

Asbestos Refurbishment Survey Of

Potting Sheds North Lodge Park Grounds NR27 0AH

Report Number: S-14709



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Project No: S-14709

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General Site and Survey Information

Survey Date	01 September 2016	Survey Type	Refurbishment Survey
Surveyors	Glen Whitworth	HSG 264	
Client Name and Address:		Instructing Party Address:	
North Norfolk District Council Holt Road Cromer Norfolk		North Norfolk District Council Holt Road Cromer Norfolk	
Order No:		Order No:	
Contact:	Jamie Webb	Contact:	As Client
Telephone:	01263 516086	Telephone:	As Client

Site Address:		Report compiled by:	
Potting Sheds North Lodge Park Grounds NR27 0AH		Sophie Gingell Broadland Group Limited Suite G4 Woodland Place Hurricane Way Wickford Business Park SS11 8YB	
		Signature: 	
Reviewed by:	Nick Worrall	Contact:	Glen White
Signature:		Title:	Operations Director
Date:	07/09/2016	Telephone:	01268 574344
Additional review if required		Not Required	

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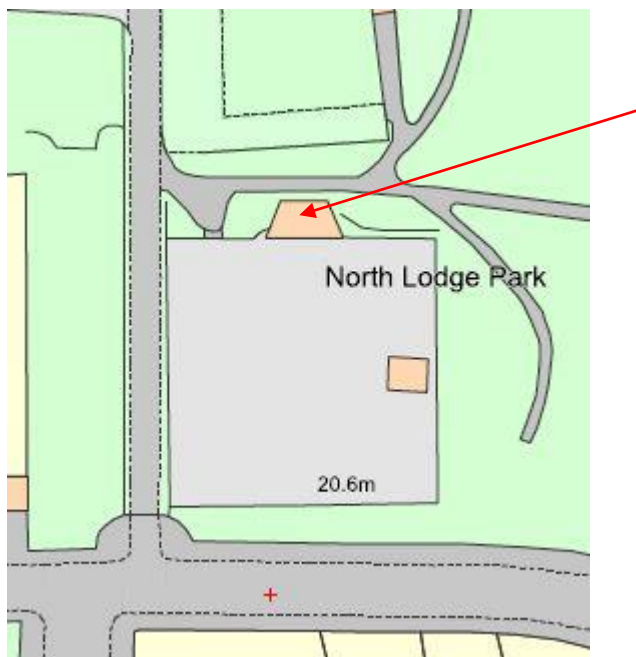
Section 1: Executive Summary

A Refurbishment Survey and was carried out on the 01 September 2016 by Glen Whitworth (Lead Surveyor) at:

Potting Sheds
North Lodge Park Grounds
NR27 0AH

Type of Survey, Scope and Extent

Refurbishment survey of entire shed. Shown by red arrow.



Asbestos Containing Materials were identified in the following areas:

No Asbestos Containing Materials were identified

ACMs with High Material Assessment score and recommended actions:

No ACMs with high material assessment scores were identified

Site Specific - no access areas:

All areas were accessed within scope of survey

**Site specific non – accessible information is more detailed within the inspection
record sheets Appendix (iii)**

Refurbishment Survey as required depending on scope of survey

This report only contains information within the specified area of the survey.

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Section 2: Introduction

Broadland Group Ltd was instructed by:

Jamie Webb of North Norfolk District Council
Holt Road,
Cromer,
Norfolk

To carry out a Refurbishment Survey as defined in HSG264 Asbestos: The Survey Guide.

At:
Potting Sheds
North Lodge Park Grounds
NR27 0AH

Building Details:

Former Potting Shed
Commercial
Circa 1930s
Brick and timber construction

A Refurbishment and Demolition asbestos survey (as defined in HSG264 – Asbestos: The Survey Guide) is required before any refurbishment or demolition works are carried out. This type of survey is to be used to locate and describe as far as reasonably practicable, all ACMs in the area where 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 areas that may be difficult to access, including those above suspended ceilings and inside risers, service ducts, etc.

