Cheshire East Council

Crewe Cemetery Lodge
First Floor Offices

Pre-Construction Information

1825 ~ September 2014

Pre-Construction Information

Crewe Cemetery Lodge
First Floor Offices

Section One : Description of Project

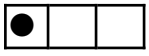
Section Two : Clients Considerations

Section Three : Existing Site & Buildings

Section Four : Design & Construction

Section Five : Health & Safety File

Client	:	Cheshire East Council
Address	:	Crewe Cemetery Lodge Market Close Crewe Cheshire CW1 2NA
File Reference	:	1825
Surveyor	:	D Trowler
QA Monitor	:	K Evans
QA Date	:	30 September 2014
Date of Issue	:	30 September 2014



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Section 1 : Description of Project

1.1 Description of Project

The project relates to internal alterations to convert a first floor flat to provide additional office accommodation at Crewe Cemetery.

The works include upgrading the compartment floor and walls to achieve the correct fire resistance, alterations to toilets, new flooring and decoration and minor services alterations.

1.2 Location

Crewe Cemetery Lodge
Market Close
Crewe
Cheshire
CW1 2NA

1.3 Programme

Due Date for Award of Contract	November 2014
Period allowed for preparation of Construction Phase Safety Plan	2 weeks
Mobilisation Period	2 weeks
Anticipated Start Date	November 2014
Contract Duration	5 to 6 weeks

Section 1 : Description of Project

1.4 Project Team

Client	Cheshire East Borough Council Westfields Sandbach Cheshire CW11 1HZ
Lead Consultant	David Trowler Associates 100 - 104 Wallasey Village Wallasey Wirral CH45 3LQ
CDM Co-ordinator	David Trowler Associates 100 - 104 Wallasey Village Wallasey Wirral CH45 3LQ

1.5 Existing Records and Plans

No record drawings have been provided by the Client except for an old plan print of the building layout.

Section 2 : Client's Considerations

2.1 Client Team

Cheshire East Project Officer Robert Edwards

2.2 Communications

A pre-start meeting will be held prior to commencement and interim progress meetings will be held, at monthly intervals. Health and safety management will form part of the agenda of each meeting.

The Principal Contractor shall prepare a Health & Safety Statement for issue on a monthly basis to cover the following:

1. Previously unidentified hazards envisaged during the construction phase.

2. Any current methods of construction requiring a variation from the agreed Health & Safety Plan.

3. Any relevant information to be passed to the CDM Co-ordinator for inclusion in the Health & Safety Plan or File.

4. Records of all accidents, including any event that results in accidental loss of plant or materials or a "dangerous occurrence" or near miss which could have caused an accident or injury.

The Principal Contractor shall notify the CDM Co-ordinator of any changes in design, whether by the Design Team or the Contractor, and which may affect the Construction Phase Health and Safety Plan, sequence of working or the resources necessary to comply with health and safety legislation.

Liaison with the Client should generally be via the Contract Administrator, however, in extraordinary circumstances it may be necessary for the Client to discuss issues directly with the Principal Contractor's Site Agent; such as noise and dust problems.

Section 2 : Client's Considerations

2.3 Safety Goals

The Client takes health and safety responsibilities very seriously and seeks to achieve excellence in accident prevention. Compliance with legislation and industry standards is considered the minimum to be achieved.

The Principal Contractor will be expected to achieve a high standard with regard to health & safety including evidence of a suitably trained and certificated workforce (ideally CSCS card holders or equivalent) and robust health and safety management and reporting systems. Regular safety inspections are to be carried out and the results recorded and displayed.

2.4 Site / Building Usage

. The building is located close to the former entrance gates to the cemetery. These are no longer used on a day to day basis by vehicles however a pedestrian entrance is still provided. The main offices for the cemetery are located opposite the building.

The ground floor is occupied as a residential flat and will remain in occupation throughout the works. Access to the first floor flat shall be via the pedestrian gate, within the cemetery grounds not the access gates to the ground floor flat.

2.5 Provisions to Protect Public

. The perimeter of the work area to be enclosed with block and mesh fencing. Fencing / hoardings shall conform to the following minimum requirements :

- ◇ Minimum 1800mm high
- ◇ Each fence panel must be double clipped. Panels must be secured to walls at abutment with buildings.
- ◇ All blocks to hardsurfaced areas / paths must be decorated with high visibility paint or warning tape.
- ◇ Display appropriate warning signs at regular intervals to perimeter of compound.

Section 2 : Client's Considerations

2.6 Working Restrictions

Deliveries	The delivery route is through the cemetery grounds from the site entrance on Badger Avenue. Care shall be taken to co-ordinate deliveries to avoid disruption to funerals.
Parking	On site parking will be provided adjacent to the building.
Grassed Areas	No vehicles, temporary accommodation or skips shall be placed on grassed areas.
Storage	All storage must be contained within the site compound.

2.7 Site Facilities / Welfare Arrangements

The Contractor will be responsible for the provision of site welfare / toilet and office facilities. All storage must be contained within the designated site compound.

2.8 Site Rules

The Principal Contractor shall prepare a project specific Site Safety Rules sheet prior to commencement which must be issued to all operatives, visitors etc. as part of the induction process.

Ideally the sheet shall be limited to one side of A4 and must list the key points and any unusual requirements, hazards or rules related to the site and project in question.

Section 3 : Existing Site & Buildings

3.1 Boundaries & Access

Boundaries	The building is located within the grounds of Crewe Cemetery. Residential properties are located to the south whilst a railway line is located to the eastern boundary.
Access	Access is via Badger Avenue and the access roads within the cemetery grounds.

3.2 Services

The incoming electrical supply and distribution board are located in the ground floor below stair cupboard.

A gas supply is provided to the ground floor flat but none appears to be provided to the first floor.

3.3 Existing Structures

The construction of the existing building is as follows :

Ground Floor	Insitu concrete
Upper Floor	Suspended Timber
External Walls	Loadbearing masonry.
Internal Walls	Loadbearing and non loadbearing masonry.
Roof	Timber structure with tile covering

3.4 Asbestos

A Refurbishment and Demolition Report will be provided prior to the work commencing.

No construction work is to commence until the Refurbishment and Demolition survey report has been received.

Based on the management survey asbestos is known to be present in the following locations :

1. Bathroom - floor tiles and debris.

Notwithstanding the findings of the survey, should any unknown material be encountered during the works which could contain asbestos, work should cease immediately in that area and it should be sealed off until advice has been given by a suitably qualified organisation. The Client and CDM Co-ordinator should be informed as soon as is practicable of any such discovery.

3.5 Attachments

The following documents are attached to this section :

AEC Management Survey -J009721 September 2014

Airborne Environmental Consultants Ltd

MANAGEMENT ASBESTOS SURVEY REPORT
CREWE CEMETERY
BADGER AVENUE
CREWE
CHESHIRE
CW1 2NA

SEPTEMBER 2014

UKAS INSPECTION
232

AEC are UKAS accredited for surveying and hold the Type C UKAS inspection no. - 232

Report prepared for:	**Cheshire East Council (Delamere House)** **Asset Management Services** **Delamere House EC** **Delamere Street** **Crewe** **Cheshire** **CW1 2JZ**
Report reference:	**J009721**
Issue date:	**September 2014**
Survey completed by: **Scott Brookes** **Environmental Consultant**	
Approved by: **Chris Frost** **Senior Surveyor**	

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APPENDICES

1.0 EXECUTIVE SUMMARY

A management asbestos survey of Crewe Cemetery, Badger Avenue, Crewe, Cheshire, CW1 2NA, has been undertaken by AEC.

This section should be read in conjunction with Section 4.0 (Inaccessible Areas) and Section 5.0 (Recommendations) as well as Appendix I (Item Number Location Plans) and Appendix II (Building Register and Results). The building register includes a material risk assessment.

During the survey the following asbestos containing materials have been identified:

- Main building - External - Bin store - No access was gained to the internal aspects of the bin store
- Main building - External - Garage - No access gained to the internal aspects of the garage
- Main building - External - Main roof - No access gained to the flat area of the roof
- Main building - First floor - Heater cupboard - Grey tiles debris to the floor

N.B. The Recommendations section of this report details any remedial action that will be required to 'manage' or 'make safe' asbestos installations, should any have been identified within this report.

N.B. For further sample details, please refer to Appendix II Building Register and Results and Appendix III Certificate of Bulk Fibre Analysis.

It should be presumed that the inaccessible areas detailed in Section 4.0 will contain asbestos and be managed accordingly until such time that the areas can be inspected and proven to be asbestos-free.

2.0 INTRODUCTION AND AEC'S BRIEF

At the request of Peter Shallcross, acting on behalf of Cheshire East Council (Delamere House), Airborne Environmental Consultants Limited (AEC) have carried out a management asbestos survey of Crewe Cemetery, Badger Avenue, Crewe, Cheshire, CW1 2NA.

AEC have been requested to provide the following services:

- To provide an experienced asbestos survey team to site to carry out a management survey, as outlined in HSG 264 Asbestos: The Survey Guide, and our quotation ref: Q010877.
- To take representative samples of any materials suspected of containing asbestos and to analyse these in general accordance with HSE document HSG 248 - 'Asbestos: The analysts' guide for sampling, analysis and clearance procedures'.
- To prepare a detailed written report showing the location, extent and condition of all identified asbestos installations along with any remedial recommendations necessary. All recommendations shall be made considering the building is to be safely managed.

