

## MANAGEMENT ASBESTOS SURVEY REPORT



Site Name: 48 The Grove  
Site Address: 48 The Grove  
Ilkley  
LS29 9EE  
Survey carried out by: D. Holdsworth  
Date of Survey: 25<sup>th</sup> July 2012  
For and on behalf of: Westlake & Co

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## **SURVEY REPORT WITH MATERIAL ASSESSMENT**

**Site ID:** 3572

**Client:** Westlake & Co

**48 The Grove**  
Ilkley  
LS29 9EE

**Survey Type:** Management Survey


**This survey was undertaken by:-**

D. Holdsworth of  
ACS Health Safety and Environment Ltd  
41 Elizabeth Street  
Elland  
Halifax  
West Yorkshire  
HX5 0JH

**Print Date:** 31/07/12

**Report Prepared By:**

Name D Holdsworth

Signed 

**Report Checked By:**

Name Ruth Alders

Signed 



ACAD  
Asbestos Control & Abatement Division  
Surveyor Member

## **CONTENTS**

- 1. INTRODUCTION**
  - 2. DETAILED SITE DESCRIPTION**
  - 3. SAMPLING STRATEGY**
  - 4. SURVEY STRATEGY**
    - 4.1 Management Survey without Sampling**
    - 4.2 Management Survey with Sampling**
    - 4.3 Refurbishment/Demolition Survey**
  - 5. BULK ANALYSIS METHOD**
  - 6. REPORT STRATEGY DEFINITIONS**
    - 6.1 Assessment of Condition of Asbestos Elements**
    - 6.2 Surface Treatment**
    - 6.3 Assessment of Likelihood of Disturbance**
    - 6.4 Extent of Asbestos Containing Material**
    - 6.5 Material Risk Assessment of Each Asbestos Element**
    - 6.6 Assessment of Priority of Each Asbestos Element**
    - 6.7 Management Priority Risk Assessment & Plan**
  - 7. AREAS OF NO ACCESS**
  - 8. COMMENTS & RECOMMENDATIONS SUMMARY**
- APPENDICES**
- APPENDIX A: ASSESSMENT SHEETS**
- APPENDIX B: DRAWINGS**
- APPENDIX C: BULK SAMPLE RESULTS**

## 1. INTRODUCTION

Instructions were received from Liz on behalf of Westlake & Co to carry out an asbestos survey on the property known as 48 The Grove, Ilkley, LS29 9EE. This survey was carried out on the 25th July 2012. The scope of works was to carry out a full asbestos location survey on the premises as outlined by the client. The extent and type of asbestos based materials on site was to be defined.

## 2. DETAILED SITE DESCRIPTION

The property surveyed is single storey property with a lower ground area consisting of Stores, Changing Areas, Office, Kitchen, Toilet Areas etc. As the building is unoccupied but no major refurbishment works are planned it was necessary to carry out a Management Survey. This survey was carried in accordance with the latest Control of Asbestos Regulations (CAR) 2012.

**If the building undergoes major refurbishment in the future then a Refurbishment/Demolition Survey must be carried out before work can begin.**

**Concealed Spaces and Voids:** The survey did not include cavity wall voids, ceiling voids, risers, ducts or concealed spaces in the fabric of the building, where access would have required the use of specialist equipment or tools, or where gaining access to carry out an inspection would have caused damage to decoration, fixtures, fittings or the structure of the building. The survey did not extend to searching for concealed asbestos where removal of materials suspected of containing asbestos would be required for the inspection.

**Carpets, furniture, fixtures and fittings:** We have not inspected areas or surfaces that would require the removal or relocation of carpets, furniture, fixtures or fittings.

**If the report identifies areas that were not accessible for inspection, the Health and Safety Executive Guidance Note HSG264 Asbestos: The Survey Guide, then these areas should be presumed to contain asbestos until inspection and sampling proves otherwise.**

**Access Equipment:** Unless specifically detailed in the report, we have only inspected areas that could be accessed without specialist access equipment, other than step-ladders.

**Categorisation of asbestos products:** Where reference has been made to a particular category of asbestos material, this is based on the surveyor's subjective assessment, and unless specifically stated, density determinations have not been undertaken.

**NB. Please note that this survey cannot be assigned from the original recipient without prior reference to the issuing company**

### **3. SAMPLING STRATEGY FOR ASBESTOS MATERIAL (HEALTH & SAFETY POLICY)**

The object of carrying out sampling was to identify the nature and extent of any visible asbestos material.

All samples were collected in self seal bags where appropriate and a label was left on the site adjacent to the sample location. This label indicates the sample number for cross reference to this report. Care was taken to prevent cross-contamination of samples.

