



**Aspect Contracts Ltd**  
**Asbestos Survey for**  
**East Sussex County Council**

**at**

**Broad Oaks CPS**  
**Scotsford Road**  
**Heathfield**  
**TN21 8UD**



H.S.E Licence No. 4080805282 – Registerd in England and Wales No.6459279 – Registered Office: Aspect House, Honeywood Road, Basildon, Essex SS14 2DS



Registration No: FC4016



Membersho No. AT4388

Project Number: ESCC3

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# Names and Addresses



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 County Hall  
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 East Sussex  
 BN7 1UE

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 Phone: Fax:

Instructing Party:

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 County Hall  
 St Annes Crescent  
 East Sussex  
 BN7 1UE

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Site Full Name:

**Broad Oaks CPS**  
 Scotsford Road  
 Heathfield  
 TN21 8UD

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Report Authorised by Lead surveyor:	NAME	SIGNATURE	DATE
	S. Watson		22/01/2015

Aspect Contracts Ltd	Project Number:	ESCC3
	Survey Date:	15 December 2014
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	Page:	Page 1 of 1



# TABLE OF CONTENTS



SECTION 1	Executive Summary
SECTION 2	Survey Objectives
SECTION 3	Material Assessment: Summary by Risk Band
SECTION 4	Asbestos Register
SECTION 5	Survey Techniques
SECTION 6	Survey Caveat
SECTION 7	Building Description
SECTION 8	Material Assessment (Photo Small)
SECTION 9	Survey Drawings
SECTION 10	Survey Recommendations

# SECTION ONE



## EXECUTIVE SUMMARY



## Executive Summary

Aspect Surveys Ltd were requested to carry out a survey of the premises in order to establish the presence of asbestos containing materials. The purpose of the survey is to establish the location, extent and condition of any Asbestos containing materials on site so as to direct the building owner/manager in taking responsible steps in the management of such materials.

The survey procedure included a thorough visual examination of the premises for asbestos containing materials and subsequent collection of samples where appropriate in accordance with HSG 264.

This survey report records the condition of any hazardous materials discovered at the premises and includes a full risk assessment of such materials, along with suitable recommendations for the management of the building.

The survey will enable the building owner/manager to comply with the Control of Asbestos Regulations 2012; the Health and Safety at Work Act 1974; the Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2007, as required by legislation.

Whilst great care has been taken to ensure that all items, which may contain Asbestos, have been located no survey can guarantee that all contaminated materials present have been identified.

Where damaged or broken materials likely to contain Asbestos are found within the premises we will use our discretion to carry out air monitoring to determine the levels of airborne fibres that exist. In the event of this exercise recording unacceptable levels of fibres we would have to instigate procedure to include:

- a) Inform the building owner/manager of our findings, including any risk assessments that would be necessary.
- b) Investigate the source of the contamination and arrange for remedial works to be undertaken to isolate the source.
- c) Instruct the building owner/manager to organise decontamination works to reduce the level of airborne fibres to an acceptable state.

<b>Excluded Areas</b>	
1	The following areas or items could not be adequately investigated, inspected or sampled during the period of the survey. Reasons for restrictions are given. All areas/items shall be investigated prior to any works being planned.
2	Any areas listed below should be deemed to contain asbestos until it can be proven that asbestos containing materials are not present.
3	For individual areas where access was not possible beneath floor coverings please see Building Description table.
1	Main Building Loft - No Access due to height restrictions and stored items beneath hatch..
2	School house Loft - No Access due to height restrictions and stored items beneath hatch..

<b>Risk Band: Low Risk</b>			
Area	Asbestos Type	Product Name	Action

<b>Client Name:</b>	East Sussex County Council	<b>Project Number:</b>	ESCC3
		<b>Survey Date:</b>	15 December 2014
<b>Site Address:</b>	Broad Oaks CPS. Scotsford Road, Heathfield, TN21 8UD, ,	<b>Printed On:</b>	22 January 2015
		<b>Site Description:</b>	Page 1 of 2



# Executive Summary



## Risk Band: Low Risk

Area	Asbestos Type	Product Name	Action
Main Building, Ground Floor, Corridor	Amosite	Insulation Board	Manage Monitor for Deterioration
Main Building, Ground Floor, Corridor	Amosite	Insulation Board	Manage Monitor for Deterioration
Main Building, Ground Floor, Rowen Classroom	Amosite	Insulation Board	Manage Monitor for Deterioration
Main Building, Ground Floor, Hall	Amosite	Insulation Board	Manage Monitor for Deterioration

## Risk Band: Very Low Risk

Area	Asbestos Type	Product Name	Action
Ancillary Building, Ground Floor, External Toilet	Amosite	Resin	Manage Monitor for Deterioration
Main Building, External, External	Chrysotile	Asbestos cement	Manage Monitor for Deterioration
Main Building, Ground Floor, Kitchen	Chrysotile	Flashguards	Manage Monitor for Deterioration
Main Building, Ground Floor, Loft	Chrysotile	Asbestos cement	Manage Monitor for Deterioration

Client Name:	East Sussex County Council	Project Number:	ESCC3
		Survey Date:	15 December 2014
Site Address:	Broad Oaks CPS. Scotsford Road, Heathfield, TN21 8UD, ,	Printed On:	22 January 2015
		Site Description:	Page 2 of 2



# SECTION TWO



## SURVEY OBJECTIVES



## Survey Objectives

1. To carry out an asbestos location and condition survey to the following areas:  
Management Survey
2. The physical survey was undertaken by: S.Watson on the 15th Decmeber 2014
3. To ascertain the presence of asbestos based materials as instructed by the client.

### Management Survey

The purpose of this survey is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building and assess their condition, representative samples are collected and analysed for the presence of asbestos.

Samples from each type of suspect ACM found are collected and analysed to confirm or refute the surveyor's judgement. Where the materials sampled are found to contain asbestos, other similar homogeneous materials used in the same way in the building, have been presumed to contain asbestos. Less homogenous materials will require a greater number of samples. The number should be sufficient for the surveyor to make an assessment of whether asbestos is or is not present.

Sampling may take place simultaneously with the survey, or is in the case of some larger surveys, can be carried out as a separate exercise.

All areas shall be reasonably accessed and should reflect the normal use, occupation and routine maintenance that occurs in the building or on the site. Access shall not normally involve destructive or intrusive techniques unless these are necessary to allow full assessment/sampling of materials that could foreseeably form part of normal maintenance activities.

These areas shall include, but may not be limited to, underfloor coverings, above false/suspended ceilings and inside risers, lofts, ceiling voids, lift shafts (if appropriate specialist contractors are available), plant rooms, basements, associated outbuildings undercrofts.

### Refurbishment and Demolition Surveys

This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the building and may involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. Asbestos removal works may also be necessary during these surveys and these instances may be identified prior to starting on site from existing information that may exist in a previous survey report. Should, however, there be ACMs identified during the survey that would require removal to allow further investigation behind to establish either the full extent or the possible presence of other ACMs, then an additional proposal, cost and program would be prepared. This may be some time after the initial survey works are completed and results are known, so the survey may need to be undertaken in phases. Depending upon the nature of any such materials, removal works may require notification to the HSE prior to the surveying being started.

