

Asbestos Management Plan

relating to

**Symonds and Sampson
30 High West Street
Dorchester
Dorset
DT1 1UP**

**Symonds & Sampson
Chartered Surveyors
5 West Street
Wimborne
Dorset
BH21 1JN**

**MDHS 100 Type 1
Asbestos Survey and Asbestos
Management Plan**

relating to

**Symonds and Sampson
30 High West Street
Dorchester
Dorset
DT1 1UP**

**Symonds & Sampson
Chartered Surveyors
5 West Street
Wimborne
Dorset
BH21 1JN**

**Survey
Address**
Symonds and Sampson
30 High West Street
Dorchester
Dorset
DT1 1UP

**On behalf of
Survey date:**
Symonds and Sampson
27th March 2006

**Surveyor:
On behalf of:**
Andrew Briers BSc (Hons) ICIOB MaPS
Symonds and Sampson, 5 West Street, Wimborne,
Dorset BH21 1JN

**Commissioned
by:
Report date:**
Mr Andrew Robinson (Managing Partner)
29th March 2006

UPRN:
SS - 6

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One

Date of issue:
March 2006

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Summary and Recommendations

This report represents the asbestos survey for the property and contains vital information on asbestos at this premise **at the time of the latest inspection.** This document is an essential part of any system for managing the risks Asbestos Containing Materials (ACMs) to the user of the building as required by the Control of Asbestos at Work Regulations (CAWR) and the Health and Safety at Work Act (HASWA).

All persons are required to check the summary of asbestos survey and recommendations below to identify areas where asbestos is located within the building or outbuildings. This report must be made available to anyone who is likely to undertake works, which could disturb the ACMs. These persons must check to see if there are any ACMs in the area where they are to undertake the works, and if so, take all the necessary legally required precautions

THIS REPORT IS INTENDED TO REPLACE AND SUPERSEDES ANY OTHER ASBESTOS SURVEY / INSPECTION REPORT THAT MAY HAVE BEEN PREVIOUSLY ISSUED FOR THIS PREMISE.
NEVERTHELESS, ALL PREVIOUS REPORTS AND INFORMATION RELATING TO ANY ACM SHOULD BE ARCHIVED AND KEPT SO AS TO MAINTAIN A FULL HISTORICAL RECORD OF ALL KNOWN ACM'S (ASBESTOS CONTAINING MATERIALS) ASSOCIATED WITH THE PREMISE.

Summary of asbestos survey and recommendations

Location	Element	Asbestos Present (Yes/No/Assumed)	Action Required
Second Floor			
A. Carlless Office	Artex ceilings	Assumed	Register and manage
Accounts Office	Cement sheets to cupboard doors	Assumed	Register and manage
Store Room	Floor vinyl	Assumed	Register and manage
First Floor			
Kitchen	Acoustic slab to sink	Assumed	Register and manage
Kitchen/toilet	Floor vinyl	Assumed	Register and manage
Toilet	Toilet seat/lid	Assumed	Register and manage
M. Rankin's Office	Stair nosing	Assumed	Register and manage
Ground Floor			
Entrance lobby	Advised of Asbestos Containing Materials around existing safe (no visual access)	Assumed	Register and manage
Estate Agents Office	Panel behind electricity meter	Assumed	Register and manage
Photocopying area	Floor vinyl	Assumed	Register and manage
Hall adjacent to toilets	Floor tiles	Assumed	Register and manage
Hall adjacent to toilets	Gaskets/rope (no visual access)	Assumed	Register and manage
Boiler	Floor tiles	Assumed	Register and manage
Gents toilets	Bitumen sarking felt to ceiling	Assumed	Register and manage
Rear kitchen	Acoustic slab to sink	Assumed	Register and manage
Rear kitchen	Rope (no visual access)	Assumed	Register and manage
Basement			
Fireplace	Rope (no visual access)	Assumed	Register and manage
External			
Rear wall above exit	Cement sheets	Assumed	Register and manage
Rear felt roof	Bitumen felt	Assumed	Register and manage
Rear side elevation and rear lean-to	Cement sheets	Assumed	Register and manage

Recommendations

The results of the asbestos survey show that a number of ACMs are assumed to be present in the building. If these products ever required removal, they would have to be done so as follows: Bonded types of ACMs such as roof slates are of a type that can be removed by a non-licensed contractor who can demonstrate experience in this area of work and is willing to produce suitable health and safety method statements. Any type of ACMs found, such as AIB (Asbestos Insulation Board), would need licensed removal. This will be highlighted with the report and again, further testing should be undertaken to determine the presence of this type of ACM. Removal of these ACMs will eliminate the need for the dutyholder to have in place a management plan as required in Regulation 4 of the Control of Asbestos at Work Regulations 2002. However, it would be prudent to keep copies of this report for future reference. If it is decided to leave these ACMs in place, remedial work will be needed to prevent them from being a hazard. Although these materials do not present a risk in their present state, management will be required to ensure they do not deteriorate and a management plan is attached to address this. Please do not hesitate to contact Andrew Briers BSc (Hons) ICIOB MAPS at Symonds and Sampson on 01202 639409 if you wish to discuss any of the above.

No material was sampled, and it has been assumed that the elements contain asbestos. However, before work is to be carried out on any material it is always good practice to have these materials sampled should there be any doubt that they may contain asbestos.