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

As required under the Control of Asbestos Regulations 2012, dust release in sampling must be reduced to as low as is reasonably practicable and an assessment in respect of likely dust release will dictate the need for precautionary measures. This included the use of personal protective equipment, isolation of the sampling area, wetting of the material to suppress dust release and an appropriate cleaning process. After sampling, any broken material was sealed with PCL cloth tape. All samples were double sealed in polythene bags which would not give rise to any dust release. Sampling did not impair the structural integrity of the building or plant.

### **4. ASBESTOS SURVEY STRATEGY**

All surveys have been carried out in accordance with the requirements of Control of Asbestos Regulations 2012 (CAR 2012).

There are three types of asbestos survey carried out:

#### **4.1 Management Survey without Sampling – Formerly Type 1 - Presumptive Survey**

The purpose of this survey is to locate as far as reasonably practicable, the presence and extent of any suspect asbestos containing materials (ACM) in the building and assess their condition. No samples have been taken to verify the presence of asbestos. A material has been presumed To be asbestos unless there is sufficient evidence to suggest that it is not an ACM.

The following reasoned arguments have been used to suggest that a material does not contain asbestos:

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

Where materials have the visible appearance of asbestos or are known to have been manufactured using asbestos they have been marked as **STRONG PRESUMPTION**.

**Note** - a presumptive survey will inevitably result in non asbestos containing materials being presumed to be asbestos. We accept no liability for the additional costs and duty incurred in managing this presumption. We recommend that sampling is carried out as far as practicable.

## **4.2 Management Survey with Sampling – Formerly Type 2 - Sampling Survey**

The purpose and procedure adopted in this survey are the same as for a TYPE 1 except that representative samples are collected and analysed for the presence of asbestos. If a material sampled has been found to contain asbestos, other similar homogeneous materials may have been strongly presumed to contain asbestos.

A strategy has been established to keep to a minimum the number of bulk samples taken for analysis and therefore minimise the cost of the survey. The strategy employed is a combination of a visual inspection and sampling of bulk materials.

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

Where the survey reports a material as NON-ASBESTOS by visual inspection and with no Analysis of samples (e.g. recently lagged pipe work covered with metal cladding) then the client should exercise caution in interpreting the results. It is **IMPORTANT** to stress that in such circumstances, there may be residues of asbestos trapped under the newly applied lagging (e.g. from previous asbestos removal carried out in the past).

It is not usually practicable to detect such residues until major disturbances of the material takes place within the scope of a destructive survey. Therefore the surveying company responsible cannot accept liability for the detection of such residues in this survey. If the client undertakes major alterations in a specific area where it may be possible that residual asbestos may be found, then it is recommended that further investigation of the specific area be carried out before the start of work.

Where there are large numbers of identical items distributed throughout the site (e.g. fuse boxes with asbestos flash pads) a single sample will be taken for analysis and therefore the client must assume that identical items will have the same composition as the one specified.

## **4.3 Refurbishment/Demolition Survey – Formerly Type 3 - Intrusive Survey**

This type of survey is to establish and describe as far as practicable, all ACMs in the building and may have involved destructive inspection techniques. The volume of asbestos materials has been established but no assessment of condition has been made other than to highlight areas of significant damage or debris.

On all types of survey, where **NO ACCESS** is used, it indicates that the area specified was not accessible at the time of the survey. The client is to be alerted to the possibility of there being asbestos materials in the area.

Access to these areas **MUST** be achieved prior to any demolition/refurbishment works being carried out. Please note – this may involve the employment of a licensed asbestos contractor.

This may therefore require further investigation. Only those areas defined are covered in this report. Those areas not identified should be considered as not accessed for the purpose of this survey.

## **5. METHODS OF BULK SAMPLE ANALYSIS**

All techniques used were in strict accordance with the HSE document HSG248, titled "Asbestos: The Analysts' Guide for Sampling, Analysis and Clearance Procedures".

Identification of asbestos fibres was based on the following analytical procedure:

- 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 liquids on microscope slides;
- E) The different fibrous components were identified using PLM.

## **6. REPORT STRATEGY DEFINITIONS**

In accordance with the requirements of the HSG264 Asbestos: The Survey Guide, all asbestos containing materials (ACM) identified on the site have been assessed to consider their potential for fibre release. This assessment has been established using the Material Assessment Algorithm that is defined in the HSG264 document. The assessment is based upon:

1. Product Type
2. Extent of Damage or Deterioration
3. Surface Treatment
4. Asbestos Type

The material assessment identifies the high-risk materials, that is, those that will most readily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score in the material assessment will be the materials that are given priority for remedial action. Action priorities have been determined by considering the following:

5. Material Assessment Score
6. The Location of the Material
7. Its Extent
8. Its Accessibility
9. The Perceived Use and Occupation of the Building

A mathematical algorithm has not been used to establish the action priority assessment recommendation.

