



**Armstrong York**  
Asbestos Environmental Ltd

Management  
Survey Report  
Of:



Whitley Library  
205 Northumberland Avenue  
Reading

On Behalf Of:

Reading Borough Council

|                             |                   |
|-----------------------------|-------------------|
| <b>Technical Review By:</b> |                   |
| Name:                       | Phillip J Limber  |
| Position:                   | Technical Manager |
| Date:                       | 16 December 2011  |
| Signed:                     |                   |

|                                 |                  |
|---------------------------------|------------------|
| <b>Surveyors Authorisation:</b> |                  |
| Authorised:                     | Yes              |
| Name:                           | Stephen Smith    |
| Position:                       | Surveyor         |
| Date:                           | 24 February 2011 |
| Signed:                         |                  |

If either the technical review and surveyors authorisation have not been completed this survey is a draft only

|       |                       |                         |              |             |
|-------|-----------------------|-------------------------|--------------|-------------|
| Site: | 2387, Whitley Library | www.armstrong-york.com  | Project:     | B-13473     |
|       |                       | info@armstrong-york.com | Issued On:   | 02 Mar 2011 |
|       |                       |                         | Survey Date: | 24 Feb 2011 |
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## 1 Survey Details

Armstrong York was commissioned by **Heloise Wright** to undertake a **Management** asbestos survey at:

Whitley Library  
205 Northumberland Avenue  
Reading

Date of survey: 24/02/2011  
Surveyor(s): **Stephen Smith - Lead Surveyor**  
Report authorised by:  
Report date: 16/12/2011

Buildings included in this survey: **01/Main Building**

Buildings not included: <No buildings specifically excluded>

Building description(s) and summary of findings:

|                      |                                     |
|----------------------|-------------------------------------|
| <b>Building name</b> | <b>Asbestos containing material</b> |
| Main Building        | Bitumen                             |
| Main Building        | Cement                              |
| Main Building        | Reinforced composites               |

## Survey Notes

Detached single-storey pitched roof, brick building, circa 1935.

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# 2 Asbestos Register

## Material assessment algorithm

| Material Assessment | Score | Examples of scores  |
|---------------------|-------|---|
| Product Type        | 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 (eg pipe and boiler lagging, sprayed asbestos, loose asbestos, asbestos mattresses and packing   |
| Damage/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.   |
|                     | 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.  |
| Surface Treatment   | 2     | Unsealed AIB, textiles or encapsulated lagging and sprays.  |
|                     | 3     | Unsealed lagging and sprays.  |
|                     | 1     | Chrysotile.   |
| Asbestos Type       | 2     | Amphibole asbestos excluding crocidolite.   |
|                     | 3     | Crocidolite.  |

| Score      | Potential to release asbestos fibres |
|------------|--------------------------------------|
| 10 or More | High                                 |
| 7 – 9      | Medium                               |
| 5 – 6      | Low                                  |
| 4 or less  | Very Low                             |

| Likelihood of disturbance | Score | Score meaning                 |
|---------------------------|-------|-------------------------------|
| Location                  | 0     | Outdoors                      |
|                           | 1     | Large Rooms                   |
|                           | 2     | Rooms up to 100m <sup>2</sup> |
|                           | 3     | Confined Spaces               |
| Extent/Amount             | 0     | Small amounts                 |
|                           | 1     | <=10sqM or <= linearM         |
|                           | 2     | >10sqM to <=50sqM or linearM  |
|                           | 3     | >50sqM or >50 linearM         |
| Accessibility             | 1     | Difficult Accessibility       |
|                           | 2     | Medium Accessibility          |
|                           | 3     | Easy Accessibility            |

Non-asbestos materials have no potential to release fibres.