The survey was carried out by Scott Brookes, Rebecca Snowden and site works were completed on the 5th September 2014.

This survey report must be read in conjunction with any other associated AEC / or referenced asbestos survey report(s).

SURVEY PLAN

The exact areas to be surveyed and the survey types requested by the customer to be carried out in these areas are as follows:

Area/building to be surveyed	Survey Type	Areas/installations excluded by customer	Details of scope changed on site by client / tenant
A management survey to all internal and external accessible areas of the Crewe Cemetery Lodge.	Management	None	During the survey, the survey team was informed by the tenant that the ground floor flat within the lodge is owned by Wolvern Housing and therefore no longer part of the survey scope.

In addition, several localised areas were identified where the survey team could not obtain full access at the time of survey. These are detailed in Section 4.0.

The methodology associated with this survey is given in Appendix V of this report.

A GUIDE TO THE SURVEY RESULTS

An item number is used throughout this report to relate a sampled, strongly presumed, or presumed asbestos installation to its location on site. When an asbestos installation is sampled it is given a unique laboratory sample number so that the bulk sample can be traceable within AEC's UKAS accredited laboratory. In addition to the laboratory sample number the bulk sample is given an item number, which relates the identified asbestos installation to its location on site. Where a material has not been sampled, but is strongly presumed (typically to be the same as a sampled installation) or presumed (typically if not accessible) to contain asbestos, the material is also given an item number, again relating the installation to its location on site. The item number is used on the item number location plans in Appendix I and in the building register and results in Appendix II to help identify where the asbestos installations are located on site.

Appendix I and Appendix II must be read in conjunction with the rest of this survey report, especially Section 4.0 Inaccessible areas and project specific restrictions and Section 5.0 Recommendations.

The certificate of bulk fibre analysis in Appendix III uses a laboratory sample number to show the result of the analysis carried out on a bulk sample taken on site during the asbestos survey. To relate a laboratory sample number on the certificate of bulk fibre analysis to the building register and results in Appendix II, and thus find the location of the asbestos installation on site, simply look up the laboratory sample number in the building register to obtain its item number or vice versa, if you are reading the building register and results in Appendix II and wish to obtain further details on the analysis carried out on a bulk sample. If you have any concerns about the accuracy of the data, contact AEC in the first instance, as queries may be answered and additional costs prevented.

For a full explanation of the various headings used in the building register and results table see Appendix II.

UKAS INSPECTION
232

AEC are UKAS accredited for surveying and hold the Type C UKAS inspection no. - 232.

3.0 DESK STUDY AND GENERAL BUILDING INFORMATION

HSG 264 recommends that, whenever possible, a preliminary desk study be carried out in order to gather information pertinent to the building(s) under investigation. AEC have requested this information and a review of this has revealed the following:

Desk study

Information requested	Information provided
Building(s) Type/Address	Crewe Cemetery, Badger Avenue, Crewe, Cheshire
Building description	Main building - Two storey, detached house converted into apartments - circa - early 1900s
Usage of site	Commercial
Site conditions	Occupied
Drawings/Plans	Update existing AEC drawings
Information on any previous asbestos removal operations at the site	None

The general NON-ASBESTOS materials used in the structure are described below. Where sampled these will be referred to in the building register and results (see Appendix II).

General building information - Main building

Location	Description
Floors	Concrete to the ground floor overlain with carpet and ceramic tiles, timber to the first floor overlain with a mix of carpet, floor tiles and laminate
Stairs	Timber overlain with carpet, with a lath and plaster underlining, timber panels beneath the banister
Sub floors	None visible
Risers / Service ducts	None visible
Walls external	Brick
Walls internal	A mix of plasterboard, brick and, lath and plaster
Ceilings solid	Lath and plaster, with a textured coating finish within the bathroom
Ceilings suspended	None
Rainwater goods	Plastic and cast metal
Wastewater goods	Plastic
Plant/Equipment	None visible
Doors/Window frames	Timber doors and frames, a mix of PVC-u and timber sash window frames
Heating systems	Modern wall mounted electric heaters, copper immersion heater water tank
Heating systems - make and model	'Creda Redhead' immersion heater, unknown make of electric wall heater
Roof type	Pyramid hip and flat
Roof materials	A mix of clay tiles and bitumen felt
Insulation - pipes	Sectional foam
Insulation - boilers	Man-made mineral fibre (MMMF) to the water tanks within the loft space,insulating MMMF to the copper immersion heater water tank
Insulation - loft	MMMF insulation
Out buildings	Brick built garage,with a clay tile roof and timber soffit and fascia panels, brick built bin store with a clay tile roof and timber fascia panels

Other materials	Ground floor flat is owned by Wolvern Housing, ceramic toilet cistern, timber panel to the rear of the electric switch boxes, modern sink pad and kitchen units

4.0 INACCESSIBLE AREAS AND PROJECT SPECIFIC RESTRICTIONS

During the survey, the following areas were agreed with Peter Shallcross of Cheshire East Council (Delamere House) to be inaccessible for the following reasons:

N.B. Any/all inaccessible rooms within the scope of this survey are identified, with item numbers, on the item location plans (if relevant) and listed individually within the building register.

4.1 Agreed inaccessible areas

- Behind sampled materials, as these materials may potentially contain asbestos.

4.2 Access limitations

- Access was limited within the loft space as no walk/crawl boards were present.
- No access gained to external areas above 5m as specialist access equipment would be required.
- No access was gained to the internal areas of the bin store and garage as no keys were available from the cemetery office at the time of the survey.

4.3 Unsafe conditions

- Electrical distribution boards/fuse boxes live for survey duration and not accessed.

4.4 Client restrictions

- None.

See Appendix VI for management survey general restrictions and exclusions.

AEC have not inspected areas of the property/structure, which are covered, unexposed or inaccessible and we are, therefore, unable to report that any such part of the property/structure is free from asbestos.

Although the presence of asbestos in these area(s) is not confirmed, it should be presumed that asbestos could be present and caution should be exercised if any works are carried out there in the future.

If any suspect materials are encountered in these areas it is recommended that works cease immediately until such time that the material can be sampled, analysed and confirmed to be asbestos-free.

5.0 RECOMMENDATIONS

Recommendations are based upon the HSG 264 material assessment, and also on a subjective priority risk assessment basis, using the surveyor's knowledge of the occupation of the property during the survey, and any known future usage or planned works.

The implementation of appropriate remedial measures is a requirement under the Control of Asbestos Regulations 2012 where there is a risk of exposure to asbestos.

In view of the findings of the survey, and it is known that on-going maintenance and management of the building is planned, the following recommendations are made:

5.1 Items requiring immediate remedial action (as soon as possible and ideally within 3 months).

5.1.1 It is recommended that all grey tiles debris to the floor within the Main building heater cupboard on the first floor be removed.

5.2 Items requiring remedial action in due course (within 6 months).

N/A

5.3 Management actions to be implemented as soon as possible but have no immediate risk of exposure.

5.3.1 It is recommended that all other asbestos-containing materials be inspected periodically, please refer to building register

5.3.2 If any major disturbance of the fabric of the building(s) is planned it is recommended that all areas that have been subjected to a management survey be further investigated to a refurbishment and demolition survey standard before the works can proceed (see Appendix V for definitions of survey types and their limitations)

5.3.3 If any areas detailed in Section 4.0 'Inaccessible Areas' are to be accessed or worked upon it is recommended that the areas be subjected to an appropriate survey prior to works commencing. Until that time asbestos should be presumed to be present in these areas

N.B.

1. It is a requirement of the Control of Asbestos Regulations 2012 to use licensed asbestos removal contractors for all significant work with asbestos sprayed coatings, asbestos insulation/lagging, asbestos insulating board (AIB) and any form of asbestos installed in an insulation capacity. This work requires a 14-day notification period to HSE or Local Authority (depending on type of premises) prior to commencement of works. Further to this, it as a requirement of the Control of Asbestos Regulations 2012 that work involving

either the deterioration of non-licensed products, or work on 'degraded' (i.e. those in a poor condition) non-licensed products be classed as notifiable non-licensed work (NNLW) and the work be notified to HSE. Licensed asbestos removal contractors are not legally required for work with lower risk asbestos products such as asbestos cement, bitumen products, vinyl flooring products, textured coatings etc, or for NNLW work. However, in **ALL** instances of work with asbestos the requirements of the Control of Asbestos Regulations 2012 will apply and appropriate assessments, plans of work, controls, PPE/RPE and training will be required. For this reason AEC normally recommend that a licensed asbestos removal contractor be used for **ALL** asbestos related works as they should have the appropriate training, competence and equipment to undertake these works to an acceptable standard.

2. It is a requirement of Regulation 4 of the Control of Asbestos Regulations 2012 that all remedial actions be carried out. Following this, the implementation of an asbestos management plan should be carried out, including periodic re-inspection of all identified ACMs on a 6 to 12 monthly basis.

3. In cases of emergency where the uncontrolled release of asbestos is suspected, AEC can offer an independent analytical consultancy service for items such as initial advice, sampling, air monitoring and subsequent management of licensed contractors for any make-safe/removal work that may be found to be necessary (AEC hold a list of nationwide licensed contractors).

