S2 Partnership Ltd
Intelligent Risk Management

Asbestos Management

1st August 2018

Enterprise House
9 Martinfield
Welwyn Garden City
AL7 1HG

enterprise

Technical and legislative background

Asbestos is a naturally occurring mineral which, when milled, produces fibres which have excellent mechanical, chemical and thermal properties. These fibres can be manufactured into a wide range of products with applications in the construction industry.

There are three main types of asbestos - chrysotile, amosite and crocidolite; they are usually called white, brown and blue asbestos respectively. However, they cannot be identified just by their colour.

Blue and brown asbestos (the two most dangerous forms) have not been imported into the UK since the early eighties and white asbestos since the late nineties. All asbestos is now banned by law.

Work with asbestos can release small fibres into the air. Breathing in these fibres can cause fatal diseases. These include:

- Asbestosis or fibrosis (scarring) of the lungs;
- lung cancer; and
- mesothelioma, a cancer of the inner lining of the chest wall or abdominal cavity.

There is no cure for asbestos-related diseases. It is possible that repeated low-level exposures may lead to asbestos-related diseases, although high exposure for long periods is linked more clearly to these illnesses. Asbestos-related diseases are currently responsible for about 3000 deaths a year in Britain. There is usually a long delay between first exposure to asbestos and the first symptoms of disease. This can vary between 15 and 60 years. This number is projected to rise to around 10,000 by the year 2020.

Many of those suffering today from asbestos-related diseases have worked in the building trades. They were carpenters, joiners, shopfitters, plumbers, electricians, gas service engineers etc. They were exposed to asbestos fibres in their day-to-day work with asbestos materials or because work with asbestos was carried out near them.

Although the body will get rid of most of the larger fibres that can enter the nose and mouth, tiny fibres can pass into the lower parts of the lung. They can stay there for years and in some cases work their way through the lung lining. The body naturally gets rid of any asbestos fibres that you might take in with food and water. Asbestos fibres cannot be absorbed through your skin.

Thousands of tonnes of asbestos were used in buildings in the past and much of it is still in place. You are most likely to come across asbestos in these materials:

- sprayed asbestos and asbestos loose packing - generally used as fire breaks in ceiling voids;
- moulded or pre-formed sprayed coatings and lagging - generally used in thermal insulation of pipes, boilers;
- sprayed asbestos mixed with hydrated asbestos cement - generally used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work;
- insulating boards used for fire protection, thermal insulation, partitioning and ducts;
- some ceiling tiles;
- millboard, paper and paper products used for insulation of electrical equipment, asbestos paper has been used as a fire proof facing on wood fibre board;
- asbestos cement products, which can be compressed into flat or corrugated sheets. Corrugated sheets are largely used as roofing and wall cladding. Other asbestos cement products include gutters, rainwater pipes and water tanks;
- thermoplastic floor tiles
- certain textured coatings.

Over the last 25 years asbestos has been legislated against to increasingly control its import, manufacture and use. In addition the exposure limits for asbestos fibres have been regularly reduced. The import and manufacture of asbestos in the UK is now not permitted in any circumstances.

- The principal legislation bearing on the management of asbestos risk are:
- The Health and Safety at Work Etc Act 1974
- The Control of Asbestos Regulations 2012
- The Management of Health and Safety at Work Regulations 1999 (as amended)
- The Control of Substances Hazardous to Health Regulations 2002 (as amended)
- The Construction, Design and Management Regulations 2015
- The Workplace (Health, Safety & Welfare) Regulations 1992
- The Hazardous Waste (England & Wales) Regulations 2005 (as amended)
- The Waste (Scotland) Regulations 2011
- The Special Waste Amendment (Scotland) Regulations 2004

The S_2 Partnership has developed this Asbestos Management system to reflect the responsibilities set out in these statutes.

Contents:

This risk assessment report was compiled by the S_2 Partnership Ltd,

14-17 Avenue Business Park,
Elsworth, Cambridge, CB23 4EY
Tel: 01954 267788 Fax: 01954 267795

Gainsborough House,
151 West George Street, Glasgow G2 2JJ
Tel: 0141 278 3108

Email: info@s2partnership.co.uk Website: www.s2partnership.co.uk

The contents of this report are based on information provided by the client and on the evidence seen at the time of our inspection.

Executive Summary

Overall Assessment of Asbestos Safety Risk

Having considered asbestos safety risks on this site, together with the nature, operation and management of those risks, the S_2 Partnership asbestos assessor is of the opinion that on the date of this asbestos risk survey, the overall level of Safety Risk is as follows:

N/A	**N/A**	A well-managed site with no asbestos containing materials identified within the scope of this survey.

The frequency recommended for a routine review of this risk assessment is as follows. This frequency is determined by the overall assessment of safety risk above, together with the position, nature and likely exposure of asbestos containing materials to disturbance, potential damage and therefore release of hazardous fibres. This is subject always to the need to review more regularly whenever there is a material change in the site that could affect the relevance of this assessment

Significant Asbestos Issues Identified

The following significant asbestos safety issues were identified during this survey. Detailed Risk Improvement Actions have been uploaded onto the RiskWise webtool against this site.

