



ASBESTOS MANAGEMENT SURVEY



Site: Witcombe Green

Address: 19 High Street, Wroughton, Swindon, SN4 9JX

Client: Marsh Insurance (Portal Only)

Survey Date: 12 November 2024

Surveyor: Andrew Johnson

Issue Number: 1

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Section 1 - Executive Summary

William Martin were instructed to carry out an Asbestos Management Survey at Witcombe Green, 19 High Street, Wroughton, Swindon, SN4 9JX. The agreed scope of the survey is detailed in Section 2.1.

An Asbestos Management Survey is the standard survey and its purpose is to locate, as far as reasonably practicable, the presence of ACMs in the relevant parts of the building which could be disturbed during normal occupancy and maintenance activities, and to assess their condition.

This report has been prepared for Marsh Insurance (Portal Only), who have been identified as having control over the management and maintenance of the premises and are therefore regarded as the Duty holders.

It must be ensured that this report is made available to all staff, tradesmen and contractors that require access to the building, and that appropriate method statements and risk assessments are prepared if any works are required. This report should not be used alone as a basis for tendering the removal of ACMs.

It must also be realised that if any work goes beyond the scope of this management survey, a more intrusive survey may be required. Intrusive surveys, such as Refurbishment and Demolition surveys are used to locate and describe, as far as reasonably practicable, all ACMs in the areas where the refurbishment or demolition works are taking place.

William Martin are accredited by UKAS to undertake Management, Refurbishment, Demolition & Reinspection Surveys in domestic, commercial and industrial properties.

The summary tables below have been collated to give a brief overview of findings for this site and are for reference purposes only. It must be ensured that this report is read in its entirety.

1.1 – Asbestos Findings Summary

Within the scope of the survey, the following number of ACMs have been identified at this site:

Total ACMs	High Risk ACMs	Medium Risk ACMS	Low Risk ACMs	Very Low Risk ACMs	Non-Asbestos Samples
8	0	0	0	8	4

1.2 – Remedial Actions Summary

There are currently no remedial actions required.

1.3 - Asbestos Locations Summary

The table below has been collated to give an overview of all locations where ACMs have been identified or presumed. Refer to the Asbestos Register and Asbestos Sample Records for further information regarding these ACMs:

Location	ACM	Description
19 High Street, Ground Floor, G.01 - Entrance Lobby	Textured Coating	Textured coating to plasterboard ceiling
19 High Street, Ground Floor, G.02 - Redundant gas meter cupboard	Textured Coating	Textured coating to plasterboard ceiling
19 High Street, Ground Floor, G.03 - Electric intake	Textured Coating	Textured coating to plasterboard ceiling
19 High Street, Ground Floor, G.04 - Lobby	Textured Coating	Textured coating to plasterboard ceiling
19 High Street, Ground Floor, ST.01 - Ground to first	Textured Coating	Textured coating to plasterboard ceiling
19 High Street, 1st Floor, ST.01 - Ground to first	Textured Coating	Textured coating to plasterboard boxing
19 High Street, 1st Floor, ST.01 - Ground to first	Textured Coating	Textured coating to plasterboard ceiling
19 High Street, External, E.01 - Externals	Cement Product	Presumed cement board beneath window boxes

1.4 - Non-Accessed Areas

The table below details the specific rooms/areas included within the scope of the survey which **could not be accessed**. In accordance with HSG264 Asbestos: The Survey Guide, these areas must be presumed to contain asbestos until it can be proven otherwise. It must be ensured that such areas are inspected prior to any works taking place:

Location	Reason for No Access / Comments
Within the scope of the survey, all rooms/areas were accessed.	

Section 2 - Survey Details



Site Address:
 Witcombe Green
 19 High Street
 Wroughton
 Swindon
 SN4 9JX

Survey Date:
 12/11/2024

Surveyor:
 Andrew Johnson

Report Prepared For: Marsh Insurance (Portal Only)

Report Prepared By: William Martin, 20 Grosvenor Place, London, England, SW1X 7HN

Report Authorised By: Mark Harrison – Technical Manager

Report Issued By: Anna Smith – Quality Assurance

Report Issue Date: 17 December 2024

Report Issue History: Issue No. 1 – Original report issued in full

2.1 – Scope of Survey

Agreed Scope of Survey

As agreed with the client during the planning stage, an Asbestos Management Survey was carried out in line with 'HSG264 Asbestos: The Survey Guide' to:

- Common and landlord areas only, as shown on the floor plans in Section 8.
- A comprehensive list of all areas accessed during the survey can also be found in Section 7.

Site Description

Witcombe Green, 19 High Street is a two-story block of flats. The property is generally of brick, block and concrete construction, with a timber framed pitched roof and concrete roofing tiles. Internally, there are block and plasterboard partitions and false plasterboard ceilings throughout.