   AEC contact details are as follows:

   Airborne Environmental Consultants
   23 Wheelforge Way
   Ashburton Point
   Trafford Park
   Manchester
   M17 1EH

   Telephone: 0161 872 7111
   Fax: 0161 872 7112

6.0 MANAGEMENT OF ASBESTOS

Regulation 4 of The Control of Asbestos Regulations 2012 places an explicit duty on persons responsible for buildings (dutyholders) to assess whether asbestos is present and, if so, implement a management plan to safely manage the material. Regulation 4 applies to all nondomestic premises, but includes 'common areas' of domestic buildings, such as stairwells, walkways, risers, lift shafts and machinery, tank rooms etc.

The asbestos survey of the premises and implementation of the asbestos register goes a long way to compliance with the regulations, including risk assessment of existing asbestos materials, which is covered in the recommendations section (Section 5.0) of this report. However, the management plan shall require a priority risk assessment of asbestos materials to be carried out by the duty holder, and while recommendations in this report are based on the survey team's subjective priority assessment, using the material assessment, and the location of the materials, the surveyor is not necessarily aware of the future use, occupation, and / or maintenance of each installation.

There is, however, a duty under the regulations to carry out ongoing asbestos management works in the future, and the management plan should ensure that the identified asbestos installations remain safe. Airborne Environmental Consultants Ltd. can provide the following further services to ensure compliance with both the recommendations made in this report, and any future duties to be imposed by the Control of Asbestos Regulations 2012:

- Regular inspections on the condition of asbestos materials in the premises. This is to ensure that the material remains in a safe condition and is labelled. Also assists in the review of the management plan.
- Future management of asbestos. This can include the preparation of priority risk assessments for the management plan, risk assessments for works within the premises, to the preparation of specifications for their removal as required.
- Project management of all asbestos removal / treatment works, including competitive tendering of removal works.
- Independent analytical services such as air sampling following the removal of asbestos, ensuring compliance with existing legislation.
- Liaison with enforcing authorities, such as the Health and Safety Executive or local authority.

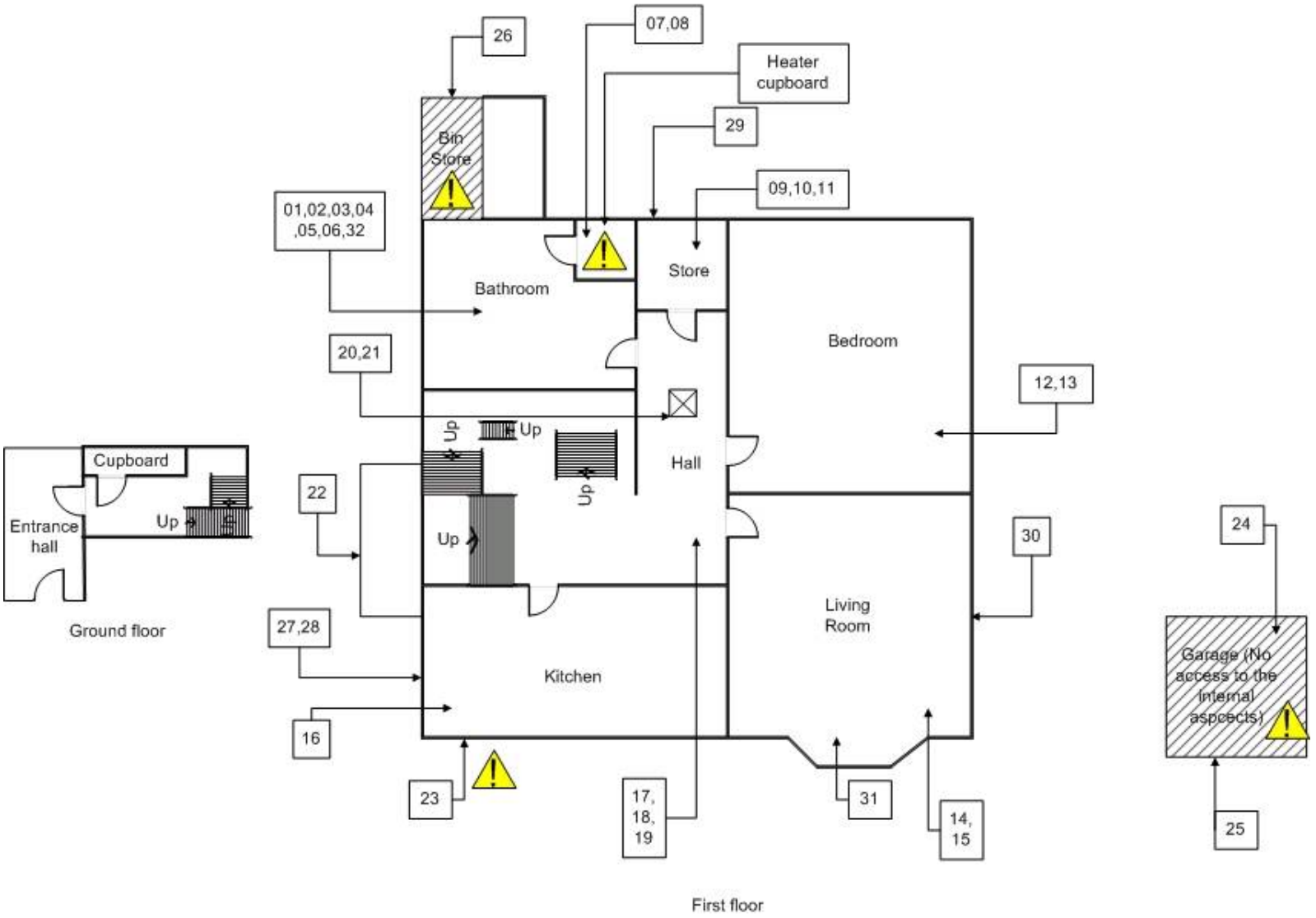
AEC have the capability to maintain and to update your asbestos register. This would firstly ensure that asbestos records and procedures are being managed and updated by competent and experienced persons, and also minimise pressure on your management personnel, who would be able to overview the asbestos issue, rather than become involved in the extensive risk assessment and record keeping exercise.

AEC can also host and update your asbestos information on our secure web based asbestos management service called 'asure'.

APPENDIX I

ITEM NUMBER LOCATION PLANS

Item locations can be determined by cross-referencing the drawings in this appendix with Sections 4.0 and 5.0 of the report



KEY

: Item Number (WHITE)

: Denotes locations where asbestos may be present. Refer to building register for details (YELLOW)

: No access (BLACK – DIAGONAL)

: Limitations of survey (PINK OUTLINE)

Please ensure that you view this plan in conjunction with the building register and relevant sections within the report, for full details of asbestos containing materials.

Figure 1 - Main building - First floor

Item number locations and extent of identified asbestos products NOT TO SCALE.

Cheshire East Council

PROJECT REF: J009721

Airborne Environmental Consultants Ltd

AIRBORNE ENVIRONMENTAL CONSULTANTS LTD.
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Ashburton Point, Trafford Park
Manchester
M17 1EH

Tel: 0161 872 7111
Fax: 0161 872 7112

Date:	Version:	Surveyor approval:	Technical review approval:
19.09.14	1	Scott Brookes	Chris Frost

APPENDIX II

BUILDING REGISTER AND RESULTS

aec Airborne Environmental Consultants Ltd	BUILDING REGISTER AND RESULTS		Page 1 of 5
Job Ref: J009721	**Customer: Cheshire East Council**	**Site: Crewe Cemetery, Badger Avenue, Crewe, Cheshire, CW1 2NA**	**Version: 1.0**
Date of survey: 05.09.14	**Survey Team: Scott Brookes, Rebecca Snowden**	**Survey Type: Report - Management Survey (with MA only)**	**Issue date: 19.09.14**

Item No	Laboratory Sample No.	Location	Ease of Access	Installation	Approximate Extent (m^2) unless stated	Asbestos Type	Condition	Surface Treatment	Risk Assessment (H/M/L/VL)	Recommendations	Comments
001	BA001403	Main building - First floor - Bathroom - Grey tiles and bitumen adhesive, beneath the linoleum	N/A	Floor tile(s) & bitumen	N/A	NAD	N/A	N/A	None	None	
002	BA001404	Main building - First floor - Bathroom - Blue tiles and bitumen adhesive, beneath the linoleum	N/A	Floor tile(s) & bitumen	N/A	NAD	N/A	N/A	None	None	
003	SP BA001403	Main building - First floor - Bathroom - Grey tile debris and bitumen adhesive, beneath the bath and on-top of the linoleum	N/A	Floor tile(s) & bitumen	N/A	NAD	N/A	N/A	None	None	
004	BA001405	Main building - First floor - Bathroom - Textured coating to the ceiling	N/A	Textured coating	N/A	NAD	N/A	N/A	None	None	
005	BA001406	Main building - First floor - Bathroom - Cement debris beneath the bath	N/A	Cement	N/A	NAD	N/A	N/A	None	None	
006	BA001407	Main building - First floor - Bathroom - Loose insulation on the floor and beneath the bath	N/A	Insulation	N/A	NAD	N/A	N/A	None	None	
007	SP BA001403	Main building - First floor - Heater cupboard - Grey tiles and bitumen adhesive, beneath the linoleum	N/A	Floor tile(s) & bitumen	N/A	NAD	N/A	N/A	None	None	

