



Commercial Property Surveyors
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Asbestos Management Report



Client: First Impressions

Property Address:

Clocktower Studio & Loft
Highgate Works
Tomtits Lane
Forest Row
RH18 5AT

SITE REFERENCE NUMBER	AMR CLOCKTOWER STUDIO & LOFT
DATE	15th December 2021

Sample Analysis by Independent UKAS Accredited Laboratory

CONTENTS

Section 1 – Introduction and Executive Summary

Section 2 – Methodology for Bulk Sample Analysis

Section 3 – Survey Methodology, Risk Assessments & Recommendations

Section 4 – Material Risk Assessment Algorithm

Section 5 – Non-Suspect Building Materials

Section 6 – Restrictions & Limitations

Appendix A – Asbestos Survey Data Sheet(s) / Site Location photos

Appendix B – Asbestos Register **Not Required**

Appendix C – Bulk Analysis Certificate(s) **Not Required**

Appendix D – Site Layout Plan(s) **Not Required**

Section 1 (A) Introduction

Instructions were received by NSC Surveys Ltd to conduct an Asbestos Management survey of the property known as **Clocktower Studio & Loft, Highgate Works, Tomtits Lane, Forest Row, RH18 5AT**

The survey was conducted on: **15th December 2021**

Section 1 (B) Executive Summary

The extent of this inspection was to undertake an Asbestos Management Survey.

The purpose of this survey is to enable compliance with CAR2012; The duty to manage asbestos in non-domestic premises. The aim of the survey is to locate, identify and assess the condition of asbestos containing materials.

Information on the results of these inspections are detailed in this report, appendices and on annotated drawings. The report and asbestos register must be maintained as one document, as all sections record information on the surveyor's opinions, findings and limitations.

Non-accessible areas are noted within this report.

A summary of all identified or presumed asbestos can be found in the asbestos register. Any areas or items not accessed must be presumed to contain asbestos until full access and inspection can be undertaken.

NO Asbestos Containing Materials (ACM's) were identified within the survey

Should any refurbishment or demolition works be required the property will require a refurbishment/demolition asbestos survey to inspect the fabric of the building.

Section 1 (C) Contact points at NSC Surveys Ltd

In the event of any queries or questions regarding this report please contact:

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Section 2 - Methodology for Bulk Sample Analysis

All techniques used are in strict accordance with HSE document (HSG 248) Asbestos: The analysts guide for sampling, analysis and clearance procedures. Sampling and identification by Polarised light microscopy (PLM).

Identification of asbestos fibres is based on the following procedure:

- A preliminary visual examination of the bulk sample is made using a stereo microscope at X 10- X 40 magnification to assess for fibres and fibre bundles.
- Sample treatment is undertaken (if required) to release or isolate fibres.
- Representative fibres are mounted in appropriate Refractive Index liquids on glass microscope slides.
- The different fibrous components are identified using Polarised Light Microscopy (PLM) and dispersion staining techniques at magnification of X 100 or greater.

Section 3 – Survey Methodology, Risk Assessments & Recommendations

The objective of the survey was to identify the nature and extent of any visible asbestos material. All samples were collected in sealed bags and labelled, for laboratory analysis. Measures were taken to prevent cross-contamination between samples.

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 presumed to contain asbestos. Sampling is to be conducted to avoid damage to décor as far possible to avoid occupant complaint. The position of any sample location is to be recorded on the plan and in site records.

All work to be carried out must have been preceded by an adequate risk assessment of the sampling site and be carried out in accordance with the procedures required from the risk assessment. The risk assessment must be made by a competent person. During sampling, the surveyors must wear appropriate protective equipment where necessary. The boundary to the area should be clearly identified and if thought necessary, have a notice with the wording '*Asbestos Sampling in Progress – Keep Clear*' in accordance with HSG 264. Sampling will be conducted in a manner designed to reduce damage to ACM's and fibre release in accordance with CAR 2012. Any disposable PPE (overalls, overshoes etc) must be disposed of as asbestos waste and double bagged for safe disposal. All tools used to obtain a sample must be cleaned prior to reuse. Surfaces on to which asbestos debris may fall must be protected with a sheet of impervious materials such as polythene. Any debris can be cleared either with a 'wet-wipe' or with a Type H vacuum cleaner. Sample points must be left clean with no debris.

