Refurbishment & Demolition Survey Report

Site Address:	Council Offices Pine Grove Crowborough East Sussex TN6 1DH
Client Name:	Crowborough Town Council
Client Contact:	Lisa Gibson
Our Ref:	S-06314
Version No:	1.00
Survey Date:	11th December 2024
Surveyor/s:	Matthew Cook

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Control Page

This report has been prepared with all reasonable skill, care and diligence within the terms of the contract with the client taking into account the manpower and resources devoted to it by agreement with the client.

Core Surveys Ltd disclaims any responsibility to the client and others in respect of any matter outside the scope of the above.

Core Surveys Ltd is accredited by UKAS to ISO17020 & ISO17025. The accreditation awarded allows for asbestos inspections and reporting of Asbestos Management, Refurbishment & Demolition Surveys and Sampling of suspect asbestos materials as well as testing for asbestos within bulk samples.

Whilst undertaking the surveys and sampling, two types of assessment may be carried out – a Material Assessment and a Priority Assessment. Both Material Assessments and Priority Assessments will have been undertaken for each and every identified, referenced or presumed asbestos material as part of this survey.

It must be noted that the Priority Assessments carried out by Core Surveys contained within this report are not accredited. These scores may not be representative of the occupation levels, room use, activities or maintenance frequency specific to each location or room and the duty holder remains responsible for using their detailed knowledge of the property and the activities carried out within, to ensure that all scores are applicable. The duty holder must be aware that any change of use, occupation level or activity for a room/location will affect the initial priority assessment and will require review accordingly.

More information on assessments can be found within Appendix 1.

Quality Assurance	Name	Signature	Date
Report Prepared by:	Hollie Peters		17th December 2024
Quality Assurance by:	Luke Syred		17th December 2024
Report Sign Off by:	Luke Syred		17th December 2024

Issuing Office	South East Office	✓	South Wales Office	

Property Occupied		NB: Occupied properties place certain restrictions on the survey please ensure you read the full report. If you require guidance please contact Core Surveys as soon as possible.
Yes	✓	
No		

Survey commissioned for and on behalf of:
Crowborough Town Council Council Offices Pine Grove Crowborough East Sussex TN6 1DH

This report is confidential to the client. Core Surveys Ltd accepts no responsibility of any nature to any third party to whom this report or any part thereof is made known.

THIS REPORT MUST BE READ IN ITS ENTIRETY

Contents Page

1. Summary of Consultant's Recommendations

INSTRUCTION TO CLIENT	
No asbestos containing materials found.	✓
Limited / No Access areas were identified – Please refer to Section 3.4	✓
Asbestos containing material found.	
Retain copy of this survey on site and insert into the Asbestos Register retained on site (if applicable).	✓
Ensure contractors are aware of the presence of asbestos, where applicable, in their area of work.	
Undertake remedial works (e.g. Label, Encapsulate, Remove etc).	
Commission a specialist asbestos removal contractor to remove all items applicable (Core Surveys Ltd can advise on this).	
Ensure that suitable assessments are undertaken and recorded in writing for all the asbestos removal activities on site.	

2. Introduction

2.1 Background Information

Asbestos is a naturally occurring silicate mineral that has been used commercially since the late 1800's. Due to its versatile nature approximately 3000 asbestos products were produced, the 1960's and 1970's saw the largest scale asbestos usage in the UK. Some asbestos products were in use up until the ban on the usage of Chrysotile in 1999.

There are three main types of asbestos found in buildings, these are;

- Crocidolite (Blue) asbestos
- Amosite (Brown) asbestos
- Chrysotile (White) asbestos

All are hazardous, but due to their composition, blue and brown fibres are more hazardous than their white counterpart.

Breathing in air containing asbestos fibres can lead to asbestos related disease such as asbestosis and Mesothelioma. Asbestos is only a risk when fibres are released and breathed in. Asbestos related diseases are currently responsible for over 3000 deaths per year in the UK; this figure is expected to rise over the coming years.

Although it is now illegal to use asbestos in the construction of buildings, the large extent of the many thousands of tonnes used in the past is still in place.

As long as asbestos remains in good condition and is not disturbed, damaged or deteriorating through age, there is no risk to health. If asbestos is disturbed the risks are very much increased.

2.2 Legislation

The Health & Safety at Work Act 1974 requires employers to provide a safe workplace for all their employees. Asbestos and work with asbestos is covered by specialist regulations, The Control of Asbestos Regulations 2012 (CAR 2012).