Introduction

The CAWR places a duty on employers, before carrying out any work with asbestos, to make an adequate assessment of any exposure to asbestos of his/her employees and to prepare a suitable written plan of work detailing how work is to be carried out. The new duty to manage asbestos in non-domestic premises requires the duty-holder to make an assessment as to whether asbestos is or is liable to be present. The duty-holder has to prepare a written plan identifying the areas concerned and specify the measures to manage the risk that may arise. Both the assessment and plan have to be reviewed, recorded and updated regularly. The risks will vary with circumstances, ranging from normal occupation of the premise, to repair, refurbishment and removal of the ACM and they will need to be assessed accordingly.

The broad requirements on employers and building owners are to:

- Take suitable and sufficient steps to determine the location of materials likely to contain asbestos;
- Presume materials to contain asbestos, unless there are good reasons not to;
- Make and maintain a written record of the location of the asbestos and presumed asbestos;
- Monitor the condition of asbestos and presumed asbestos materials and document actions necessary to manage risk; and
- Take steps to see that the actions above are carried out;

To manage the risk from asbestos it is necessary to:

- Keep and maintain an up to date record of the location, condition, maintenance and removal of all ACMs on the premises;
- Repair, seal or remove, if there is a risk of exposure due to its condition or location;
- Maintain it in a good state of repair and regularly monitor the condition;
- Inform anyone who is likely to disturb it about the location and condition of the material
- Have arrangements and procedures in place, so that work which may disturb the materials complies with the CAWR 2002; and
- Review the plan at regular intervals and make changes to the plan and arrangements if circumstances change.

Purpose, aim and objective

Purpose – to locate and assess all the ACMs present in the building.

Aim – to provide information on ACMs for contractors and others that may disturb these materials.

Objective – to compile a management plan of action for ACMs in the property

The asbestos survey / inspection report

Description & Process

This report records the results of an MDHS 100 type one survey, (location and assessment survey - presumptive survey) to identify the nature, location and condition of any confirmed or suspected ACMs.

At the time of the MDHS 100 type one survey, ALL areas were surveyed for any suspected or known ACMs.

Before work is to be carried out on any material it is always good practice to have these materials sampled should there be any doubt that they may contain asbestos. All visible surfaces that were considered to contain asbestos have been noted in the report, and have been marked on the relevant location drawing, if applicable. Provided that a material is undamaged and not in a location where it is considered to be at a high risk of accidental damage or disturbance, it is acceptable practice to leave the material in place and to record and regularly inspect/monitor such items.

Where, however, asbestos is suspected and the surface is damaged, sampling and testing should be undertaken and the results of this together with the material and risk assessment will determine the necessary course of action for that suspected ACM.

With the exception of certain elements and situations, surfaces that are suspected or have been proved by testing/analysis to contain asbestos should be labelled as such. The exceptions would be in areas where it would be impracticable or unsuitable to do so, such as in occupied offices, floor tiles, floor coverings, inaccessible areas and the external elevations/surfaces of buildings.

If any asbestos hazard-warning label is either accidentally or deliberately removed, it must be replaced immediately and/or reported at the time of the next re-inspection.

Any rooms/areas where access was not gained have been noted in the report and marked on the appropriate drawing (if applicable).

This report has been produced to show where asbestos has been found and gives recommendations on how it should be managed. This was, however, only a MDHS type one survey and as such, the surveyor cannot be held responsible for any ACMs that were concealed or covered up at the time of the survey

Survey plan

1. Preliminary site survey – A walk through survey was carried out to determine such factors as:

- a. Site specific safety issues and hazards
- b. The availability of up to date plans and entry limitations
- c. Floor layouts
- d. Potential access / sampling problems
- e. An overall picture of the site

a. Site specific safety issues and hazards

The survey was undertaken during working hours and care was taken not to damage owner's fixtures and fittings. All access arrangements were made through Mr A. Carless.

Surveyors were aware of all domestic health and safety issues including:
i. Asbestos sampling

- ii. Surveying occupied office premises

Appendix two contains the risk assessments for the property.

- b. The availability of up to date plans and entry limitations

Symonds and Sampson possess plans of the property. Details of the location or presumed locations of any ACMs were made on site and included in the report. The survey was undertaken during working hours and as such, care was taken so as not to disturb the occupied areas and the existing fixtures and fittings.

- c. Floor layouts

Symonds and Sampson possess plans of the property.

- d. Potential access / sampling problems

- The survey was undertaken during working hours.
- Access was available to the majority of the building except inaccessible areas.
- No equipment, machinery, or ducting was moved, opened up or examined.
- Where asbestos materials prevented further access to areas (e.g. above asbestos ceilings), the investigation was halted. Any such instances are stated in this report.
- Certain items by their nature should be assumed to have an asbestos content, for example fire doors, fuses to electrical boxes, gaskets, ropes associated with heating and power plant. These were not sampled, nor do they specifically appear in the report, however they should, be assumed to have an asbestos content unless proved otherwise. As mentioned previously, before work is to be carried out on any material it is always good practice to have these materials sampled should there be any doubt that it may contain asbestos.
- Particular surveying/sampling difficulties are associated with areas where ad-hoc alteration and refurbishment have previously been carried out, and where asbestos may be hidden behind cladding materials. Asbestos is also frequently concealed within the fabric of buildings within sealed voids, such as shuttering etc. It is therefore possible that further ACMs may be found, particularly during electrical re-wiring, heating installations, and other refurbishment or demolition works. If suspect materials are found at a later date additional sampling is recommended. The report cannot give assurances that all ACMs have been identified. The extent of a material was assessed visually and should be considered as an approximate measure only.