Each of the Asbestos Containing Materials identified was assessed during the survey and a Material Risk Assessment score has been assigned based on the type of Asbestos material, its current condition and its surface treatment. In some instances, this may differ significantly from the Material Risk Assessment scores applied during the original survey and previous Re-inspection survey if the condition has deteriorated during the intervening period.

Photographs have been taken to assist with identification of the Asbestos Containing Materials in their current location.

Overall Risk Assessment

An Asbestos Containing Material that has been identified does not necessarily pose an automatic unacceptable risk. The Asbestos Containing Material may be the hazard however the specific risk can only be defined when the hazard has been appropriately risk assessed within the environment in which it is found. There are two types of Risk Assessment that are used to assist with the management and action prioritising of Asbestos Containing Materials: **Material Risk Assessment & Priority Risk Assessment**

Material Risk Assessment

The Material Risk Assessment assesses the ability of an Asbestos Containing Material to release fibres into the air should it be disturbed. This Risk Assessment is usually undertaken during the course of a survey, as it is specific to the current overall condition of the material and requires no knowledge of the use of the area/building. The four parameters that combine to form the Material Risk Assessment are as follows:

Product Type, Extent of damage/deterioration, Surface Treatment, Asbestos Type

The Material Risk Assessment will give a good initial indication to the priority for a control action, as it will immediately identify the high-risk materials. However, the Client/Duty Holder need to consider that a material with a high Material Risk Assessment score may not necessarily be a priority action if it is present within an area that is infrequently occupied.

The Material Risk Assessment Algorithm used by the Survey team is based on that provided within the HSE Guidance Document HSG 264: "The Survey Guide". An example can be seen within Section 4

Priority Risk Assessment

The Priority Risk Assessment takes into account various human factors in order to modify the priority assigned by the Material Risk Assessment. This Risk Assessment requires direct input from particular building users/managers in order to obtain an accurate indication of the use of a building.

The parameters which need to be considered during a Priority Risk Assessment are as follows:

Location of the material

Extent of the material

Use of the location within which the material is in situ

Occupancy levels within the area

Activities carried out within the area

Likelihood/frequency of maintenance activities within the area

A detailed and accurate Priority Risk Assessment can only be carried out with an adequate knowledge of all the above parameters. The Survey team may be able to assist with the compilation of some of the information required for the overall Risk Assessment, but it is the **"responsibility of the Duty Holder"**, under CAR 2012, to make the overall Risk Assessment, utilising the information supplied within the survey and their knowledge of the property.

Recommendations

During the course of the survey, the Survey team will make a recommendation for each Asbestos Containing Material identified, initially based on the Material Risk Assessment applied and also the potential for the material to expose building users in its current environment.

Recommendations applied by the Survey team will be a subjective assessment made at that point in time. They will be as specific as possible and will be based on their knowledge of the management of Asbestos Containing Materials. Recommendations will not consider budgets that are available to the Client/Duty holder. It is important to stress that this asbestos survey report should be fully communicated to the individual Building Manager, as their implicit knowledge of the use of the building may instigate the re-assessment of certain recommendations.

Building Managers should ensure that they are always aware of any changes in building use, as new activities within a building may pose a risk of damaging any Asbestos materials present.

Types of Recommendation

Removal and Remedial Actions

These will be recommended when the Asbestos Containing Material cannot be managed safely and in the opinion of the Survey team the material in its current condition and/or location, presents a risk to the occupants of the building or the users of a certain part of that building (e.g. Maintenance Personnel).

Asbestos Materials assigned the “**Remove**” recommendation are usually not suited to any form of containment program and immediate action should be planned. Any instances of broken materials with visible debris and surface contamination will always be assigned the “**Remove**” recommendation as any disturbance of these materials is liable to expose personnel to, and also potentially cause the spread of, airborne respirable Asbestos fibres.

Asbestos Materials assigned a “**Remedial Action**” recommendation require some form of attention to improve the current condition of the material. Actions include, although are not limited to:

- **Removal of small amounts of debris and encapsulation of damaged surfaces,**
- **Minor repairs to damaged surfaces/edges,**
- **Encapsulation of all Asbestos surfaces.**

Following successful remediation works the Asbestos material can then be issued a “Management Action” recommendation so that it can then be monitored at the stipulated re-inspection interval with all other Asbestos materials.