The duty to manage requires those in control of the premises to:

1. Take reasonable steps to determine the location and condition of materials likely to contain asbestos.
2. Presume materials contain asbestos unless there is strong evidence that they do not.
3. Set up and maintain a record of the location and condition of the ACMs or presumed ACMs in premises.
4. Assess the risk of the likelihood of anyone being exposed to fibres from these materials.
5. Prepare a plan setting out how the risks from the materials are to be managed.
6. Take the necessary steps to put the plan into action.
7. Review and monitor the plan periodically.
8. Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

2.3 Executive Summary

Core Surveys Ltd carried out the requested Refurbishment Survey to determine whether asbestos or asbestos containing materials were contained within the building(s), identified the nature of these through sampling and made risk assessments and recommendations as appropriate.

The report and accompanying drawings (where provided) should be consulted before any building or installation work is carried out in the building. All building users should be made aware of the contents of the report. It should not be used for the purposes of costing asbestos removal work. No responsibility will be accepted should the information contained herein be used in this way. Any person(s) using the report in this way MUST satisfy themselves as to the extent of the asbestos within the designated areas and thereby ensure that their tender is sufficient in every respect to remove ALL the asbestos within these areas.

Please refer to Sections 3 & 5 for general limitations to the survey and site specific Limited and No Access areas.

The survey was carried out on 11th December 2024 by authorised surveyor, Matthew Cook.

Brief Description of Building/s Surveyed
The areas surveyed are constructed from brick and blockwork with solid concrete floors and solid concrete ceilings. There is a suspended man-made mineral fibre (MMMF) ceiling in all areas. The pipe work throughout is a mix of copper and UPVC. The floor coverings are non-slip vinyl linoleum over self-levelling screed. The cisterns within the risers are UPVC/plastic

Scope of Survey
A Refurbishment Survey was carried out to the Male, Female & Disabled WCs.

The following asbestos containing materials were identified during the survey:

Building	Room No.	Room Description	Asbestos Containing Material	Risk Rating
No asbestos containing materials found				

3. Survey Methodology

3.1 Survey Type

The type of survey undertaken depended on the purpose for which the report is intended to be used; this will have been discussed at any initial planning meeting or when the initial enquiry was discussed.

The Health and Safety Executives Guidance Note HSG 264 defines two separate types of survey. In this instance the following survey has been undertaken:

Refurbishment ✓

Demolition

Refurbishment and Demolition Surveys

A management survey is the standard survey. Its purpose is to locate, 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.

A Refurbishment and Demolition survey is needed before any refurbishment or demolition work is carried out. These types of surveys are used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. Refurbishment and Demolition surveys may also be required in other circumstance, e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

Refurbishment and Demolition surveys are intended to locate all asbestos in the building (or the relevant part), as far as reasonably practicable. It is a disruptive and fully intrusive survey which may need to penetrate all parts of the building structure. Aggressive inspection techniques will be needed to lift carpets and tiles, break through walls, ceilings, cladding and partitions, and open up floors. In these situations, controls should be put in place to prevent the spread of debris, which may include asbestos. Refurbishment and Demolition surveys should only be carried out in unoccupied areas to minimise risks to the public or employees on the premises. Ideally the building should not be in service and all furnishings removed. For minor refurbishment, this would only apply to the room involved or even part of the room where the work is small and the room large.

3.2 General Procedure

A suitably authorised surveyor undertaking a Refurbishment Survey inspected the building. Where necessary, samples were taken for subsequent laboratory analysis in order to determine their asbestos content, if any. Sampling points were sealed after sampling took place. Sample points were photographed to be included in the recommendations section of this report. In addition, sample points will have been marked on the building's plans where these are provided, or have been prepared separately.

All surveys meet the requirements defined in Guidance Note HSG 264 (First published 2010).

Sampling of all suspected asbestos containing materials was undertaken in accordance with the requirements of the following documentation:

- **The Health and Safety at Work Act 1974**
- **The Control of Asbestos Regulations 2012, and the approved codes of practice issued for work in conjunction with the regulations**
- **Construction (Design and Management) Regulations 2015**
- **Guidance Notes issued by the Health and Safety Executive:**

  Guidance Note HSG 248 'Asbestos: The analysts' guide for sampling, analysis and clearance procedures'

  Guidance Note HSG 264 'Asbestos: The survey guide'

- **Core Surveys Ltd Standard Operating Procedures**

3.3 Survey Methodology & Limitations

The areas surveyed were visually examined for asbestos in accordance with the Scope of Work and brief given to us. It should be noted that samples are taken / or references made of any materials suspected of containing asbestos. A survey will not extend to sampling dust deposits to look for asbestos contamination from previous asbestos removal or construction work unless specifically requested by the client.

Although every care has been taken to identify all asbestos bearing products within this property, this survey does not include those areas where obtaining a sample would have caused undue damage to the building, risk the safety of our operatives or where access could not be gained.

