

Asbestos Survey Report and Register

The condition of asbestos containing materials should be reviewed by
24 June 2025

This report cannot be relied on after this date.

**St Mary Magdalene Church
Stockland Bristol
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Executive Summary

Asbestos Containing Materials (ACM's) have been strongly presumed to be present in a rope seal on the redundant flue and in a boiler gasket on the redundant boiler in the basement. Asbestos Containing Materials may also be present within the safe located in the vestry.

These materials are in good condition and no remedial work is required.

The Control of Asbestos Regulations state that the condition of any asbestos containing materials identified in the survey should be reviewed at least annually by a competent person.

A competent person is regarded as an individual holding a P402 certificate.

This report has been compiled in conjunction with a Management Asbestos Survey and cannot be relied on when carrying out refurbishment or demolition works.

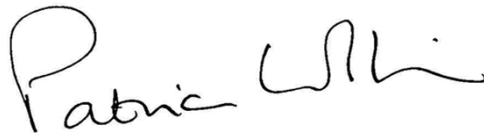
The survey was undertaken on
24 June 2024

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Current report compiled on the
26 June 2024

On the instructions of

**Stockland & Steart PCC
C/o Marcus Chantrey AABC SCA RIBA
Chantrey Conservation Architects Ltd
Draycott, Somerset. BS27 3TH**

A handwritten signature in black ink, appearing to read 'Patricia Collins', with a stylized flourish at the end.

Signed

Patricia Collins BSc Hons Est Man MRICS

Dated: 26 June 2024

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Introduction

Section 1

This report contains the findings of a
Management Asbestos Survey and Management Plan for Compliance with Reg 4 of CAR 2012

Undertaken by

Pat Collins BSc Hons Est Man MRICS

Pat Collins is a Professional member of The Royal Institution of Chartered Surveyors
MRICS
and holds:-

British Occupational Hygiene Society

P402 Proficiency Certificate in Building Surveys and Bulk Sampling for Asbestos,

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The scope of the works

Section 2

To undertake a Management survey to the standards described in Asbestos: The survey guide (HSG264)

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The definition of a Management Survey in Asbestos: The Survey Guide (HSG264) is:-

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The survey is the standard survey. Its purpose is to locate as far as reasonably practicable, the presence and extent of any suspect asbestos containing materials in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

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

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

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Areas such as voids between floors and ceilings or ducts/ boxed in areas that cannot be opened without intrusive means should be considered outside the scope of the survey.

Purpose of works:

To confirm the location of asbestos to aid management in compliance with CAR 2012 'The Duty to Manage Reg 4'.

How to use the report.

Section 2a

Please ensure that the correct type of survey is be commissioned for the purpose. A Management Survey should not be relied on when undertaking demolition, major works or repairs. A Refurbishment or Demolition Survey should be commissioned for works of this nature.

Each asbestos, or, potentially asbestos containing material, will be assigned a numerical value. The following suffixes will denote the degree to which the materials have been identified.

Where it has not been able to gain access to a room or area, or where objects are identified that are known to have had asbestos used in their construction e.g fire doors or boilers.	no
Materials where it is not possible to positively state that no asbestos is present.	p
Materials that are known to contain asbestos via the experience of the surveyor.	sp
Materials where asbestos content has been proven by analysis of a sample at this site.	pos
Materials that have been proven to be asbestos free by analysis of a sample	neg
Materials that look like asbestos containing materials which in the opinion of the surveyor will be asbestos free. This is based on experience or information given on site by the client or occupiers.	la

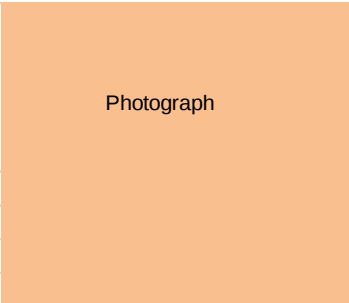
All materials will be identified by their number while the suffix may change depending on its asbestos

Asbestos containing materials are shown as a register or summary in section 5 with full details given in section 6 of the report. All asbestos or potentially asbestos containing materials are shown coloured in a red based colour (eg orange, red, or pink) on the plans in section 4.