The Survey team will advise that any Removal or Remedial works are undertaken by either a Licensed Asbestos Removal Contractor or a Non-Licensed Work Contractor. The survey team will also advise if the works are to be licensable and notifiable, notifiable non-licensable or non-licensable. This will be dependent upon the type of Asbestos material, its current condition and location, and an estimation of the risk involved with the removal or remediation work required.

Management/Monitor Actions

These will be recommended when the Asbestos materials are found to be in a condition and/or location that do not pose a significant health risk provided that the material remains undisturbed during normal occupancy, during routine maintenance tasks and during the normal daily activities undertaken within the area.

The condition of all Asbestos Materials remaining in situ will need to be monitored at periodic intervals, generally on a 12-monthly basis, although this will depend on the type of Asbestos material, its location and condition. Asbestos Materials in areas of high maintenance activity may be recommended as requiring labelling to instantly highlight their presence to staff.

Section 4 – Risk Assessment Methodology

The risk assessment is produced by the application of the following algorithm

Cumulative Score	RISK	Action Required
10-12	HIGH RISK	This is allocated to those items, which are in a position, which presents an unacceptable risk to occupiers etc.
7-9	MEDIUM RISK	These are items situated in high use, readily accessible positions, which may also be in an area accessed on a routine basis for maintenance.
4-6	LOW RISK	These are items that will rarely be disturbed through normal occupation or maintenance, or are in locations or extents that if disturbed would lead to minimal fibre releases.
0-3	V. LOW RISK	This covers items, which are in locations not readily accessible and are unlikely to be disturbed.

Material Risk Assessment

Product Type [or debris from product]

Score	Examples
1	Asbestos Reinforced Composites [plastics, resins, mastics, roofing felts, vinyl/plastic floor tiles, semi-rigid paint, decorative finishes and Asbestos Cement etc]
2	Asbestos Insulating Board and other low-density boards, Textiles, Gaskets, Ropes Asbestos Paper etc.
3	Thermal Insulation, Sprayed Coatings, Loose Asbestos etc.

Extent of damage/deterioration

Score	Examples
0	Good condition: No visible damage
1	Low damage: Minor scratches or surface marks, broken edges on boards or tiles, etc.
2	Moderate damage: Breakage of materials revealing exposed fibrous edges.
3	High damage: Significant delimitation or deterioration of materials. Visible asbestos contamination by debris or residues.

Surface Treatment

Score	Examples
0	Composite materials, reinforced plastics, resins, plastics etc.
1	Enclosed Sprayed Asbestos or Insulation, Asbestos Insulating Board [with exposed face encapsulated], Asbestos Cement.
2	Unsealed Asbestos Insulating Board, encapsulated Insulation and Sprayed Asbestos.
3	Unsealed Sprayed Asbestos and Insulation.

Asbestos Type

Score	Examples
1	Chrysotile
2	Amphibole Asbestos (excluding Crocidolite)
3	Crocidolite

Priority Risk Assessment

The priority risk assessment looks at the likelihood of asbestos containing materials being disturbed. The responsibility of this assessment rests with the client, being the duty holder under the Control of Asbestos at Work Regulations 2012.

Assessment Factor	Score	Examples of score variables
Normal Occupant Activity Main type of activity in area NOTE: do the same as above for secondary activities	0	Rare disturbance activity (e.g. little used store room).
	1	Low disturbance activities (e.g. office type activity).
	2	Periodic disturbance (e.g. industrial or vehicular activity which may contact asbestos containing material).
	3	High levels of disturbance (eg. fire door with asbestos)
Likelihood of disturbance Location	0	Outdoors
	1	Large rooms or well-ventilated areas
	2	Rooms up to 100m ²
	3	Confined spaces
Accessibility	0	Usually inaccessible or unlikely to be disturbed
	1	Occasionally likely to be disturbed
	2	Easily disturbed
	3	Routinely disturbed
Extent/ Amount	0	Small amount or items (e.g. strings, gaskets)
	1	Less of equal to 10 m ² or less or equal to 10m pipe run
	2	Greater than 10 m ² or less or equal to 50 m ² or Greater than 10m to less of equal to 50m pipe run
	3	Greater than 50m ² or greater than 50m pipe run
Human exposure potential Number of occupants	0	None
	1	1-3
	2	4 -10
	3	Greater than 10
Frequency of use or area	0	Infrequent
	1	Monthly
	2	Weekly
	3	Daily
Average time area is in use	0	Less than an hour
	1	Greater than an hour and less than 3
	2	Greater than 3 and less than 6 hours Greater than 6 hours