- None

Specific Access Arrangements Following the Survey

N/A

Site and Survey Information

Survey Brief

Survey Commissioned by:	John Bickers
Type of Survey Commissioned:	***Management survey*** *– to locate as far as reasonably practicable the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition and recommend risk controls.*
Limitations / Exclusions:	*It should be noted that as far as is reasonably practicable every effort was made during the course of the survey to identify the presence of asbestos containing materials. However, asbestos containing materials may be present, and as yet unidentified, within the fabric of the building or concealed within inaccessible areas. No survey should be considered as definitive and further investigations are recommended should the building be scheduled for demolition or refurbishment. It is the responsibility (as established in HSG264) of the client/duty holder that he/she checks this survey to ensure it accurately reflects the site and the scope of the contract. Any discrepancies or concerns must be brought to the attention of the S_2 Partnership within 2 weeks.* *Asbestos swab testing (as opposed to the sampling of visible debris from an asbestos source) has not been undertaken, as per instructions from Enterprise Support Services UK Ltd.* *All measurements detailing the extent of asbestos are estimates only. It is the responsibility of contractors quoting for asbestos removal works to take their own measurements to establish the precise extent of asbestos to be removed prior to tendering for the works.* *Limited access was gained beneath some of the floor coverings that were glued down to prevent damage to the coverings.*
Any special instructions:	*None*

Survey Details

	The S_2 Partnership, Elsworth, Cambridge, CB23 4EY
	Shaun Summers – Environmental Consultant
	
	01954 267788; 07866 949882
	John Bickers
	1st August 2018

Site Survey Information

	Enterprise Support Solutions UK Ltd
	Enterprise House 9 Martinfield Welwyn Garden City AL7 1HG
	John Bickers
	Enterprise House is an occupied warehouse building, mainly utilised as office space, with only a small warehouse area remaining.
	2 Floors / 1 Unit
	Unknown
	The building is of a brick, block, profiled metal sheet and concrete construction with a modern internal fit-out.
	Circa 1990's
	Occupied offices & warehouse
	None

Survey Methodology

[redacted]	This Asbestos Survey was undertaken by suitably qualified and experienced S_2 Partnership risk assessors with a knowledge and understanding of the current Enterprise Support Services UK Ltd Policy and Practice Manual. The survey included an examination of site safety documentation, a physical inspection of the site, and questioning of site management and other staff where appropriate. Sampling and the assessment of safety risk was carried out in accordance with HSG 264 – Asbestos: The Survey Guide (second edition, published 2012) issued by the Health and Safety Executive (HSE), and in accordance with Enterprise Support Services UK Ltd policy requirements

Sampling

[redacted]	*Sampling and the assessment of safety risk was carried out in accordance with Guidance Note HSG 264 Asbestos: The Survey Guide (second edition, published 2012) issued by the Health and Safety Executive (HSE).*
	Scopes Asbestos Analysis Services Ltd
	Analysis carried out in accordance with the procedures set out in HSG 248 Asbestos: The analysts' guide for sampling, analysis and clearance procedures.
	UK 2707

Analysis Results

UKAS TESTING
2707

SCOPES
Asbestos Analysis Services Ltd.

CERTIFICATE FOR IDENTIFICATION OF ASBESTOS FIBRES

STANDARD ☐
PREMIUM ☐
EMERGENCY ☐

Client:	S2 PARTNERSHIP LTD		
Address:	14-15 AVENUE BUSINESS PARK ELSWORTH CAMBRIDGE CB23 4EY	Analysis Report No.	SCO/18/17814
Attention:	MR R BAGLEY	Report Date.	02/08/18
Site Address:	ENTERPRISE HOUSE 9 MARTINFIELD WELWYN GARDEN CITY	Site Ref No.	N/A
Date sample taken:	01/08/18	Page No:	1 Of 1
Date sample received:	02/08/18	No. of Samples:	1
Date of Analysis:	02/08/18	Obtained:	DELIVERED

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

SCOPES SAMPLE No.	CLIENT SAMPLE No.	Sample Location	Fibre Type Detected
1	EH/SS/G/014/001	TEXTURED COATING	NADIS

KEY: NADIS - No Asbestos Detected in Sample

Note: All samples will be retained for a minimum of six months.
Note: This Certificate for Identification of Asbestos Fibres shall not be reproduced except in full without the written approval of the Laboratory.