Items in the Non-asbestos register shall remain with the primary surveyor's identification.

|                                |   |              |             |
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# 2 Asbestos Register

| Sample Ref No. | Photo /UID No. | Area / Building | Floor        | Likelihood of Disturbance                             |                 |               | Material Assessment |                          |                         |  | Material Assessment Score (2-12) | Recommendations |
|----------------|----------------|-----------------|--------------|---|-----------------|---------------|---------------------|--------------------------|-------------------------|--|----------------------------------|-----------------|
|                |                |                 |              | Room/Item & Location                                  | Extent / Amount | Accessibility | Product Type (1-3)  | Damage / Condition (0-3) | Surface Treatment (0-3) | Asbestos Type (1-3)                          |                                  |                 |
| 3              | 37439          | Main Building   | Ground Floor | 006 - W.C. - Reinforced composites - Room up to 100m2 | Small Amount    | Easy          | 1                   | 0                        | 0                       | 2 - Amphibole asbestos excluding crocidolite | 3                                | Label & manage  |
| 4              | 37440          | Main Building   | Ground Floor | 500 - External - Cement - Outdoors                    | Small Amount    | Medium        | 1                   | 0                        | 1                       | 1 - Chrysotile                               | 3                                | Label & manage  |
| 5              | 37442          | Main Building   | Ground Floor | 500 - External - Bitumen - Outdoors                   | Small Amount    | Medium        | 1                   | 0                        | 0                       | 1 - Chrysotile                               | 2                                | Label & manage  |

Material scores above 10 have high potential to release fibres.

|                       |  |              |             |
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# 3 Non-Accessed Areas/Items

The following items were not accessed and must therefore be presumed to contain asbestos until proven otherwise:

*Areas/Items Not Accessed:*

| Building         | Location | Area/item | Reason | Item No |
|------------------|----------|-----------|--------|---------|
| NO RECORDS FOUND |          |           |        |         |

The following items were of limited access and caution should be applied when working in these areas:

*Areas/Items of Limited Access:*

| Building         | Location | Area/item | Reason | Item No |
|------------------|----------|-----------|--------|---------|
| NO RECORDS FOUND |          |           |        |         |


|                       |  |              |             |
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# 4 Non-Asbestos Register


| Sample Ref No. | Photo /UID No. | Area / Building | Floor        | Likelihood of Disturbance                |                 |               | Material Assessment |                          |                         |                     | Material Assessment Score (2-12) | Recommendations    |
|----------------|----------------|-----------------|--------------|--|-----------------|---------------|---------------------|--------------------------|-------------------------|---------------------|----------------------------------|--------------------|
|                |                |                 |              | Room/Item & Location                     | Extent / Amount | Accessibility | Product Type (1-3)  | Damage / Condition (0-3) | Surface Treatment (0-3) | Asbestos Type (1-3) |                                  |                    |
|                | 37434          | Main Building   | Ground Floor | 001 - Library - - N/a                    | N/A             | N/A           | 0                   | 0                        | 0                       | 0                   | 0                                | No Action Required |
|                | 37435          | Main Building   | Ground Floor | 002 - Library - - N/a                    | N/A             | N/A           | 0                   | 0                        | 0                       | 0                   | 0                                | No Action Required |
|                | 37436          | Main Building   | Ground Floor | 003 - Store - - N/a                      | N/A             | N/A           | 0                   | 0                        | 0                       | 0                   | 0                                | No Action Required |
|                | 37433          | Main Building   | Ground Floor | 004 - Office - - N/a                     | N/A             | N/A           | 0                   | 0                        | 0                       | 0                   | 0                                | No Action Required |
|                | 37431          | Main Building   | Ground Floor | 005 - Lobby - No asbestos detected - N/a | N/A             | N/A           | 0                   | 0                        | 0                       | 0                   | 0                                | No Action Required |
| 2              | 37438          | Main Building   | Ground Floor | 007 - Kitchen - Bitumen -                | N/A             | N/A           | 0                   | 0                        | 0                       | 0                   | 0                                | No Action Required |
| 1              | 37437          | Main Building   | Ground Floor | 007 - Kitchen - Insulating board -       | N/A             | N/A           | 0                   | 0                        | 0                       | 0                   | 0                                | No Action Required |