Detail regarding **Non Asbestos containing and look alike materials** will be located in section 8. The plans showing the asbestos free materials will be found at section 4 coloured green.

The following page shows an example of a typical asbestos data sheet with the meaning or use of the detail.

An example of Full detail of asbestos data sheet and what it means.

Asbestos Containing Materials (Full Detail)				Section 6
			Asbestos Reference:	3 SP
Description:		Decorative Textured Coatings		
		Photo	7458	
Asbestos in textured finishes ceased in the early 1990's. As asbestos was generally added and mixed by hand the distribution of asbestos is frequently uneven, resulting in negative analysis of single samples even when asbestos is contained in the coating. To eliminate this spread sampling, of similar age and style of material will normally determine whether or not asbestos is contained				
Location:		Ceilings of office number 5		
				
Means of Attachment:		Glued		
Area / Volume:		120 sq m		
Licensed Material:		No		
Sample Number:		n/a		
Level of Identification:		This material has been strongly presumed to contain asbestos by visual appearance only		
Risk assessment of the Asbestos Containing Material only				
				Score
Product Type:		Decorative textured coating		1
Damage /Deterioration:		No Damage		0
Surface treatment:		Enclosed Sprays & Lagging, Sealed AIB, A/C		1
Asbestos type:		Chrysotile (White asbestos)		1
Total				3
The material risk assessment indicates an asbestos containing material that is very low risk				
Priority Risk Assessment (combined Risk of the material in its location)				
Risk from the asbestos containing material (from above):			Very Low Risk	
Surveyors opinion of the accessibility of the material:			Low Accessibility	
Surveyors opinion of Number and frequency of occupants:			Low Occupation	
There is a low risk of fibre release from this material in its location.				
Recommendations:				
If any area becomes damaged and replacement or repair of the material is required the work may now be undertaken by an unlicensed contractor. However a risk assessment should be carried out and safe system of work introduced.				
Next Re-inspection Due:		30 December 1900		
Additional Comments:		None		

The identifying reference for this particular material used throughout the report. Suffix relates to identification of material see section 2a

Description of the asbestos containing material. This may include a guide to the actual asbestos content

Where the material is located in the building. Marked on plan by a coloured area or line and asbestos reference such as 1(suffix)

How the material is attached (useful when it is to be removed).

An estimate of the amount of the material.

Do you need permission from HSE to work on the material .

How has the material been identified. Has a sample been taken?

The risk assessment of the material only.

The risk assessment of the material in this particular location.

Standard recommendations relating to this material.

For Compliance with CAR 2012 Reg 4.

Additional comments or observations from the surveyor.

Identification of asbestos containing materials

The level of identification will be categorised into: -

Identified. This means that the sample has been analysed at an accredited laboratory and the results found to be positive.

Strongly Presumed. This description may be used if other similar homogenous materials have been sampled and proved positive, or, if the surveyor has experience of similar materials that have been proven to contain asbestos.

Presumed. This description is used for any materials that have not been sampled and analysed, cannot be identified and there is no evidence to prove that the material is not asbestos. No access areas where an inspection was not possible also come into this category.

Risk Assessments

The Material Risk Assessment.

The material score uses a numerical algorithm to calculate a value to quantify the Potential Risk of fibre release based on guidance given in Asbestos: The Survey Guide. The full material assessment criteria follow overleaf. The material is scored from a variety of different categories including asbestos type and any damage. The scores are totalled to give a final risk assessment of the material.

This gives values within the following range:

High = 10 or more than	Medium = 9 – 7	Low = 6 - 5	Very Low = 4 or less
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The Priority Risk Assessment.

In order to assess the full risk of the material releasing fibre the materials location and the use of this location should also be assessed.

Combining the elements of the Material Risk Assessment

Location / Accessibility

Use of the area (human occupation)

indicates the risk of the material releasing asbestos fibre in its location (The Priority Risk Assessment).