An Action Priority Rating will be assigned to each asbestos element identified on the sites surveyed.

Non-asbestos elements will not be assigned a priority rating.

Implementation of the system will assist the client to ensure a safe working environment is maintained on site with respect to all asbestos materials identified.

## 6.1 Assessment of Condition of Asbestos Elements

### GOOD

No visible damage.

### LOW DAMAGE

A few scratches or surface marks; broken edges on boards, tiles, etc.

### MEDIUM DAMAGE

Significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.

### HIGH DAMAGE

Damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.

## 6.2 Surface Treatment

The surface treatment of an ACM has been defined in one of the following categories:

Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles.

Enclosed sprays and lagging, AIB (with enforced face painted or encapsulated), asbestos cement sheets, etc.

Unsealed AIB or encapsulated lagging and sprays.

Unsealed lagging and sprays.

## 6.3 Assessment of Likelihood of Disturbance

The surveyor has made an assessment of the perceived likelihood of disturbance based upon the information available. This is based on the location of the material and its accessibility.

The following definitions have been used to identify location:

OUTDOORS

LARGE ROOM

WELL VENTILATED AREA

ROOM UP TO 100 SQUARE METRES

CONFINED SPACE

The following definitions have been used to describe accessibility:

USUALLY INACCESSIBLE

UNLIKELY TO BE DISTURBED

OCCASIONALLY LIKELY TO BE DISTURBED

EASILY DISTURBED

ROUTINELY DISTURBED

**Note** - the surveyor can only make an assessment based upon information available at the time of the survey. It is the client's duty to reconsider this factor as part of their management assessment plan.

## **6.4 Extent of Asbestos Containing Material**

The approximate quantity of the asbestos containing material has been provided. This is an estimate only and should not be used for tender or other purposes.

## **6.5 Material Risk Assessment of Each Asbestos Element**

### **0 TO 4 (VERY LOW)**

Materials with assessment scores between 0 to 4 have a very low potential to release fibres if disturbed.

### **5 TO 6 (LOW)**

Materials with assessment scores between 5 to 6 have a low potential to release fibres if disturbed.

### **7 TO 9 (MEDIUM)**

Materials with assessment scores between 7 to 9 have a medium potential to release fibres if disturbed.

### **10 AND ABOVE (HIGH)**

Materials with assessment scores of 10 and above have a high potential to release fibres if disturbed.

## **6.6 Assessment of Priority of Each Asbestos Element**

### **PRIORITY 1**

Priority 1 asbestos materials are in a condition or location which requires urgent attention. Priority 1 asbestos materials are usually not suited to any form of containment program 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 1. Any disturbance to priority 1 materials is liable to expose personnel to elevated levels of airborne respirable asbestos fibres and then also is liable to spread the extent of the contamination throughout the rest of the building.

### **PRIORITY 2**

All priority 2 asbestos materials are in a location and/or condition which 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 materials should be assigned a priority 3 rating. In the long term it is recommended that all priority 2 materials be removed as soon as resources become available.

### **PRIORITY 3**

Priority 3 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 3 is only valid if this provision is maintained. Building managers should be aware of any changes in work activities in areas where priority 3 asbestos materials are located. Priority 3 asbestos materials would change to priority 1 materials if it is decided to carry out building works which would require some disturbance of the asbestos material.

## 6.7 Management Priority Risk Assessment and Plan

In accordance with the Control of Asbestos Regulations 2012 it is the client's duty to consider the information provided in conjunction with other information that is only available to him which will then enable him to form a complete risk assessment and subsequent management plan.

In assessing the risk the client must consider the following factors:

1. Material Assessment Score
2. Surveyor's Recommendation
3. Surveyor's Action Priority
4. Occupant Activity

The activities carried out in an area will have an impact on the risk assessment. When carrying out a risk assessment the main type of use of an area and the activities taking place within it should be taken into account. For example, a little used storeroom, or an attic, will rarely be accessed and so any asbestos present is unlikely to be disturbed. At the other end of the scale, in a warehouse lined with AIB panels, with frequent vehicular movements, the potential for disturbance of ACMs is reasonably high and this would be a significant factor in the risk assessment.

As well as the normal everyday activities taking place in an area, any secondary activities will need to be taken into account. Maintenance is dealt with separately.