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# 5 Material Assessment Records


|                         |  |  |       |
|-------------------------|--|--|-------|
| Building                | Main Building  | UID/Photo no.  | 37437 |
| Area surveyed           | Ground Floor/007 Kitchen                             |  |       |
| Sample number           | 1  |  |       |
| Description             | Door & Lining Panels                                 |  |       |
| Item description        | Insulating board                                     |  |       |
| Extent                  | 2m <sup>2</sup>                                      |  |       |
| Product type            |  |  |       |
| Condition               |  |  |       |
| Surface treatment       |  |  |       |
| Asbestos score / type   | NAD  |  |       |
| Material score          | 0  |  |       |
| Accessibility           |  |  |       |
| Initial risk assessment | <b>No Asbestos Detected</b>                          |  |       |
| Recommendation          | No action required                                   |  |       |
| Comments                | Door and lining panels to electric cupboard to wall. |  |       |


|                         |                             |   |       |
|-------------------------|-----------------------------|---|-------|
| Building                | Main Building               | UID/Photo no.   | 37438 |
| Area surveyed           | Ground Floor/007 Kitchen    |  |       |
| Sample number           | 2                           |   |       |
| Description             | Sink Pad                    |   |       |
| Item description        | Bitumen                     |   |       |
| Extent                  | 0.125m <sup>2</sup>         |   |       |
| Product type            |                             |   |       |
| Condition               |                             |   |       |
| Surface treatment       |                             |   |       |
| Asbestos score / type   | NAD                         |   |       |
| Material score          | 0                           |   |       |
| Accessibility           |                             |   |       |
| Initial risk assessment | <b>No Asbestos Detected</b> |   |       |
| Recommendation          | No action required          |   |       |
| Comments                |                             |   |       |

|                         |  |  |       |
|-------------------------|--|--|-------|
| Building                | Main Building  | UID/Photo no.  | 37439 |
| Area surveyed           | Ground Floor/006 W.C.  |  |       |
| Sample number           | 3  |  |       |
| Description             | Toilet Cistern   |  |       |
| Item description        | Reinforced composites  |  |       |
| Extent                  | 1 Item   |  |       |
| Product type            | 1 - AC, asbestos reinforced composites etc.                        |  |       |
| Condition               | 0 - Good   |  |       |
| Surface treatment       | 0 - Composite materials containing asbestos, plastics, resins etc. |  |       |
| Asbestos score / type   | Amphibole asbestos excluding crocidolite                           |  |       |
| Material score          | 3  |  |       |
| Accessibility           | 3 - Easy Accessibility   |  |       |
| Initial risk assessment | <b>Very Low Risk</b>   |  |       |
| Recommendation          | Label & manage   |  |       |
| Comments                |  |  |       |

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|                         |   |  |       |
|-------------------------|---|--|-------|
| Building                | Main Building                               | UID/Photo no.  | 37440 |
| Area surveyed           | Ground Floor/500 External                   |  |       |
| Sample number           | 4   |  |       |
| Description             | Soffits                                     |  |       |
| Item description        | Cement                                      |  |       |
| Extent                  | 12LinearM                                   |  |       |
| Product type            | 1 - AC, asbestos reinforced composites etc. |  |       |
| Condition               | 0 - Good                                    |  |       |
| Surface treatment       | 1 - Sealed AIB, spray, textile etc.         |  |       |
| Asbestos score / type   | Chrysotile                                  |  |       |
| Material score          | 3   |  |       |
| Accessibility           | 2 - Medium Accessibility                    |  |       |
| Initial risk assessment | <b>Very Low Risk</b>                        |  |       |
| Recommendation          | Label & manage                              |  |       |
| Comments                |   |  |       |


|                         |  |   |       |
|-------------------------|--|---|-------|
| Building                | Main Building  | UID/Photo no.   | 37442 |
| Area surveyed           | Ground Floor/500 External  |  |       |
| Sample number           | 5  |   |       |
| Description             | Dampm Proof Course   |   |       |
| Item description        | Bitumen  |   |       |
| Extent                  | 80LinearM  |   |       |
| Product type            | 1 - AC, asbestos reinforced composites etc.                        |   |       |
| Condition               | 0 - Good   |   |       |
| Surface treatment       | 0 - Composite materials containing asbestos, plastics, resins etc. |   |       |
| Asbestos score / type   | Chrysotile   |   |       |
| Material score          | 2  |   |       |
| Accessibility           | 2 - Medium Accessibility   |   |       |
| Initial risk assessment | <b>Very Low Risk</b>   |   |       |
| Recommendation          | Label & manage   |   |       |
| Comments                |  |   |       |