To allow full access throughout the premises for intrusive or aggressive opening up works, free and vacant possession will be required. Where this cannot be given, there may be restrictions to the scope and accuracy of the report or its findings. Re-statement where opening up works can be undertaken, but this needs to be specified as part of the request or instruction – typically areas of intrusion will be covered using polythene and/or tape.

A full sampling programme is undertaken to identify possible ACMs and estimates of the volume and surface area of ACMs made. The survey is designed to be used as a basis for tendering the removal of ACMs from the building prior to demolition or major refurbishment works.

<b>Client Name:</b>	East Sussex County Council	<b>Project Number:</b>	ESCC3
		<b>Survey Date:</b>	15 December 2014
<b>Site Address:</b>	Broad Oaks CPS, Scotsford Road, Heathfield, TN21 8UD	<b>Printed On:</b>	22 January 2015
		<b>Survey Objectives:</b>	Page 1 of 2







## Survey Objectives

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Although there is not a requirement to assess the of condition of the asbestos, other than to note areas of damage or where additional asbestos debris may be expected to be present, Aspect Contracts Ltd, will carry out a material assessment as part of our standard operating UKAS procedures. Should the ACMs not be removed within a reasonable period, for example 3 months after the survey, then the Client has a responsibility to manage those ACMs and to re-assess the management recommendations.

Should the survey be required ahead of planned refurbishment work and not full demolition, then the proposed scope of the refurbishment work shall be made clear to the surveyors such that the scope of the survey can reflect these works and the correct results from the survey can be achieved without causing unnecessary damage throughout the building.

4.The essence of the survey was to investigate all areas, within the scope of the survey, to inspect the nature and condition of existing pipe work insulation, boarding and other suspected asbestos materials, to gain access above the suspended ceilings to view the ceiling void (where present) and to identify and record the location of all asbestos materials found during the survey.

5.To produce a report to identify areas of known or suspected asbestos materials. To include a material assessment for each individual asbestos sample / inspection in accordance with the Control of Asbestos Regulations 2012.

6.To provide the basic information from which an effective asbestos management plan can be instigated. To provide a basis for an asbestos register for the site.

7.To highlight the requirement for urgent action to reduce the risk of exposure to asbestos fibres.

To create an awareness that other asbestos materials may be present but not found and which should be added to the register when identified.

<b>Client Name:</b>	East Sussex County Council	<b>Project Number:</b>	ESCC3
		<b>Survey Date:</b>	15 December 2014
<b>Site Address:</b>	Broad Oaks CPS, Scotsford Road, Heathfield, TN21 8UD	<b>Printed On:</b>	22 January 2015
		<b>Survey Objectives:</b>	Page 2 of 2

# SECTION THREE



## MATERIAL ASSESSMENT: SUMMARY BY RISK BAND

# Material Assessment: Summary by Risk Band

Site Name:



**Risk Band: Low Risk**

Project Number:

Sample Date	Sample No:	Location ID	Drawing Reference	Area	Floor	Room	Asbestos Type	Product Name	Material Risk Score	Priority Risk Score	Comments	Action	Survey Type
15/12/14	3	20621	3	Main Building	Ground Floor	Corridor	Amosite	Insulation Board	6	3	AIB low level wall panels as identified on original Type 2 report - 0212/309/B33/39 Visual Presumption	Manage Monitor for Deterioration	MS
15/12/14	4	20622	4	Main Building	Ground Floor	Corridor	Amosite	Insulation Board	6	5	AIB wall panels behind radiators x2 as identified on original Type 2 report - 0212/309/B33/39 Visual Presumption	Manage Monitor for Deterioration	MS
15/12/14	1	20619	1	Main Building	Ground Floor	Hall	Amosite	Insulation Board	6	5	AIB low level wall panels as identified on original Type 2 report - 0212/309/B33/39 Visual Presumption	Manage Monitor for Deterioration	MS
15/12/14	2	20620	2	Main Building	Ground Floor	Rowen Classroom	Amosite	Insulation Board	6	5	AIB low level wall panels as identified on original Type 2 report - 0212/309/B33/39 Visual Presumption	Manage Monitor for Deterioration	MS



# Material Assessment: Summary by Risk Band

Site Name:



**Risk Band: Very Low Risk**

Project Number:

Sample Date	Sample No:	Location ID	Drawing Reference	Area	Floor	Room	Asbestos Type	Product Name	Material Risk Score	Priority Risk Score	Comments	Action	Survey Type
15/12/14	8	20626	8	Ancillary Building	Ground Floor	External Toilet	Amosite	Resin	4	3	Toilet Cistern as identified on original Type 2 report - 0212/309/B33/39 Visual Presumption	Manage Monitor for Deterioration	MS
15/12/14	7	20625	7	Main Building	External	External	Chrysotile	Asbestos cement	4	1	Flue and Cowling as identified on original Type 2 report - 0212/309/B33/39 Visual Presumption	Manage Monitor for Deterioration	MS
15/12/14	6	20624	6	Main Building	Ground Floor	Kitchen	Chrysotile	Flashguards	4	2	Suspected asbestos rope to fuse boxes Visual Presumption	Manage Monitor for Deterioration	MS
15/12/14	5	20623	5	Main Building	Ground Floor	Loft	Chrysotile	Asbestos cement	4	2	No access to loft presume still in situ, Flue as identified on original Type 2 report - 0212/309/B33/39 Visual Presumption	Manage Monitor for Deterioration	MS



# SECTION FOUR



## ASBESTOS REGISTER

# Asbestos Register

Site Name:

Project Number:



Location	Product type and name	Extent	Accessibility	Condition	Surface treatment	Asbestos Type	Sample	Sample no	Material Risk Score	Priority Risk Score	Total Score	
Main Building, Ground Floor, Hall	Asbestos Insulating Board	Insulation Board	8M2	Easy	Low Damage	AIB painted or encapsulated	Amosite	Presumed	1	6	5	11
Main Building, Ground Floor, Rowen Classroom	Asbestos Insulating Board	Insulation Board	5M2	Easy	Low Damage	AIB painted or encapsulated	Amosite	Presumed	2	6	5	11
Main Building, Ground Floor, Corridor	Asbestos Insulating Board	Insulation Board	8M2	Easy	Low Damage	AIB painted or encapsulated	Amosite	Presumed	3	6	3	9
Main Building, Ground Floor, Corridor	Asbestos Insulating Board	Insulation Board	2M2	Easy	Low Damage	AIB painted or encapsulated	Amosite	Presumed	4	6	5	11
Main Building, Ground Floor, Loft	Asbestos Cement	Asbestos cement	5LM	Easy	Low Damage	Asbestos Cement Sheets etc.	Chrysotile	Presumed	5	4	2	6
Main Building, Ground Floor, Kitchen	Asbestos Textiles	Flashguards	1M2	Difficult	Low Damage	Composite Asbestos Materials	Chrysotile	Presumed	6	4	2	6
Main Building, External, External	Asbestos Cement	Asbestos cement	2LM	Easy	Low Damage	Asbestos Cement Sheets etc.	Chrysotile	Presumed	7	4	1	5
Ancillary Building, Ground Floor, External Toilet	Resins	Resin	1M2	Easy	Low Damage	Composite Asbestos Materials	Amosite	Presumed	8	4	3	7