Section 3 - Asbestos Register

Witcombe Green, 19 High Street, Wroughton, Swindon, SN4 9JX

Location	Sample No.	ACM	Description	Amount	Condition	Access	Type	Method	Risk Category	Action
19 High Street, Ground Floor, G.01 - Entrance Lobby	S001	Textured Coating	Textured coating to plasterboard ceiling	3 m ²	Some Minor Damage	Difficult	Chrysotile	Sampled	Very Low	Manage
19 High Street, Ground Floor, G.02 - Redundant gas meter cupboard	X001-1	Textured Coating	Textured coating to plasterboard ceiling	1 m ²	Some Minor Damage	Difficult	Chrysotile	Cross Reference	Very Low	Manage
19 High Street, Ground Floor, G.03 - Electric intake	X001-2	Textured Coating	Textured coating to plasterboard ceiling	1 m ²	Some Minor Damage	Difficult	Chrysotile	Cross Reference	Very Low	Manage
19 High Street, Ground Floor, G.04 - Lobby	X001-3	Textured Coating	Textured coating to plasterboard ceiling	6 m ²	Some Minor Damage	Difficult	Chrysotile	Cross Reference	Very Low	Manage
19 High Street, Ground Floor, ST.01 - Ground to first	X001-4	Textured Coating	Textured coating to plasterboard ceiling	2 m ²	Some Minor Damage	Difficult	Chrysotile	Cross Reference	Very Low	Manage
19 High Street, 1st Floor, ST.01 - Ground to first	S004	Textured Coating	Textured coating to plasterboard boxing	4 lin m	Some Minor Damage	Difficult	Chrysotile	Sampled	Very Low	Manage
19 High Street, 1st Floor, ST.01 - Ground to first	S005	Textured Coating	Textured coating to plasterboard ceiling	8 m ²	Some Minor Damage	Difficult	Chrysotile	Sampled	Very Low	Manage
19 High Street, External, E.01 - Externals	P007	Cement Product	Presumed cement board beneath window boxes	4 - Total m ²	Some Minor Damage	Difficult	Chrysotile	Presumed	Very Low	Manage

Section 4 – Management Survey Limitations

4.1 - Standard Survey Limitations

Every effort has been made to identify all asbestos containing materials, as far as reasonably practicable to do so, within the scope of the survey. However, an Asbestos Management Survey has inherent limitations.

It must be realised that the possibility remains that ACMs may not be detected if located within inaccessible areas. Therefore, the findings detailed within this Asbestos Management Survey report cannot be considered definitive.

The following areas would require destructive techniques and/or specialist equipment in order to gain full access. Therefore, unless otherwise stated, the following areas have been excluded from this survey:

- Within or beyond any solid/structural elements of the building(s).
- Within sealed roof/ceiling voids, such as above false ceilings.
- Within sealed floor ducts, floor voids, or subterranean areas.
- Beneath fully fitted and sealed floor coverings, such as carpets or linoleum.
- Beneath fixed/raised floorings, such as floorboards.
- Within fire doors, behind door frames, window frames and beneath windowsills.
- Within pipe work & ducting flanges.
- Within fully sealed boxing or risers where no access hatches are present.

Unless specifically requested during the survey planning stage, ad-hoc dust sampling also did not form part of this survey. Therefore, it is possible that small amounts of asbestos dust/debris may remain undetected. However, all reasonably practicable methods will have been taken to identify asbestos debris.

4.2 - Agreed Exclusions

As agreed with the client during the planning stage, the following areas have also been excluded from this survey. Such areas pose significant risks and would be subject to individual risk assessments/safe methods of working:

- High level areas above 3.5m. (Suitable high-level access equipment would be required).
- Within live electrical equipment, machinery, plant & services. (Appropriate isolations would be required).
- Confined spaces.

A full list of site-specific rooms/areas which could not be accessed during the survey are shown in Section 1.4. As per HSG264 Asbestos: The Survey Guide, any areas which could not be accessed must be presumed to contain asbestos until it can be proven otherwise.

Section 5 – Asbestos Material Assessments

This section details all confirmed asbestos, referenced asbestos and presumed asbestos items which were identified during the survey.

Sample Numbering System

S = Sampled. Where a material has been sampled and the result is confirmed by way of laboratory identification. Eg “**S001**”.

P = Presumed. Where no sample can be taken of a suspected ACM, the letter 'P' signifies that the surveyor has presumed the material to contain asbestos. Eg “**P001**”.

SP = Strongly Presumed. Where no physical sample can be taken of a suspected ACM, the letters 'SP' signify that the surveyor has strongly presumed the material to contain asbestos. Eg “**SP001**”.

X = A referenced sample. A material may not always be sampled when it is visually similar to that of a material previously sampled during the survey. In this case, the number which follows the letter 'X' represents the number of the sample to which the material is visually similar. Eg “**X001**”.

Sample Number:	S001		
Building:	19 High Street	Floor:	Ground Floor
Room Name/Number:	G.01 - Entrance Lobby	Material/Amount:	Textured Coating 3 m ²
Sample Description:	Textured coating to plasterboard ceiling		



Material Assessment

Product Type:	Textured Coating	Total Risk Score:	3
Condition:	Some Minor Damage	Risk Category:	Very Low
Surface Treatment:	Composite/Self Sealed		
Asbestos Types:	Chrysotile	Action:	Manage
Comments:	Periodic inspections should be carried out in accordance with Regulation 4 of the Control of Asbestos Regulations 2012. Do not disturb this ACM. Ensure all employees, contractors & tenants who may come into contact with this ACM are made aware.		