### 5. Likelihood of Disturbance

The two factors that will determine the likelihood of disturbance are the extent or amount of the ACM and its accessibility. For example, asbestos soffits are outdoors and generally inaccessible without the use of ladders or scaffolding, so they are unlikely to be disturbed. The asbestos cement roof of a hospital ward is also unlikely to be disturbed, but its extent would need to be taken into account in any risk assessment. However, if the same ward had asbestos panels on the walls they would be much more likely to be disturbed by trolley / bed movements.

### 6. Human Exposure Potential

The human exposure potential depends on three factors; the number of occupants of an area, the frequency of use of the area, and the average time each area is in use. For example, a factory boiler room is likely to be unoccupied, but may be visited daily for a few minutes. The potential for exposure is much less than say in an assembly shop lined with AIB panelling, with 30 workers, which is occupied daily for six hours.

### 7. Maintenance Activity

The final area that must be taken into consideration is the level of maintenance activity likely to be taking place in an area. As we have said, maintenance trades such as plumbers and electricians are the group most at risk from accidental exposure to asbestos, so the work they carry out in an area should not be ignored. These activities may be as simple as changing a light bulb in an AIB ceiling or may be substantial such as replacing cabling, or installing new central heating systems. The frequency of maintenance activities also needs to be taken into account when carrying out a risk assessment. If light bulbs need to be changed as frequently as monthly, the risk will be greater than if they are only changed annually and this will have a bearing on the risk assessment conclusions and therefore on the management plan developed.

**Guidance is available in the L127 Approved Code of Practice “Management of Asbestos in Non-Domestic Premises” ISBN 0 7176 2382 3 and HSG 227 “A Comprehensive Guide to Managing Asbestos in Premises” and HSG264 Asbestos: The Survey Guide.**

**All priority rating assessments of all asbestos materials found on the site are to be found in the asbestos survey report sheets.**

## **7. AREAS OF NO ACCESS**

**Please Note: Access to these areas MUST be achieved prior to any demolition/refurbishment works being carried out on site. This may involve the employment of a licensed asbestos contractor.**

## **8. COMMENTS AND RECOMMENDATIONS SUMMARY**

During the course of the Management Survey, three samples have been taken and analysed by a UKAS Accredited Laboratory. No asbestos was positively identified within the samples analysed.

**APPENDIX A: Material Assessment Sheets (3 Pages)**

**APPENDIX A: MATERIAL ASSESSMENT SHEETS**

<b>Site ID</b>	3572	<b>Floor</b>	Lower Ground
<b>Location ID</b>	3572/A/0i	<b>Room / Area</b>	Throughout
<b>Building</b>	48 The Grove	<b>Description</b>	Bitumen Coating to Walls & Floor



<b>Surveyed</b>	YES	<b>Source Of Information</b>	D. HOLDSWORTH
<b>Last Inspection Date</b>	25/Jul/2012	<b>Lab Reference</b>	37317/161213
<b>Survey Type</b>	MANAGEMENT	<b>Sample Number</b>	3572/01

**Material** **MATERIAL ASSESSMENT =**  
Surface Treatment

**Condition** **Sample Result** NO ASBESTOS DETECTED

**Location**

**Accessibility**

**Amount** linear / square metres

**Action** **MANAGEMENT SUMMARY** **Priority** **Notifiable**

**Comments:** No asbestos was identified within the sample analysed.

**Recommendations:**

**APPENDIX A: MATERIAL ASSESSMENT SHEETS**

<b>Site ID</b>	3572	<b>Floor</b>	Lower Ground
<b>Location ID</b>	3572/A/0ii	<b>Room / Area</b>	Small Kitchen
<b>Building</b>	48 The Grove	<b>Description</b>	Sink Pad



<b>Surveyed</b>	YES	<b>Source Of Information</b>	D. HOLDSWORTH
<b>Last Inspection Date</b>	25/Jul/2012	<b>Lab Reference</b>	37317/161214
		<b>Sample Number</b>	3572/02
<b>Survey Type</b>	MANAGEMENT		

<b>Material</b>	<b><u>MATERIAL ASSESSMENT =</u></b>	<b>Surface Treatment</b>	
<b>Condition</b>		<b>Sample Result</b>	NO ASBESTOS DETECTED

**Location**

**Accessibility**

**Amount** linear / square metres

	<b><u>MANAGEMENT SUMMARY</u></b>	
<b>Action</b>	<b>Priority</b>	<b>Notifiable</b>
<b>Comments:</b>	No asbestos was identified within the sample analysed.	
<b>Recommendations:</b>		