The perceived accessibility or vulnerability of the material is based on the opinion of the surveyor from observations while undertaking the survey. (Only the occupier of the building can be fully aware of the uses both proposed and current taking place in the building, Collins Chartered Surveyors should be advised if assumptions are incorrect)

Example of how the Material Assessment Algorithm is calculated

Page 2/2

Sample Variable	Score	Examples of scores
Product type (or debris from product)	1	Asbestos-reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc).
	2	Asbestos insulating board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
	3	Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
Extent of damage/deterioration	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.
Surface treatment	0	Composite materials containing asbestos; reinforced plastics, resins, vinyl tiles.
	1	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated), asbestos cement sheets etc.
	2	Unsealed AIB, or encapsulated lagging and sprays.
	3	Unsealed lagging and sprays.
Asbestos type	1	Chrysotile
	2	Amosite
	3	Crocidolite

Example	
Asbestos Insulating Board	2
Medium Damage	2
Exposed surface painted	1
Amosite	2

High = 10 or more than

Medium = 9 – 7

Low = 6 - 5

Very Low = 4 or less

Total Fibre score **7**
equates to medium risk.

Building Description

Section 3

The church is a Grade II listed Building being constructed of coursed and squared blue lias rubble with Bath Stone dressings. The pitched roofs are covered with clay tiles.

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Additional comments/ Urgent works

None

Areas that have been included in the survey

All areas indicated in the plans (see section 4) have been surveyed unless specifically excluded.

Areas that have been specifically excluded from the survey

Ducts, voids or other enclosed areas that have been sealed shut or that require the use of specialist equipment for access.

Work at height.

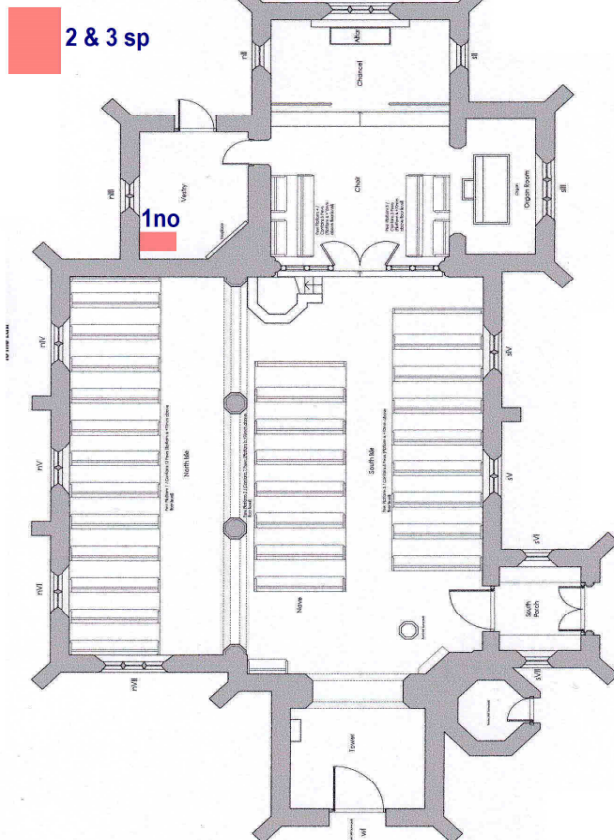
Although every attempt has been made to access all areas, no additional equipment has been used to gain additional height except a standard step ladder.

Building Plans showing asbestos containing material locations

Section 4

St Mary Magdalene Church, Stockland Bristol

Basement Boiler Room



For identification only not to scale

Key
no
p
sp
pos
neg
la

Materials where it is not possible to fully investigate.
Materials where it is not possible to definitively state asbestos free
Materials strongly presumed to contain asbestos by experience of the surveyor
Materials positively identified as containing asbestos by analysis of a sample
Materials shown to be asbestos free by analysis of a sample.
Materials that are asbestos free but may resemble an asbestos containing material

Materials that have been analysed and proved to have asbestos content or those that have been presumed or strongly presumed to contain asbestos.