MATERIAL SCORES ABOVE 10 HAVE HIGH POTENTIAL TO RELEASE FIBRES



# SECTION FIVE



## SURVEY TECHNIQUES



## Survey Techniques

1. Each room / area was viewed for materials suspected to contain asbestos and representative samples taken for confirmation. Individual ceiling tiles were removed (where possible) and existing access hatches used to gain access to the ceiling voids and service ducts, underfloor coverings were lifted where this doesn't cause damage to the décor of building fabric.
2. Materials of a similar type were representatively sampled. It was assumed that surfaces identical to a sampled location were of a similar composition; these are recorded as "As Samples".
3. Photographs were taken at all sample / inspection locations (unless otherwise stated).
4. All collected samples are analysed by an independent UKAS accredited laboratory and their certificate of analysis is reproduced in full within this report.
5. Asbestos Bulk Sample Analysis is conducted using Polarised Light and Dispersion Staining Techniques. Dispersion Staining is used to describe the colour effects produced when a particle or fibre is immersed in a liquid having a refractive index near to that of the particle or fibre, and is viewed under a microscope using transmitted white light. (Based on HSE Publication HSG 248)
6. This survey was carried out in accordance with the 'in - house' method documented in Procedure 001 and HSG 264 current version at the time of the survey issue date.
7. All the recommendations described in this report are based upon assumptions made after consideration of the material assessment alone. Due consideration should be given by the Duty Holder (under the Control of Asbestos Regulations 2012) to the priority assessment of the material to generate the risk assessment. Recommendations should be reviewed for suitability for each circumstance, However, statutory authorities or other bodies, could require amendments based on local knowledge, change in legislation, change in use or other specific criteria.
8. There were no deviations from the standard methods used.

<b>Client Name:</b>	East Sussex County Council	<b>Project Number:</b>	ESCC3
		<b>Survey Date:</b>	15 December 2014
<b>Site Address:</b>	Broad Oaks CPS, Scotsford Road, Heathfield, TN21 8UD	<b>Printed On:</b>	22 January 2015
		<b>Survey Technique:</b>	Page 1 of 2







## Survey Techniques

- 2
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<b>Client Name:</b>	East Sussex County Council	<b>Project Number:</b>	ESCC3
		<b>Survey Date:</b>	15 December 2014
<b>Site Address:</b>	Broad Oaks CPS, Scotsford Road, Heathfield, TN21 8UD	<b>Printed On:</b>	22 January 2015
		<b>Survey Technique:</b>	Page 2 of 2



# SECTION SIX



# SURVEY CAVEAT



## Survey Caveat

1. This report is based upon non-destructive inspections, however, the extent of intrusion will depend on the degree of disturbance that is or will be necessary for foreseeable maintenance and related activities.
2. During the course of the survey all reasonable efforts were made to identify the physical presence of materials containing asbestos within the areas of the building. It is known that asbestos materials are frequently concealed within the fabric of buildings or within sealed building voids so that it is not possible to regard the findings of any survey as being definitive. It must always remain a possibility that further asbestos containing materials may be found during other activities. For reasons set out in this report, the report cannot give an assurance that all asbestos materials have been found and must not be thought to do so

Aspect Contracts shall, therefore, only be liable for financial penalty if there is a negligent misstatement in respect of those specific areas identified as having been tested and/or inspected.

3. Debris/residue from previous asbestos removal projects may well be present in some areas i.e. plant rooms, ducts etc. These instances may not be detected without wholesale or complete removal of new coverings, however all good intentions are made for its discovery and evidence of any previous removal works (tape marks, removed pipe hanger burn marks, paint lines following removed pipe runs, expanding foam etc) will necessitate the removal of appropriate quantities of coverings to establish the likely presence of residues. If evidence is found of residues the exact extent may depend on removal of coverings as part of fully controlled removal works only and would not be covered by the quantity assessments contained herein.

Similarly, this report does not investigate the presence of any other materials behind suspected or sampled ACMs. This would require the use of a specialist contractor and would rely on the assessments made following sample analysis. Management of the ACM would be confined to the surface material only until such time as further works may be required in the building and a Refurbishment & Demolition may require access beyond these known ACMs.

4. The report findings shall be read in conjunction with the agreed Survey Proposal, Plan of Works and any agreed scope/caveats contained therein, to ensure the correct scope of work has been completed.

5. Aspect Contracts cannot be held responsible for any damage caused due to sampling procedures utilised during the course of the survey. Due to the nature and necessity of sampling for asbestos some residual risk is unavoidable, but will be limited to that necessary for the collection of the samples. Similarly, unless specified at the time of the quotation, the repairs made following intrusion or sampling shall be effective only to cover the area and ensure there is no residual risk from dust release; no guarantee is given for decorative match or weather proofing etc of any repair.

### Report Interpretation

1. Access may not be gained to specific areas of the site, for example sealed or inaccessible loft spaces, beneath fitted carpets/flooring, areas, which have been bricked up or blocked off. See Access Restriction or Site Description details in the main report body.

2. Whilst every effort was made to locate the presence of ACMs, these may still be present in some places due to in-filling, alteration and refurbishment work which have taken place in the past; under or hidden from view by other materials which have been used for over-cladding; hidden behind or within the building fabric

3. It is possible that asbestos debris/residue/insulation/boarding etc ... may be present and may have been missed by the survey team due to inaccessibility or may only be identified following intrusive investigations. Therefore, prior to any planned project or maintenance works that may expose such items, a full or project specific Refurbishment & Demolition survey shall be carried out.

4. Whilst every effort was made to locate the ceiling panels, wall partitions and other panels, which may have been constructed from asbestos boarding, none other than those detailed were found. Some may have been missed due to repairs, alterations etc, where false and other finishes have been applied or where different

<b>Client Name:</b>	East Sussex County Council	<b>Project Number:</b>	ESCC3
		<b>Survey Date:</b>	15 December 2014
<b>Site Address:</b>	Broad Oaks CPS, Scotsford Road, Heathfield, TN21 8UD	<b>Printed On:</b>	22 January 2015
		<b>Survey Caveat:</b>	Page 1 of 3





## Survey Caveat

specifications (including a possible mixture of asbestos and non-asbestos panels) have been used in the same area. Only by sampling each panel would the composition of all the materials be known. This was clearly not practical in terms of cost or time.

5.This report has been written with reference to the various Guidance Notes etc, issued, and current at the date of this report and describes circumstances at the site on the date the investigation took place.

6.Installations that are suspected to contain asbestos but have not been inspected internally for reasons of safety (e.g. live electrical switchgear, power cables etc) or because it would entail destructive procedures that may affect the functional integrity of the item (e.g. fire doors, multi layer roofing etc) have been documented and a generic material/priority assessment applied.

7.Where use has been made of both asbestos and non-asbestos materials in close proximity to one another, care shall be taken when disturbing areas of mixed materials and all should be treated as asbestos.

8.Any person undertaking work within the buildings should be told of the presence of asbestos. This briefing also applies to any other person associated with the site, including staff, sub-contractors and others.

9.The diagrams in the report are not to scale and are illustrative only to indicate approximate locations. The descriptions used are for location identification purposes.

10.Switchgear, equipment, fire door, machinery, ducting gaskets etc were not moved, opened up or examined for the purpose of this investigation except where hatches were available. However, a reference will be made in this report (if applicable) to such items if they are suspected to contain asbestos.

11.Samples taken from certain materials contain only trace asbestos content which may not be uniform throughout the material e.g.. Textured Coatings, Artex etc. It is therefore possible for two or more samples from the same material to produce different analysis results. Care must be taken when interpreting these results and the subsequent recommendations within this report. Where any doubt exists the material should be regarded as an asbestos containing material and treated as such until proven otherwise.