- e. An overall picture of the site (location, surrounding area etc)

The building surveyed was the Dorchester office of Symonds and Sampson and all other associated buildings in its location. The building has external rendered elevations, together with a hipped slate roof. To the rear, there is a lean-to addition with corrugated roof sheeting. It is situated in a terraced row of commercial properties near the centre of Dorchester.

2. Desk top study – determine such factors as;

- a. Types, construction and ages of the premises to be surveyed

- b. Availability of plans
- c. Previous uses
- d. Recent refurbishment/ minor works
- e. Previous asbestos records

- a. Property details

All buildings

CONSTRUCTION TYPE	The building is of solid construction with external render to the elevations, together with a hipped slate roof. To the rear there is a lean-to addition with a corrugated sheet roof.
PROPERTY TYPE	Commercial – Estate Agency and Chartered Surveyors offices
POSITION	30 High West Street, Dorchester, Dorset, DT1 1UP

- b. Plan availability

Plans available

- c. Previous uses

Not known

- d. Recent refurbishment/ minor works

Not known

- e. Previous asbestos records availability

None available.

Methodology and Safety Procedures

As described previously in this report, all elements that are deemed asbestos have been recorded. Before work is to be carried out on any material, it is always good practice to have these materials sampled should there be any doubt that they may contain asbestos. Asbestos or elements suspected to be an ACM have been found in the following:

Detail of ACM's Location	Type of ACM (Asbestos Containing Material)	Sample taken? Please tick ✓	Sample Number
Second Floor			
A. Carless Office	Artex ceilings	?	Assumed
Accounts Office	Cement sheets to cupboard doors	?	Assumed
Store Room	Floor vinyl	?	Assumed
First Floor			
Kitchen	Acoustic slab to sink	?	Assumed
Kitchen/toilet	Floor vinyl	?	Assumed
Toilet	Toilet seat/lid	?	Assumed
M. Rankin's Office	Stair nosing	Assumed	Register and manage
Ground Floor			
Entrance lobby	Advised of Asbestos Containing Materials around existing safe (no visual access)	?	Assumed
Estate Agents Office	Panel behind electricity meter	?	Assumed
Photocopying area	Floor vinyl	?	Assumed
Hall adjacent to toilets	Floor tiles	?	Assumed
Hall adjacent to toilets	Gaskets/rope (no visual access)	?	Assumed
- Boiler	Floor tiles	?	Assumed
Gents toilets	Bitumen sarking felt to ceiling	?	Assumed
Rear kitchen	Acoustic slab to sink	?	Assumed
Rear kitchen			
Basement			
Fireplace	Rope (no visual access)	?	Assumed
External			
Rear wall above exit	Cement sheets	?	Assumed
Rear felt roof	Bitumen felt	?	Assumed
Rear side elevation and rear lean-to	Cement sheets	?	Assumed

A material algorithm and risk assessment for each of these elements found to contain or assumed to contain asbestos has been included in appendix two

Assumption of ACMs has been made using the following procedure - MDHS 100 type one survey, (location and assessment survey - presumptive survey) to identify the nature, location and condition of any confirmed or suspected ACMs.

Appendix One:

Surveying Risk Assessments for the Property.

Risk Assessment Record

Work Activity to be assessed: Name of Assessor:
 Asbestos inspections Andrew Briers BSc (Hons) ICIOB MaPS
 Company: Symonds and Sampson, Date: Monday 27th March 2006
 5 West Street, Wimborne, Dorset,
 BH21 1JN

Activity/ Process/ Occupation	What hazards to Health and/or Safety exist?	What risks do they pose to employees and other persons	Precautions already taken?	Risk level? (H,M or L)	Are additional measures necessary?
Asbestos inspections	Working at height	Fall from height, particularly when working externally	For internal sampling - step ladder (to appropriate BS) For external access - sectional ladder (to appropriate BS) Above 3m, ladder must be secured/tied. Footing only acceptable up to 6m. Above 6m access platform to be provided.	Medium	Access equipment to be checked for suitability, logged and inspected regularly Safety in the use of ladders training
	Inhalation of asbestos fibres	Susceptible to contracting an asbestos related disease	Sampling /surveying restricted to surveyors certified to BIOH P402 'Building Surveys and Bulk Sampling for asbestos' and authorised by the Client Sampling /surveying to be carried out in accordance with MDHS 100 'Surveying, sampling and assessment of asbestos containing materials'. If sampling is required, appropriate PPE and sampling equipment will be provided for the type of materials to be analysed	Low	Sampling will be restricted to cement sheets, boards and other bonded materials such as floor tiles. The sampling of all high risk materials shall be carried out by a specialist contractor. No sampling will be undertaken in a confined space If there is any doubt over the condition of the material, it will be noted, left undisturbed and sampling left to a specialist contractor.