Sample Number:	X001-1		
Building:	19 High Street	Floor:	Ground Floor
Room Name/Number:	G.02 - Redundant gas meter cupboard	Material/Amount:	Textured Coating 1 m ²
Sample Description:	Textured coating to plasterboard ceiling		



Material Assessment

Product Type:	Textured Coating	Total Risk Score:	3
Condition:	Some Minor Damage	Risk Category:	Very Low
Surface Treatment:	Composite/Self Sealed		
Asbestos Types:	Chrysotile	Action:	Manage
Comments:	Periodic inspections should be carried out in accordance with Regulation 4 of the Control of Asbestos Regulations 2012. Do not disturb this ACM. Ensure all employees, contractors & tenants who may come into contact with this ACM are made aware.		

Sample Number:	X001-2		
Building:	19 High Street	Floor:	Ground Floor
Room Name/Number:	G.03 - Electric intake	Material/Amount:	Textured Coating 1 m ²
Sample Description:	Textured coating to plasterboard ceiling		



Material Assessment

Product Type:	Textured Coating	Total Risk Score:	3
Condition:	Some Minor Damage	Risk Category:	Very Low
Surface Treatment:	Composite/Self Sealed		
Asbestos Types:	Chrysotile	Action:	Manage
Comments:	Periodic inspections should be carried out in accordance with Regulation 4 of the Control of Asbestos Regulations 2012. Do not disturb this ACM. Ensure all employees, contractors & tenants who may come into contact with this ACM are made aware.		

Sample Number:	X001-3		
Building:	19 High Street	Floor:	Ground Floor
Room Name/Number:	G.04 - Lobby	Material/Amount:	Textured Coating 6 m ²
Sample Description:	Textured coating to plasterboard ceiling		



Material Assessment

Product Type:	Textured Coating	Total Risk Score:	3
Condition:	Some Minor Damage	Risk Category:	Very Low
Surface Treatment:	Composite/Self Sealed		
Asbestos Types:	Chrysotile	Action:	Manage
Comments:	Periodic inspections should be carried out in accordance with Regulation 4 of the Control of Asbestos Regulations 2012. Do not disturb this ACM. Ensure all employees, contractors & tenants who may come into contact with this ACM are made aware.		

Sample Number:	X001-4		
Building:	19 High Street	Floor:	Ground Floor
Room Name/Number:	ST.01 - Ground to first	Material/Amount:	Textured Coating 2 m ²
Sample Description:	Textured coating to plasterboard ceiling		



Material Assessment

Product Type:	Textured Coating	Total Risk Score:	3
Condition:	Some Minor Damage	Risk Category:	Very Low
Surface Treatment:	Composite/Self Sealed		
Asbestos Types:	Chrysotile	Action:	Manage
Comments:	Periodic inspections should be carried out in accordance with Regulation 4 of the Control of Asbestos Regulations 2012. Do not disturb this ACM. Ensure all employees, contractors & tenants who may come into contact with this ACM are made aware.		

Sample Number:	S004		
Building:	19 High Street	Floor:	1st Floor
Room Name/Number:	ST.01 - Ground to first	Material/Amount:	Textured Coating 4 lin m
Sample Description:	Textured coating to plasterboard boxing		



Material Assessment

Product Type:	Textured Coating	Total Risk Score:	3
Condition:	Some Minor Damage	Risk Category:	Very Low
Surface Treatment:	Composite/Self Sealed		
Asbestos Types:	Chrysotile	Action:	Manage
Comments:	Periodic inspections should be carried out in accordance with Regulation 4 of the Control of Asbestos Regulations 2012. Do not disturb this ACM. Ensure all employees, contractors & tenants who may come into contact with this ACM are made aware.		

Sample Number:	S005		
Building:	19 High Street	Floor:	1st Floor
Room Name/Number:	ST.01 - Ground to first	Material/Amount:	Textured Coating 8 m ²
Sample Description:	Textured coating to plasterboard ceiling		



Material Assessment

Product Type:	Textured Coating	Total Risk Score:	3
Condition:	Some Minor Damage	Risk Category:	Very Low
Surface Treatment:	Composite/Self Sealed		
Asbestos Types:	Chrysotile	Action:	Manage
Comments:	Periodic inspections should be carried out in accordance with Regulation 4 of the Control of Asbestos Regulations 2012. Do not disturb this ACM. Ensure all employees, contractors & tenants who may come into contact with this ACM are made aware.		