Highlight areas of concern, specifically those requiring immediate attention.

Representative samples should be collected and analysed for the presence of asbestos.

Provide detailed survey report including inspection records, photographs and highlighted site plans to orientate and amplify the findings.

Material assessment where the period between survey and the planned work is significant (**more than 3 months**) then a material assessment has been conducted and included in the report and it is recommended an interim management plan is put in place.

Section 3: Methodology / Technical Information

3.1 Survey

Refurbishment and Demolition surveys are a disruptive and fully intrusive and involve visual inspection and subsequent sampling of materials suspected of containing asbestos by trained surveyors experienced in the techniques of recognising and sampling asbestos materials.

The survey was undertaken in accordance with in-house methods IM2 and based on HSG 264 & HSG 248 under Broadland Group Ltd's UKAS Accreditation (ISO/IEC 17020).

3.2 Sampling Methods

Representative samples of materials suspected of containing asbestos were carefully collected and transferred to containers prior to transfer to the laboratory. Equipment used for the collection of the samples was decontaminated prior to each sample being collected.

After collection of the sample, the surfaces of the area around the sample point were sealed whenever possible in order to prevent fibre release. The sample was given a reference number and a self adhesive label was affixed to the sample area, where possible.

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.

Where there was large numbers of identical items distributed in numerous location throughout the site, e.g. cement flue pipes, oven door seals etc., fewer samples may have been taken. In this case it is assumed that all identical items have the same composition as those analysed and specified in the record sheet.

Where a "NO ACCESS" is used this indicates that the area specified was not accessible to the surveyor at the time of the survey either because of locked doors or because to gain access would have required an unreasonable amount of dismantling of the building structure. In this circumstance it has to be presumed that ACMs may be present within these areas.

Materials referred to as Asbestos Insulating Board and Asbestos Cement has been defined by visual appearance only by the surveyor whilst the material is in situ.

3.3 Presumed and Strongly Presumed

The duty to manage requirement in the Control of Asbestos Regulations 2012 regulation 4 allows materials to be 'presumed' to contain asbestos. Therefore in the asbestos survey, materials can be presumed to contain asbestos. There are two levels of 'presumption'.

Strong presumption: in this case the material looks as if it is an ACM, or that it might contain asbestos. This conclusion can be reached through visual inspection alone by an experienced, well-trained surveyor, and familiar with the range of asbestos products. Examples of 'strong presumption' would be:

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Where laboratory analysis has confirmed the presence of asbestos in a similar construction material; Materials in which asbestos is known to have been commonly used in the manufactured product at the time of installation (e.g. corrugated cement roof and wall sheeting, cement gutters and drainpipes, cement water tanks, ceiling tiles, insulating boards); Materials which have the appearance of asbestos but no sample has been taken, e.g. thermal insulation on a pipe where fibres are clearly visible.

A 'default' situation where a material is **presumed** to contain asbestos because there is insufficient evidence (e.g. no analysis) to confirm that it is asbestos free, or where a duty holder/surveyor decides that it is easier under the planned management arrangements to presume certain materials contain asbestos. Many non-asbestos materials will also be presumed to contain asbestos using this system. There is a further default situation where materials must be presumed to contain asbestos. The default applies to areas which cannot be accessed or inspected. In this situation **any area not accessed or inspected must be presumed to contain asbestos, unless there is strong evidence that it does not.**

If bulk samples are collected they would be analysed using a combination of dispersion staining and polarised light microscopy as described in HSG 248 The Analysts Guide within a UKAS accredited laboratory.

3.4 Material assessment

The purpose of the material assessment is to establish the relative ability of various types of ACM's to release fibres into the air, should they be disturbed. The type of fibre is also taken into account. A simple four parameter additive algorithm is used to assess the likely magnitude of release from the material, given a standard disturbance. This is evaluated using four categories: high, medium, low and very low.

The four main parameters which determine the amount of fibre release from an ACM when subject to a standard disturbance are:

- Product type;
- Extent of damage or deterioration;
- Surface treatment/Fibre Release; and
- Asbestos type.