No investigation has been carried out above, beyond or beneath asbestos containing, or potentially asbestos containing materials. Asbestos should be assumed to be present within these areas until a further assessment can be carried out.

Bulk samples have been taken from all materials that upon visual inspection, appeared likely to contain asbestos. 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.

Analysis of asbestos bulk samples has been carried out by our accredited UKAS ISO17025 laboratory or if agreed the samples have been sent to a sub-contracted UKAS ISO17025 laboratory.

The survey was conducted in accordance with HSE Guidance HSG264 and documented in-house procedures, however it should be noted that further limitations may apply, these have been listed below:

In the course of Refurbishment and Demolition Surveys, only a limited inspection was carried out of pipe work concealed by overlying non-asbestos insulation. Limited samples were taken and deemed as 'representative'.

If Core Surveys Ltd were not informed of lift shafts, plant rooms or similar, which require the attendance of a specialist engineer prior to the survey taking place then these will be excluded from the survey as per the agreed terms and conditions. Asbestos should be assumed to be present within these areas until a further assessment can be carried out. Inspection will only be made with the attendance of a specialist engineer present to ensure compliance with Health and Safety guidelines and ensure the integrity of the equipment.

Unless specifically identified within the report, no responsibility can be accepted by Core Surveys, for stored or portable items of asbestos e.g. soldering iron holders, loose fire blankets.

Refurbishment and Demolition Surveys, wherever possible, will report voids within the fabric of the building where the extent and presence of these is clearly evident and they are accessible without endangering the survey team or other personnel. Refurbishment and Demolition Surveys will access cavity walls in a representative number of areas, however cavity wall voids or concealed spaces in the fabric of the building where the presence or extent of these spaces is not evident at the time of the survey will not be accessed.

Intrusive inspection has not been made beneath 'foundations level' of the building as agreed prior to the inspection unless clearly stated within the report.

It is recommended that bulk samples be taken, at the required density, from all materials that upon visual inspection appeared likely to contain asbestos. However, sampling density may have reduced where the client has imposed technical or financial restraints (e.g. fixed price fee), and the report is annotated accordingly.

Samples were not taken where prohibited or prevented by the client, tenant or their representative or other persons authorised or unauthorised.

It must be noted that the information contained within this report is compiled and dealt with in a number of sections, to achieve an overall assessment of the site when considering the risks associated with any asbestos found. It is important therefore that when issuing information to contractors or regulating authorities, the complete report be issued in order that no information is knowingly withheld.

Live electrical equipment – samples will not be taken where the act of sampling would endanger the surveyor or affect the functional integrity of a safety feature, e.g. fire breaks, seals etc. Plant and machinery will only be examined externally. Electrical fuse boxes will not be opened. Where it has been specified that plant or machinery is to be inspected, qualified engineers will be required to be present and certify that it is safe to do so. If Core Surveys Ltd was not informed that a qualified engineer was required to attend the site, then these areas will be excluded from the survey and asbestos should be presumed to be present.

Material extents are approximations only, assigned by the surveyor at the time of the survey. It should be noted that such extents may be for specific, visible amounts of the asbestos item and not for the complete amount. As such, the stated extents should not be used as a basis of any scope or specifications of works for that item.

This survey does not constitute a contaminated land investigation.

It should be noted that this report is not intended as a scope of works for asbestos removal and that a detailed technical document could be provided upon request.

3.4 Survey Limitations of Access

Blockwork, Concrete & Foundations	Where pipework or ducting passes through floors or walls there is a possibility that some form of asbestos has been used as an insulating material within cavities or as shuttering.	✓
Concealed Voids	No access could be made into such areas at the time of survey. This would require intrusive access.	✓
Damp Proof Course	Damp Proof Course may exist within the property. Representative sampling of such material is only possible where visible as it may be concealed within brickwork etc. There is a possibility that any such course may contain asbestos in other parts of the property.	✓
Ducting / Risers	Certain ducts within the building may be concealed, or access to them would cause excessive damage to the building fabric. These areas may contain some form of asbestos.	✓
Fire Doors	Limited access has been made to internally examine the fire doors. These doors may contain asbestos, which would only become apparent through destructive sampling.	✓
Floor Ducts (lifting gear required)	No access has been made into floor ducts. Access would require specialised lifting gear. Floor ducts may contain some form of asbestos.	✓
Various Locations - Limited Access / No Access	Limited / No access only could be made to various locations at the time of survey. Details of these can be found in the 'Access to Site' & 'Asbestos Register Tables' section of the report.	✓

4. Analysis of Samples

4.1 Bulk Samples and Analysis Report

Samples were analysed by our in-house UKAS Accredited Laboratory or sent to an independent, fully accredited UKAS laboratory for analysis. Asbestos is identified by a combination of techniques, principally:

(i) An initial visual inspection
(ii) A stereomicroscopic examination
(iii) Polarised light microscopy
(iv) Dispersion staining

No single test is definitive and the analyst will have taken all evidence into account.

