manage the risk from asbestos containing materials you will need to:

- Keep and maintain an up-to-date record of the location, condition, maintenance and removal of all asbestos containing materials on the premises.
- Repair, seal or remove, if there is a risk of exposure due to its condition or location.
- Maintain it in good state of repair and regularly monitor the condition of asbestos containing materials.
- Inform anyone who is likely to disturb it about the location and condition of the material.
- Have arrangements and procedures in place, so that work which may disturb the materials complies with the Control of Asbestos Regulations.
- Review the plan at regular intervals and make changes to the plan and arrangements if circumstances or regulations requirements change.

It should be noted that under the new CAR 2012 regulations, that some non-licensed work is now notifiable to the HSE if it exceeds certain criteria. These are set out clearly and should be referenced directly.

CAR2012 can be downloaded from the HSE website at www.hse.gov.uk/asbestos/regulations.htm

10.2 Priority Assessment Algorithm

The **duty holders** management plan and management priority must be determined by carrying out a risk assessment, which as well as taking into consideration the material risk assessment produced as part of the asbestos survey, must take account of various other factors, i.e:

- maintenance activity
- occupant activity
- likelihood of disturbance
- human exposure potential

Each of these factors has various sub-factors, which are scored and added to material assessment scores to provide overall priority assessment scores for each identified or presumed asbestos containing material. Priority assessment / risk assessment scores can then be compared with scores for

other asbestos containing materials and this information utilised to draw up the management plan / action plan.

Detailed guidance on managing asbestos in premises is given in the HSE Approved Code of Practice L127 – The Management of Asbestos in Non-Domestic Premises and HSG 227 – A Comprehensive Guide to Managing Asbestos in Premises.

10.3 Asbestos management plan

In order to have an effective asbestos management plan, it is necessary to establish clear lines of responsibility for the management and implementation of safe working procedures for all asbestos containing materials either identified or presumed to be present on the site. The management plan may include some or all of the following options:

- clean up debris
- repair
- encapsulate (paint or seal)
- enclose
- remove
- maintain and update log of ACMs
- monitor condition (applies to all presumed or identified ACMs)
- restrict access/isolate
- label or colour code
- inform
- train
- define and use safe systems of work
- operate a permit-to-work system

This report has been prepared by:

Richard Phillips

Appendix 1 Sampling and Asbestos Survey Strategy

A1.1 The asbestos survey was conducted by means of visual inspection of all safe and reasonably accessible areas of the defined site. When carrying out management surveys where the surveyor suspected that a material on the site contained asbestos, a bulk sample was taken for analysis. The objective of carrying out sampling was to identify the asbestos fibre content of the suspected asbestos containing materials.

A1.2 Samples were taken using a variety of hand tools including a chisel, sharp knife, pliers, a core sampler, or screwdriver, as appropriate. In all cases of sampling, care was taken to ensure that the samples were representative of the material involved and that sufficient quantity of material was sampled. In the case of pipe/thermal insulation, this means ensuring that the full depth of the material was sampled - for example by using a hand borer. In the case of board or tile materials, the sample was taken from the full thickness of the element.

A1.3 In areas on the site where there were substantial quantities of visually uniform material, then a small number of samples were taken and should be considered as being representative of the whole area. Therefore visually similar materials in the same areas where asbestos has been located should be presumed to contain asbestos fibres.

A1.4 Where there are a large number of identical items distributed throughout the site, a single or a few sample analyses will have been carried out by the surveyor. In such cases the client should presume that identical items on the site will have the same composition as the elements sampled.

A1.5 Areas of 'no access' on the site were not inspected by the surveyor at the time of the survey. These areas will have been locked rooms, because no reasonable or safe access was available, because to gain access for inspection would have required an unreasonable degree of dismantling to the structure or parts of the building (i.e. in floor voids, materials concealed behind other materials, etc.) or cause damage to the integrity of the building. The client should be advised about the possibility of there being asbestos containing materials in all areas of no access and should take appropriate precautions prior to future entry or disturbance to such areas.

Appendix 2 Methods of Bulk Sample Analysis

A2.1 All samples taken for the survey were analysed by Envirochem Analytical Laboratories Ltd

A2.2 Analysis of the samples was carried out in accordance with the Envirochem's documented "in-house" methods based on the HSE Guidance Notes HSG 248. These employed stereo microscopy, polarized microscopy and dispersion staining techniques.

A2.3 Identification of asbestos fibres was based on the following analytical procedures:

a) A preliminary visual examination of the whole of the bulk sample was made to assess the sample type and the required sample treatment (if any). Where possible a representative sub-sample treatment was taken at this stage.

b) Sample treatment was undertaken (if required) to release or isolate fibres.

c) A detailed and thorough search under the microscope was made to classify the fibre types present.

d) Representative fibres were mounted in appropriate RI (refractive index) liquids on microscope slides.

e) The different fibrous components were identified using a polarised light microscope.

A2.4 Envirochem Analytical Laboratories Ltd are UKAS (United Kingdom Accreditation Service) accredited for asbestos fibre counting and asbestos identification and meet the UKAS requirements for calibration and testing.

Appendix 3 Health and Safety Statement

A3.1 All sampling was undertaken causing the minimum possible nuisance and potential risk to the health and safety of the building occupants and site visitors.

A3.2 As required under the Control of Asbestos Regulations 2006, dust release during sampling was reduced to as low as reasonable practicable and an assessment in respect of likely dust release dictated the need for precautionary measures to be taken. Where applicable this included the following measures:-

1) Isolation of the sampling area.
2) Damping of the material by spray or injection to suppress dust release.
3) Appropriate cleaning and removal of any fallen debris.
4) Use of personal protective equipment and respiratory protective equipment.

A3.3 After sampling any broken or unsealed material with potential to cause airborne dust was sealed by suitable means (i.e. by tape, fillers, PVA sealant, etc.) and any remaining dust or debris was removed by wet wiping or by using an approved 'Type H' vacuum cleaner. Immediately after collection, all samples were doubled-sealed in self-seal plastic sample bags. Each sampling position has been allocated with a unique identification number that is also recorded on the survey report form, sample bags and site plans. If requested to do so by the Client, site sampling positions have been labelled with the same identification markings. Each sampling tool was carefully cleaned after each use and great care was taken to prevent cross-contamination between samples. Any disposable material used in sampling, or dust created while sampling was treated as if contaminated by asbestos and was taken away in sealed asbestos waste bags and disposed of as asbestos waste.

A3.4 All sampling did not impair the structural integrity of the building or plant.