12.Areas above approx 3.5m working height will not be examined unless safe access is provided by others or where these conditions have been agreed as part of the quotation process and appropriate access equipment can be delivered to site and the appropriately trained or qualified surveyors can be provided.

Work at height shall be included where the client has notified of the requirement at quotation enquiry stage and has provided appropriate access to deliver equipment to site and for its use within the building. Should the need for any specialist access equipment, including the presence of confined spaces where specific training is also required (for example), only arise once the surveyors have reviewed the site, then additional costs and visits may be necessary in order to fully complete the scope of work.

13. As part of the asbestos management plan all asbestos containing materials identified during this survey may be labelled with approved asbestos warning labels (A Labels) to prevent accidental damage or unauthorised work. The process and extent of labelling will have been agreed with the client prior to this survey and would be the subject of a separate visit after sample analysis results are known.

14.Future refurbishment work may disturb or damage asbestos containing materials. These materials should be suitably assessed and may require removal by a Licensed Asbestos Removal Contractor prior to such works.

15.Should any demolition or refurbishment works be undertaken, a full or project specific Refurbishment and Demolition survey shall be undertaken and appropriate removal or remedial works undertaken prior to commencement of the works.

16.It is possible that asbestos gaskets or seals may be present between flanges or joints but have not been identified during the survey due to inaccessibility or from being concealed by other materials. Prior to any works that may expose such materials, a full or project specific Refurbishment & Demolition survey shall be undertaken and appropriate removal or remedial works undertaken prior to commencement of the works.

17.If any suspicious materials thought to contain asbestos are located and are not included in this report, the report author must be contacted in the first instance. The suspect material will be sampled by a qualified

<b>Client Name:</b>	East Sussex County Council	<b>Project Number:</b>	ESCC3
		<b>Survey Date:</b>	15 December 2014
<b>Site Address:</b>	Broad Oaks CPS, Scotsford Road, Heathfield, TN21 8UD	<b>Printed On:</b>	22 January 2015
		<b>Survey Caveat:</b>	Page 2 of 3





## Survey Caveat

person, and taken for analysis to an independent UKAS accredited laboratory. Work should not continue on or near this material until the analysis results have been obtained, and the appropriate action taken.

18. Under no circumstance must any work with asbestos be undertaken without an assessment of work as detailed in Regulation 6 of the Control of Asbestos Regulations 2012. All work must be conducted in accordance with the Control of Asbestos Regulations 2012.

19. The report may be used as a basis to produce an initial asbestos register to which any later discoveries should be added. Its findings will instigate programming of the asbestos management plan

20. Where a sample has been collected from a suspect or known asbestos containing material e.g. Textured Coating, access behind / above the material has not been attempted to prevent possible contamination through fibre release. Wherever surface materials are taken, the substrate onto which it is applied shall be included in the sample to ensure the appropriate assessments of work can be prepared.

21. A Management Survey should not be used for the basis of any subsequent refurbishment or alteration. The client should commission further on site investigations in the form of a Refurbishment & Demolition Survey in order that the full extent of asbestos containing materials may be determined ahead of the proposed works; a detailed scope and extent of refurbishment/demolition works must be prepared to ensure the correct results are achieved from the survey report. This is to comply with Reg 5 CAR 2012.

22. This is particularly relevant when refurbishment or demolition works are to be instigated. Prior to any planned refurbishment or demolition works, a full or project specific Refurbishment & Demolition survey should be undertaken and appropriate removal or remedial works undertaken prior to commencement of the works.

Aspect Contracts are not liable for any extrapolation of information gathered from a survey carried out to a percentage of buildings/structures/dwellings.

<b>Client Name:</b>	East Sussex County Council	<b>Project Number:</b>	ESCC3
		<b>Survey Date:</b>	15 December 2014
<b>Site Address:</b>	Broad Oaks CPS, Scotsford Road, Heathfield, TN21 8UD	<b>Printed On:</b>	22 January 2015
		<b>Survey Caveat:</b>	Page 3 of 3

# SECTION



## BUILDING DESCRIPTION

## Building Description

The following table records all buildings, floors, rooms and areas investigated during the survey and appropriate comments relating to buildings materials observed and assessed but not sampled or presumed similar to other ACMs in the building; these may be fibrous or not. Other pertinent observations made by the Surveyors are also recorded here where they may assist in the understanding and interpretation of the final report findings.

Noted Areas/Rooms	Comments	Accessed
Ground Floor Pool Area Pump room Not accessed below floor covering.	Solid construction modern corrugated roof sheets, modern consumer unit, plastic water tank.	Yes
Ground Floor Pool Area Boys changing room Not accessed below floor covering.	Timber Construction, modern felt roof.	Yes
Ground Floor Pool Area Girls changing room Not accessed below floor covering.	Timber Construction, modern felt roof.	Yes
Ground Floor Pool Area Store Not accessed below floor covering.	Timber Construction, modern felt roof.	Yes
Ground Floor Sycamore mobile 1 - Lobby Not accessed below floor covering.	Plasterboard walls and ceiling, fitted carpet.	Yes
Ground Floor Sycamore mobile 1 - Toilet Not accessed below floor covering.	Plasterboard walls and ceiling, vinyl Lino, ceramic toilet cistern.	Yes
Ground Floor Sycamore mobile 1 - Classroom Not accessed below floor covering.	Plasterboard walls and ceiling, Fitted carpet.	Yes
Ground Floor Sycamore mobile 1 - Store Not accessed below floor covering.	Plasterboard walls and ceiling, fitted carpet.	Yes
External Sycamore mobile 1 - External	Timber construction, felt roof.	Yes
Ground Floor Pine mobile 2 - Classroom Not accessed below floor covering.	Plasterboard walls and ceiling, Fitted carpet.	Yes
Ground Floor Pine mobile 2 - Store Not accessed below floor covering.	Plasterboard walls and ceiling, Fitted carpet.	Yes
Ground Floor Pine mobile 2 - Lobby Not accessed below floor covering.	Plasterboard walls and ceiling, Fitted carpet.	Yes
Ground Floor Pine mobile 2 - Toilet Not accessed below floor covering.	Plasterboard walls and ceiling, vinyl Lino, ceramic toilet cistern.	Yes
External Pine mobile 2 - External	Timber construction, felt roof.	Yes
Ground Floor Larch mobile 3 - lobby Not accessed below floor covering.	Plasterboard walls and ceiling, Fitted carpet.	Yes
Ground Floor Larch mobile 3 - girls toilet Not accessed below floor covering.	Plasterboard walls and ceiling, Vinyl Lino, ceramic toilet cistern.	Yes
Ground Floor Larch mobile 3 - boys toilet Not accessed below floor covering.	Plasterboard walls and ceiling, vinyl Lino, ceramic toilet cistern.	Yes
Ground Floor Larch mobile 3 - classroom Not accessed below floor covering.	Plasterboard walls and ceiling, Fitted carpet.	Yes
External Larch mobile 3 - external	Timber construction, felt roof.	Yes
Basement Main Building - boiler room	Solid walls, ceiling and floor, modern services.	Yes
Basement Main Building - tank room	Solid walls, ceiling and floor, modern bitumen beneath metal tank, fibreglass door lining to door.	Yes
Ground Floor Main Building - Kitchen Not accessed below floor covering.	Solid walls, plasterboard ceiling, quarry floor tiles.	Yes

<b>Client Name:</b>	East Sussex County Council	<b>Project Number:</b>	ESCC3
		<b>Survey Date:</b>	15 December 2014
<b>Site Address:</b>	Broad Oaks CPS, Scotsford Road, Heathfield, TN21 8UD	<b>Printed On:</b>	22 January 2015
		<b>Excluded Areas:</b>	Page 1 of 3

## Building Description

The following table records all buildings, floors, rooms and areas investigated during the survey and appropriate comments relating to buildings materials observed and assessed but not sampled or presumed similar to other ACMs in the building; these may be fibrous or not. Other pertinent observations made by the Surveyors are also recorded here where they may assist in the understanding and interpretation of the final report findings.