Each parameter is scored as:

High = 3, Medium = 2 or Low = 1; two categories also have a nil score.

The value assigned to each of the four parameters is added together to give a total score of between 2 and 12.

Presumed or strongly presumed asbestos-containing materials are scored as Crocidolite (3), unless analysis of similar samples from the building shows a different asbestos type, or if there is a reasoned argument that another types of asbestos was always used.

Examples of scoring for each parameter are given at the end of this section.

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The scores detailed in the inspection records are defined and highlighted as follows:

10 to 12	High potential to release fibres if disturbed
7 to 9	Medium potential to release fibres if disturbed
5 to 6	Low potential to release fibres if disturbed
4 or less	Very low potential to release fibres if disturbed

3.5 Inspection Record Notes

Sample variable	Score	Examples of scores
Product type (or debris from product)	1	Asbestos-reinforced composited (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc).
	2	AIB, millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
	3	Thermal insulation (eg pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
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 delimitation 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, AIB (with exposed face painted or encapsulated) asbestos cement sheets etc.
	2	Unsealed AIB, or encapsulated lagging and sprays
	3	Unsealed lagging and sprays
Asbestos type	1	Chrysotile
	2	Amphibole asbestos excluding Crocidolite
	3	Crocidolite

Section 4: Conclusions & Recommendations

Details of all the ACM's identified are listed within the Inspection Record Sheets (Appendix (iii)).

Any Asbestos containing material identified should be removed prior to disturbance or building works within the area or site and may require an asbestos licence to do so. For further guidance on what asbestos product types require a licence please refer to the Control of Asbestos Regulations 2012 Approved Code of Practice: L143.

If the site or any of the ACMs identified are to be retained for any length of time (ie greater than 3 months) then full management of all retained ACMs should be instigated as follows:

4.1 Generally

All access and activities causing disturbance to areas containing asbestos should be restricted and the associated risks appropriately assessed.

The asbestos findings should be made available to all those persons likely to come in contact with asbestos, especially any contractors proposing to work on site.

Background air monitoring during normal occupation should be carried out to all areas of the site where asbestos containing materials have been identified. The purpose of which, is to confirm airborne fibre levels, are satisfactory in relation to non occupational exposure of employees and visitors to the site.

The duty holder should be made aware of the limitations and scope of this survey and arrangements made to access those areas at a later date to determine the possibility of further ACM's that can only be identified by further more detailed investigative survey works.

Broadland Group Ltd recommends that the findings of this Asbestos Survey Report **shall not** be solely relied upon in obtaining costs for proposed asbestos abatement work.

- Any proposed abatement/removal of the asbestos should be undertaken against a detailed specification.
- The specification should encompass the site conditions and the extent of ACMs/contamination present.

4.2 Asbestos Policy

An Asbestos Management Policy must be formulated and implemented.

The policy specifically should address the Client's Statement of Intent in respect to asbestos issues, Management Structure and levels of responsibilities in relation to Regulation 4 of CAR 2012.

4.3 Asbestos Training

As described within Regulation 10 of The Control of Asbestos Regulations 2012 appropriate training must be provided to all those responsible for the day to day management of the site and those who may/will come into contact with ACMs as part of their normal employment. (Asbestos Awareness).

Broadland Group Ltd has the facilities to assist in all of the above if required.

4.4 Asbestos Management Plan (Unless the entire building(s) is being demolished)

A documented Asbestos Management Plan should be instigated so as to comply with 'Regulation 4' of the 'Control of Asbestos Regulations 2012 – The duty to manage asbestos in non domestic premises.

This plan should be kept up to date and involve regular inspection of ACM's left in situ (Appendix (vii) – Twelve monthly inspection log sheet).

The material assessment identifies the high risk materials, that is, those which will most readily release airborne fibres if disturbed.

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

Management priority must be determined by carrying out a risk assessment which will take into account factors such as:

- the location of the material;
- its extent;
- the use to which the location is put;
- the occupancy of the area;
- the activities carried out in the area; and
- the likelihood /frequency with which maintenance activities are likely to take place.