Sample Number:	P007		
Building:	19 High Street	Floor:	External
Room Name/Number:	E.01 - Externals	Material/Amount:	Cement Product 4 - Total m ²
Sample Description:	Presumed cement board beneath window boxes		



Material Assessment

Product Type:	Cement Product	Total Risk Score:	4
Condition:	Some Minor Damage	Risk Category:	Very Low
Surface Treatment:	Sealed		
Asbestos Types:	Chrysotile	Action:	Manage

Comments: Note: one to the front elevation and three to the rear of the property.
 Periodic inspections should be carried out in accordance with Regulation 4 of the Control of Asbestos Regulations 2012. Do not disturb this ACM. Ensure all employees, contractors & tenants who may come into contact with this ACM are made aware.

5.1 - Recommended Actions

Unless otherwise stated, all recommended actions should be carried out within the following timescales:

Manage = The ACM can be left in situ and managed accordingly.

Label = It is recommended that the ACM is labelled using prescribed Asbestos warning labels. The ACM can then be left in situ and managed accordingly.

Enclose = The ACM should be physically enclosed. This is typically recommended when an ACM has been damaged and removal is not a viable option. The ACM can then be left in situ and managed accordingly.

Encapsulate = The ACM should be encapsulated using a suitably trained asbestos contractor. The ACM can then be left in situ and managed accordingly.

Remove = The ACM should be removed using a suitably trained asbestos contractor. Request and save copies of all removal documentation, such as RAMS, Waste Consignment Notes and Air Monitoring Certificates (where applicable).

Restrict Access = Access to the ACM should be prevented until the appropriate remedial works have been completed. This is typically recommended when an ACM is posing a significant risk. Any further recommendations on how to restrict access and what to do next should be followed.

5.2 - Timescales

High Risk ACMs = Recommended actions to be carried out **Immediately**.



Medium Risk ACMs = Recommended actions to be carried out within **3 Months**.



Low Risk ACMs = Recommended actions to be carried out within **6 Months**.

Very Low Risk ACMs = Recommended actions to be carried out within **12 Months**.

Section 6 – Non-Asbestos Sample Register

Witcombe Green, 19 High Street, Wroughton, Swindon, SN4 9JX

Sample No	Location	Material	Description	Quantity	Method	Sample Photo	Result
S002	19 High Street, Ground Floor, G.05 - Under stairs cupboard	Vinyl Products	Vinyl covering to concrete floor	2 m ²	Sampled		No Asbestos Detected
X002-1	19 High Street, Ground Floor, ST.01 - Ground to first	Vinyl Products	Vinyl covering beneath modern vinyl covering	Approx 25 m ²	Cross Reference		No Asbestos Detected

Sample No	Location	Material	Description	Quantity	Method	Sample Photo	Result
S003	19 High Street, Ground Floor, ST.01 - Ground to first	Bituminous Product	Stair nosings to steps	14 no	Sampled		No Asbestos Detected
S006	19 High Street, 2nd Floor, 2.01 - Roof space	Bituminous Product	Roofing felt to underside of roof	Throughout roof space	Sampled		No Asbestos Detected

Section 7 – Accessed Areas & Non-Suspect Items

This section lists all rooms/areas which were accessed during this survey, and provides details of various non-suspect items. Please note that the non-suspect items list is not definitive and has been included for reference purposes only.

19 High Street, Ground Floor	
Room/Area	Non-Suspect Items
G.01 - Entrance Lobby	Floor: Lino/Laminate/Vinyl Walls: Plastered Brick/Block/Concrete
G.02 - Redundant gas meter cupboard	Floor: Concrete Walls: Plastered Brick/Block/Concrete
G.03 - Electric intake	Floor: Concrete Walls: Plastered Brick/Block/Concrete
G.04 - Lobby	Floor: Lino/Laminate/Vinyl Walls: Brick/Block Walls: Plastered Brick/Block/Concrete
G.05 - Under stairs cupboard	Soffit: Concrete Vinyl covering to concrete floor: Vinyl Products Walls: Brick/Block Walls: Plasterboard
ST.01 - Ground to first	Floor: Lino/Laminate/Vinyl Vinyl covering beneath modern vinyl covering: Vinyl Products Walls: Brick/Block Walls: Plastered Brick/Block/Concrete

19 High Street, 1st Floor	
Room/Area	Non-Suspect Items
1.01 - Store	Floor: Concrete Walls: Plasterboard Walls: Plastered Brick/Block/Concrete

19 High Street, 2nd Floor

Room/Area	Non-Suspect Items
2.01 - Roof space	Floor: MMMF (Man Made Mineral Fibre) Floor: Timber/MDF/Ply Roofing felt to underside of roof: Bituminous Product Walls: Brick/Block