Register of Asbestos Containing Materials

Section 5

Page number	Room number or location	Product Type	Asbestos Type	Condition	Quantity	Overall Risk of material in its location	Reinspection Date
1 No	Vestry. Safe.	No access	Unknown, (no access)	Unknown, no access	Unknown	There is a low risk to health from this material in its location.	24/06/2025
2 Sp	Basement boiler room. Top of redundnat boiler, gasket.	Gaskets	Chrysotile (White asbestos)	No Damage	1 number	There is a low risk to health from this material in its location.	24/06/2025
3 Sp	Basement boiler room. Redundant flue, rope seal.	Rope Seals	Chrysotile (White asbestos)	No Damage	0.1 linear metre approx.	There is a low risk to health from this material in its location.	24/06/2025

Asbestos Containing Materials (Full Detail)

Section 6

Asbestos Reference:

1 No

Description: No access

Photo Dscn

There are several reasons why an area would not have been accessed, either; there was no safe access for the surveyor to do so, opening the item may have damaged the integrity of the material or due to electrical safety the surveyor was unable to open the equipment.

Location: Vestry. Safe.



Means of Attachment: Encased within object

Area / Volume: Unknown

Licensed Material: Potentially Yes

Sample Number: 1

Level of Identification: This material has been presumed to contain asbestos since access was not possible.

Risk assessment of the Asbestos Containing Material only		Score
Product Type:	Unknown, no access	3
Damage /Deterioration:	Unknown, no access	3
Surface treatment:	Unknown, no access	3
Asbestos type:	Unknown, (no access)	4
Total		13
The material risk assessment indicates an asbestos containing material that has a potential high risk of fibre release.		
Priority Risk Assessment (combined Risk of the material in its location)		
Risk from the asbestos containing material (from above):		Potential High Risk
Surveyors opinion of the accessibility of the material:		Medium Accessibility
Surveyors opinion of Number and frequency of occupants:		Low Occupation
There is a low risk to health from this material in its location.		

Recommendations:

Before an area/object is disturbed an inspection should be undertaken by a competent person to determine the presence of asbestos.

Next Re-inspection Due: 24 June 2025

Additional Comments: None

Asbestos Containing Materials (Full Detail)

Section 6

Asbestos Reference:

2 Sp

Description: Gaskets

Photo Dscn

Asbestos Gaskets have a variable content but usually contain around 90% asbestos; blue asbestos (Crocidolite) is used for acid resistance and white asbestos (Chrysotile) for chlor-alkali. Gaskets may become dry and can be damaged easily when removed.

Location: Basement boiler room. Gasket on top of redundant boiler.

No Photo

Means of Attachment: Bolted

Area / Volume: 1 number

Licensed Material: No

Sample Number: N/a

Level of Identification: This material has been strongly presumed to contain asbestos by visual appearance only

Risk assessment of the Asbestos Containing Material only		Score
Product Type:	Textile, Paper, Felt, Gaskets	2
Damage /Deterioration:	No Damage	0
Surface treatment:	Composite Materials, Resins, Vinyl	0
Asbestos type:	Chrysotile (White asbestos)	1
Total		3
The material risk assessment indicates an asbestos containing material that is very low risk		
Priority Risk Assessment (combined Risk of the material in its location)		
Risk from the asbestos containing material (from above):		Very Low Risk
Surveyors opinion of the accessibility of the material:		Difficult Accessibility
Surveyors opinion of Number and frequency of occupants:		Low Occupation
There is a low risk to health from this material in its location.		

Recommendations:

Gaskets are only likely to be disturbed if pipe work is dismantled. When the time comes to replace the pipe work an Unlicensed Contractor may be engaged to carry out this work. They should use trained and competent personnel and follow a safe system of work.

Next Re-inspection Due: 24 June 2025

Additional Comments: None

Asbestos Containing Materials (Full Detail)

Section 6

Asbestos Reference:

3 Sp

Description: **Rope Seals**

[Photo](#) [Dscn](#)

Asbestos ropes and yarns are used as lagging on pipes, jointing and packing materials and as heat/fire resistance in boilers, ovens and flue sealing. Blue asbestos (Crocidolite) and white asbestos (Chrysotile) were widely used due to the length and flexibility of fibres. White asbestos (Chrysotile) alone was used since at least 1970. Asbestos content approaches 100% unless combined with other fibres.