The method is defined in guidance note HSG 248 'Asbestos in bulk materials', published by the Health and Safety Executive, and is employed by the laboratory in accordance with its schedule of UKAS accreditation.

Certificates of analysis for the samples taken are presented in the appendices. Included on the certificate is the address of the laboratory, the analyst's name and the laboratory's UKAS accreditation number.

Certificates of analysis for the samples taken during this survey are presented in the appendices.

NADIS (No Asbestos Detected in Sample) denotes that no asbestos was detected in the bulk sample during laboratory analysis.

4.2 Quality Assurance and Accreditation

Core Surveys Ltd operates stringent quality control procedures while carrying out surveys and sampling, and our in-house and our nominated UKAS accredited laboratories meet the requirements of ISO/IEC 17025:2017 'General requirements for the competence of testing and calibration laboratories'.

5. Findings & Recommendations

The findings of this report are designed to enable the commissioning client to begin to fulfil part of their legal duty of care under *The Control of Asbestos Regulations 2012 (CAR 2012),* by demonstrating that they have taken reasonable steps to determine the location and condition of asbestos ACMs within their premises. The findings will serve as a basis for an asbestos register to be produced. The findings will also serve as the basis for risk assessment and for the formulation of asbestos management plans.

To continue to fulfil the duty of care, any register must be kept up to date and any alteration in the condition or removal of any ACMs must be monitored, noted and the register updated. Moreover, all employees, contractors or any other persons who may come into contact with any of the ACMs detailed should be shown the register, to ensure safe methods of work.

The following tables will provide you with all the immediate information you need to know about any asbestos products located during the survey. The descriptions, photos and marked plans should give you a comprehensive view of the exact locations of any ACMs found.

As the person responsible for managing asbestos, it is highly recommended that you familiarise yourself with the locations and broadcast any relevant information to maintenance staff, contractors and any persons who may come into regular contact with any of the products. A short training session for all relevant staff may be required.

The recommendations made in this report are guidelines for how you should manage any risk from any asbestos products found. It is advisable to meet with all those concerned to discuss the options and produce a viable management plan.

Appendices:

Risk Assessments – **Explanation of Material & Priority Assessments.**

Glossary & Key to Findings Table – **Understanding the Findings Table & Recommendations.**

Certificates of Analysis – **Only applicable if samples were taken.**

Plans identifying the location of all confirmed ACMs **- Where these have been provided or prepared.**

5.1 Rooms & Locations – No Asbestos Detected

The following locations were found to not contain asbestos:

Building	Floor	Room No.	Room Description
Council Offices	Ground	01	Lobby
Council Offices	Ground	02	Riser Cupboard
Council Offices	Ground	03	Ladies Toilets
Council Offices	Ground	04	Disabled Toilet
Council Offices	Ground	05	Lobby

5.2 Items of Specific Non-Asbestos Materials of Note (Not Sampled)

Whilst carrying out the survey Core Surveys Ltd identified non-asbestos items that did not require sampling, however the end user of the survey report may question the material e.g. loose non-asbestos insulation within a cavity. The items have been evaluated by the surveyor at the time of the survey and sampling was not deemed necessary. These items have been listed and photographed but do not appear on the plans.

No non suspect items found.

5.3 Areas of No Access & Limited Access

Whilst carrying out the survey associated with this report, Core Surveys Ltd made every effort to gain access to all areas that may contain asbestos. However, some areas may not have been accessed by the surveyor without causing disruption to the materials, or limited access may have been available at the time. Core Surveys Ltd cannot be held responsible for any asbestos materials that may become uncovered during future works within these inaccessible areas. It is recommended that these areas are presumed to contain asbestos until it is proven that they do not.

The following areas have not been surveyed, as access was not obtained during the site visit and survey.

5.3.1 Rooms & Locations – No Access Gained

No access has been gained within the following locations:

Building	Floor	Room No.	Room Description	Comment	Image
Council Offices	Ground	06	Male Toilet	There was no access within the floor drainage duct. The duct could not be opened.	

5.3.2 Rooms & Locations – Limited Access Gained

No areas of limited access.

5.4 Findings, Risk Assessments & Recommendations

The production of a written plan, specifying the measures to be taken to control and manage the risk from identified and presumed asbestos containing materials, is a requirement of the duty to manage under the *'Control of Asbestos Regulations 2012' (CAR 2012)*.