Noted Areas/Rooms	Comments	Accessed
Ground Floor Main Building - Food store Not accessed below floor covering.	Solid walls, plasterboard ceiling, quarry floor tiles.	Yes
Ground Floor Main Building - General Store Not accessed below floor covering.	Solid walls, plasterboard ceiling, quarry floor tiles.	Yes
Ground Floor Main Building - Corridor Not accessed below floor covering.	Solid walls and plasterboard ceiling, vinyl Lino.	Yes
Ground Floor Main Building - First aid room Not accessed below floor covering.	Solid walls and plasterboard ceiling, vinyl Lino, ceramic toilet cistern.	Yes
Ground Floor Main Building - Electrical cupboard Not accessed below floor covering.	Solid walls and plasterboard ceiling, Vinyl Lino, modern distribution board.	Yes
Ground Floor Main Building - Elm Classroom Not accessed below floor covering.	Solid walls and plasterboard ceiling, fitted carpet.	Yes
Ground Floor Main Building - Main Hall Not accessed below floor covering.	Solid walls and plasterboard ceiling, timber floor.	Yes
Ground Floor Main Building - Library Not accessed below floor covering.	Solid walls and plasterboard ceiling, Fitted carpet	Yes
<b>Ground Floor Main Building - loft</b>		
Ground Floor Main Building - Rowan Classroom Not accessed below floor covering.	Solid walls and plasterboard ceiling, fitted carpet.	Yes
Ground Floor Main Building - Conservatory Not accessed below floor covering.	UPVC and glass.	Yes
Ground Floor Main Building - Stairwell Not accessed below floor covering.	Solid walls and plasterboard ceiling, Vinyl Lino and fitted carpet, rubber stair nosings.	Yes
Lower Ground Main Building - lobby Not accessed below floor covering.	Solid walls and MMMF suspended ceiling tiles, vinyl Lino.	Yes
Lower Ground Main Building - Girls Toilet Not accessed below floor covering.	Solid walls and MMMF suspended ceiling tiles, vinyl Lino.	Yes
Lower Ground Main Building - Boys Toilet and store Not accessed below floor covering.	Solid walls and MMMF suspended ceiling tiles, vinyl Lino.	Yes
Lower Ground Main Building - Disabled Toilet Not accessed below floor covering.	Solid walls and MMMF suspended ceiling tiles, vinyl Lino, ceramic toilet cistern.	Yes
Lower Ground Main Building - Cherry Classroom and store Not accessed below floor covering.	Solid walls and MMMF suspended ceiling tiles, fitted carpet.	Yes
External Main Building - External	Solid construction, clay roof tiles, UPVC soffit, plastic and metal rain water goods.	Yes
Ground Floor School House - Reception Not accessed below floor covering.	Solid and glass construction, fitted carpet.	Yes

<b>Client Name:</b>	East Sussex County Council	<b>Project Number:</b>	ESCC3
		<b>Survey Date:</b>	15 December 2014
<b>Site Address:</b>	Broad Oaks CPS, Scotsford Road, Heathfield, TN21 8UD	<b>Printed On:</b>	22 January 2015
		<b>Excluded Areas:</b>	Page 2 of 3



## Building Description

The following table records all buildings, floors, rooms and areas investigated during the survey and appropriate comments relating to buildings materials observed and assessed but not sampled or presumed similar to other ACMs in the building; these may be fibrous or not. Other pertinent observations made by the Surveyors are also recorded here where they may assist in the understanding and interpretation of the final report findings.

Noted Areas/Rooms	Comments	Accessed
Ground Floor School House - Reception Office Not accessed below floor covering.	Solid walls, plasterboard ceiling, fitted carpet.	Yes
Ground Floor School House - Stairwell Not accessed below floor covering.	Solid walls, plasterboard ceiling, Fitted carpet, rubber stair nosings.	Yes
Ground Floor School House - Kitchen Not accessed below floor covering.	Solid walls, plasterboard ceiling, vinyl Lino.	Yes
Ground Floor School House - Store Not accessed below floor covering.	Solid walls, plasterboard ceiling, fitted carpet.	Yes
Ground Floor School House - External Store	Solid walls, plasterboard ceiling.	Yes
Ground Floor School House - External Toilet	Solid walls, plasterboard ceiling.	Yes
First Floor School House - Stairwell Not accessed below floor covering.	Solid walls, plasterboard ceiling, Fitted carpet, rubber stair nosings.	Yes
First Floor School House - Kitchen Not accessed below floor covering.	Solid walls, plasterboard ceiling, vinyl Lino.	Yes
First Floor School House - Toilet Not accessed below floor covering.	Solid walls, plasterboard ceiling, vinyl Lino, ceramic toilet cistern.	Yes
First Floor School House - Staff Room Not accessed below floor covering.	Solid walls, plasterboard ceiling, fitted carpet.	Yes
First Floor School House - Office Not accessed below floor covering.	Solid walls, plasterboard ceiling, fitted carpet.	Yes
First Floor School House - Art Resource Room Not accessed below floor covering.	Solid walls, plasterboard ceiling, fitted carpet.	Yes
<b>First Floor School House - Loft</b>		
First Floor School House - Office Not accessed below floor covering.	Solid walls, plasterboard ceiling, fitted carpet.	Yes
External School House - External	Solid construction, clay roof tiles, UPVC soffit, plastic and metal rain water goods.	Yes

<b>Client Name:</b>	East Sussex County Council	<b>Project Number:</b>	ESCC3
		<b>Survey Date:</b>	15 December 2014
<b>Site Address:</b>	Broad Oaks CPS, Scotsford Road, Heathfield, TN21 8UD	<b>Printed On:</b>	22 January 2015
		<b>Excluded Areas:</b>	Page 3 of 3

# SECTION EIGHT



## SAMPLE INSPECTION RECORD

# Aspect Contracts Ltd



## Sample Inspection Record

Sorted by: Location ID

Site Address: Broad Oaks CPS, Scotsford Road, Heathfield, TN21 8UD

Client Name: East Sussex County Council

Project Number: ESCC3

Area/ Floor/ Room/ Product: Main Building: Ground Floor: Hall: Insulation Board

Inspection Date: 15/12/2014 Next Inspection: 15/12/2015 Survey Type: Management Survey

Location ID: 20619 Sample No: 1 Product Type: Asbestos Insulating Board



Action:  
Manage Monitor for Deterioration

Material Comments:  
AIB low level wall panels as identified on original Type 2 report - 0212/309/B33/39 Visual Presumption