|                         |                             |  |       |
|-------------------------|-----------------------------|--|-------|
| Building                | Main Building               | UID/Photo no.  | 37436 |
| Area surveyed           | Ground Floor/003 Store      |  |       |
| Sample number           |                             |  |       |
| Description             | Store                       |  |       |
| Item description        |                             |  |       |
| Extent                  |                             |  |       |
| Product type            |                             |  |       |
| Condition               |                             |  |       |
| Surface treatment       |                             |  |       |
| Asbestos score / type   | NAD                         |  |       |
| Material score          | 0                           |  |       |
| Accessibility           |                             |  |       |
| Initial risk assessment | <b>No Asbestos Detected</b> |  |       |
| Recommendation          | No action required          |  |       |
| Comments                |                             |  |       |

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|                         |                          |  |       |
|-------------------------|--------------------------|--|-------|
| Building                | Main Building            | UID/Photo no.  | 37435 |
| Area surveyed           | Ground Floor/002 Library |  |       |
| Sample number           |                          |  |       |
| Description             | Library                  |  |       |
| Item description        |                          |  |       |
| Extent                  |                          |  |       |
| Product type            |                          |  |       |
| Condition               |                          |  |       |
| Surface treatment       |                          |  |       |
| Asbestos score / type   | NAD                      |  |       |
| Material score          | 0                        |  |       |
| Accessibility           |                          |  |       |
| Initial risk assessment | No Asbestos Detected     |  |       |
| Recommendation          | No action required       |  |       |
| Comments                |                          |  |       |

|                         |                               |   |       |
|-------------------------|-------------------------------|---|-------|
| Building                | Main Building                 | UID/Photo no.   | 37434 |
| Area surveyed           | Ground Floor/001 Library      |  |       |
| Sample number           |                               |   |       |
| Description             | Library                       |   |       |
| Item description        |                               |   |       |
| Extent                  |                               |   |       |
| Product type            |                               |   |       |
| Condition               |                               |   |       |
| Surface treatment       |                               |   |       |
| Asbestos score / type   | NAD                           |   |       |
| Material score          | 0                             |   |       |
| Accessibility           |                               |   |       |
| Initial risk assessment | No Asbestos Detected          |   |       |
| Recommendation          | No action required            |   |       |
| Comments                | No access to high level loft. |   |       |

|                         |                         |  |       |
|-------------------------|-------------------------|--|-------|
| Building                | Main Building           | UID/Photo no.  | 37433 |
| Area surveyed           | Ground Floor/004 Office |  |       |
| Sample number           |                         |  |       |
| Description             | Office                  |  |       |
| Item description        |                         |  |       |
| Extent                  |                         |  |       |
| Product type            |                         |  |       |
| Condition               |                         |  |       |
| Surface treatment       |                         |  |       |
| Asbestos score / type   | NAD                     |  |       |
| Material score          | 0                       |  |       |
| Accessibility           |                         |  |       |
| Initial risk assessment | No Asbestos Detected    |  |       |
| Recommendation          | No action required      |  |       |
| Comments                |                         |  |       |

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|-------------------------|------------------------|--|-------|
| Building                | Main Building          | UID/Photo no.  | 37431 |
| Area surveyed           | Ground Floor/005 Lobby |  |       |
| Sample number           |                        |  |       |
| Description             | Lobby                  |  |       |
| Item description        | No asbestos detected   |  |       |
| Extent                  |                        |  |       |
| Product type            |                        |  |       |
| Condition               |                        |  |       |
| Surface treatment       |                        |  |       |
| Asbestos score / type   | NAD                    |  |       |
| Material score          | 0                      |  |       |
| Accessibility           |                        |  |       |
| Initial risk assessment | No Asbestos Detected   |  |       |
| Recommendation          | No action required     |  |       |
| Comments                |                        |  |       |