The method of risk assessment that has been adopted here is based on both material assessment as defined by HSG 264 and **an in-house priority assessment algorithm.** It must be noted that the Priority Assessments carried out by Core Surveys contained within this report are not accredited by UKAS. These scores may not be representative of the occupation levels, room use, activities or maintenance frequency specific to each location or room, and the duty holder remains responsible for using their detailed knowledge of the property and the activities carried out within, to ensure that all scores are applicable. The duty holder must be aware that any change of use, occupation level or activity for a room/location will affect the initial assessment and will require review accordingly. The algorithm sets out the factors that are most relevant in assessment of the potential release of fibres from a suspect material. The material assessment identifies the materials that will most readily release airborne fibres if disturbed. It does not automatically follow that those materials should be given priority for remedial action. Management priority must be determined by carrying out a risk assessment that will take into account factors such as:

- the location of material
- its extent
- the use to which the location is put
- the occupancy of an area
- activities carried out in the area
- frequency of activity

The Material Assessment and Priority Assessment provide an overall risk score, which has been used to define potential management actions.

Under the 'Control of Asbestos Regulations 2012' (CAR 2012) the duty holder is required to make the risk assessments themselves, using the information given in the survey and their knowledge of the activities carried out within the premises. This report assists in that process by providing scores and suggested management actions, however the duty remains with the duty holder.

Appendices

Appendix I - Risk Assessments

i) Material Assessments
ii) Priority Assessments
iii) Total Risk

i) Material Assessment

The four main parameters used to determine the amount of fibre release from an asbestos-containing product when subject to standard disturbance, are:

- Asbestos Type
- Product Type
- Extent of Damage or Deterioration
- Surface Treatment

Each parameter is given a score; **High**, **Medium**, **Low** & **Very Low**. The value assigned is totalled to give a score between 2 and 12.

Variable	Score	Notes
A. Product Type	1	Plastics, Resins, Mastics, Roofing Felt, Bitumen Products, Vinyl Floor Tiles, Textured Coatings, Asbestos Cement, Asbestos Reinforced Composites (ARC)
	2	Asbestos Insulating Board (A.I.B.), Mill Board, Textiles, Gaskets, Ropes, Paper, Felt
	3	Thermal Insulation, Sprayed Asbestos, Limpet, Loose Asbestos, Asbestos Mattresses and Packing
B. Extent of Damage	0	None: No Visible Damage
	1	Low: A Few Scratches or Surface Marks, Broken Edges
	2	Medium: Significant Breakage of Non-Friable Materials Revealing Loose Fibres
	3	High: Damage of Friable Materials, Visible Asbestos Debris
C. Surface Treatment	0	Non-Friable Composite Materials
	1	Enclosed Sprays and Lagging, A.I.B., Unsealed Asbestos Cement
	2	Unsealed A.I.B., or Encapsulated Lagging or Sprays
	3	Unsealed Lagging or Sprays
D. Asbestos Type	1	Chrysotile
	2	Amosite
	3	Crocidolite
TOTAL		**A + B + C + D = Material Risk Score**

Materials that achieve scores of 10 or more are regarded as having a high potential to release fibres if disturbed. Scores of between 7 and 9 are regarded as having a medium potential and those between 5 and 6 are regarded as having a low potential. Materials with a score 4 or less have a very low potential of fibre release. Non-asbestos materials are not scored. The material assessment score has been calculated and recorded as part of the survey.

Risk	Material Score	Risk Value
High	**10 or more**	**4**
Medium	**7 – 9**	**3**
Low	**5 – 6**	**2**
Very Low	**4 or less**	**1**

It does not automatically follow that those materials assigned the highest score in the material assessment will be the materials that should be given priority for remedial action.

i) Priority Assessment

The Priority Assessment looks at the likelihood of someone disturbing the asbestos containing material. Management priority must be determined by carrying out a Risk Assessment which will also take into account the likely maintenance activity; occupant activity; likelihood of disturbance; and human exposure potential.

A legal requirement to carry out a Risk Assessment for all work activities exists under the Management of Health and Safety at Work Regulations 1999. The requirement to assess the risk posed by asbestos is further enforced by the Control of Asbestos Regulations. These regulations require that asbestos present in the workplace must not present a hazard to health.

The risks from asbestos should be assessed and managed for all identified or presumed ACMs. The Risk Assessment or priority rating will establish the likelihood of people being exposed to the hazard and identify the measures to be taken that will either eliminate the hazard or adequately control it.

The Priority Assessment Score is calculated on the average scores for each of the four human exposure factors given by the table.

It is the responsibility of the Duty Holder to complete Priority Risk Assessments and ensure they remain up to date and accurate. The Priority Assessments made within this report are not UKAS Accredited, the assessments/scores can be used by the client to aid the completion of Priority Risk Assessments.