Item No	Laboratory Sample No.	Location	Ease of Access	Installation	Approximate Extent (m^2) unless stated	Asbestos Type	Condition	Surface Treatment	Risk Assessment (H/M/L/VL)	Recommendations	Comments
008	BA001408	Main building - First floor - Heater cupboard - Grey tiles debris to the floor	Easy	Floor tile(s) & bitumen	<1	Chrysotile	Medium damage	(0)	Very low risk (4)	Remove	
009	SP BA001403	Main building - First floor - Store - Grey tiles and bitumen adhesive, beneath the carpet	N/A	Floor tile(s) & bitumen	N/A	NAD	N/A	N/A	None	None	
010	SP BA001404	Main building - First floor - Store - Blue tiles and bitumen adhesive, beneath the carpet	N/A	Floor tile(s) & bitumen	N/A	NAD	N/A	N/A	None	None	
011	BA001409	Main building - First floor - Store - Rope attached to the counter balance to the sache window frame	N/A	Rope	N/A	NAD	N/A	N/A	None	None	
012	SP BA001409	Main building - First floor - Bedroom - Rope attached to the counter balance to the sache window frame	N/A	Rope	N/A	NAD	N/A	N/A	None	None	The extent includes both windows
013	BA001410	Main building - First floor - Bedroom - Grey linoleum beneath the carpet	N/A	Linoleum	N/A	NAD	N/A	N/A	None	None	
014	SP BA001409	Main building - First floor - Living room - Rope attached to the counter balance to the sache window frame	N/A	Rope	N/A	NAD	N/A	N/A	None	None	The extent includes both windows

Item No	Laboratory Sample No.	Location	Ease of Access	Installation	Approximate Extent (m^2) unless stated	Asbestos Type	Condition	Surface Treatment	Risk Assessment (H/M/L/VL)	Recommendations	Comments
015	SP BA001410	Main building - First floor - Living room - Grey linoleum beneath the carpet	N/A	Linoleum	N/A	NAD	N/A	N/A	None	None	
016	SP BA001409	Main building - First floor - Kitchen - Rope attached to the counter balance to the sache window frame	N/A	Rope	N/A	NAD	N/A	N/A	None	None	The extent includes both windows
017	SP BA001409	Main building - First floor - Hall - Rope attached to the counter balance to the sache window frame	N/A	Rope	N/A	NAD	N/A	N/A	None	None	The extent includes both windows
018	SP BA001403	Main building - First floor - Hall - Grey tiles and bitumen adhesive, beneath the carpet	N/A	Floor tile(s) & bitumen	N/A	NAD	N/A	N/A	None	None	
019	BA001412	Main building - First floor - Hall - Cream tiles and bitumen adhesive, beneath the carpet	N/A	Floor tile(s) & bitumen	N/A	NAD	N/A	N/A	None	None	
020	BA001413	Main building - Roof Void - Loft space - Rope tied around the insulating man-made mineral fibre to the water tanks	N/A	Rope	N/A	NAD	N/A	N/A	None	None	The extent includes both tanks
021	SP BA001413	Main building - Roof Void - Loft space - Rope debris on-top of the man-made mineral fibre, adjacent to the water tank nearest the loft hatch	N/A	Rope	N/A	NAD	N/A	N/A	None	None	

Item No	Laboratory Sample No.	Location	Ease of Access	Installation	Approximate Extent (m^2) unless stated	Asbestos Type	Condition	Surface Treatment	Risk Assessment (H/M/L/VL)	Recommendations	Comments
022	BA001414	Main building - External - Front elevation - Bitumen felt to the front porch roof	N/A	Bitumen	N/A	NAD	N/A	N/A	None	None	
023	Not sampled	Main building - External - Main roof - No access gained to the flat area of the roof	No access gained	Unknown	Unknown	Presumed asbestos	High damage	(3)	High risk (12)	Presume ACMs are present until area has been surveyed	Specialist high access equipment would be required to gain access to this area
024	BA001415	Main building - External - Garage roof - Felt underscore to the roof, beneath the clay tiles	N/A	Felt	N/A	NAD	N/A	N/A	None	None	
025	Not sampled	Main building - External - Garage - No access gained to the internal aspects of the garage	No access gained	Unknown	Unknown	Presumed asbestos	High damage	(3)	High risk (12)	Presume ACMs are present until area has been surveyed	No key was available at the time of the survey
026	Not sampled	Main building - External - Bin store - No access was gained to the internal aspects of the bin store	No access gained	Unknown	Unknown	Presumed asbestos	High damage	(3)	High risk (12)	Presume ACMs are present until area has been surveyed	No key was available at the time of the survey
027	BA001416	Main building - External - Front elevation - Putty to the sache windows of the front porch	N/A	Mastic	N/A	NAD	N/A	N/A	None	None	
028	SP BA001416	Main building - External - Front elevation - Putty to the sache windows on the first floor	N/A	Mastic	N/A	NAD	N/A	N/A	None	None	The extent includes both windows

Item No	Laboratory Sample No.	Location	Ease of Access	Installation	Approximate Extent (m^2) unless stated	Asbestos Type	Condition	Surface Treatment	Risk Assessment (H/M/L/VL)	Recommendations	Comments
029	SP BA001416	Main building - External - Lefthand side elevation - Putty to the sache windows on the first floor	N/A	Mastic	N/A	NAD	N/A	N/A	None	None	The extent includes both windows
030	SP BA001416	Main building - External - Rear elevation - Putty to the sache windows on the first floor	N/A	Mastic	N/A	NAD	N/A	N/A	None	None	The extent includes both windows
031	SP BA001416	Main building - External - Righthand side elevation - Putty to the sache windows on the first floor	N/A	Mastic	N/A	NAD	N/A	N/A	None	None	The extent includes both windows
032	SP BA001404	Main building - First floor - Bathroom - Loose blue tiles and bitumen adhesive, on-top of the linoleum	N/A	Floor tile(s) & bitumen	N/A	NAD	N/A	N/A	None	None	

Guidance on the building register and results

In the register, there is a risk assessment column, and a simple material risk assessment algorithm, in accordance with HSG 264, completes this risk assessment (see table in Appendix II). This material assessment is a general guide to the risk posed by the asbestos-containing materials, using the product type, damage, surface treatment, and asbestos type to give a risk 'score' (for explanations, see below). However, the recommendations in Section 5.0 of this report are not solely a product of this assessment. The survey team, using their experience, observations and current / future usage of the premises gleaned from the customer, give recommendations based on the usage of the area, future activities, and potential for damage.

The register table has a blank 'Remedial Actions & Date' column, designed for future usage. This column should be used when any removal works, remedial actions, labelling or inspections etc are carried out. It is recommended that regular inspections are undertaken to manage asbestos installations as part of a management plan, and that this information be recorded in the column on the register. HSG 264 states that 'the person carrying out inspections and assessing the condition of asbestos must be competent and possess enough knowledge about asbestos to make decisions on its continual management'. Should your company or organisation not have a competent person, or the human resources to implement regular inspections, AEC can offer an asbestos project management services to visit premises, and update your asbestos register.

Explanation of building register and results table:

Item number and sample numbers

This report uses 'item numbers' to denote materials that have been sampled, strongly presumed, or presumed to contain asbestos. These should be not be confused with 'sample numbers', which are unique reference numbers given to each sample taken during the survey to ensure that they are traceable through the survey and laboratory analysis process.

The diagrams, tables and photographs (Appendices I, II and IV) all use the item numbers to define any materials that have been assessed (tables also include the sample number for ease of reference).

Sample numbers

The certificates of analysis (Appendix III) use the sample number as a reference guide. Where a material has been sampled, a unique identification number is allocated to every bulk sample obtained for bulk sample analysis. The unique laboratory sample number ensures traceability within AEC's UKAS accredited laboratory system.

Strongly presumed or presumed

Where a material has not been sampled, but is visually similar to a previously sampled material then it shall be cross referenced to the previous sample and noted: 'strongly presumed (SP) as previous sample' and allocated an item number. Where a material has not been sampled, perhaps due to its inaccessibility and cannot be referenced to a previous sample taken for analysis, but is either strongly presumed based upon the surveyor's expert knowledge, or presumed (if there is insufficient evidence to suggest the installation is not asbestos) to contain asbestos, then this material shall be noted as 'strongly presumed' (SP) or 'presumed' (P) and have "Not Sampled" displayed in the laboratory sample number field on the register.

As documented in HSG 264, all inaccessible areas shall be deemed to contain asbestos until can be proven otherwise. Within the limitations of HSG 264, a 'worst case scenario' will be given, which is that the area will contain crocidolite. Presumed products known to have never contained crocidolite, e.g. textured coatings, will be presumed to contain their known asbestos type e.g. chrysotile. Presumptions of asbestos type shall also consider the known construction dates of the building, so properties constructed before 1971 will typically be presumed to contain crocidolite. Properties constructed between 1971 and 1985 asbestos grunerite (amosite), and post 1985 building chrysotile only. However, typically, inaccessible areas are likely to contain similar ACMs to those identified within the building.

Building register/material assessment

Location

A description of the exact location of the asbestos installation on site and its location within a certain area.

Product or installation

Type of material e.g. boarding, floor tiles, insulation etc.

Extent

Visual estimate of area (m^2), volume (m^3), or length (linear metres), of installation.

Asbestos types

Type of asbestos identified in the material. Samples are analysed in AEC's UKAS accredited laboratory, and certificates of analysis are located in Appendix III of this report.

Condition

Condition of the installation, from as new, to badly damaged.

Surface Treatment

This section states whether the material is exposed, painted, or encapsulated.

Risk assessment

This is gained by adding the 'scores' of the previous sections, using the risk algorithm (see table overleaf).