**APPENDIX A: MATERIAL ASSESSMENT SHEETS**

<b>Site ID</b>	3572	<b>Floor</b>	Ground
<b>Location ID</b>	3572/A/0iii	<b>Room / Area</b>	Throughout
<b>Building</b>	48 The Grove	<b>Description</b>	Flooring Material



<b>Surveyed</b>	YES	<b>Source Of Information</b>	D. HOLDSWORTH
<b>Last Inspection Date</b>	25/Jul/2012	<b>Lab Reference</b>	37317/161215
		<b>Sample Number</b>	3572/03
<b>Survey Type</b>	MANAGEMENT		

<b>Material</b>	<b><u>MATERIAL ASSESSMENT =</u></b>	<b>Surface Treatment</b>	
<b>Condition</b>		<b>Sample Result</b>	NO ASBESTOS DETECTED

**Location**

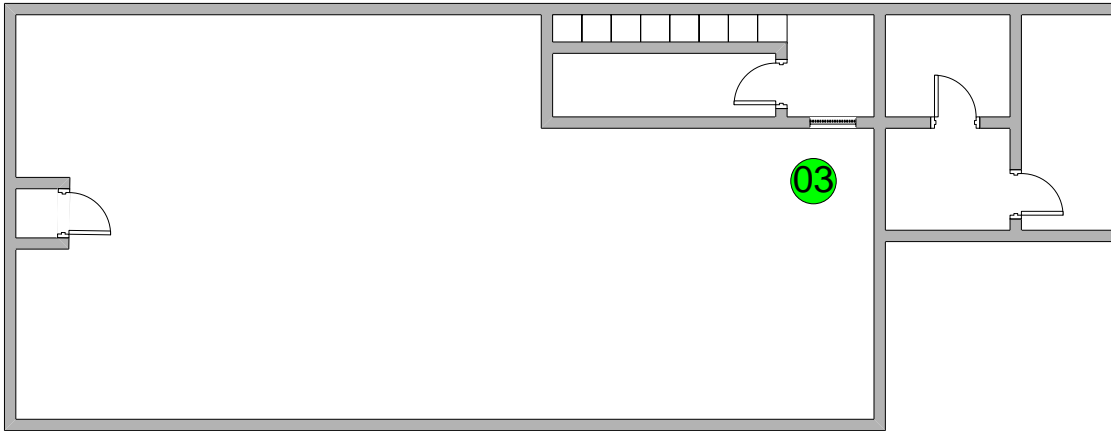
**Accessibility**

**Amount** linear / square metres

	<b><u>MANAGEMENT SUMMARY</u></b>	
<b>Action</b>	<b>Priority</b>	<b>Notifiable</b>
<b>Comments:</b>	No asbestos was identified within the sample analysed.	
<b>Recommendations:</b>		

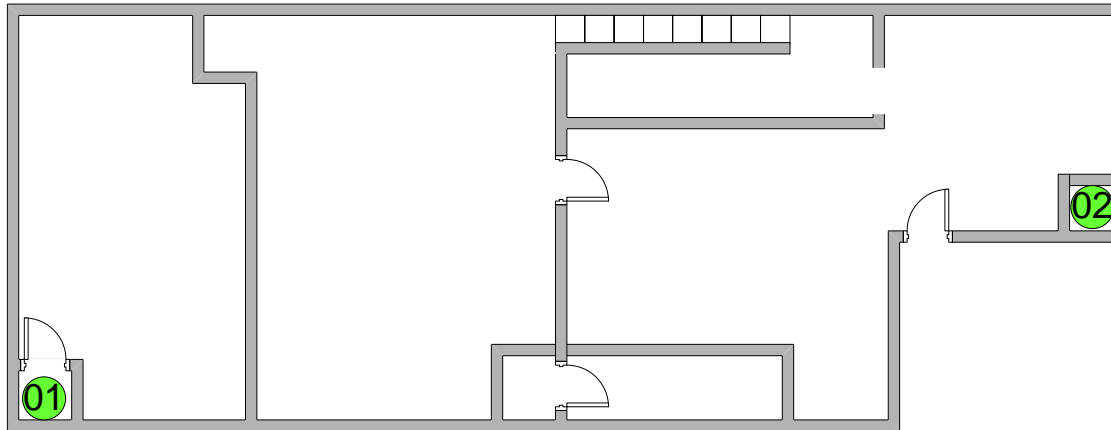
**APPENDIX B: Drawings (1 Page)**

**Ground Floor**



- Asbestos Detected
- No Asbestos Detected
- Presumed Asbestos

**Lower Ground Floor.**



Drawing By

D. Holdsworth

Building/Area  
48 The Grove

Date

31/07/12

Page  
1 of 1

**APPENDIX C: Bulk Sample Results (1 Page)**