Damage: Low Damage

Treatment: AIB painted or encapsulated

Asbestos Type: Amosite

Identification: Presumed

Quantity: 8M2

Material Risk Score: 6 Material Risk Band: Low Risk Priority Risk Score: 5

Area/ Floor/ Room/ Product: Main Building: Ground Floor: Rowen Classroom : Insulation Board

Inspection Date: 15/12/2014 Next Inspection: 15/12/2015 Survey Type: Management Survey

Location ID: 20620 Sample No: 2 Product Type: Asbestos Insulating Board



Action:  
Manage Monitor for Deterioration

Material Comments:  
AIB low level wall panels as identified on original Type 2 report - 0212/309/B33/39 Visual Presumption

Damage: Low Damage

Treatment: AIB painted or encapsulated

Asbestos Type: Amosite

Identification: Presumed

Quantity: 5M2

Material Risk Score: 6 Material Risk Band: Low Risk Priority Risk Score: 5

Area/ Floor/ Room/ Product: Main Building: Ground Floor: Corridor : Insulation Board

Inspection Date: 15/12/2014 Next Inspection: 15/12/2015 Survey Type: Management Survey

Location ID: 20621 Sample No: 3 Product Type: Asbestos Insulating Board



Action:  
Manage Monitor for Deterioration

Material Comments:  
AIB low level wall panels as identified on original Type 2 report - 0212/309/B33/39 Visual Presumption

Damage: Low Damage

Treatment: AIB painted or encapsulated

Asbestos Type: Amosite

Identification: Presumed

Quantity: 8M2

Material Risk Score: 6 Material Risk Band: Low Risk Priority Risk Score: 3



## Sample Inspection Record

Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Area/ Floor/ Room/ Product:

Inspection Date:  Next Inspection:  Survey Type:

Location ID:  Sample No:  Product Type:



**Action:**  
Manage Monitor for Deterioration

Damage:

Treatment:

**Material Comments:**  
AIB wall panels behind radiators x2 as identified on original Type 2 report - 0212/309/B33/39 Visual Presumption

Asbestos Type:

Identification:

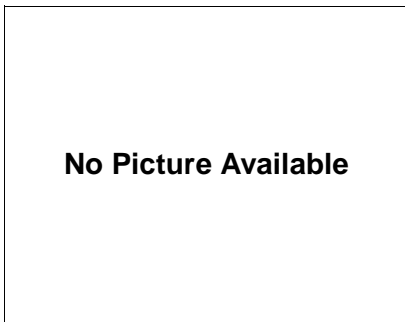
Quantity:

Material Risk Score:  Material Risk Band:  Priority Risk Score:

Area/ Floor/ Room/ Product:

Inspection Date:  Next Inspection:  Survey Type:

Location ID:  Sample No:  Product Type:



**Action:**  
Manage Monitor for Deterioration

Damage:

Treatment:

**Material Comments:**  
No access to loft presume still in situ, Flue as identified on original Type 2 report - 0212/309/B33/39 Visual Presumption

Asbestos Type:

Identification:

Quantity:

Material Risk Score:  Material Risk Band:  Priority Risk Score:

Area/ Floor/ Room/ Product:

Inspection Date:  Next Inspection:  Survey Type:

Location ID:  Sample No:  Product Type:



**Action:**  
Manage Monitor for Deterioration

Damage:

Treatment:

**Material Comments:**  
Suspected asbestos rope to fuse boxes Visual Presumption

Asbestos Type:

Identification:

Quantity:

Material Risk Score:  Material Risk Band:  Priority Risk Score:

## Sample Inspection Record

Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Area/ Floor/ Room/ Product:

Inspection Date:  Next Inspection:  Survey Type:

Location ID:  Sample No:  Product Type:

Action:

Damage:

Treatment:

Asbestos Type:

Identification:

Quantity:

Material Risk Score:  Material Risk Band:  Priority Risk Score:



Material Comments:

Area/ Floor/ Room/ Product:

Inspection Date:  Next Inspection:  Survey Type:

Location ID:  Sample No:  Product Type:

Action:

Damage:

Treatment:

Asbestos Type:

Identification:

Quantity:

Material Risk Score:  Material Risk Band:  Priority Risk Score:

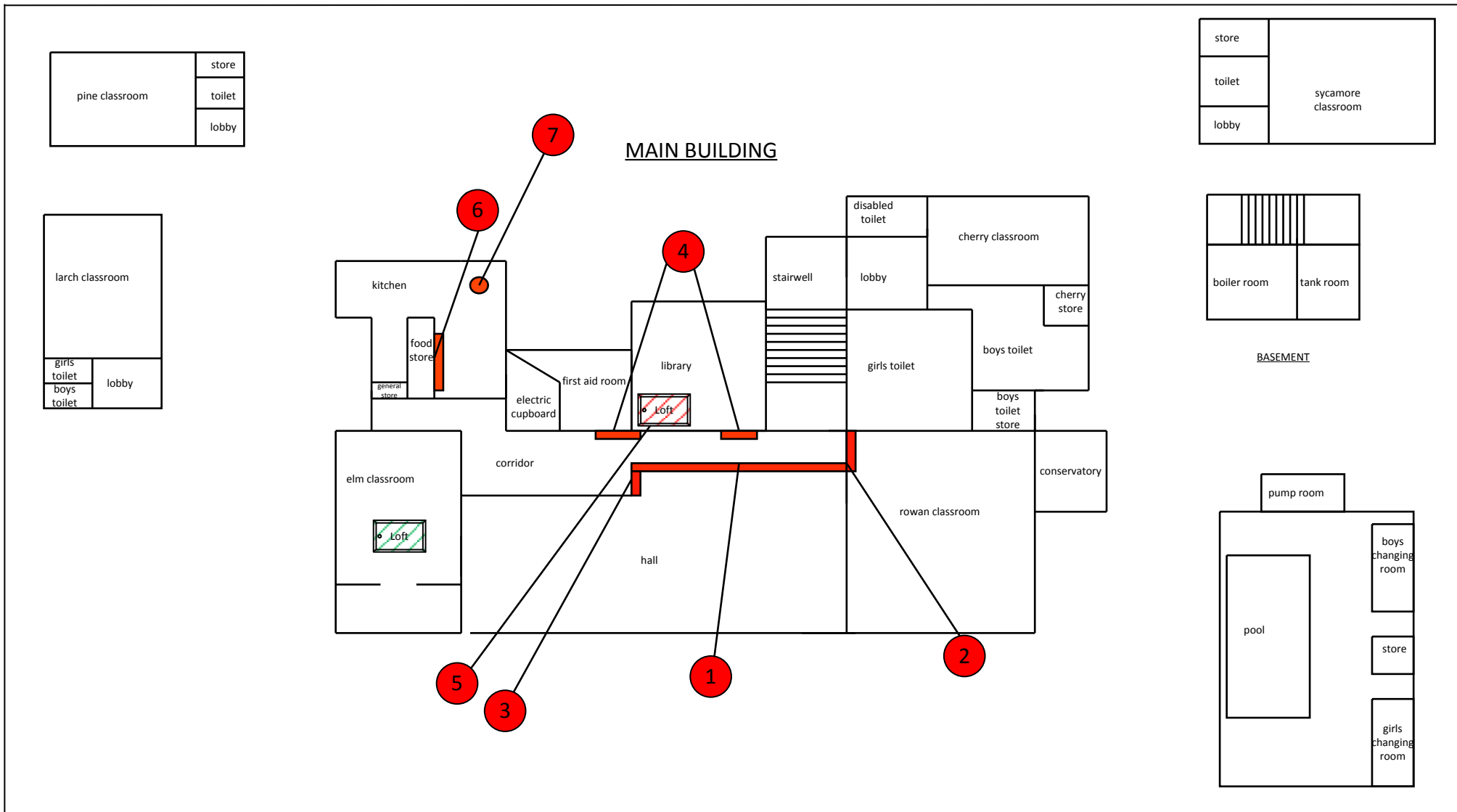


Material Comments:

# SECTION NINE



## SURVEY DRAWINGS



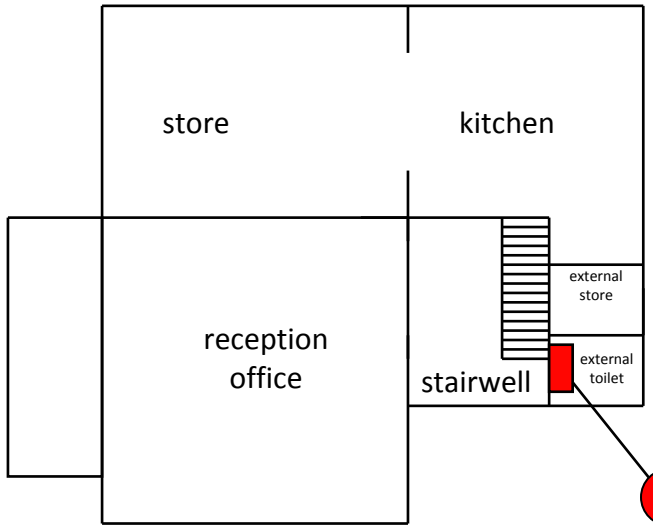
Client  
 Site Address  
 Aspect Drawing No.  
 Date of Survey/Inspection  
 Surveyor(s)

EAST SUSSEX COUNTY COUNCIL  
 BROAD OAKS CPS, SCOTSFORD ROAD  
 ESCC3  
 15.12.14  
 S.WATSON

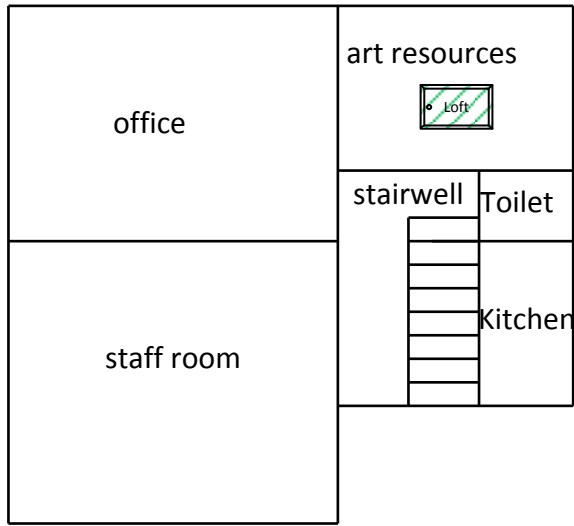
- Inspection point Location = Yellow circle
- Positive Sample Location = Red circle
- Negative Sample Location = Green circle
- Inaccessible Areas = Green diagonal lines
- Not Within Scope Of Survey = Blue diagonal lines
- Asbestos Present = Red diagonal lines



school house



GROUND FLOOR



FIRST FLOOR

8

Client  
Site Address  
Aspect Drawing No.  
Date of Survey/Inspection  
Surveyor(s)

EAST SUSSEX COUNTY COUNCIL  
BROAD OAKS CPS, SCOTSFORD ROAD  
ESCC3  
15.12.14  
S.WATSON

- Inspection point Location =
- Positive Sample Location =
- Negative Sample Location =
- Inaccessible Areas =
- Not Within Scope Of Survey =
- Asbestos Present =





# SECTION TEN



## SURVEY RECOMMENDATIONS



## Survey Recommendations

### 1 1.MATERIAL & PRIORITY ASSESSMENT AND ALGORITHMS

#### Material Assessment

The material assessment is an assessment of the condition of the ACM, or the presumed ACM, and the likelihood of it releasing fibres in the event of it being disturbed in some way. This material assessment will give a good initial guide to the priority for management, as it will identify the materials, which will most readily release airborne fibres if disturbed. However, there are other factors to take into account when prioritising action. HSG 264 recommends the use of an algorithm to carry out the material assessment, and contains an example. The algorithm is a numerical way of taking into account several influencing factors, giving each factor considered a score. These scores can then be totalled to give a material assessment score. The use of algorithms is not infallible, but the assessment process is clear for all to see, so if discrepancies arise, it should be possible to track back through the assessment process to find the root of the error. The algorithm shown in HSG 264 considers four parameters that determine the risk from ACM: that is the ability to release fibres if disturbed. These four parameters are:

- Product type;
- Extent of damage;
- Surface treatment;
- 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.

#### Priority Assessment

The material assessment identifies the high-risk materials, that is, those which will most readily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score in the material assessment will be the materials that should be given priority for remedial action. Management priority must be determined by carrying out a risk assessment which will also take into account factors such as:

- Maintenance activity;
- Occupant activity;
- Likelihood of disturbance;
- Human exposure potential.

THE RISK ASSESSMENT INCLUDES A MATERIAL ASSESSMENT AND A PRIORITY ASSESSMENT.

THE MATERIAL ASSESSMENT LOOKS AT THE TYPE AND CONDITION OF THE ACM AND THE EASE WITH WHICH IT WILL RELEASE FIBRES IF DISTURBED.

THE PRIORITY ASSESSMENT LOOKS AT THE LIKELIHOOD OF SOMEONE DISTURBING THE ACM.

The risk assessment can only be carried out with detailed knowledge of all the above. Although a surveyor may

<b>Client Name:</b>	East Sussex County Council	<b>Project Number:</b>	ESCC3
		<b>Survey Date:</b>	15 December 2014
<b>Site Address:</b>	Broad Oaks CPS, Scotsford Road, Heathfield, TN21 8UD	<b>Printed On:</b>	22 January 2015
		<b>Recommendation:</b>	Page 1 of 5





## Survey Recommendations

have some of the information which will contribute to the risk assessment and may be part of an assessment team, you, as the duty holder under CAW, are required to make the risk assessment, using the information given in the survey report and your detailed knowledge of the activities carried out within your premises. The risk assessment will form the basis of the management plan, so it is important that it is accurate.

**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 ACMs 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.

**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.

**PRIORITY ASSESSMENT ALGORITHMS** Taking all these factors into account in a logical, consistent manner is difficult. Using an algorithm will help you to produce priority assessments that have taken the factors into account in a consistent way. The number of factors relevant at any one site needs to be carefully considered, as the more factors included in an algorithm, the lower the influence of the most important risk factors becomes, and this may produce anomalies. For this reason it is recommended that the number of factors that are scored is limited to four, the same as the number of factors in the material assessment. There is no single set of factors that can be recommended that will apply equally to all types of premises. Therefore four general headings have been used and one or more factors can be taken into account and averaged under each heading to suit the circumstances. If you choose to use more than one factor under a general heading, then average the scores under that heading, rounding up where necessary.