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Appendix (i): Asbestos Register

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No Asbestos Containing Materials were identified

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Appendix (ii): Non Asbestos Register

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Potting Sheds:				
Inspection Record	Floor	Room Number / Name	Description	Sample Number
283947	Ground Floor	Roof (001)	Roof - Bituminous Product	S1
283948	Ground Floor	Windows (001)	Putty - Mastic	S2

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Appendix (iii): Inspection Sheets

Sample Inspection Record					
Client:		North Norfolk District Council			
Site Address:		Potting Sheds	North Lodge Park Grounds		
Project Number	S-14709	Survey Type:	Refurbishment	Date:	01/09/2016
Overview					
Inspection Record:		283947			
Building:		Potting Sheds	Floor:	Ground Floor	
Room Number / Name:		Roof (001)			
Sample Number:		S1	Inspection Type:	Sampled	
					
Description		Roof - Bituminous Product			
Sample Notes		Bitumen felt to roof.			
Analysis Result		NADIS			
Extent (approximate)		60 m ²			
Recommendation		No action required			
Notes		-			
Material assessment score					
Product Type		-			0
Surface treatment		-			0
Extent of Damage		-			0
Asbestos type		-			0
Total Score / Risk		-			-

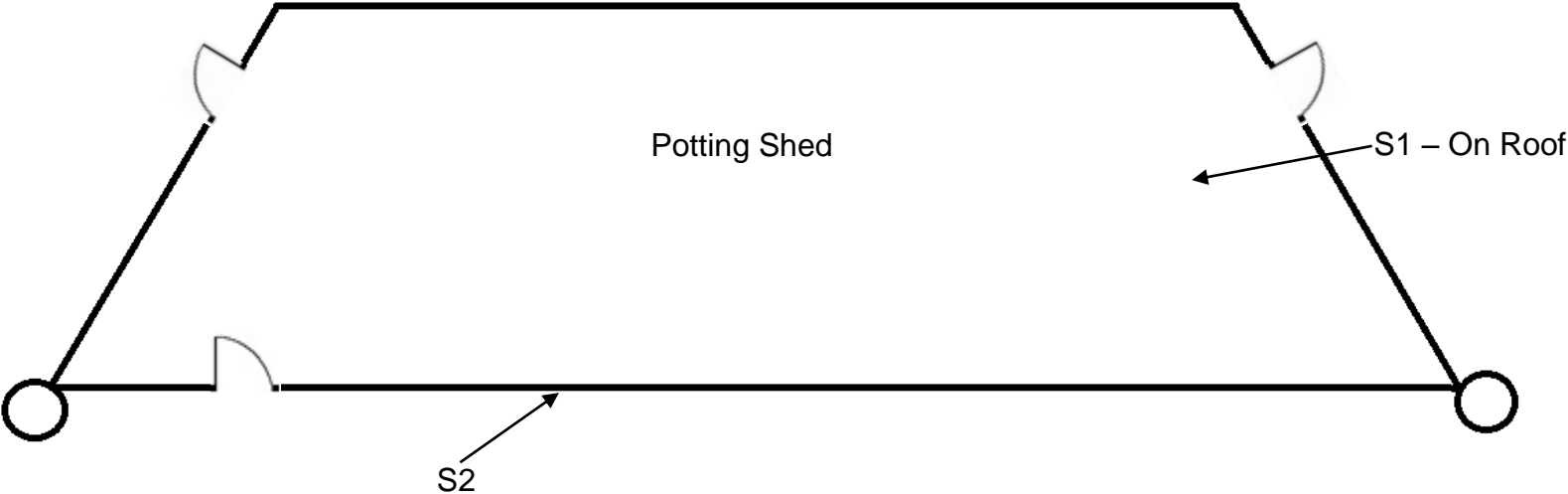
Sample Inspection Record					
Client:		North Norfolk District Council			
Site Address:		Potting Sheds	North Lodge Park Grounds		
Project Number	S-14709	Survey Type:	Refurbishment	Date:	01/09/2016
Overview					
Inspection Record:		283948			
Building:		Potting Sheds	Floor:	Ground Floor	
Room Number / Name:		Windows (001)			
Sample Number:		S2	Inspection Type:	Sampled	
					