Location: Basement boiler room. Redundant flue, rope seal.

No Photo

Means of Attachment: Loose

Area / Volume: 0.1 linear metre approx.

Licensed Material: Yes

Sample Number: N/a

Level of Identification: This material has been strongly presumed to contain asbestos by visual appearance only

Risk assessment of the Asbestos Containing Material only		Score
Product Type:	Textile, Paper, Felt, Gaskets	2
Damage /Deterioration:	No Damage	0
Surface treatment:	Composite Materials, Resins, Vinyl	0
Asbestos type:	Chrysotile (White asbestos)	1
Total		3
The material risk assessment indicates an asbestos containing material that is very low risk		
Priority Risk Assessment (combined Risk of the material in its location)		
Risk from the asbestos containing material (from above):		Very Low Risk
Surveyors opinion of the accessibility of the material:		Medium Accessibility
Surveyors opinion of Number and frequency of occupants:		Low Occupation
There is a low risk to health from this material in its location.		

Recommendations:

Rope is likely to degrade if exposed and will become more friable with age. All relevant personnel should be made aware of the presence of this material. When removal is required, due to the friability of the material, a Licensed Asbestos Contractor should be considered.

Next Re-inspection Due: 24 June 2025

Additional Comments: None

Materials that have been analysed and proved to have no asbestos content or those that resemble asbestos containing materials but are asbestos free.

None

No samples have been analysed

This might be for a variety of reasons, however samples are often taken while on site and held on file

Notes relating to removed asbestos containing materials.

None

Every effort has been made to identify all asbestos materials so far as was reasonably practical to do so within the scope of the survey and the attached report. Methods used to carry out the survey were agreed with the client prior to any works being commenced.

Survey techniques used involve trained and experienced surveyors using the combined approach with regard to visual examination and necessary bulk sampling. It is always possible after a survey that asbestos based materials of one sort or another may remain in the property or area covered by that survey; this could be due to various reasons:-

Asbestos materials existing within areas not specifically covered by this report are outside the scope of the survey.

Sealed ducts and voids are outside the scope of the survey. No responsibility is accepted for the presence of asbestos in voids (floor, under floor, wall or ceiling) other than those opened up during the survey.

Materials may be hidden or obscured by other items or cover finishes (eg paint, over boarding etc). Where this is the case then its detection will be impaired.

Asbestos may well be hidden as part of the structure to a building and not visible until the structure is dismantled at a later date.

Debris from previous asbestos removal projects may well be present in some areas; general asbestos debris does not form part of this survey however all good intentions are made for its discovery.

Where an area has been previously stripped of asbestos (eg plant rooms, ducts etc) and new coverings added, it must be pointed out that asbestos removal techniques have improved steadily over the years since its introduction. Most notably would be the Control of Asbestos at Work Regulations (1987) laying down certain enforceable guidelines. Asbestos removal prior to this regulation would not be of today's standard and therefore debris may be present below new coverings.

Where an area has not been inspected it will be due to No Access for one reason or another (eg working operatives, sensitive location or just simply no access).

Access for the survey may be restricted for many reasons beyond our control such as height, inconvenience to others, immovable obstacles or confined space. Where electrical equipment is present and presumed in the way of the survey no access will be attempted until proof of its safe state is given. Our operatives have a duty of care under the Health and Safety at Work Act (1974) for both themselves and others.

In a building where asbestos has been located and it is clear that not all areas have been investigated, any material that is found to be suspicious and not detailed as part of this survey should be treated with caution and sampled accordingly or presumed to be asbestos containing.

Certain materials contain asbestos to varying degrees and some may be less densely contaminated at certain locations (Artex for example). Where this is the case the sample taken may not be representative of the whole product throughout.

Where a survey is carried out under the guidance of the owner of the property, or his representative, then the survey will be as per his instructions and guidance at that time.

Collins Chartered Surveyors cannot accept any liability for loss, injury, and damage or penalty issues due to errors or omissions within this report.

Collins Chartered Surveyors cannot be held responsible for any damage caused as part of this survey carried out on your behalf. Due to the nature and necessity of sampling for asbestos, some damage is unavoidable and will be limited to just that necessary for the taking of the sample.