Variable	Score		Notes
A. Normal Occupant Activity	0		Rare Disturbance Activity (e.g. Store Room)
	1		Low Disturbance Activity (e.g. Corridor, Office, WC etc.)
	2		Periodic Disturbance Activity (e.g. contact during industrial or vehicle activity etc.)
	3		High Level Disturbance Activity (e.g. panel on door)
TOTAL	**TOTAL of A**		
B. Likelihood of Disturbance	0	Rare	ACMs external or not usually accessible (e.g. floor tiles beneath carpet, ceilings, toilet cistern etc.)
	1	Occasional	ACMs in areas where access is restricted (e.g. boxing to risers, panel to riser door, panel to hatch etc.)
	2	Frequent	ACMs in accessible areas (e.g. panels to cupboard & store doors, floor tiles in stores etc.)
	3	Routinely	ACMs in easily accessible areas (e.g. debris on floor, panel to door, floor tiles in circulation areas & offices etc.)
TOTAL	**TOTAL of B**		
C. Human Exposure Potential	0	Rare	Location used rarely (e.g. confined spaces, lofts, risers, ceiling voids etc.)
	1	Occasional	Location used on monthly/occasional basis (e.g. store rooms, comms room etc.)
	2	Frequent	Location used on weekly/frequent basis (plant rooms, general stores etc.)
	3	Routinely	Location used on a daily basis (e.g. circulation areas, ablutions, offices etc.)
TOTAL	**TOTAL of C**		
D. Maintenance Activity	0	Rare	Minor disturbance (e.g. possible contact during access, floor coverings, toilet cisterns)
	1	Occasional	Low disturbance (e.g. changing a light bulb in AIB ceiling tiles infrequently)
	2	Frequent	Medium disturbance (e.g. lifting one or two AIB ceiling tiles to access a valve, lifting a loft hatch etc.)
	3	Routinely	High disturbance (e.g. removing a number of AIB ceiling tiles to replace valves/cables, brushing floor etc.)
TOTAL	**TOTAL of D**		
TOTAL	**A + B + C + D = Priority Risk Score**		

Risk	Priority Score	Risk Value
High	10 or more	**4**
Medium	7 – 9	**3**
Low	5 – 6	**2**
Very Low	4 or less	**1**

ii) Total Risk

The total material score value (where **Very Low=1, Low=2, Medium=3 & High=4**) is then added to the total priority score (where **Very Low=1, Low=2, Medium=3 & High=4**) giving a Total Risk Score. The Total Risk Score should form the basis of an Asbestos Management Plan. It is the duty holder's responsibility to carry out a Priority Risk Assessment, using the information given in the survey and their detailed knowledge of the activities carried out within the premises. A score will be produced for each material identified to be containing asbestos. The duty holder must ensure that the Assessment carried out by the surveyor is correct and make changes to the scores as and when required.

Total Risk	Risk Value
High	7 - 8
Medium	6
Low	4 – 5
Very Low	2 – 3

Appendix II - Glossary & Key to Findings Table

Glossary & Key to Findings Table

NADIS

No Asbestos Detected in Sample.

Ref

Referenced to previous sample and is therefore the same e.g. Ref. 12 reference this sample to sample 12 and adopt similar recommendations.

Room No. & Room Description

The room locator number is the unique reference given to that room or area during the survey. This prevents confusion if the area's usage is changed or if the building undergoes refurbishment where some areas or rooms may be removed or expanded. All locator numbers are marked on the plans located in the appendices of this report.

B01 = the first room inspected on the basement level

0101 = the first room inspected on the buildings first floor

Item Description

The item description column refers to the specific item or product sampled. **If requested**, each item would have been labelled accordingly and photographed during the survey. Photographs can be found in the recommendations section (6) where asbestos containing materials have been located.

Sample Number

Each sample has been given an individual number, which is clearly marked on the item label **(if requested - see above)** and on the plans (where provided) located in the appendices of this report. Where a presumed item of asbestos is believed to be present then a term V01, V02 etc will be used.

Asbestos Type

This refers to the type(s) of asbestos that were found in the sample upon analysis at our UKAS accredited laboratory. For further information on asbestos type please see the certificates of analysis located in the appendices.

Extent

The extent column will quantify how large a single asbestos product is or how many similar products are present in that location.

Accessibility

During the survey the consultant has used their judgement to determine the accessibility of the product. Various factors take into account the location of the material and the usage to determine the risk score.

Material, Priority Risk Scoring and Risk Rating

Risk assessments carried out at the time of the survey have been used to create a risk rating.

There are four overall risk ratings, **Very Low**, **Low**, **Medium** and **High Risk**.