	3	
Maintenance Activity	0	Minor disturbance (eg. possibility of contact when gaining access).
Type of maintenance activity	1	Low disturbance (e.g. changing light bulbs in asbestos insulating board ceiling).
	2	Medium disturbance (e.g. lift one of two asbestos insulating board ceiling tiles to access a valve).
	3	High levels of disturbance (e.g. removing a number of Asbestos insulating board ceiling tiles to replace a valve or for recabbling).
Frequency of maintenance activity	0	Asbestos containing material unlikely to be disturbed for maintenance.
	1	Less or equal to 1 per year
	2	Greater than 1 per year
	3	Less than 1 per month

Section 5 – Non Suspect Building Materials

Materials cannot be presumed to be asbestos free (i.e. contain no asbestos) unless there is strong evidence to conclude that they are highly unlikely to contain asbestos. There are obvious materials which are not asbestos, e.g. wood, glass, metal, stone etc.

There are also many examples of asbestos being present inside materials, e.g. a sandwich layer inside doors, inside columns or under column casings, on the ‘hidden’ side of items, e.g. wood panelling, ceiling tiles, under veneers.

Reasons to conclude that a material does not contain asbestos would be:

- Non-asbestos substitute materials were specified in the original architect’s/ quantity surveyor’s plans or in subsequent refurbishments.
- The product was very unlikely to contain asbestos or have asbestos added (e.g. wallpaper, plasterboard etc.)
- Post-1985 construction (for amphibole ACMs such as asbestos insulating board, see Appendix 1)
- Post-1990 construction for decorative textured coatings (formulations containing asbestos were prohibited in 1988 and some suppliers’ voluntarily ceased using asbestos in 1984)
- Post-1999 construction (some Chrysotile products were prohibited in 1993 and nearly all were prohibited in 1999).

Section 6 – Restrictions & Limitations

Every effort has been made to ensure that all asbestos materials were identified as far as was reasonably practicable, using survey methodology as agreed with the customer. Our surveys involve experienced surveyors employing a combination of visual examination and bulk material sampling. Our methods should normally result in most if not all of the asbestos materials being identified. However, it is possible that asbestos materials may remain undetected within the building due to incorporation within or under a structure, preventing detection via visual/sampling survey methods requested.

The scope of the survey assessment does not extend to identifying sub-surface ACMs or asbestos land contamination unless those levels of inspections are requested at the tendering stage.

During our asbestos surveys NSC Surveys Ltd will take positive steps to identify all asbestos materials. However, it is not reasonably practicable to state that a building is free of asbestos materials without completely dismantling the structure down to its component parts. Therefore, it is not reasonably practicable to categorically state whether an area is free of asbestos materials. In the event of a material being exposed which could reasonably be expected to be asbestos material, work should cease immediately, and competent assistance should be sought to identify the material in order to comply with HSWA 1974 Regulation 7 of the Management of Health and Safety at Work Regulations 1999 and other relevant statutory provisions.

It is important to point out that the customer's duty of care under criminal and civil law still exists, with respect to precautions taken when working on areas in which no asbestos has been previously detected.

Where during the survey the material is reported as NON-ASBESTOS by visual inspection and analysis of samples has proved negative the customer 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 material (e.g. from previous asbestos removal carried out in the past). It is not usually practicable to detect such residues unless major disturbances of the material take place within the scope of an intrusive pre-refurbishment/demolition survey.

Therefore, NSC Surveys Ltd cannot accept liability for the detection of such residues if later detected during an intrusive pre-refurbishment/demolition survey. If the customer undertakes major alterations in a specific area where it may be possible that residual asbestos may be found, then it is necessary that further investigation of the specific area be carried out before the start of work. Unless specifically stated otherwise, the scope of this survey does not extend to conducting swab samples to identify trace asbestos residues from past stripping works.