A limited inspection will be carried out of any pipe work concealed by overlying non-asbestos insulation. Inspection of pipe work will be restricted to the insulation visible. The presence of debris to pipe work, which is not readily visible or which would require the removal of all the non-asbestos insulation, is considered outside the scope of this survey.

During the analysis of samples, materials will be referred to as Asbestos Insulation Board or Asbestos Cement based upon their asbestos content and visual appearance alone.

We have not been notified of the presence of ducts, voids or other enclosed areas that require the use of specialist equipment for access. Access equipment to reach 3.0m safely is used; we have not been advised of the need for any additional access equipment. Any requirement for specialised access equipment has been specifically excluded unless otherwise stated.

We have not reported on concealed spaces, which may exist within the fabric of the building, where the extent and presence of these is not evident due to inaccessibility or insufficient knowledge of the structure at the time of the survey.

Where samples have been taken no examination has been made beyond the sampled item.

It is not generally possible to inspect beneath plaster coated materials.

Samples have not been collected from locations where the material integrity of the application will be affected (such as gaskets, skylights etc).

No inspections have been performed behind ceramic tiles.

Applied floorings (eg carpets) have not been lifted during this survey.

Wall paper and other wall coverings have not been removed for inspection.

Electrical or other live installations or plant, where live during the survey, have not been inspected.

Any traditionally constructed building built after 1900 should be presumed to have a damp proof course even if it is not visible; some felts have been found to contain asbestos. It should be considered that all damp proof membranes are asbestos containing.

Although this report may be copied and or reproduced for the purpose of management of asbestos by the client or their agent, the copyright of all documents and material prepared by us will remain with Collins Chartered Surveyors unless otherwise agreed.

Survey reports are specific to the client and the purpose for which they were intended. No responsibility is accepted for reliance placed on reports commissioned for another purpose. Management surveys should not be relied on for demolition or major refurbishment works.

Every reasonable practical effort has been made to find all asbestos elements on site. However, due to the complex usage of asbestos in building materials, it may be possible that some asbestos containing materials may go undetected. An asbestos survey should only be deemed as an indicator to asbestos on site, never as an absolute record. Therefore responsibility cannot be accepted for any consequential loss or damage resulting from non-recognition of a material that is later established as having an asbestos content.

Asbestos Management Plan

to be reviewed

24 June 2025

Dscn

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Permit to work forms	

1. Introduction

This Management Plan is to be used in conjunction with the Asbestos Report compiled by
Collins Chartered Surveyors on
26 June 2024

This management plan has been written to follow the guide lines set down in HSE Document Approved Code of Practice (ACOP) and Guidance L143 The Management of Asbestos in Non-domestic premises and the Control of Asbestos Regulations 2012.

“Managing the risk means making sure that as far as reasonably practicable no one can come to any harm from asbestos on the premises”

2. Duty Holders: (Person with legal responsibility for compliance with the law.)

Stockland & Steart PCC
C/o Marcus Chantrey AABC SCA RIBA
Chantrey Conservation Architects Ltd
Draycott, Somerset. BS27 3TH

Designated Competent Person

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Summary of Managed Asbestos Containing Materials

Section 3/1

Page ref.	Room number or location	Product Type	Licensed Material yes/no	Condition	Amount	Risk Assessment of Material	Perceived Vulnerability of Material	Management Method	Management Priority	Next Re-inspection date
1 No	Vestry. Safe.	No access	Potentially Yes	Unknown, no access	Unknown	Potential High Risk	There is a low risk to health from this material in its location.	Unable to review condition of asbestos itself	On going	24/06/2025
2 Sp	Basement, gasket on top of the redundant boiler	Gaskets	No	No Damage	1 number	Very Low Risk	There is a low risk to health from this material in its location.	Monitor condition and review	On going	24/06/2025
3 Sp	Basement boiler room. Redundant flue, rope seal.	Rope Seals	Yes	No Damage	0.1 linear metre approx.	Very Low Risk	There is a low risk to health from this material in its location.	Monitor condition and review	On going	24/06/2025