Appendix Two:

Asbestos Risk Assessments and Material Algorithms

Appendix Three:

Asbestos Management Plan

Material Assessment Algorithm Points Structure
 Elements: **A**-Roof and exterior walls, **B**-Boilers/vessels/pipes, **C**-Ceilings, **D**-Interior walls/panels, **E**-Flooring, **F**-Air handling systems **G**-Domestic appliances, **H**-Others

Product type or debris from product	1 (Low) 2 (Medium) 3 (High)	Plastics, resins, mastics, roofing felt, vinyl floor tiles, paints, decorative finishes, cement etc AIB, textiles, gaskets, ropes paper etc Lagging, spray coatings, loose asbestos etc
Damage	0 (None) 1 (Low) 2 (Medium) 3 (High)	No Visible damage Few scratches / marks, broken edges etc Significant breakage of non friable materials or many small areas of damage to friable materials High damage / visible debris
Surface treatment	0 (None) 1 (Low) 2 (Medium) 3 (High)	Non-friable composite asbestos Enclosed sprays / coatings / board / or bare cement Asbestos sprayed / lagged / board / or bare cement Unsealed lagging / spray
Asbestos type	0 1 2 3	No asbestos present Chrysotile Other Crocidolite
ID (Identification)	P SP A	Presumed Strongly presumed Analysed
Rmd (Recommendation)	E R Mm None / other	Encapsulate Remove Mark and manage No remediation recommended / other recommendations made - specify

Risk Assessment Algorithm Points Structure

Assessment parameter	Score	Examples of score variables
Normal occupant activity		
Main type of activity in area	0 1 2 3	Rare disturbance activity (e.g. lift used store room) Low disturbance activities (e.g. office type activity) Periodic disturbance (e.g. industrial or vehicular activity which may contact ACMs) High levels of disturbance (e.g. fire door with AIB sheet in constant use)
Secondary activities for area	As above	As above
Likelihood of disturbance		
Location	0 1 2 3	Outdoors Large rooms or well ventilated areas Rooms up to 100m ² Confined spaces
Accessibility	0 1 2 3	Usually inaccessible or unlikely to be disturbed Occasionally likely to be disturbed Easily disturbed Routinely disturbed
Extent / amount	0 1 2 3	Small amounts or items ≤ 10m ² or 10m pipe run > 10m ² - < 50m ² or 10 - < 50m pipe run > 50 m ² or > 50m pipe run
Human exposure potential		
Number of occupants	0 1 2 3	None 1 - 3 4 - 10 > 10
Frequency of use of area	0 1 2 3	Infrequent Monthly Weekly Daily
Average time area is in use	0 1 2 3	< 1 Hour > 1 - 3 Hours > 3 - < 6 Hours > 6 Hours
Maintenance activity		
Type of maintenance activity	0 1 2 3	Minor disturbance (e.g. possibility of contact when gaining access) Low disturbance (e.g. changing light bulbs in AIB ceiling) Medium disturbance (e.g. lifting one or two AIB ceiling tiles to access a valve) High levels of disturbance (e.g. removing a number of AIB ceiling tiles to replace a valve or for re-cabling) ACM unlikely to be disturbed for maintenance
Frequency of maintenance activity	0 1 2 3	< 1 per year > 1 per year > 1 per month

Asbestos Management Plan for Symonds and Sampson, 30 High West Street, Dorchester Dorset, DT1 1UP

Date: Monday, 27 March 2006

General overview	
Competence of Author	Andrew Briers BSc (Hons) ICI/OB MAPs Successful completion of British Occupational Hygiene Society P402 – Building surveys and bulk sampling for asbestos.
Date of plan	Date plan produced: Monday, 27 March 2006 Review date: October 2006 (HSE Recommendation)
Working limitations	A full MDHS 100 Type 1 Survey was carried out at these premises. There were no limitations.
Extent of premises inspected and included	Type of survey: MDHS 100 Type 1 Limitations: as mentioned above All parts reasonably accessible, including outbuildings.
Is presence or absence of asbestos 'proven' or 'presumed' (or 'strongly presumed')?	As a MDHS 100 Type 1 survey has been carried out at the premise, all elements have been inspected and presumed to be asbestos as far as reasonably practicable. Reference to MDHS 100 guidance was made during the survey for any suspected element. As required by the MDHS 100 if an element is suspected of containing asbestos it has been included in the report. Depending on which element has been inspected if it was not clear as to which type of asbestos may be present in the element, it has been assumed to be crocidolite.
Sampling.	Competence of sampler: No sampling took place during this survey Sampling regime: No sampling took place during this survey Scope of samples: No sampling took place during this survey Sampling laboratory: No sampling took place during this survey
Dutyholders intentions for premises.	The duty holder is to manage the asbestos in the property during their occupation. Any alterations, repairs, redecorations or refurbishment to take place during this time will refer to the asbestos survey to identify any element that may contain asbestos and a relevant method statement produced to ascertain how the risk will be managed.
Significant changes.	No significant changes have been identified. All future work will be carried in line with the relevant Health and Safety legislation applicable to the type of work.
Measures for managing risk.	All measures to protect, maintain or, where necessary, remove asbestos, will be specified in the report. Information on the location and condition of any suspected ACM is available in the asbestos survey.
Means of providing information on location and condition to persons likely to disturb asbestos.	Labelling of Asbestos Containing Materials (ACMs) is to be carried out by the duty holder. Any works that could disturb asbestos (such as maintenance, alteration or demolition) will be subject to an inspection of the plan prior to commencement and a relevant method statement produced to ascertain how the risk will be managed.