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# 6 Bulk Identification Certificate

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# Armstrong York

Asbestos Environmental Limited



## CERTIFICATE FOR IDENTIFICATION OF ASBESTOS FIBRES

|                       |   |                     |              |            |    |
|-----------------------|---|---------------------|--------------|------------|----|
| Client:               | Reading Borough Council                                 | Analysis Report No: | B-13473      |            |    |
| Address:              | 19 Bennet Road<br>Reading<br>Berkshire<br>RG2 0QX       |                     | Report Date: | 02/03/2011 |    |
| Attention:            | Heloise Wright  | Site Ref No:        |              | B-13473    |    |
| Site Address:         | Whitley Library<br>205 Northumberland Avenue<br>Reading |                     | Page No:     | 1          | OF |
| Date sample taken:    | 24 Feb 2011   | No. of Samples:     |              | 5          |    |
| Date sample received: | 24 Feb 2011   |                     | Obtained:    | Collected  |    |
| Date of Analysis:     | 1 March 2011  |                     |              |            |    |

Samples of material referenced below have been examined to determine the presence of asbestos fibres using Armstrong-York Asbestos Environmental Limited in house method of transmitted/polarised light microscopy and centre stop dispersion staining, based on HSE's 'The analysts guide'. If samples have been DELIVERED, the site address and actual sample location is as given by the client at the time of delivery. Armstrong York Asbestos Environmental Limited is not responsible for the accuracy or competence of the sampling by third parties. Under these circumstances Armstrong York Asbestos Environmental Limited cannot be held responsible for the interpretation of the results shown.

| CLIENT SAMPLE No. | Sample Location/ Description:<br><small>(Any Record of; location or Description of Sample, is outside the scope of our accreditation for the identification of asbestos.)</small> | Fibre Type Detected  |
|-------------------|---|----------------------|
| 1                 | Main Building, Ground Floor, Location 007: Kitchen . Door & Lining Panels - Insulating board  | No Asbestos Detected |
| 2                 | Main Building, Ground Floor, Location 007: Kitchen . Sink Pad - Bitumen   | No Asbestos Detected |
| 3                 | Main Building, Ground Floor, Location 006: W.C.. Toilet Cistern - Reinforced composites   | Amosite              |
| 4                 | Main Building, Ground Floor, Location 500: External. Soffits - Cement   | Chrysotile           |
| 5                 | Main Building, Ground Floor, Location 500: External. Dampm Proof Course - Bitumen   | Chrysotile           |

|  |                      |                      |                        |
|--|----------------------|----------------------|------------------------|
| Note: All samples will be retained for a minimum of 6 Months |                      |                      |                        |
| Analyst signatory:   | <i>David Aldrich</i> | Approved signatory:  | <i>Philip J Limber</i> |
| Analysed by:   | David Aldrich        | Approved by:         | Philip J Limber        |
| Samples taken by:  | Stephen Smith        | Survey completed by: | Stephen Smith          |

# 7 Objectives & Techniques

## Survey Objectives

1. To undertake a Management survey of the site detailed following the guidelines as detailed in HSG264 Asbestos – The survey guide and our UKAS accredited procedures. The purpose and procedures of this survey was to inspect all accessible areas within the scope of the survey and to take representative samples of any suspect materials identified. The survey included the inspection of any voids present to the site only where the voids could be accessed without causing damage to the fabric of the building.
2. To undertake a risk assessment of all suspect materials identified to enable the Client to formulate an Action Plan as in conformance with the Health & Safety Executive's guidance document HSG227.
3. To produce a report, in a database format, detailing all identified and presumed asbestos containing materials, which includes a Site Plan showing their location and data sheets detailing their risk assessments and showing a photograph of the material in-situ.