Description		Putty - Mastic			
Sample Notes		Putty to glazing in windows.			
Analysis Result		NADIS			
Extent (approximate)		16 lin m			
Recommendation		No action required			
Notes		-			
Material assessment score					
Product Type	-			0	
Surface treatment	-			0	
Extent of Damage	-			0	
Asbestos type	-			0	
Total Score / Risk	-			-	








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Appendix (iv): Drawings

*The Survey was undertaken based on your site layout plans
(No plan reference)*

The plans show sampling points and any areas of ACM's are highlighted as defined in the key.



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KEY					BROADLAND GROUP LTD					www.broadland-group.co.uk					
123	Sample Number	←	Sample Location	—	Asbestos Cement - Vertical		Asbestos Cement - Horizontal	—	Textured Coating - Vertical		Textured Coating - Horizontal				
	AIB - Horizontal	—	AIB - Vertical	—	Asbestos Insulation		Asbestos Floor Covering		Miscellaneous		Asbestos debris		No Access		

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Appendix (v): Visual Inspection Records

Potting Sheds			
Floor	Room	Observations	Notes
Ground Floor	Exterior (001)	Ceiling: Timber, Fascia Wall: Timber, Floor: Concrete, Floor: Solid, Putty: Mastic, Roof: Bituminous Product, Roof: Timber, Roof Covering: Flat, bitumen felt lined., Structural Walls: Brick / Block	Timber roof soffit and fascia. Cast iron rain water goods. Modern electrical mains box.
Ground Floor	Internally (001)	Ceiling: Timber, Fascia Wall: Timber, Floor: Concrete, Floor: Solid, Putty: Mastic, Roof: Bituminous Product, Roof: Timber, Roof Covering: Flat, bitumen felt lined., Structural Walls: Brick / Block	Timber roof support structure above timber ceiling cladding. Timber framed and panelled fascia wall. Masonry structural walls. Concrete flags to solid floor. Modern electrical consumer unit. Visually no suspected asbestos containing materials could be identified internally.

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Appendix (vi): Certification

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Henderson Business Centre**Ivy Rd, Norwich****NR5 8BF****01603 251742****CERTIFICATE OF ANALYSIS**
ASBESTOS FIBRE IDENTIFICATION IN BULK MATERIALS**Project No:** S-14709**Date:** 02/09/2016**Client:** North Norfolk District Council
Council Offices
Holt Road
Cromer
NR27 9EN**Site Address:** North Lodge Park
Overstrand Road
Cromer

BGL Ref. Number	Site/Client Ref. No	Sample Location and Material Type	Asbestos Fibres Identified *1	Comments *2
S0139	S1	Roof - Bitumen Felt	NADIS	—
S0140	S2	Windows - Putty	NADIS	—

*1 If NADIS entered = No Asbestos Detected in Sample

*2 Any non-asbestos fibres identified are not within BGL's UKAS accreditation

Sampled by: Glen Whitworth

Date of Analysis: 02/09/2016

Date of Receipt by Lab: 02/09/2016

Name of Analyst: Melanie Robb

Reviewed by: N Belson

Signature of analyst:

Signature:

Analysis was performed based on the HSE published method as described in HSG248 and the Broadland Group Ltd., in-house analytical procedures as described in IM 3. Broadland Group Ltd., cannot accept any responsibility for discrepancies or inaccuracies arising from the collection, quantity of material, labelling or description of samples by the customer or any of his/her agents or representatives prior to entry into the laboratory. Any opinions or interpretations expressed (either herein or verbally) based upon the analysis of the fragment of material seen are not within the scope of UKAS accreditation and are therefore inadmissible as anything other than an individual's opinion. Broadland Group Ltd and the laboratory of Broadland Group Ltd., will not accept any responsibility for amendments or changes to this certificate of analysis after issue.

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