4. Implementation

Regulation 4, The control of Asbestos Regulations 2012 Implementation of The Management Plan

(Excerpts from ACOP 143 Reg 4 (6-10))

Where the assessment shows that asbestos is, or is liable to be present in any part of the premises, the duty holder shall ensure that :-

- (8)(a) a determination of the risk from that asbestos is made.*
 - (b) a written plan identifying those parts of the premises concerned is prepared; and*
 - (c) the measures which are to be taken for managing the risk are specified in a written plan.*
- (9) The measures to be specified in the plan managing the risk must include adequate measures for:-*
 - (a) monitoring the condition of any asbestos or any substance containing or suspected of containing asbestos.*
 - (b) ensuring any asbestos or any such substance is properly maintained or where necessary safely removed; and*
 - (c) ensuring that the information about the location and condition of any asbestos or any such substance is-*
 - (i) provided to every person liable to disturb it, and*
 - (ii) made available to the emergency services.*
- (6) The plan is reviewed and revised at regular intervals, and forthwith if:*
 - (a) there is reason to suspect that the plan is no longer valid, or*
 - (b) there has been a significant change in the premises to which the plan relates;*
 - (c) The duty holder must ensure that the conclusions of every review are recorded.*
- (b) the measures specified in the plan are implemented; and*
- (7) the measures taken to implement the plan are recorded.*

Regulation 4(6) and (10)

A. Monitoring Condition of asbestos containing materials arrangements

Remedial works will be quality controlled to check that they have been adequately carried out.

Asbestos containing materials (ACM's) that are to be left in situ will be checked periodically at the intervals stated on the summary table of the management plan by a competent asbestos surveyor. The asbestos register will be updated with dated photographic evidence, and new risk assessments of each material will be completed. The new register will be signed to show that this has been completed.

B. Mechanisms for passing information

The electronic version as a PDF can be sent by e mail from either the duty holder or Collins Chartered Surveyors if required, or the hard copy viewed at the offices of the duty holder. Where it is not possible to keep the hard copy on site a notice will be displayed stating where the asbestos registers are held.

Emergency services will be contacted and advised of asbestos containing materials within the building as necessary.

C. Controlling work on the fabric of the building

Asbestos containing materials will be managed by operating a permit to work scheme.

All contractors will be required to report to the duty holder or designated responsible person before the start of any works.

At this time the asbestos register will be shown to and read by the contractor and the declaration signed to the effect that the required work will not disturb any asbestos containing materials. Where asbestos will be disturbed an adequate risk assessment and safe system of work will be produced if the material is an unlicensed material.

Permit to work forms (for signature) are located at Appendix 2 of the Management Plan.

D. Procedure for Review of the Management Plan

Collins Chartered Surveyors will review the management plan on an annual basis or earlier in order to confirm that it is still relevant to the use of the building. A change in circumstances or use of the building may mean that the management plan is no longer relevant.

Collins Chartered Surveyors will check that the Management Plan is appropriate and that those individuals with management roles are aware of their obligations with regard to the Duty to Manage.

5. Emergency procedures

If any asbestos containing material becomes damaged, all work in that area will stop. The area will be sealed off so that occupiers cannot inhale airborne fibre.

Collins Chartered Surveyors will be contacted immediately on 01823 601500 to agree a safe way forward

6. Awareness Training for Employees and their Responsibilities

Employees will be given asbestos awareness training in line with Regulation 10 of the Control of Asbestos Regulations 2012 so that they are aware of the health risks involved. Once aware of asbestos containing materials employees will be asked to inform the duty holder of any damage that occurs during their shift, or if they observe works being undertaken in a location where asbestos has been noted if they think that the person undertaking the work is not doing so in a safe manner.

Training : Date to be confirmed

Appendix 1

I the undersigned confirm that I have seen the asbestos register and that I am fully aware of any asbestos containing materials in the location where I am to undertake work.

I take full responsibility for any damage caused to asbestos containing materials identified in the asbestos register.

If I encounter a material that I consider may contain asbestos that I have not been notified of I will stop work immediately.

[illegible]

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