Recommendations

These are achieved using the risk assessment algorithm, but also known future usage of the premises e.g. if major works are planned. Recommendations are detailed in Section 5.0 of this report.

Remedial action & date

Column to be used as part of the asbestos management plan. This column should be completed after every inspection, removal, encapsulation, labelling etc.

Material Assessment Algorithm

Variable	Score	Examples
Installation / Product type	1	Vinyl, 'Bakelite', Cement
	2	Asbestos insulating board, paper, rope
	3	Pipe insulation, sprayed coating, friable debris
Condition / damage	0	As new
	1	Slight / minor damage
	2	Moderate damage - breakage to surface treatment
	3	Major damage - smashed or exposed material
Surface treatment	0	Non-friable e.g. vinyl
	1	Enclosed insulation, encapsulated AIB
	2	Unsealed AIB, encapsulated insulation
	3	Unsealed insulation or sprayed coating
Asbestos type	1	Chrysotile
	2	Amosite (asbestos grunerite) & other amphiboles
	3	Crocidolite

The scores from each of the four sections are added together to produce a material risk assessment score:

Risk score	Risk assessment
10 or more	High risk
7 - 9	Medium risk
5 - 6	Low risk
4 or below	Very low risk

Method of Determination to distinguish Asbestos Insulating Board from Asbestos Cement

In the Building Register and Results (Appendix II) the terminology 'Board' is used to represent Asbestos Insulating Board (AIB), 'Ceiling Tiles' is used to represent Asbestos Insulating Board Ceiling Tiles, and 'Cement' is used to represent Asbestos Cement (AC).

Where the Lead Surveyor during a survey on site is unsure whether a suspect asbestos containing material (ACM) is AIB or AC the terminology 'Cement / Board' is used and reported in the Building Register and Results (Appendix II) in the installation column.

If there is any doubt about the type of asbestos material after the material has been identified that it is a mixture of asbestos and cement, and reported as 'Cement / Board' in the Building Register and Results (Appendix II) it is recommended to have the water absorption test of a sample calculated to determine whether the materials is asbestos cement or AIB. Asbestos cement, in a dry state will absorb less than 30% water by weight, and the method is documented in the ACoP L143. Airborne Environmental Consultants perform this service to UKAS accredited standard ISO 17025, for further details on the water absorption method please contact our Laboratory Manager.

APPENDIX III

CERTIFICATE OF BULK FIBRE ANALYSIS

Samples analysed by:

James Arkwright

CERTIFICATE OF BULK FIBRE ANALYSIS

PROJECT REF: J009721
CERT NO.: J009721

CUSTOMER: Cheshire East Council (Delamere House)
DATE RECEIVED: 08.09.14

DETAILS: Asset Management Services
Delamere House EC
Delamere Street
Crewe
Cheshire
CW1 2JZ

DATE ANALYSED: 15.09.14
DATE REPORTED: (Verbal) 19.09.14
DATE REPORTED: (Document) 19.09.14

SITE DETAILS: Crewe Cemetery, Badger Avenue, Crewe, Cheshire, CW1 2NA

SAMPLED BY: Scott Brookes, Rebecca Snowden

Sample No.	Sample Location	Sample Description	Asbestos Type(s)
BA001403	First floor - Bathroom - Grey tiles and bitumen adhesive, beneath the linoleum	Grey fragment	NAD
BA001404	First floor - Bathroom - Blue tiles and bitumen adhesive, beneath the linoleum	Blue black fragment	NAD
BA001405	First floor - Bathroom - Textured coating to the ceiling	White fragment	NAD
BA001406	First floor - Bathroom - Cement debris beneath the bath	Grey fragment	NAD
BA001407	First floor - Bathroom - Loose insulation on the floor and beneath the bath	Yellow fragment	NAD
BA001408	First floor - Heater cupboard - Grey tiles debris to the floor	Grey floor tile	Chrysotile

Comments:

UKAS accredited for identification and site sampling. All analysis in accordance with HSG248 - Asbestos: The analysts' guide for sampling, analysis and clearance procedures 2005 and AEC 2 - Procedures manual for asbestos bulk sampling and identification of asbestos fibres.

* Estimated content, opinions and interpretations expressed herein, and tests marked '*' in this report/certificate are outside the scope of UKAS accreditation. Descriptions marked '**' in this report/certificate denote information supplied by the customer. AEC cannot take responsibility for the accuracy and representative nature of samples taken by customers.

Asbestos types: Chrysotile = white asbestos; † = Asbestos Amosite = brown asbestos; Crocidolite = blue asbestos; Tremolite; Actinolite; Anthophyllite; NAD = No Asbestos Detected; FFP = Fine fibres present, 'but too thin to identify'.

Signed:		Print:	Chris Frost
For and on behalf of Airborne Environmental Consultants Ltd.		Date:	15.09.14

CERTIFICATE OF BULK FIBRE ANALYSIS

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CERT NO.: J009721

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DATE ANALYSED: 15.09.14
DATE REPORTED: (Verbal) 19.09.14
DATE REPORTED: (Document) 19.09.14

SITE DETAILS: Crewe Cemetery, Badger Avenue, Crewe, Cheshire, CW1 2NA

SAMPLED BY: Scott Brookes, Rebecca Snowden

Sample No.	Sample Location	Sample Description	Asbestos Type(s)
BA001409	First floor - Store - Rope attached to the counter balance to the sache window frame	White fragment	NAD
BA001410	First floor - Bedroom - Grey linoleum beneath the carpet	Blue white fragment	NAD
BA001412	First floor - Hall - Cream tiles and bitumen adhesive, beneath the carpet	Beige fragment	NAD
BA001413	Roof Void - Loft space - Rope tied around the insulating man-made mineral fibre to the water tanks	White fragment	NAD
BA001414	External - Front elevation - Bitumen felt to the front porch roof	Black fragment	NAD
BA001415	External - Garage roof - Felt underscore to the roof, beneath the clay tiles	Black fragment	NAD

Comments:

UKAS accredited for identification and site sampling. All analysis in accordance with HSG248 - Asbestos: The analysts' guide for sampling, analysis and clearance procedures 2005 and AEC 2 - Procedures manual for asbestos bulk sampling and identification of asbestos fibres.

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Signed:		Print:	Chris Frost
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DATE ANALYSED: 15.09.14
DATE REPORTED: (Verbal) 19.09.14
DATE REPORTED: (Document) 19.09.14

SITE DETAILS: Crewe Cemetery, Badger Avenue, Crewe, Cheshire, CW1 2NA

SAMPLED BY: Scott Brookes, Rebecca Snowden

Sample No.	Sample Location	Sample Description	Asbestos Type(s)
BA001416	External - Front elevation - Putty to the sache windows of the front porch	Grey fragment	NAD

Comments:

UKAS accredited for identification and site sampling. All analysis in accordance with HSG248 - Asbestos: The analysts' guide for sampling, analysis and clearance procedures 2005 and AEC 2 - Procedures manual for asbestos bulk sampling and identification of asbestos fibres.

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Asbestos types: Chrysotile = white asbestos; † = Asbestos Amosite = brown asbestos; Crocidolite = blue asbestos; Tremolite; Actinolite; Anthophyllite; NAD = No Asbestos Detected; FFP = Fine fibres present, 'but too thin to identify'.

Signed:		Print:	Chris Frost
For and on behalf of Airborne Environmental Consultants Ltd.		Date:	15.09.14

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Liverpool Office: 11 Blacklow Brow, Huyton, Liverpool, L36 5XE **T** 0151 480 4363

A guide to asbestos-containing materials in buildings and their asbestos content (listed in approximate order of ease of fibre release)

With the publication of HSG 248 - Asbestos: The analysts' guide for sampling, analysis and clearance procedures issued by the Health and Safety Executive (HSE), the quantitative assessment of asbestos content is outside the scope of UKAS accreditation (ISO 17025). Where analysis identifies only 1 or 2 fibres of asbestos then the term 'trace asbestos identified' is permissible and can be reported on the certificate of bulk fibre analysis. For all other asbestos contents in a building material Table 1 should be used as a guide as to the likely percentage content of asbestos in the building material. For more detailed information please refer to HSE guidance document HSG 264 Asbestos: The Survey Guide. Table 1 below is a summary of Appendix 2: ACMs in buildings in guidance document HSG 264.

Table 1

Asbestos product		Asbestos content
Sprayed coatings.	Dry applied, wet applied and trowelled finish.	55% to 85%. Likely to be present as over spray adjacent to substrate and also debris below.
Thermal insulation.	Hand-applied thermal lagging, pipe and boiler lagging, pre-formed pipe sections, slabs and blocks.	6% to 85%.
	Tape, rope, corrugated paper, quilts, felts and blankets.	Usually ~ 100%.
Asbestos board.	Millboard.	37% to 97%.
	Insulating.	Usually 15% to 25%. Older boards and some marine boards contain up to 40%.
	Insulating board in cores and linings of composite products.	16% to 40%.
Paper, felt and cardboard.		Can contain ~ 100%.
Textiles.	Ropes and yarns.	Approaching 100% unless combined with other fibres.
	Cloth.	Approaching 100%.
	Gaskets and washers.	Variable but usually around 90%.
	Strings.	Approaching 100%.
Friction products.	Resin-based materials.	30% to 70%.
Cement products.	Profiled sheets.	10% to 15%.
	Semi-compressed flat sheet and partition board.	10% to 15%. Also 10% to 25% in wood used for fire doors etc. Composite panels contained ~ 4%.
	Fully compressed flat sheet used for tiles, slates and board.	10% to 15%.
	Pre-formed moulded products and extruded products.	10% to 15%.
Textured coatings.	Decorative/flexible coatings on walls and ceilings.	3% to 5%.
Bitumen products.	Roofing felts and shingles, semi-rigid bitumen roofing, gutter linings and flashings, damp-proof courses and bitumen coatings on metals.	Usually 8%, but paper approximately 100%.
Flooring.	Thermoplastic floor tiles.	Up to 25%.
	PVC vinyl floor tiles and unbacked flooring.	Normally 7%.
	Paper-backed PVC floors.	Approximately 100%.
	Magnesium oxychloride flooring used in WCs, staircases and industrial flooring.	About 2%.
Reinforced PVC.	Panels and cladding.	1% to 10%.
Reinforced plastic and resin composites.	Used for toilet cisterns, seats, banisters, window seals and lab bench tops.	1% to 10%.
	Brakes and clutches in machines.	20% to 50%.