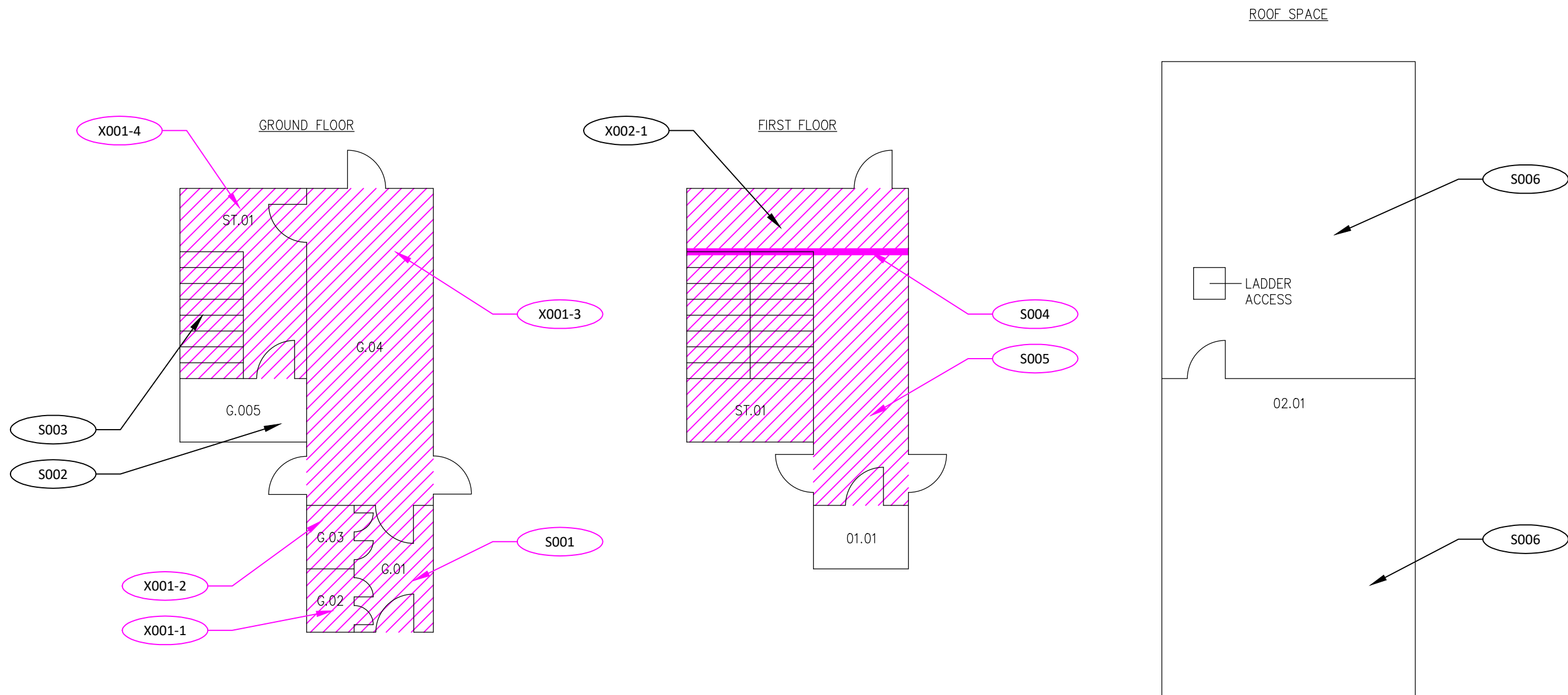
19 High Street, External

Room/Area	Non-Suspect Items
E.01 - Externals	Canopy above front entrance door: Timber/MDF/Ply DPC: Modern / Non-Suspect Material Entrance doors: Timber/MDF/Ply Guttering & downpipes: UPVC Low level soffit: Timber/MDF/Ply Roofing tiles: Concrete Walls: Brick/Block

Section 8 – Floor Plans

See overleaf.

Please note, the floor plans provided are not to scale and should be used for approximate location details only.



LEGEND

- ASBESTOS SPRAY COATING, INSULATION, ROPE/CLOTH USED AS INSULATION
- ASBESTOS INSULATING BOARD
- CEMENT PRODUCTS
- ASBESTOS TEXTURED COATINGS, ROPE, GASKETS, COMPOSITE MATERIALS etc
- NON ACCESSED AREAS

- S---
 - X---
 - P---
 - SP---
- SAMPLED ITEM & LOCATION
 REFERENCE TO SAMPLED ITEM
 PRESUMED ACM & LOCATION
 STRONGLY PRESUMED ACM & LOCATION