Licensed / Non-Licensed Material Categorisation

Core Surveys Ltd use industry knowledge to record each material as to whether it is a Licensed or Non-Licensed product. The categorisation by Core Surveys Ltd should be used as a guide only as the responsibility lies with the Duty Holder and/or the company responsible for working on the materials (e.g. Licensed Asbestos Removal Contractor).

Recommendations

It should be noted that these recommendations are not definitive and are only based on the information available at the time of survey. Other material facts and circumstances unknown at the time of the survey may mean other options may be equally suitable. These need to be discussed and decided upon before producing a final strategic management plan.

Recommended action will normally involve removal, encapsulation or management as described below:

1. Removal of those items vulnerable to constant damage or in an extremely deteriorated condition when removal is the only practicable option, or where refurbishment or demolition works are planned, where asbestos products will have to removed beforehand.

2. Enclosure or encapsulation, together with making good materials when they are in poor condition or vulnerable to damage or deterioration.

3. Management is the preferred option when asbestos products are in good condition. This usually involves labelling and re-inspecting the products on a regular basis and recording the findings.

N.B.: Recommendations are only made upon the positive identification of asbestos within a sample, referenced samples & presumed asbestos containing materials.

i) Definition of Terms

Enclosure:	Provision of a physical barrier to provide protection of the ACM so as to prevent it being disturbed or damaged.
Encapsulation:	Provision of a PVA based coating to effect a continuous seal to the surface of the material, preventing fibre release.
Labelling:	Fixing of standard 'Red A' label as described in HSG 264 at location to warn of the asbestos hazard present.
Periodic Inspection:	Inspection of the material at regular (defined) intervals to verify its condition or the general usage of the area has not changed in any way. All findings must be dated, recorded and kept within a register.
Repair	If the material suffers from minor damage that may result in further damage over time e.g. loose tiles, panels or covers; these must be corrected using safe methods of work in conjunction with the Licensing Regulations (Amendment) 1998.
Removal:	Complete removal of the material and resultant debris under controlled conditions and in conjunction with the Licensing Regulations (Amendment) 1998.

ii) Site Specific Observations and Recommendations

The recommendations generated within this report and register are overridden if the building is subject to major structural alteration or refurbishment.

N.B.: ALTHOUGH WE ENDEAVOUR TO WORK THROUGH A BUILDING IN A METHODICAL MANNER, SAMPLE NUMBERS MAY NOT BE SEQUENTIAL AS SAMPLING MAY JUMP FROM FLOOR TO FLOOR, DEPENDING ON ACCESS AT THE TIME OF THE SURVEY.

Appendix III - Certificates of Analysis

Bulk Analysis Certificate

Rotherfield Woodyard, Mill Lane, Fletching Common, East Sussex BN8 4JL
Company No: 5170789 VAT No: 844 4712 23

Core Surveys Ltd

Client Name:	Crowborough Town Council	**Client Ref:**	
Client Address:	Council Offices Pine Grove Crowborough East Sussex TN6 1DH	**Our Ref:**	S-06314
		No. of samples:	
Date/s samples taken / received:	11th December 2024	**Sample/s taken by:**	Matthew Cook
Date/s of analysis:		**Sample/s analysed by:**	
Site Location:	Council Offices, Pine Grove, Crowborough, East Sussex TN6 1DH		

No samples taken

Analysis Results Key
NADIS - No Asbestos Detected In Sample
Chrysotile - Asbestos identified in sample (Serpentine)
Crocidolite / **Amosite** / **Actinolite** / **Anthophyllite** / **Tremolite** - Asbestos identified in sample (Amphibole)

Analysis was undertaken in accordance with our UKAS accreditation, documented in-house procedures and HSG248 Asbestos: The Analysts' Guide, using Stereo and Polarised Light Microscopy and Dispersion Staining Techniques, with the results relating only to the items tested. Samples are retained for not less than six months from the date of analysis unless otherwise requested.

Where samples are taken by Core Surveys Ltd, sampling is undertaken in accordance with our UKAS accreditation, documented in-house methods and HSG264 Asbestos: The survey guide. Core Surveys Ltd are not responsible for the accuracy or competence of the sampling by third parties; including sample descriptions and locations. Where the sample has been received from the client, the analytical and reporting details are given in good faith on the basis of the information and sample provided.

Opinions and interpretations, including the description of the sample (i.e. referring to Insulating Board or Cement) are based on their asbestos content and visual appearance alone, these opinions are outside of Core Surveys Ltd scope of UKAS accreditation for Bulk Analysis. Water absorption tests (density determination) have not been carried out as these are outside the scope of Core Surveys Ltd's UKAS accreditation for Bulk Analysis.

This report should not be reproduced, except in full, without the written approval of the laboratory.