APPENDIX IV

PHOTOGRAPHS

Item Number 001 - First floor - Bathroom - Grey tiles and bitumen adhesive, beneath the linoleum.

Item Number 002 - First floor - Bathroom - Blue tiles and bitumen adhesive, beneath the linoleum.

Item Number 003 - First floor - Bathroom - Grey tile debris and bitumen adhesive, beneath the bath and on-top of the linoleum.

Item Number 004 - First floor - Bathroom - Textured coating to the ceiling.

Item Number 005 - First floor - Bathroom - Cement debris beneath the bath.

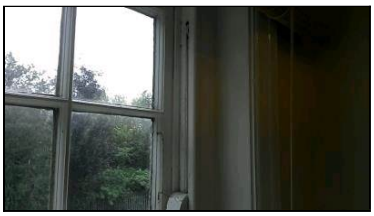
Item Number 006 - First floor - Bathroom - Loose insulation on the floor and beneath the bath.

Item Number 007 - First floor - Heater cupboard - Grey tiles and bitumen adhesive, beneath the linoleum.

Item Number 008 - First floor - Heater cupboard - Grey tiles debris to the floor.

Item Number 009 - First floor - Store - Grey tiles and bitumen adhesive, beneath the carpet.

Item Number 010 - First floor - Store - Blue tiles and bitumen adhesive, beneath the carpet.



Item Number 011 - First floor - Store - Rope attached to the counter balance to the sache window frame.

Item Number 012 - First floor - Bedroom - Rope attached to the counter balance to the sache window frame.

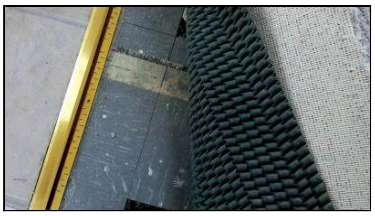
Item Number 013 - First floor - Bedroom - Grey linoleum beneath the carpet.

Item Number 014 - First floor - Living room - Rope attached to the counter balance to the sache window frame.

Item Number 015 - First floor - Living room - Grey linoleum beneath the carpet.

Item Number 016 - First floor - Kitchen - Rope attached to the counter balance to the sache window frame.

Item Number 017 - First floor - Hall - Rope attached to the counter balance to the sache window frame.



Item Number 018 - First floor - Hall - Grey tiles and bitumen adhesive, beneath the carpet.

Item Number 019 - First floor - Hall - Cream tiles and bitumen adhesive, beneath the carpet.

Item Number 020 - Roof Void - Loft space - Rope tied around the insulating man-made mineral fibre to the water tanks.

Item Number 021 - Roof Void - Loft space - Rope debris on-top of the man-made mineral fibre, adjacent to the water tank nearest the loft hatch.

Item Number 022 - External - Front elevation - Bitumen felt to the front porch roof.

Item Number 023 - External - Main roof - No access gained to the flat area of the roof.

Item Number 024 - External - Garage roof - Felt underscore to the roof, beneath the clay tiles.

Item Number 025 - External - Garage - No access gained to the internal aspects of the garage.

Item Number 026 - External - Bin store - No access was gained to the internal aspects of the bin store.

Item Number 027 - External - Front elevation - Putty to the sache windows of the front porch.

Item Number 028 - External - Front elevation - Putty to the sache windows on the first floor.

Item Number 029 - External - Lefthand side elevation - Putty to the sache windows on the first floor.

Item Number 030 - External - Rear elevation - Putty to the sache windows on the first floor.

Item Number 031 - External - Righthand side elevation - Putty to the sache windows on the first floor.

Item Number 032 - First floor - Bathroom - Loose blue tiles and bitumen adhesive, on-top of the linoleum.

APPENDIX V

SURVEY METHODOLOGIES

SURVEY METHODOLOGIES

Management surveys

Management surveys are documented in HSG 264 Asbestos: The Survey Guide. 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.

Management surveys will often involve minor intrusive work and some disturbance. The extent of intrusion will vary between premises and depend on what is reasonably practicable for individual properties, i.e. it will depend on factors such as the type of building, the nature of construction, accessibility etc. A management survey should include an assessment of the condition of the various ACMs and their ability to release fibres into the air if they are disturbed in some way. This 'material assessment' will give a good initial guide to the priority for managing ACMs as it will identify the materials that will most readily release airborne fibres if they are disturbed.

The survey will usually involve sampling and analysis to confirm the presence or absence of ACMs. However a management survey can also involve presuming the presence or absence of asbestos. A management survey can be completed using a combination of sampling ACMs and presuming ACMs or, indeed, just presuming. Any materials presumed to contain asbestos must also have their condition assessed (i.e. a material assessment).

By presuming the presence of asbestos, the need for sampling and analysis can be deferred until a later time (e.g. before any work is carried out). However this approach has implications for the management arrangements. The dutyholder bears potential additional costs of management for some non-ACMs. Any work carried out on 'presumed' materials would need to involve appropriate contractors and work methods in compliance with CAR 2012 irrespective of whether the material was actually an ACM or not. Alternatively, before any work starts, sampling and analysis can be undertaken to confirm or refute the presence of asbestos. The results will determine the work methods and contractors to be used. The 'presumption' approach has several disadvantages: it is less rigorous, it can lead to constant obstructions and delays before work can start, and it is more difficult to control. 'Default' presumptions may also lead to unnecessary removal of non-ACMs and their disposal as asbestos waste. Default presumptions may be suitable in some instances, e.g. 'small' or simple premises, as part of a client's management arrangements.

Surveyors should always endeavour to positively identify ACMs. A sufficient number of samples should be taken to confirm the location and extent of ACMs. It is legitimate to reduce sample numbers where materials can be strongly presumed to be ACMs. However the default presumption option should be avoided where possible, as it can make managing asbestos more difficult for the dutyholder. Default presumption should only be used in circumstances where it is requested by the client and/or where access genuinely cannot be obtained.

When sampling is carried out as part of a management survey, samples from each type of suspect ACM should be collected and analysed. If the material sampled is found to contain asbestos, other similar materials used in the same way in the building can be strongly presumed to contain asbestos. Less homogeneous materials (e.g. different surfaces/coating, evidence of repair etc) will require a greater number of samples. The sample number should be sufficient to establish whether asbestos is present or not in the particular material. Sampling may take place simultaneously with the survey, or as in the case of some larger surveys, can be carried out later as a separate exercise.

All materials sampled and suspected to contain asbestos will not be removed by the survey team to look behind for further suspect materials, as removing asbestos materials may pose a risk to health and breach CAR 2012, such as licensing requirements.

All areas should be accessed and inspected as far as is reasonably practicable. Areas should include underfloor coverings, above false ceilings, and inside risers, service ducts, lift shafts etc such as accessing behind fascia and panels and other surfaces or superficial materials. The extent of intrusion will depend on the degree of disturbance that is or will be necessary for foreseeable maintenance and related activities, including the installation of new equipment/cabling. Surveyors should come prepared to access such areas (i.e. with the correct equipment etc). Management surveys are only likely to involve the use of simple tools such as screwdrivers and chisels. Any areas not accessed must be presumed to contain asbestos. The areas not accessed and presumed to contain asbestos must be clearly stated in the survey report and will have to be managed on this basis i.e. maintenance or other disturbance work should not be carried out in these areas until further checks are made. All ACMs should be identified as far as is reasonably practicable. The areas inspected should include: underfloor coverings, above false ceilings (ceiling voids), lofts, inside risers, service ducts and lift shafts, basements, cellars, underground rooms, undercrofts (this list is not exhaustive). Insulation to pipes and boilers shall be inspected on its outer surfaces and at points where the underlying pipe is visible i.e. valves, flanges etc. AEC shall not remove pipe insulation as part of a management survey and shall not remove any surface coverings such as metal cladding or panels that pipes may be behind.

AEC shall not normally access high-level roofs other than from safe working platforms or edge protected flat roof areas. AEC cannot therefore accept responsibility for asbestos products located on high roofs, which are not easily visible from safe access points. AEC shall not normally access parts of loft voids that are not immediately visible/accessible from safe walkways and will inspect periodically beneath loft insulation.

HSG 264 allows surveyors to presume or strongly presume that visually similar materials are likely to contain or not contain asbestos. In these instances there is the possibility that visually similar rogue items of asbestos containing material may not be identified.