SITE: 19 HIGH STREET, WROUGHTON, SWINDON, SN4 9JX

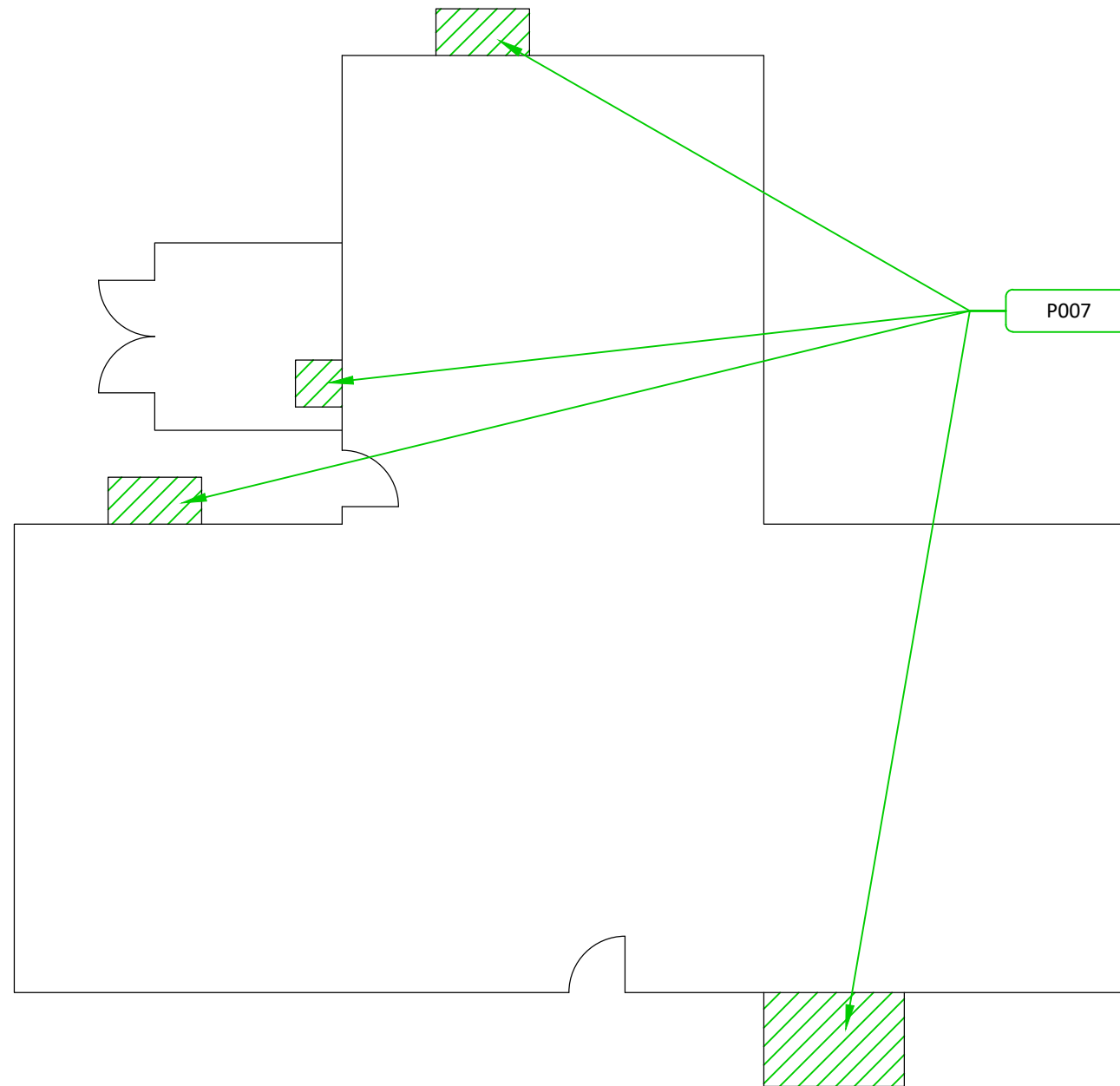
FLOOR: GROUND - ROOF SPACE

rev	description	date

PROJECT #	Q-82866
SHEET #	01
DATE:	22.11.24

EXTERNAL OVERVIEW

E.01 EXTERNALS



LEGEND

- ASBESTOS SPRAY COATING, INSULATION, ROPE/CLOTH USED AS INSULATION
- ASBESTOS INSULATING BOARD
- CEMENT PRODUCTS
- ASBESTOS TEXTURED COATINGS, ROPE, GASKETS, COMPOSITE MATERIALS etc
- NON ACCESSED AREAS

- S--- → SAMPLED ITEM & LOCATION
- X--- → REFERENCE TO SAMPLED ITEM
- P--- → PRESUMED ACM & LOCATION
- SP--- → STRONGLY PRESUMED ACM & LOCATION

SITE: 19 HIGH STREET, WROUGHTON, SWINDON, SN4 9JX

FLOOR: GROUND - ROOF SPACE

rev	description	date

PROJECT #	Q-82866
SHEET #	02
DATE:	22.11.24



Section 9 – Certificates of Analysis



CERTIFICATE FOR IDENTIFICATION OF ASBESTOS FIBRES

STANDARD	<input type="checkbox"/>
PREMIUM	<input type="checkbox"/>
EMERGENCY	<input type="checkbox"/>

Client:	WM COMPLIANCE
Address:	20 GROSVENOR PLACE LONDON SW1X 7HN
Attention:	ANDREW JOHNSON
Site Address:	19 HIGH STREET WROUGHTON SWINDON SN4 9JX
Date sample taken:	UNKNOWN
Date sample received:	14/11/24
Date of Analysis:	14/11/24

Analysis Report No.	SCO/24/35194
Report Date.	14/11/24
Site Ref No.	Q-82866
Page No:	1 Of 1
No. of Samples:	6
Obtained:	DELIVERED

Samples of material, referenced below, have been examined to determine the presence of asbestos fibres, using Scopes Asbestos Analysis "in house" method of transmitted/polarised light microscopy and centre stop dispersion staining, based on HSE's HSG248. If samples have been DELIVERED the site address and actual sample location is as given by the client at the time of delivery. Scopes Asbestos Analysis Services Limited are not responsible for the accuracy or competence of the sampling by third parties. Under these circumstances Scopes Asbestos Analysis Services Limited cannot be held responsible for the interpretation of the results shown. Results relate only to the items tested.