Signed on behalf of Core Surveys Ltd:			
Analyst name:		**Position:**	
Signature:		**Date of issue:**	17th December 2024

Appendix IV - Marked Plans

KEY

Ref = Reference to Sample Taken; V = Visual Inspection Only

PREFIXES

B = Basement; G = Ground Floor; 01 = First Floor; 02 = Second Floor etc.
M = Mezzanine; LG = Lower Ground Floor; L = Loft; R = Roof; EX = External

Sample locations indicated by unique sample numbers

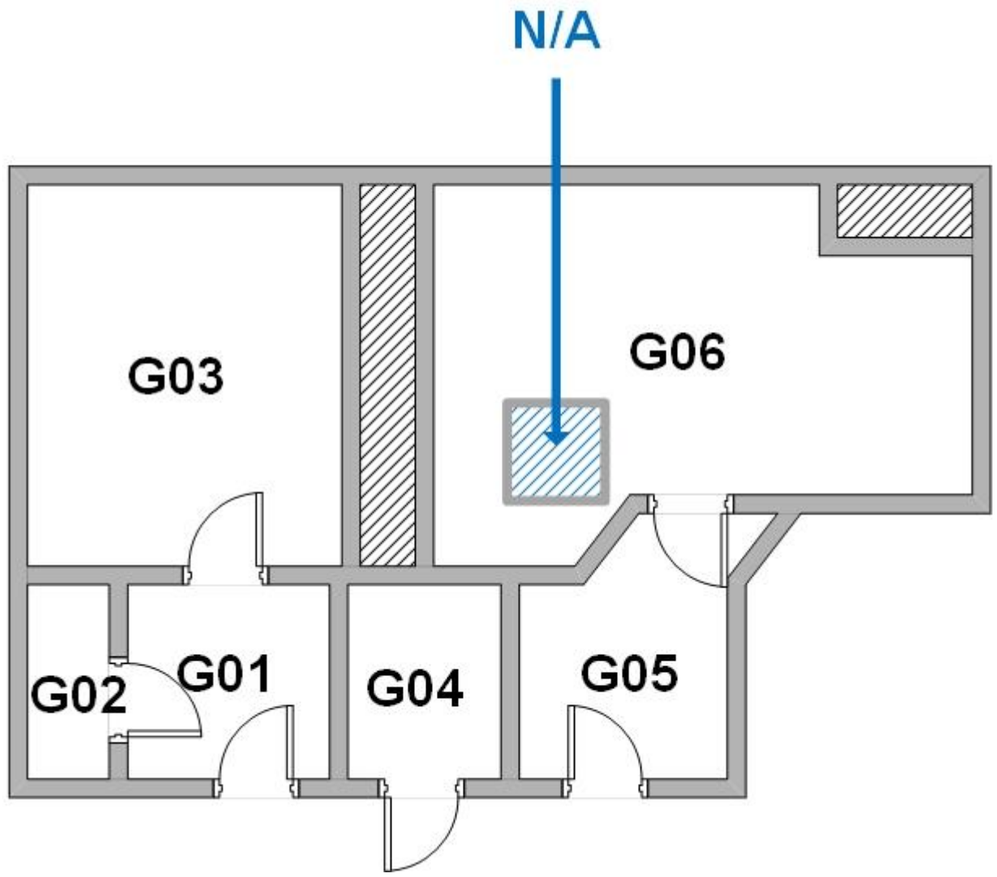
Sample Points, Text or Areas shaded in red indicates where asbestos containing materials are located

Sample Points shaded in green indicates no-asbestos containing materials were detected

Text or Areas shaded in blue indicate locations of No Access which must be presumed to contain asbestos until proven otherwise

Areas ringed in orange indicates where Refurbishment Surveys were undertaken.

PLANS NOT TO SCALE



Intrusive Inspection Locations (if applicable)
(Refer to Report for Findings & Limitations)

Additional Information:

Key

	ASBESTOS PRESENT or PRESUMED
	NO ASBESTOS DETECTED
	AREAS OF LIMITED or NO ACCESS
	OUTSIDE SCOPE OF SURVEY

PLANS NOT TO SCALE

Ref:	**S-06314**
Client:	**Crowborough Town Council**
Site:	**Council Offices, Crowborough**
Floor(s):	**Ground**

South East Office
Rotherfield Woodyard, Mill Lane, Fletching Common, East Sussex BN8 4JL
Tel: 01273 287390

South Wales Office
Office 11, JR Business Centre, Main Avenue, Treforest CF37 5UR
Tel: 01873 583070

South East Office

Rotherfield Woodyard
Mill Lane
Fletching Common
East Sussex
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Tel: 01273 287390

South Wales Office

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Treforest
CF37 5UR

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