## Survey Technique

1. Each room/area within the scope of the survey was visually assessed for the presence of suspect materials that could potentially contain asbestos fibres.
2. Representative samples of suspect materials identified were taken and returned to our Laboratory for analysis by the Polarised Light and Dispersion Staining Technique method as detailed in Appendix 2 of the Health & Safety Executive's guidance document HSG 248 and our UKAS accredited procedures.
3. Where for safety reasons (i.e. height restrictions, etc) or other physical restrictions a suspect material could not be physically sampled the material was presumed to contain asbestos and noted as such at the time of the survey. All presumed asbestos materials should be treated as containing asbestos as part of the Asbestos Management Plan until subsequent sampling and analysis deem otherwise.
4. Where access could not be gained into a room/area at the time of the survey this is recorded as 'No Access'. Areas identified as being No Access should be treated as containing asbestos containing materials as part of the Asbestos Management Plan until subsequent inspection deems otherwise.
5. Where access could not be fully gained into an area due to safety reasons (e.g. non boarded loft spaces) or due to physical restrictions at the time of the survey this is recorded as 'Limited Access'. We cannot guarantee that all -asbestos containing materials have been identified in areas identified as being Limited Access and these areas should be treated as the same as No Access areas for the purposes of the Asbestos Management Plan although some identified asbestos materials may be recorded for these areas were access to the material could be achieved.
6. Where access could not be gained into installations within an area (e.g. electrical boxes, risers, etc) at the time of the survey this is recorded as 'No Access' within the data sheet for that survey. Installations identified as being No Access should be treated as containing asbestos containing materials as part of the Asbestos Management Plan until subsequent inspection deems otherwise.
7. Where a material type is present in more than one location only one or two samples of the material was taken and it was assumed that other visually similar material types present in that location were of an identical composition.
8. Where a material type previously sampled in one location is visually identified as being present to other locations it was strongly presumed that these installations are of the same composition as the one sampled which was recorded as being 'AS Sample XX'
9. The re-inspection involved the risk assessing of previously identified asbestos containing materials only. The material risk assessment was carried out in conformance with the HSE Guidance Document HSG264. Where access was gained to a previous 'No Access' area a Management Survey was carried out to that area. This involved a visual inspection of the area for accessible suspect materials. Representative samples of suspect materials Identified were taken and returned to our Laboratory for analysis by the Polarised Light and Dispersion Staining Technique method as detailed in Appendix 2 of the Health & Safety Executive's guidance document HSG 248 and our UKAS accredited procedures.

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# 8 Caveats

## Survey Caveats

1. During the course of the survey all reasonable efforts were made to identify the physical presence of asbestos containing materials within the scope of the survey. We cannot guarantee that all asbestos containing materials were identified during the survey due to the nature of the use of asbestos materials as packing materials, etc within the fabric of buildings or due to past repairs/refurbishment works resulting in mixtures of non-asbestos and asbestos materials being present in the same locations.
2. If in the future any suspicious materials are found which are not included in this report then any work in that area should cease and arrangements made for their subsequent sampling and analysis by a UKAS accredited laboratory.
3. The site plans detailed in this report are given for illustrative purposes only to indicate the general location of areas and are not to scale.
4. The extents of materials detailed in this report are approximations and given for guidance purposes only. This report should not be used as the sole tendering document for futures asbestos abatement works.
5. Where asbestos insulating board or asbestos cement are identified the type of material stated is based on visual assessment only and unless stated no 'Water Absorption' test as detailed in HSG248 was undertaken to determine the type of material. Armstrong York cannot accept any liability for any future actions taken by the Client as regard the stated product type.
6. The re-inspection involved the inspection of asbestos containing materials that have previously been identified in the original survey. Armstrong York cannot accept liability for asbestos containing materials missed by other parties in the original survey.
7. This report details the findings of the survey on the date(s) the investigation took place.
8. No air monitoring was carried out whilst the survey was undertaken although sampling was undertaken in conformance with our UKAS accredited procedures to ensure minimal fibre release and all samples goods were made safe prior to the surveyor vacating the area.
9. Live equipment, electrical installations, plant and machinery were not inspected and are deemed to be out of the scope of the survey.
10. Lift shafts and escalators that were operational at the time of the survey were not inspected and are deemed to be out of the scope of the survey.
11. This survey only fulfils part of the requirements of Regulation 4 of the Control of Asbestos Regulations 2006 ('duty to manage') and it is the responsibility of the Client to formulate a Management Plan based on the findings of this report.