SCOPE'S SAMPLE No.	CLIENT SAMPLE No.	Sample Location	Fibre Type Detected
1	S001	TEXTURED COATING	CHRYBOTILE
2	S002	VINYL COVERING	NADIS
3	S003	STAIR NOSING	NADIS
4	S004	TEXTURED COATING	CHRYBOTILE
5	S005	TEXTURED COATING	CHRYBOTILE
6	S006	FELT	NADIS

KEY: NADIS – No Asbestos Detected in Sample

Note: All samples will be retained for a minimum of six months. Reports & Records are retained for a minimum of 5 years.
 Note: This Certificate for Identification of Asbestos Fibres shall not be reproduced except in full without the written approval of the Laboratory.
 Note: All Analysis is performed in House on the registered premises (below).
 Note: Where an 'A' appears at the end of the analysis report number this means an amendment has been made to the original report. Information that has been amended will be marked with an *

Analysed by:	J PALMER	Authorised signatory:	
		Print name:	C.BOLTON – ADMINISTRATION MANAGER

BULK 001-VER 8 14-JUN-22-QCM

Section 10

APPENDICES

Appendix A - Survey Methodology

The objective of this survey was to:

- Locate and record, as far as is reasonably practicable, the presence of asbestos containing materials within the relevant parts of the building. This does not involve destructive investigation, but concentrates on surface inspection of the premises.
- Produce a report for the client that is simple to understand and clearly shows the location and type of all presumed and identified ACMs.
- Collect samples of suspect materials for analysis. The results of which will be shown in Section 10 of this report. It is normal practice for surveyors to “Presume”, “Strongly Presume” or “Cross Reference”. These sample numbers will begin with either “P”, “SP” or “X” respectively.
- Highlight areas that could not be accessed by the surveyor. Such areas are listed in Section 1.4. Areas not accessed must be “presumed” to contain asbestos until further investigation proves otherwise.
- Assign a risk level for all ACM identified or presumed by using a simple algorithm as explained in HSG264. (Refer to Appendix B for more detail.)
- Provide recommendations for action that should be taken for any ACM found, taking into account algorithm score and the type of material. These recommendations can be found within the asbestos register in Section 3 and asbestos sample records in Section 5.

Survey Methodology

In accordance with HSG264 Asbestos: The Survey Guide and in-house procedure TP1, the surveyor carried out the inspection by undertaking a preliminary walk-through. All reasonably practicable steps were then taken to access all areas for the purposes of identifying the location of ACM.

However, this was a non-destructive survey where samples were only taken from suspect materials that were visible or attainable through methods other than breaking into the fabric of the building. The survey did not include breaking into sealed ducts, voids, floors etc. The client needs to therefore remain aware that asbestos may be present in such areas should future invasive works be commissioned in future.

Samples were taken in accordance with best practice standards using dust suppression techniques to avoid asbestos fibres being released into the air by wetting with a spray mist or dampening with wet wipes. All samples were deposited in a sample bag and then double bagged within a second bag and given a unique identification number.

The samples were taken to a UKAS accredited laboratory for the identification of asbestos type. The laboratory used a combination of techniques to identify the type of asbestos fibres in the samples including polarised light microscopy and dispersion colours as recommended in the HSE Guidance document HSG248.

Management Surveys

A Management Survey is the standard survey and 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 and will depend on factors such as the type of building, the nature of construction, accessibility etc.

Asbestos Quantities

This survey report should not be used for costing the removal of ACMs alone. While asbestos quantities are reported as accurately as possible, they are estimations only and should not be considered exact. Where asbestos removal is required, the asbestos removal contractor(s) should create a detailed plan of work and confirm any amounts and measurements independently. William Martin accept no responsibility for errors made in this respect.

Limitations, Exclusion and General Caveats

Survey techniques adopted by our trained and experienced surveyors involved the combined approach of visual examination and necessary bulk sampling. It is, however, possible that additional ACM may be discovered following the survey. This could be due to various reasons, such as:

- Materials may be hidden or obscured by other items or cover finishes i.e. over-boarding or items which are present behind existing ACM. Where this is the case then its detection will be impaired.
- Asbestos may well be hidden as part of the building structure and not visible until the structure is dismantled at a later date.
- Debris from previous asbestos removal projects may well be present in some areas. Unless specifically required during the contract review stage, ad hoc dust sampling does not form part of this survey. However, all reasonably practicable methods will have been taken to identify visible asbestos debris.
- It must be pointed out that asbestos removal techniques have improved steadily over the years since its introduction. Most notably would be the Control of Asbestos Regulations 2012 or subsequent regulations laying down certain enforceable guidelines. Asbestos removal prior to this regulation would not be to today's standard and therefore, debris may be present below new coverings.
- Access during the survey may be restricted for many reasons beyond our control such as height, inconvenience to others, immovable obstacles or confined space. Where electrical equipment is present and determined to be in the way of the surveyor, no access will be attempted until proof of its safe state is given. William Martin have a duty to our surveyors under the Health and Safety at Work Act 1974 and to others.
- Textured Coatings such as "Artex" may contain a trace quantity of asbestos. Due to this low asbestos content, applications of this product may be non-homogenous and may elicit both positive and negative samples. Where both positive and negative samples are obtained, we recommend the client should presume that the textured coating contains asbestos throughout, even though a non-detected result may have been obtained, particularly where pattern (decorative style) and density are similar.
- Where a survey is carried out under the guidance of the owner of the property, or his representative, then the survey will be as per their instructions and guidance at that time.
- For the reasons mentioned above, William Martin cannot accept any liability for loss, injury, damage or penalty issues due to errors or omissions within this report.
- William Martin cannot be held responsible for any damage caused as part of this survey carried out on behalf of the client. Due to the nature and necessity of sampling for asbestos, some damage is unavoidable but will be limited to just that which is necessary for the taking of the sample.
- This report is produced solely for the benefit of the instructing party and must be made available to all tradesmen and contractors that will have access to the building for any reason, so that they can take appropriate recommendations and/or actions to protect themselves.
- This survey report should not be used as a basis for tendering the removal any ACM prior to any refurbishment or demolition work. A further, more intrusive survey must be undertaken in these circumstances.

Appendix B - Material Risk Assessment Algorithm

An important part of the management of asbestos is the assessment for the potential of fibre release of each identified ACM. HSG264 describes a material assessment algorithm divided into four parameters with the scores for each then added together to give a final score:

- Product type (or debris from product)
- Extent of damage or deterioration
- The type of surface treatment (if any)
- The type of asbestos fibres found in the ACM

The total risk score from the Material Assessment determines the amount of asbestos fibre release as follows. The Material Risk Assessment Algorithm is shown overleaf.

Material Risk Score	Potential to release asbestos fibres
10 or more	HIGH potential to release fibres
7-9	MEDIUM potential to release fibres
5-6	LOW potential to release fibres
4 or less	VERY LOW potential to release fibres
Non-asbestos materials have no potential to release asbestos fibres.	

HSG264 Material Risk Assessment Algorithm

Sample Variable	Score	Examples of Scores
Product type (or debris from product).	1	Asbestos-reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc).
	2	AIB, millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
	3	Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
Condition	0	Good condition: no visible damage.
	1	Low damage: a few scratches or surface marks, broken edges on boards, tiles etc.
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
The type of surface treatment (if any).	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles.
	1	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated) asbestos cement sheets etc.
	2	Unsealed AIB, or encapsulated lagging and sprays.
	3	Unsealed lagging and sprays.
The type of asbestos fibres found in the ACM.	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Appendix C - Legal Requirements

Regulation 4 (The Duty to Manage) of The Control of Asbestos Regulations 2012, places an obligation on the Duty holder to;

- take reasonable steps to find ACM and check their condition
- make a written record of the location and condition and keep it up to date
- assess the risk of exposure
- prepare a plan to manage that risk

The Material Assessment which has been carried out as part of this survey identifies the materials that will most readily release airborne fibres if disturbed.

Furthermore, in order to comply fully with Regulation 4 and manage the asbestos risks effectively the Duty holder should develop an Asbestos Management Plan which addresses the following points;

- Keep and maintain an up to date record of the location, condition, maintenance and removal of all ACMs
- Repair, seal or remove asbestos if there is a risk of exposure
- Maintain asbestos in a good state of repair and regularly monitor the condition
- Inform anyone likely to disturb asbestos of its location and condition
- Have arrangements in place so that work which disturbs asbestos complies with CAR 2012
- Review the plan at regular intervals and update if circumstances change

William Martin are able to assist with developing the above documents should this be required.

The Duty holder must ensure that when any works are planned for this building that the contractor must be made fully aware of the content of this report, and informed that the building is of an age where additional ACMs may be encountered, which should be taken into account when preparing risk assessments and method statements for their work.

Any building work which goes beyond the scope of the Management Survey may require a more intrusive survey, such as a Refurbishment or Demolition Survey. These types of survey are used to locate and describe, as far as reasonably practicable, all ACM in the area where the refurbishment work will take place, or in the whole building if demolition is planned. A refurbishment or demolition survey may also be required in other circumstances, e.g. when more intrusive maintenance and repair work will be carried out or for plant removal, replacement or dismantling.

Appendix D - Glossary of Terms

ACM	Asbestos Containing Material
CAR	The Control of Asbestos Regulations 2012
Amosite	'Brown' Asbestos
Chrysotile	'White' Asbestos
Crocidolite	'Blue' Asbestos
MMMMF	Man Made Mineral Fibre
NAD	No Asbestos Detected
NNLW	Notifiable Non-Licensed Work
S	Sampled Material
X	Referenced Sample
P	Presumed
SP	Strongly Presumed
PPE	Personal Protective Equipment
RPE	Respiratory Protective Equipment
WMC	William Martin