Aspect are not accredited to carry out the Priority Assessments so any reference to these in a report remain outside the scope of our Accreditation.

**2.MATERIAL ASSESSEMENT** The material assessment looks at the type and condition of the asbestos containing material and the ease with which it will release fibres if disturbed.

The material assessment is produced by the application of the following algorithm.

<b>Client Name:</b>	East Sussex County Council	<b>Project Number:</b>	ESCC3
		<b>Survey Date:</b>	15 December 2014
<b>Site Address:</b>	Broad Oaks CPS, Scotsford Road, Heathfield, TN21 8UD	<b>Printed On:</b>	22 January 2015
		<b>Recommendation:</b>	Page 2 of 5





## Survey Recommendations

### Product Type (or debris from product)

1 Point - Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement)

2 Points - Asbestos insulating board, millboard, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos felt paper

3 Points - Thermal insulation (eg: pipe and boiler lagging) sprayed asbestos, loose asbestos, asbestos mattresses and packing

### Extent of Damage / Deterioration

0 Points - Good condition: no visible damage

1 Point - Low damage; a few scratches or surface marks; broken edges on boards, tiles etc

2 Points - Medium damage: significant breakage or materials or several small areas where asbestos has been damaged revealing loose asbestos fibres

3 Points - High damage or demolition of materials, sprays and thermal insulation. Visible asbestos debris

### Surface Treatment

0 Points - Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles

1 Point - Enclosed sprays and lagging, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc

2 Points - Unsealed asbestos insulating board, or encapsulated laggings and sprays

3 Points - Unsealed lagging and sprays

### Asbestos Type

1 Point - Chrysotile

2 Points - Amphibole asbestos excluding Crocidolite

3 Points - Crocidolite

**3. PRIORITY ASSESSEMENT** The priority assessment looks at the likelihood of someone disturbing the asbestos containing material. The responsibility of this assessment rests with the client, being the duty holder under the Control of Asbestos Regulations 2012.

The priority assessment is produced by the application of the following algorithm.

### Normal Occupant Activity (main type of activity in area)

0 Points - Rare disturbance activity (e.g. little used store room)

1 Point - Low disturbance activities (e.g. office type activity)

2 Points - Periodic disturbance (e.g. industrial or vehicular activity which may contact asbestos containing material)

3 Points - High levels of disturbance (e.g. fire door with asbestos insulating board sheet in constant use)

### Secondary activities for area - As above

<b>Client Name:</b>	East Sussex County Council	<b>Project Number:</b>	ESCC3
		<b>Survey Date:</b>	15 December 2014
<b>Site Address:</b>	Broad Oaks CPS, Scotsford Road, Heathfield, TN21 8UD	<b>Printed On:</b>	22 January 2015
		<b>Recommendation:</b>	Page 3 of 5





## Survey Recommendations

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### Likelihood of Disturbance

#### Location

- 0 Points - Outdoors
- 1 Point - Large rooms or well-ventilated areas
- 2 Points - Rooms up to 100m<sup>2</sup>
- 3 Points - Confined spaces

#### Accessibility

- 0 Points - Usually inaccessible or unlikely to be disturbed
- 1 Point - Occasionally likely to be disturbed
- 2 Points - Easily disturbed
- 3 Points - Routinely disturbed

#### Extent/amount

- 0 Points - Small amount or items (e.g. strings, gaskets)
- 1 Point - Less of equal to 10m<sup>2</sup> or less or equal to 10m pipe run
- 2 Points - Greater than 10m<sup>2</sup> or less or equal to 50m<sup>2</sup> or Greater than 10m to less of equal to 50m pipe run
- 3 Points - Greater than 50m<sup>2</sup> or Greater than 50m pipe run

#### Human Exposure Potential (number of occupants)

- 0 Points - None
- 1 Point - 1 to 3
- 2 Points - 4 to 10
- 3 Points - Greater than 10

#### Frequency of use or area

- 0 Points - Infrequent
- 1 Point - Monthly
- 2 Points - Weekly
- 3 Points - Daily

#### Average time area is in use

- 0 Points - Less than 1 hour
- 1 Point - Greater than 1 hour and less than 3
- 2 Points - Greater than 3 and less than 6
- 3 Points - Greater than 6

#### Maintenance Activity

##### Type of maintenance activity

- 0 Points - Minor disturbance (e.g. possibility of contact when gaining access)
- 1 Point - Low disturbance (e.g. changing light bulbs in asbestos insulating board ceiling)
- 2 Points - Medium disturbance (e.g. lift one of two asbestos insulating board ceiling tiles to access a valve)
- 3 Points - High levels of disturbance (e.g. removing a number of asbestos insulating board ceiling tiles to replace a valve or for re-cabing)

##### Frequency of maintenance activity

- 0 Points - asbestos containing material unlikely to be disturbed for maintenance
- 1 Point - Less or equal to 1 per year
- 2 Points - Greater than 1 per year
- 3 Points - Less than 1 per month

<b>Client Name:</b>	East Sussex County Council	<b>Project Number:</b>	ESCC3
		<b>Survey Date:</b>	15 December 2014
<b>Site Address:</b>	Broad Oaks CPS, Scotsford Road, Heathfield, TN21 8UD	<b>Printed On:</b>	22 January 2015
		<b>Recommendation:</b>	Page 4 of 5





## Survey Recommendations

4. The scores from the material assessment (i.e. the condition of the ACM or presumed ACM) are added to the scores of the priority assessment (the likelihood of disturbance), to give the overall risk assessment. Risk assessment scores for different ACMs can then be compared to develop your action plan. In many circumstances the scores will be similar, making decisions more difficult. For example a boiler house with asbestos pipe work insulation in poor condition may get the same or similar risk assessment score to an office with asbestos insulating board in reasonably good condition. This is simply because the ACM in the boiler house received a higher score than the ACM in the office because the ACM in the boiler house was in poor condition. However, the priority assessment for the office will get a higher score than the boiler house since the office is occupied more often. Add the scores together for the material and priority assessments, and you get similar scores. If this is the case then you may decide that the office needs doing first because it is used daily. On the other hand you may decide that the poor condition of the ACM in the boiler house means that it should be done first. If the office was a classroom, the young age of the occupants may be a deciding factor. Algorithms are provided to help you, but they are best guesses and will often require you to make your own additional judgements.

5. The recommendations shown in this report are based solely on the Material Assessment for each individual Asbestos Containing Material.

Aspect has not prepared the Priority Assessments as part of this report because of the varying factors of human exposure, where the surveyor is unlikely to have access to the relevant information and data ; to ensure compliance with CAR 2012, an appropriate assessment is necessary and would be prepared based upon the criteria outlined herein. This assessment is required to be carried forward into the Duty Holder's Asbestos Management Plan. Aspect are not accredited to carry out the Priority Assessments so any reference to these in a report remain outside the scope of our Accreditation.

Should the duty holder require further consultation or assistance with the preparation of the priority assessment and subsequent Risk Assessment, this would be subject to an additional visit / cost.

<b>Client Name:</b>	East Sussex County Council	<b>Project Number:</b>	ESCC3
		<b>Survey Date:</b>	15 December 2014
<b>Site Address:</b>	Broad Oaks CPS, Scotsford Road, Heathfield, TN21 8UD	<b>Printed On:</b>	22 January 2015
		<b>Recommendation:</b>	Page 5 of 5