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# 9 Survey Recommendations

## Survey Recommendations

### Risk Assessments

The risk posed by an ACM is based on two assessments the **Material Assessment** and the **Priority Assessment**.

The **material assessment** is an assessment of the likelihood of a ACM to release fibres when there is air disturbance in its locality. This assessment is used to identify the low, medium and high risk materials as a starting point for a management plan. HSG264 recommends the use of an algorithm to determine the assessment and details scores for the following parameters:

Product type;  
Extent of damage;  
Surface treatment; and  
Asbestos type

Each of the parameters is scored and added to give a total score between 2 and 12:  
Materials with scores of 10 or more should be regarded as high risk with a significant potential to release fibres if disturbed;

Those with a score between 7 and 9 are regarded as medium risk;

Materials with a score between 5 and 6 are low risk; and

Scores of 4 or less are very low risk.

Material Assessments are completed at the time of the survey for all suspect materials identified.

The **Priority Assessment** is an assessment of risk to building occupants due to the presence of ACM. It takes into account the fact that a ACM may be high risk due to its condition and friability, but it is in a location that is not accessed and as such does not pose an immediate risk to health. HSG227 recommends the assessment is based on an algorithm which scores the following parameters:

### MAINTENANCE ACTIVITY

The first and most important factor which must be taken into consideration is the level of maintenance activity likely to be taking place in an area. Maintenance trades such as plumbers and electricians are the group who the duty to manage is primarily trying to protect. There are two types of maintenance activity, planned and unplanned. Planned work can be assessed and carried out using procedures and controls to reduce exposure to asbestos. Unplanned work requires the situation to be dealt with as found and the controls that can be applied may be more limited. The frequency of maintenance activities also need to be taken into account in deciding what management action is appropriate.

### OCCUPANT ACTIVITY

The activities carried out in an area will have an impact on the risk assessment. When carrying out a risk assessment the main type of use of an area and the activities taking place within it should be taken into account. For example a little used storeroom or an attic will rarely be accessed and so any asbestos is unlikely to be disturbed. At the other end of the scale, in a warehouse lined with asbestos insulating board panels, with frequent vehicular movements, the potential for disturbance of ACM's is reasonably high and this would be a significant factor in the risk assessment. As well as the normal everyday activities taking place in an area, any secondary activities will need to be taken into account.

### LIKELIHOOD OF DISTURBANCE

The two factors that will determine the likelihood of disturbance are the extent or amount of the ACM and its accessibility/vulnerability. For example, asbestos soffits outdoors are generally inaccessible without the use of ladders or scaffolding, are unlikely to be disturbed. The asbestos cement roof of a hospital ward is also unlikely to be disturbed, but its extent would need to be taken into account in any risk assessment. However if the same ward had asbestos panels on the walls they would be much more likely to be disturbed by trolley/bed movements.

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## HUMAN EXPOSURE POTENTIAL

The human exposure potential depends on three factors: the number of occupants of an area, the frequency of use of the area, and the average time each area is in use. For example, a school boiler room is likely to be unoccupied, but may be visited daily for a few minutes. The potential for exposure is much less than say in a classroom lined with asbestos insulating board panelling, which is occupied daily for six hours by 30 pupils and a teacher.

Under the Control of Asbestos Regulations 2006 the Duty Holder for the premises is responsible for the completion of the Priority Assessment since they would have the necessary knowledge of the occupancy and activities carried out within their premises. Any Priority Assessments carried out by Armstrong York are given for guidance purposes only and are outside our UKAS accreditation.

The Total Risk Score for a ACM is the total of the scores for the Material Assessment and the Priority Assessment. The Total Risk Scores for the different ACM's can be compared to produce an Action Plan to enable duty holders to priorities the actions necessary to ensure the risk from the ACM's is reduced so far as is reasonably practicable.

The Control of Asbestos Regulations 2006 also requires that the Action Plan is further developed so that a Management Plan is put into place for the future management of ACM within the premises.

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