Distribution of significant information.	To employees, both existing and new, and safety representatives of employees. To any contractor or other that may benefit from such knowledge.
Emergency provisions and liaison with emergency services.	Emergency arrangements; information to be made available to the Fire Brigade.
Availability of the plan.	Details and location of the survey are to be made available as requested. The survey report shall be kept on site at all times with a back up copy kept by Mr A. Briers away from site. Contact details: Symonds and Sampson 5 West Street Wimborne Dorset BH21 1JN Telephone 01202 639409
Monitoring (condition of ACMs)	Monitoring of the Asbestos Containing Materials (ACMs) will be carried out by Mr A. Briers or his designated representative. A survey of the suspected Asbestos Containing Materials (ACMs) will be carried out every six months as recommended by the Health and Safety Executive.
Reviewing (implementation of plan)	Arrangements for reviewing management measures are to be put into place with periodic checks to ensure that all arrangements are working and as a minimum every six months.
Records	Conclusions of each monitoring and review are to be recorded.

Asbestos Management Plan for Symonds and Sampson, 30 High West Street, Dorchester Dorset, DT1 1UP

Date: Monday, 27 March 2006

General overview	
Competence of Author	Andrew Briers BSc (Hons) ICIOB MAPS Successful completion of British Occupational Hygiene Society P402 - Building surveys and bulk sampling for asbestos.
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Dutyholders intentions for premises.	The duty holder is to manage the asbestos in the property during their occupation. Any alterations, repairs, redecorations or refurbishment to take place during this time will refer to the asbestos survey to identify any element that may contain asbestos and a relevant method statement produced to ascertain how the risk will be managed.
Significant changes.	No significant changes have been identified. All future work will be carried in line with the relevant Health and Safety legislation applicable to the type of work.
Measures for managing risk.	All measures to protect, maintain or, where necessary, remove asbestos, will be specified in the report. Information on the location and condition of any suspected ACM is available in the asbestos survey.
Means of providing information on location and condition to persons likely to disturb asbestos.	Labelling of Asbestos Containing Materials (ACMs) is to be carried out by the duty holder. Any works that could disturb asbestos (such as maintenance, alteration or demolition) will be subject to an inspection of the plan prior to commencement and a relevant method statement produced to ascertain how the risk will be managed.

Distribution of significant information.	To employees, both existing and new, and safety representatives of employees. To any contractor or other that may benefit from such knowledge.
Emergency provisions and liaison with emergency services.	Emergency arrangements; information to be made available to the Fire Brigade.
Availability of the plan.	Details and location of the survey are to be made available as requested. The survey report shall be kept on site at all times with a back up copy kept by Mr A. Briers away from site. Contact details: Symonds and Sampson 5 West Street Wimborne Dorset BH21 1JN Telephone 01202 639409
Monitoring (condition of ACMs)	Monitoring of the Asbestos Containing Materials (ACMs) will be carried out by Mr A. Briers or his designated representative. A survey of the suspected Asbestos Containing Materials (ACMs) will be carried out every six months as recommended by the Health and Safety Executive.
Reviewing (implementation of plan)	Arrangements for reviewing management measures are to be put into place with periodic checks to ensure that all arrangements are working and as a minimum every six months.
Records	Conclusions of each monitoring and review are to be recorded.

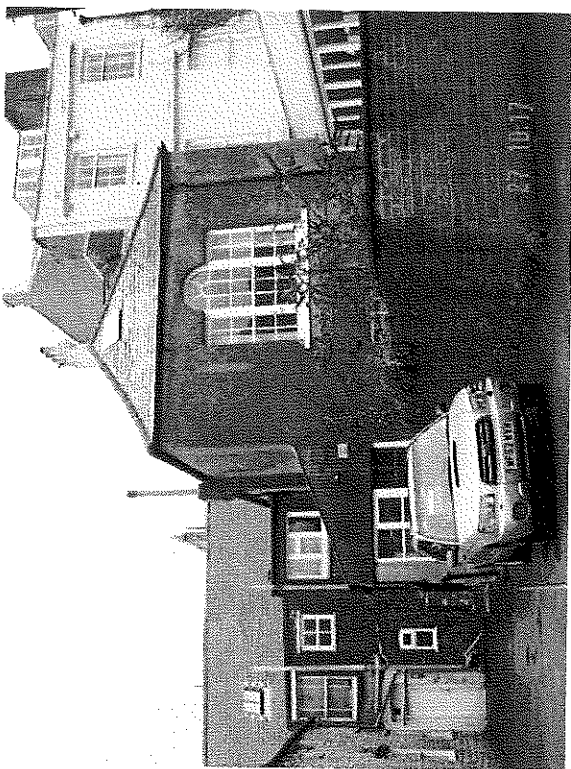
Management action for individual ACMs or suspected ACMs				
Element	All elements that are deemed to be low risk as ascertained by the material and risk assessments in the attached report			
Management action type needed		Indirect management action		
Indirect management action				
Method	Detail	Please tick method to be used	Date to be completed by	
Isolate and restrict or exclude access	Restricted zones with controlled entry, behind locked doors with keys only available to authorized persons			
Warn of dangers				
➤ Signs or labels	Signs or labels must be clear and durable. Labelling should conform with the <i>Health and Safety (Safety Signs and Signals) Regulations 1996</i>	✓	As soon as possible	
➤ Training of staff	Training of staff could form part of inductions, reinforced by periodic 'toolbox talks'	✓	As soon as possible/induction of new staff/regular meetings to coincide with six monthly inspection.	
Monitor condition	Periodic inspection with condition recorded.	✓	Every six months	
Permit to work	Formal procedure to ensure that prior to any activity that might disturb asbestos, reference is made to the asbestos register or (after 21 May 2004), the management plan. This will be included within the 'site rules' issued to contractors	✓		
Maintain and update records of ACMs	Formal procedure to ensure that any alterations are recorded and that the asbestos register and the management plan is updated.	✓	As and when necessary	