During the survey, the survey team will use their judgement to determine whether it is possible to sample materials without causing damage to the structural integrity of the building. Examples of this may be that sampling of the roofing felt may result in a leak in the roof, or breaking an external under-window panel may result in weather penetration. In such instances either no sample will be taken, and a presumption made, or a much smaller than normal sample will be taken. For small samples the accuracy of the analysis will be reduced. In occupied buildings where samples are required, the survey team will use discretion as to the location and size of samples taken. HSG 264 advises that a sample size of approximately 3 to 5 cm^2 be taken throughout the entire depth of the suspect installation.

The survey was carried out in accordance with the HSE document HSG 264 Asbestos: The Survey Guide, and AEC‘s UKAS accreditation as a Type ‘C’ inspection body (number 232). All sample analysis is carried out in AEC‘s UKAS accredited laboratory (testing laboratory 2054).

The survey was carried out by an experienced survey team, who inspect all safely accessible parts of the building, and look for any installation that potentially could contain asbestos. Any suspect materials were sampled and subsequently analysed in accordance with HSG 248 - ‘Asbestos: The analysts’ guide for sampling, analysis and clearance procedures’. This method identifies the asbestos types.

Samples are taken using low-disturbance techniques, whereby a small amount of material will be taken, after firstly wetting the sample location with a polyvinyl acetate (PVA) solution spray. This minimises the release of asbestos fibres during the process. Air monitoring carried out during sampling work of this type has shown airborne fibre concentrations to stay below the clearance indicator level of 0.01 fibres per millilitre of air.

Sampled materials are immediately placed in sealable, airtight sample bags and appropriately labelled. Sample points will be suitably filled / sealed using PVA spray, ‘Polyfilla’ or adhesive tape.

Where this is likely to cause distress to occupants or major damage to furnishings or fixtures a reduced sample size shall be taken. Textured coatings are non-homogenous materials, i.e. they do not have an even distribution of asbestos throughout and often only have asbestos present in trace levels. AEC shall endeavour to take representative samples of textured coatings but cannot accept responsibility for localised inconsistencies in terms of sampling or analysis for this material.

In buildings where large amounts of items are stored, AEC cannot accept responsibility for any asbestos containing materials hidden/covered by the stored items. The survey shall not include any items contained on the surface of or within the ground beneath or adjacent to the survey area, or items stored inside containers, drawers, cupboards, under false flooring etc within the building/site, unless specifically requested by the customer.

AEC cannot accept responsibility for the identification of any sealed void within structures such as bricked up basement rooms, risers etc. or where there is no evidence to support its presence such as clearly marked drawings. **Accurate site plans are extremely important in this regard.**

Management surveys should cover routine and simple maintenance work. However it has to be recognised that where 'more extensive' maintenance or repair work is involved, there may not be sufficient information in the management survey and a localised refurbishment survey will be needed. A refurbishment survey will be required for all work which disturbs the fabric of the building in areas where the management survey has not been intrusive. The decision on the need for a refurbishment survey should be made by the dutyholder.

Survey restrictions and caveats

The value and usefulness of the survey can be seriously undermined where either the client or the surveyor imposes restrictions on the survey scope or on the techniques/method used by the surveyor. Information on the location of all ACMs, as far as reasonably practicable, is crucial to the risk assessment and development of the management plan. Any restrictions placed on the survey scope will reduce the extent to which ACMs are located and identified, incur delays and consequently make managing asbestos more complex, expensive and potentially less effective.

In management surveys, surveyors and customers should be properly prepared for accessing all reasonably practicable areas in all parts of the building. Potentially difficult to enter areas (including locked rooms etc) should be identified in the planning stage with the dutyholder and arrangements made for access (e.g. MEWPs for work at height, rooms unlocked, doors/corridors unblocked etc). In situations where there is no entry on the day of the survey, a revisit should be made when access will be possible. Where there are health and safety risks associated with some activities (e.g. height, confined spaces), these should be adequately assessed and arrangements made to control them (see paragraphs 83-91 of HSG 264). Any area not accessed (and where no other information exists) must be presumed to contain asbestos and be managed on that basis.

If any restrictions have to be imposed on the scope or extent of the survey, these items must be agreed by both parties and clearly documented. They should be agreed before work starts (e.g. at the preliminary site meeting and walk-through inspection or during discussion) and are likely to form part of the contract. If during the survey, the surveyor is unable to access any location or area for any reason, the dutyholder must be informed as soon as possible and arrangements made for later access. If access is not possible, then the survey report should clearly identify these areas not accessed. Limitations should be kept to an absolute minimum by ensuring that staff are adequately trained, insured and have the appropriate equipment and tools.

The surveyors do not disturb any suspected asbestos installation in any other way than to take a representative sample. This measure shall minimise the risk of asbestos fibre release, but shall prevent access above/behind a suspected asbestos installation. It is possible, therefore, that further asbestos materials could be present behind an existing asbestos installation.

All relevant sample point data is recorded and shown in the final report e.g. accessibility, condition, extent of material, etc. The pertinent data required to carry out a material risk assessment is recorded and the risk rating for each asbestos installation is given in Appendix II.

The material risk assessment is an assessment of the ability of the identified asbestos installations to release fibres into the air. It is not an assessment of the likelihood of damage to the materials identified. The likelihood of damage or disturbance would be determined by carrying out a priority assessment. In order to achieve this, a thorough understanding of the activities on the site is required and therefore this is a responsibility placed on the duty holder as defined in the Control of Asbestos Regulations 2012.

APPENDIX VI

GENERAL RESTRICTIONS

GENERAL RESTRICTIONS

AEC have instructed all survey teams that health and safety considerations are paramount during our work. If the survey team find an area where access or sampling will present a risk to themselves or others, they have been given authority to cease works until such time that the risk can be controlled to acceptable levels. This may include accessing confined spaces, work at heights, work near active equipment or processes etc. If such a situation arises, AEC shall inform the customer and explore the possible solutions to the problem. In such instances, AEC will expect the customer to sign to show that the restriction has been agreed.

Areas above fixed office equipment, furniture, process equipment etc. will not be accessed where there is a risk to the survey team. These areas will be subject to a visual assessment only.

Surveying of fixed items of plant, heaters, services or process equipment shall be restricted to easily accessible external elements only. AEC survey teams are not competent to open/dismantle/reassemble such items and will not compromise any fixed guards etc. In such instances presumptions shall be made on the basis of the surveyors observations and experience.

No access was gained to the rear of gas fires in properties, where gas mains are connected. Removal of gas fires could cause damage to the fire and décor, and will cause a fire hazard. ACMs are typically found behind gas fires.

Moving plant shall be excluded from the survey unless specifically requested by the customer. In such cases the safety aspects discussed above shall apply.

Lift shafts shall only be accessed when accompanied by a competent lift engineer who shall be provided by the customer. In the absence of such a lift engineer, the survey team shall demark the lift shaft as presumed to contain asbestos.

Modern man-made mineral fibre (MMMF) insulation to pipework and boiler plant will not typically be removed during management surveys, as this will affect the integrity of the insulation. The survey team, shall always look for evidence of previous removal works and contamination, but will not detect residual contamination beneath new insulation unless this is removed in its entirety.

All materials sampled and suspected to contain asbestos will not be removed by the survey team to look behind for further suspect materials, as removing asbestos materials may pose a risk to health and breach CAR 12, such as licensing requirements.

Samples have not been taken where the act of sampling would endanger the surveyor or affect the integrity of the material concerned e.g. fuse boxes, gaskets, fire doors, rope seals etc.

Samples have not been taken where prohibited by the customer, tenant or their representative, or sampling would cause excessive damage to décor such as tiles, paintwork, carpets or wallpaper.

Material referred to as asbestos insulating board and asbestos cement have been defined by visual appearance of the material in situ.

HSG 264 allows surveyors to presume or strongly presume that visually similar materials are likely to contain or not contain asbestos. In these instances there is the possibility that visually similar rogue items of asbestos containing material may not be identified.

During the survey, the survey team will use their judgement to determine whether it is possible to sample materials without causing damage to the structural integrity of the building. Examples of this may be that sampling of the roofing felt may result in a leak in the roof, or breaking an external under-window panel may result in weather penetration. In such instances either no sample will be taken, and a presumption made, or a much smaller than normal sample will be taken. For small samples the accuracy of the analysis will be reduced.

In occupied buildings where samples are required, the survey team will use discretion as to the location and size of samples taken. HSG 264 advises that a sample size of approximately 3 to 5 cm² be taken throughout the entire depth of the suspect installation. Where this is likely to cause distress to occupants, damage to furnishings or fixtures, or cause excessive fibre release a reduced sample size shall be taken. Samples are only taken sympathetically to the décor of the property. This usually results in small sample sizes. The small sample sizes could lead to discrepancies with certain installations, such as textured coatings, or adhesive to the underside of floor tiles, where a larger sample of the material is usually required to confirm the presence of asbestos.

Textured coatings are non-homogenous materials, i.e. they do not have an even distribution of asbestos throughout and often only have asbestos present in trace levels. AEC shall endeavour to take representative samples of textured coatings but cannot accept responsibility for localised inconsistencies in terms of sampling or analysis for this material. Where decorative textured coatings appear to have been applied at construction, a single positive asbestos sample among several shall be enough to consider all the materials as asbestos-containing.

In buildings where large amounts of items are stored, AEC cannot accept responsibility for any asbestos containing materials hidden/covered by the stored items.