Some 'artex' and 'textured coatings' contain so little asbestos that its detection is not always possible using the techniques as prescribed in HSG 264 and HSG 248. Due to the application techniques and heterogeneous nature of some such materials, sample results may be unrepresentative of the whole. It is possible to analyse samples with a greater degree of accuracy using sub contracting laboratories with scanning electron microscopy (SEM) facilities. This can be arranged at specific request from the customer.

Where artex is referred to within the report as generic or referenced to further specific locations, sub samples have been taken for subsequent analysis in order to gain a fair representation of the presence asbestos and non-asbestos fibre content.

Floor coverings have been lifted in limited locations to examine beneath. Full removal of floor coverings has not been undertaken and there remains the possibility of unidentified asbestos containing materials being present beneath floor coverings.

The removal of furniture to enable full access at the time of the survey is the responsibility of the client. We have not relocated furniture or removed fixtures and fittings to examine concealed surfaces or obstructed areas.

Floor ducts have been accessed as far as reasonably practicable; however some floor duct covers will require lifting equipment to access for inspections. The client should make NSC Surveys Ltd aware of any floor ducts

requiring inspection during the tendering stage so that provisions can be made to meet the requirements of the customers' request.

NSC Surveys Ltd cannot accept liability for cosmetic or structural damage incurred during sampling and surveying. By its very nature, an asbestos survey requires a reasonable degree of damage to components for subsequent laboratory identification.

Square and linear meter amounts of ACMs stated in the report are visually determined estimates only and are not intended to form the sole basis of removal quotations. Any future removal quotations should be based on actual measurements conducted by the tendering removal contractor.

Access to any live electrical installations by our surveyors is prohibited under the Electricity at Work Regulations 1989. Our duty of care requires us to presume that installations are live.

If access is required to electrical switchgear, our surveyors will need suitably qualified and competent electrical engineers as part of a full permit to work system to enable access for inspection of components.

Appendix A – Asbestos Survey Data Sheet(s) / Site location photos

LOCATION/BUILDING OVERVIEW	
<p>ROOM DESCRIPTION/NOTES</p> <div style="display: flex; justify-content: space-around;">   </div>	<p>A purpose-built two storey commercial unit located in an industrial estate</p> <p>The interior is segmented into mixed commercial space over two floors with a toilet block</p> <p>Exterior constructed with brick and blockwork with timber framed weather boarding. The roof is metal clad with insulation.</p> <p>Guttering and drainage are plastic moulded.</p>

BUILDING:	LOCATION	Ground and first floor commercial space	
Item Examined/Inspected	Material Description	Asbestos Detected	
Walls	Plaster on masonry and plasterboard	No ACM Detected	
Ground Floor	Concrete	No ACM Detected	
First floor	Timber framed		
Ceiling	Timber framed with plaster textured finish	No ACM Detected	
Suspended Ceiling Tiles	N/A	N/A	
Window	Double glazed with UPVC frames	No ACM Detected	
Internal Door	Wooden	No ACM Detected	
External Door	Wooden	No ACM Detected	
ACM LOCATION			
Interior:			
ITEM DESCRIPTION			
ASBESTOS TYPE			
No Asbestos Detected			
CONDITION/DAMAGE			
SAMPLE REFERENCE			
MATERIAL ASSESSMENT SCORE			
0 (max 12 points)			
PRIORITY ASSESSMENT SCORE			
0 (max 12 points)			
RISK LEVEL			
PROPOSED ACTION			
REVIEW DATE			
ROOM DESCRIPTION/NOTES			
<div style="display: flex; justify-content: space-around;">   </div>			

<p>No Access Areas.</p>	<p>No access permitted or access to these areas would cause damage to the fabric of the building. A further investigation or Asbestos Refurbishment Survey is recommended before any major works are carried out.</p>
	<p>All relevant areas have been accessed.</p>

Appendix B – Asbestos Register *Not required*

Appendix C – Bulk Analysis Certificate(s) *Not required*

Appendix D – Site Layout Plan(s) *Not required*

End of Document.