Emergency Plan and Procedures		
Scope/subject	Requirement	
Safety procedures	Ensure that safety procedures, including safety drills, have been prepared.	
Information	Ensure that details of the emergency arrangements, including hazard identification and a note of relevant work hazards and specific hazards likely to arise at the time, are available.	
Warning and communication systems	Establish warning and communication systems to facilitate an appropriate response in the event of an emergency	
Inform	Ensure that details of the emergency arrangements and the warning and communication systems are made available to the relevant accident and emergency services (internal or external) and displayed at the workplace, if appropriate.	
Immediate response	Note the immediate steps to be taken to mitigate the effects, restore the situation to normal and inform any person who may be affected.	
Limit access	Restriction of access to affected areas to those persons needed to carry out remedial measures and who are properly trained, equipped and protected.	

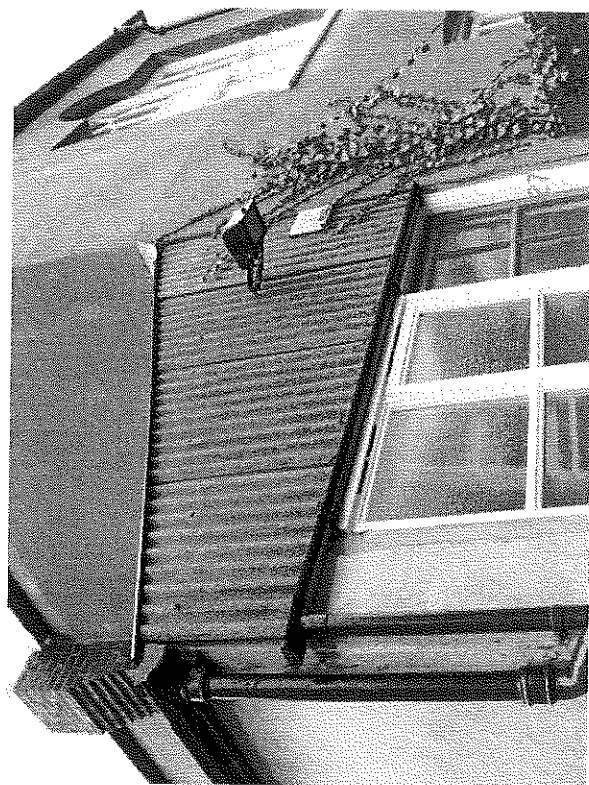
Appendix Four:
Photographic survey



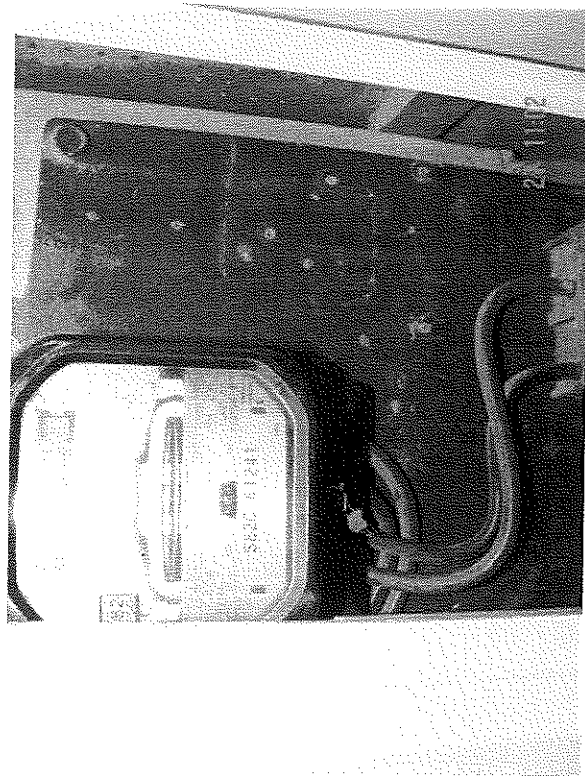
Front elevation



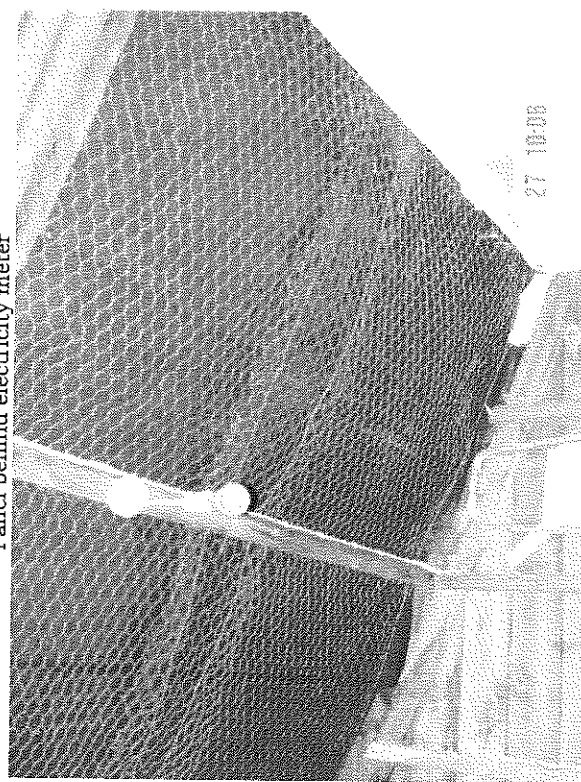
Rear Elevation