The survey shall not include any items contained on the surface of or within the ground beneath or adjacent to the survey area, or items stored inside containers, drawers, cupboards, under false flooring etc. within the building/site.

AEC cannot accept responsibility for the identification of any sealed void within structures such as bricked up basement rooms, risers etc. where there is no evidence to support its presence such as clearly marked drawings etc.

Please note the information, in part or as a whole contained within this report and all associated liabilities, is not transferable to any third party in any instance.

Management surveys are designed to be carried out in occupied buildings where service connections are live. Access during such surveys is therefore restricted to areas that can be easily reached and do not require destructive access. Consequently sealed voids such as partition wall cavities, voids above plaster-boarded ceilings, sealed boxwork/risers etc. will not be accessed.

It should be noted that the findings of the survey are discussed across the report in its entirety. Readers should note the contents in all sections of the report and should not rely purely on the information given in individual sections of the report.

Section 4 : Design & Construction

4.1 Co-ordination of Ongoing Design

Any change in the design during construction must be communicated to the CDM Co-ordinator immediately. Any such change in the design must comply with the requirements of Regulations 7 and 11 of the CDM 2007 Regulations and must be subject to the same Risk Assessment procedures as any other design features.

If after the construction stage commences, the design changes, unforeseeable circumstances arise or the Principal Contractor wishes to change the principles on which this Pre-Construction Information was prepared by the CDM Co-ordinator, the Principal Contractor will need to agree any variation with the CDM Co-ordinator to the extent that it affects design.

When urgent changes are demanded by circumstances that arise, the Principal Contractor shall attempt to contact the CDM Co-ordinator before proceeding with any changes. However, if emergency action and changes are demanded, the circumstances must be communicated to the CDM Co-ordinator as soon as practicable after the event.

4.3 Significant or Unusual Risks

The following significant Hazards have been identified and will require the attention of the Principal and other contractors and appropriate control measures will need to be detailed in the Construction Phase Plan.

- Asbestos containing materials
- Working over occupied ground floor

The above is not exhaustive but the Principal Contractor will be required to address all the Hazards listed and any others which he identifies when preparing his Method Statements to be incorporated in the Construction Phase Plan.

4.3 Hazardous Materials

If any contractor-designed element requires the use of materials which may be hazardous to persons involved in subsequent maintenance, modification or demolition of the structure, a Design Risk Assessment should be carried out. Where appropriate, information in the form of the manufacturers' COSHH (Control of Substances Hazardous to Health Regulations) Safety Data Sheets must be made available to the CDM Co-ordinator.

Section 4 : Design & Construction

4.4 Attachments

The following documents are attached to this section :

David Trowler Associates - Designers Information

Crewe Cemetery Lodge - Change of Use Alterations

Designers Information

Programme

The outline programme at present is as follows :

Commencement Date	To be confirmed (Estimated at 10 November 2014)
Completion Date	To be confirmed.

Project Team

Client	Cheshire East Council Westfields Middlewich Road Sandbach CW11 1HZ
Lead Designer	David Trowler Associates 100 - 104 Wallasey Village Wallasey Wirral CH45 3LQ
CDM Co-ordinator	David Trowler Associates 100 - 104 Wallasey Village Wallasey Wirral CH45 3LQ

Crewe Cemetery Lodge - Change of Use Alterations

Designers Information

DTA Scope of Services

Layout design for proposed accommodation.

Co-ordination of design team members.

Design / specification of following :

- Alterations to upgrade compartment walls and floors to 60 minutes fire resistance.
- Minor repair works to the fabric condition of the building. Repointing of exposed cracks externally and plaster repairs to ceilings internally.
- Thermal upgrade of roofspace.
- Drainage alterations.
- Internal fit out including formation of new Office, Meeting Room, Kitchen & Toilet accommodation, works include new doors, ironmongery, joinery etc.
- Internal finishes including ceilings, flooring and tiling and decoration.
- Specification of fittings.
- Specification of Electrical and Mechanical Services.
- Specification of ICT works.

Information Provided on Existing Building

A copy of the building layout was provided in paper format.

An Asbestos Refurbishment & Demolition Survey has been commissioned for the area of works but the report has not yet been provided. The survey is to be undertaken by AEC Ltd. Information to be provided prior to any works starting on site.

An Asbestos Management Survey has been undertaken of the area of works and provided. The survey was undertaken by AEC Ld (Project No. J009721).

Crewe Cemetery Lodge - Change of Use Alterations

Designers Information

Design Co-ordination

Initial on site meetings have taken place with the client and design issues discussed.

Project information is to be made available to the project team using an extranet portal accessed via the David Trowler Associates website.

Site Set Up

The building is located within the grounds of Crewe Cemetery. The building is located to the South West corner of the cemetery off Badger Avenue. The surrounding area is a mixture of residential building. The building is separated into a Ground and First Floor flat . The first floor flat is currently a vacant.

An area for the site compound will be agreed with the client representative at the Pre-Start meeting. It is foreseen that the contractors compound will be stationed on tarmacadam path within the cemetery ground between the Cemetery Lodge and Cemetery Office. No installations will be permitted on grassed areas as they are consecrated grounds.

The compound will be surrounded by block and mesh fencing.

The contractor will provide all welfare facilities required for the full duration of the work. All storage and temporary accommodation must be contained within the compound.

Temporary power and water to the compound may be obtained free of charge from the existing building.

The Contractor will be restricted to the areas of work and access routes agreed in advance with the Employer's Representative.

Skips shall be located at least 5 metres away from any building and be fully enclosed.

Contractor must ensure that access to staff parking to the Cemetery Office / for funerals within the Cemetery is not obstructed. All contractor parking will either be within the site compound or pre-agreed with the client.

Delivery times should be prearranged with the client representative to minimise disturbance. The deliveries shall be co-ordinated to minimise traffic congestion and disruption to pedestrian footpaths during the day.

Crewe Cemetery Lodge - Change of Use Alterations

Designers Information

Measures to protect Occupants/ Visitors

Works will be accessed via a designated flat entrance door were possible the door into the areas of works will be sealed to restrict access from staff and signage will be displayed to inform the Cemetery Office building users / visitors within the cemetery not to enter the area.

All materials are standard building materials.

No occupants shall access the area during the works unless pre arranged with contractor and works is temporarily stopped or they are escorted by the contractor.

All fire exit routes will be free from any obstructions and maintained during the work.

No fires or smoking on site.

Noise should not be excessive to disturb the building occupants and adjacent residents

Hours of work

Working hours area between 08.30 - 17.00 Monday to Friday

Existing Construction

An existing floor plan has been made available by the client.

The building structure is as follows:

Floor	Ground Floor - Solid concrete floors First Floor - Suspended timber floors
Walls	Solid external brickwork walls with mixture of loadbearing and non-loadbearing internal masonry walls.
Roof	Timber pitched roof construction with clay tile covering with parapet wall with box gutters
Windows	Single glazed timber sash windows
Doors	Timber framed

Crewe Cemetery Lodge - Change of Use Alterations

Designers Information

Asbestos

The Refurbishment and Demolition Report currently awaited may identify additional asbestos in the area of works. Currently asbestos floor tiling and debris has been identified within the existing Bathroom heating cupboard.

No works are to start on site until Refurbishment and Demolition report has been issued and reviewed.

Non-Standard Materials

Standard building materials have been specified.

Drawings

Drawing No	Title	Scale
1806/01	Site and Location Plan	1:1250 & 1:500
1806/02	Existing & Proposed Layouts	1:50 & 1:5
1806/03	Existing & Proposed Services	1:50
1806/04	General Details	1:10 & 1:5

Crewe Cemetery Lodge - Change of Use Alterations

Designers Information

Significant Risks / Hazards

	Hazard
A - Asbestos	Some asbestos will be disturbed within in the areas of works. All disturbed asbestos to be removed prior to refurbishment work commencing Refer to Asbestos Management Survey *report which identifies the extent of asbestos containing materials. Refurbishment and demolition survey report currently commissioned and not received. No works to commence until report is received.*
B - Work Access	The area of working adjoins the cemetery. There is a potential risk that individuals could enter the areas of working. Entrance door to area of works to be closed for duration of works.
C - Fire / Thermal Upgrade	Working on exposed floor constructions. Risk of falling through ceilings / into Ground Floor flat. Works to be accessed via the use of boards or robust planks spanning a minimum of three joists.

Section 5 : Health & Safety File

5.1 General

The CDM Co-ordinator will prepare the Health & Safety File which will be ready for handover to the Client within one week of substantial completion of the project.

The preferred format is electronic and all information provided for inclusion in the File shall include :

- ◇ 1 no. Hard Copy
- ◇ 1 no. electronic copy on CD-ROM, or equal

Documents are to be originals or clear legible copies. Faxed documents or copies of faxed documents are not acceptable.

5.2 Information Required from Designers

The Designers shall provide the following information for inclusion in the Health & Safety File :

- ◇ Design principles
- ◇ Any residual hazards with regards to maintenance, cleaning and demolition
- ◇ Information on the removal or dismantling of equipment including any special arrangement for lifting etc.

5.3 Information Required from Principal Contractor

The Principal Contractor shall provide the following information for inclusion in the Health & Safety File :

- Details of names, addresses and contact details of sub-contractors employed on the scheme together with details of their work on the site
- As Built Drawings
- Copies of test certificates for electrical, fire alarm installations, water chlorination etc;
- Information on the removal or dismantling of equipment including any special arrangement for lifting etc.