Rear entrance - cement sheets



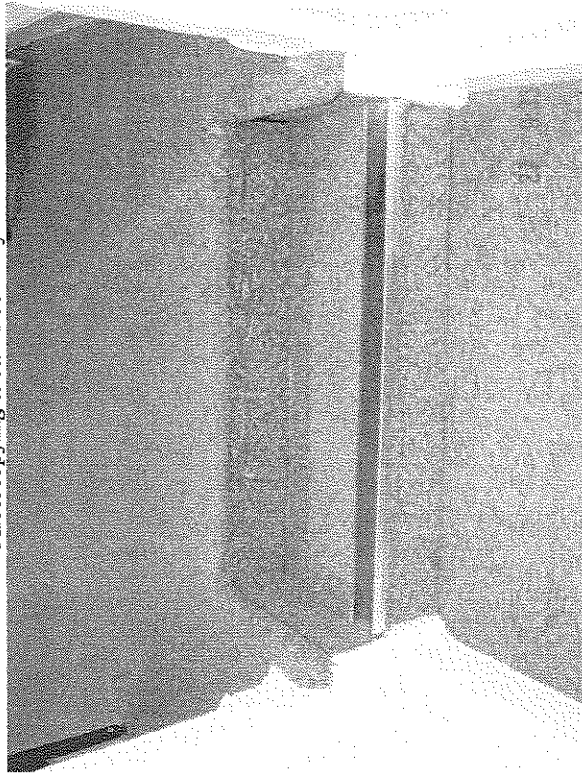
Panel behind electricity meter



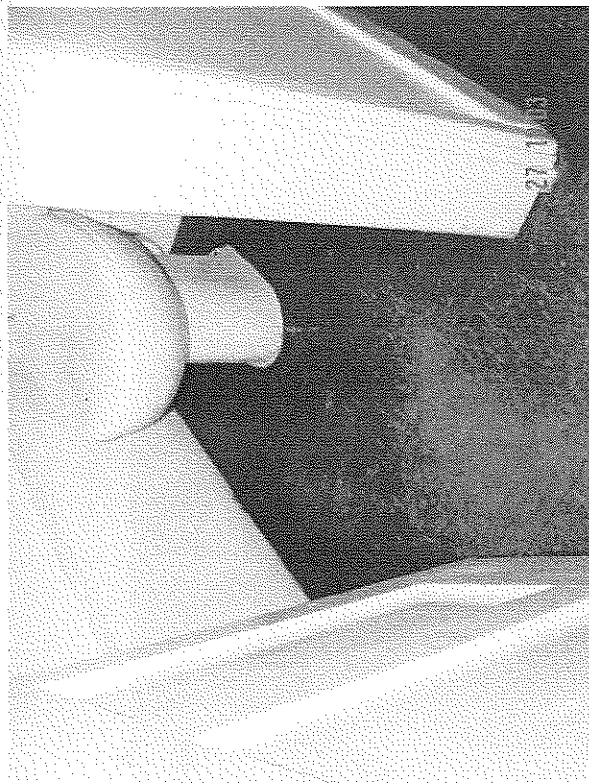
Roofing felt above kitchen



Photocopying area - floor vinyl



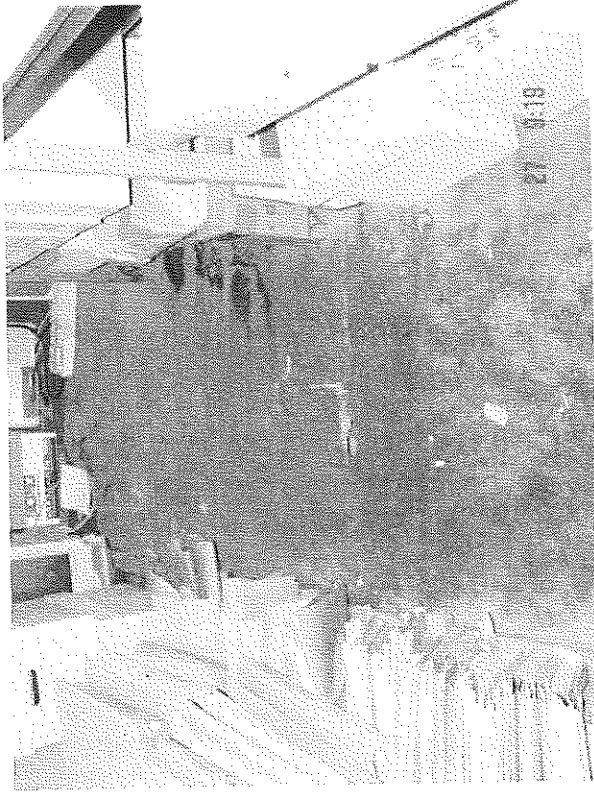
Stair nosing



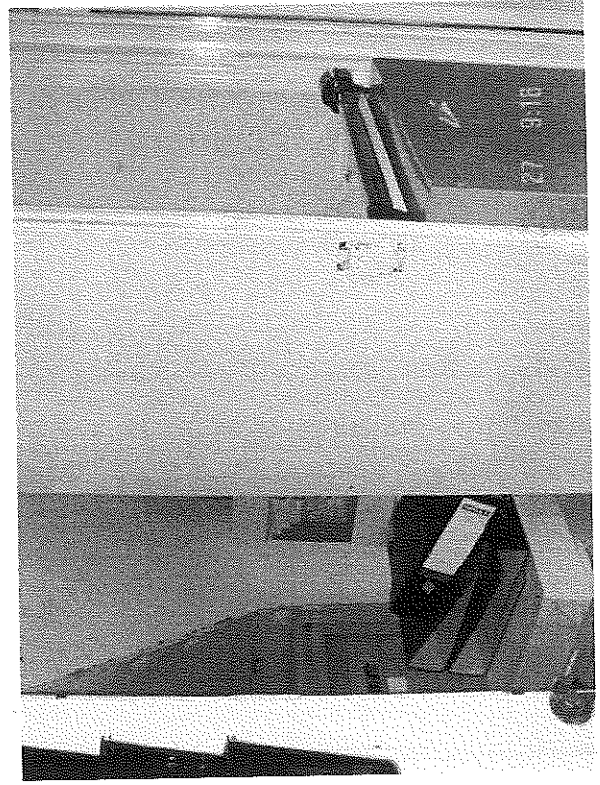
Toilet floor tiles



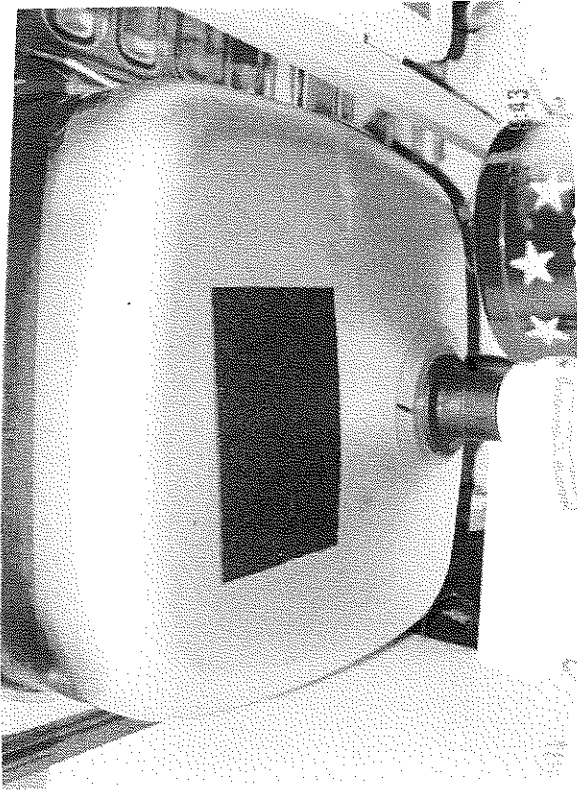
Hall floor tiles



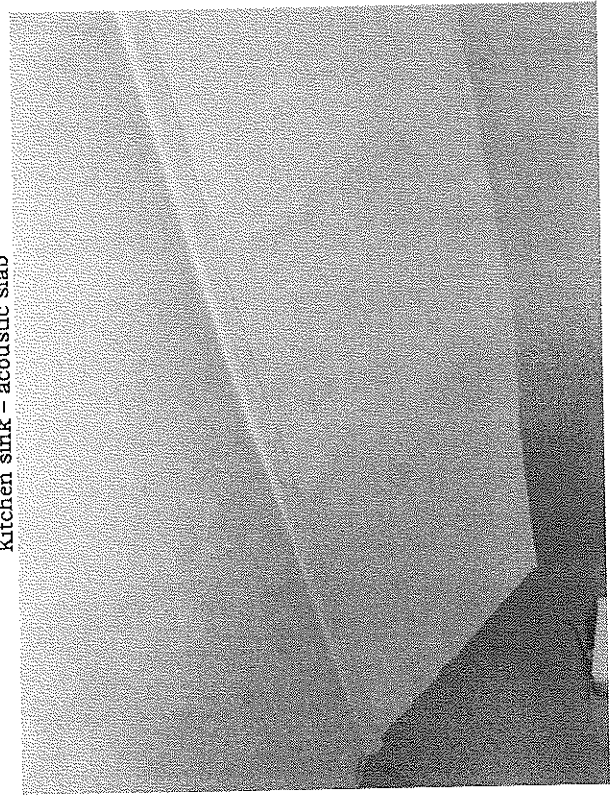
Store room -- floor vinyl



Accounts Office -- Cement boarding to cupboard doors



Kitchen sink -- acoustic slab



A. Carlless Office - Artex Ceiling

Appendix Five:

Existing floor plans