Analysed by:	M ZHOU	Authorised signatory:	
		Print name:	**S BOLTON- Q.C.M**

BULK 001-VER 5 12-AUGUST-09-QCM

Unit 14 Britannia Court, Burnt Mills Industrial Estate, Basildon, Essex, SS13 1EU
Tel: 01268 724785 Fax: 01268 724796 **Mob:** 07765 685132 **E-Mail:** enquiries@scopesasl.co.uk
Company Reg No: 5191390 Reg Address: As above

Survey

First Floor	*001*	*Archive Store: A timber floor, plasterboard and profiled metal sheet walls and a profiled metal sheet roof were observed in this area.* *A modern metal roller shutter was also observed in this area.* *MMMF (Man Made Mineral Fibre) insulation was also observed in this area.* *No asbestos containing materials were observed in this area at the time of the survey.*	
	002	*Kitchen: A modern vinyl floor cover over a timber floor, plasterboard walls and a suspended MMMF tiled ceiling with a profiled metal sheet roof above were observed in this area.* *A modern metal sink unit was also observed in this area.* *No asbestos containing materials were observed in this area at the time of the survey.*	

	003	*Office: Carpet tiles over a timber floor, plasterboard walls and a suspended MMMF tiled ceiling with a profiled metal sheet roof above were observed in this area.* *Painted Vicuclad (Modern fire protection) boards were also observed to the columns in this area.* *No asbestos containing materials were observed in this area at the time of the survey.*	
	004	*Office: Carpet tiles over a timber floor, plasterboard walls and a suspended MMMF tiled ceiling with a profiled metal sheet roof above were observed in this area.* *Painted Vicuclad (Modern fire protection) boards were also observed to the columns in this area.* *No asbestos containing materials were observed in this area at the time of the survey.*	
	005	*WC Lobby: A modern vinyl floor cover over a timber floor, plasterboard walls and a suspended MMMF tiled ceiling with a profiled metal sheet roof above were observed in this area.* *No asbestos containing materials were observed in this area at the time of the survey.*	

	006	*WC: A modern vinyl floor cover over a timber floor, plasterboard walls and a suspended MMMF tiled ceiling with a profiled metal sheet roof above were observed in this area.* *A modern toilet cistern and associated pipework was also observed in this area.* *No asbestos containing materials were observed in this area at the time of the survey.*	
	007	*Boiler Room: A timber floor, plasterboard and profiled metal sheet walls and a profiled metal sheet roof were observed in this area.* *A modern boiler unit with a metal flue was also observed in this area.* *A modern Supalux (Non-asbestos containing insulating board) was observed to the rear of the boiler unit.* *MMMF insulation was also observed in this area.* *No asbestos containing materials were observed in this area at the time of the survey.*	 *Supalux panel to rear of boiler unit.*

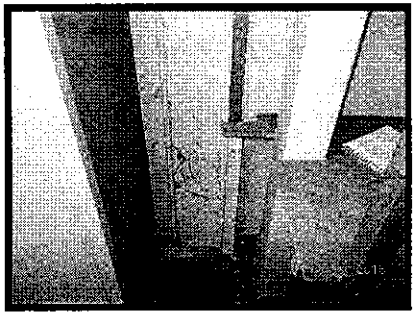
	008	*Office: Carpet tiles over a timber floor, plasterboard walls and a suspended MMMF tiled ceiling with a profiled metal sheet roof above were observed in this area.* *Painted Vicuclad (Modern fire protection) boards were also observed to the columns in this area.* *Timber cupboards were also observed beneath the windows in this area.* *No asbestos containing materials were observed in this area at the time of the survey.*	
	009	*Office: Carpet tiles over a timber floor, plasterboard walls and a suspended MMMF tiled ceiling with a profiled metal sheet roof above were observed in this area.* *Painted Vicuclad (Modern fire protection) boards were also observed to the columns in this area.* *No asbestos containing materials were observed in this area at the time of the survey.*	

	010	*Meeting Room: Carpet tiles over a timber floor, plasterboard walls and a suspended MMMF tiled ceiling with a profiled metal sheet roof above were observed in this area.* *Painted Vicuclad (Modern fire protection) boards were also observed to the columns in this area.* *No asbestos containing materials were observed in this area at the time of the survey.*	 *Painted Vicuclad fire protection to columns*
	011	*Office: Carpet tiles over a timber floor, plasterboard walls and a suspended MMMF tiled ceiling with a profiled metal sheet roof above were observed in this area.* *Painted Vicuclad (Modern fire protection) boards were also observed to the columns in this area.* *No asbestos containing materials were observed in this area at the time of the survey.*	
	012	*Corridor: Carpet tiles over a timber floor, plasterboard walls and a suspended MMMF tiled ceiling with a profiled metal sheet roof above were observed in this area.* *No asbestos containing materials were observed in this area at the time of the survey.*	

	013	*Stairs: Carpet tiles over a timber floor, plasterboard walls and a suspended MMMF tiled ceiling with a profiled metal sheet roof above were observed in this area.* *Modern rubber stair nosings were also observed in this area.* *No asbestos containing materials were observed in this area at the time of the survey.*	
Ground Floor	*014*	*Electrical cupboard: A concrete floor, block walls and a plasterboard ceiling with a textured coating applied were observed in this area.* *A sample was taken from the textured ceiling coating for independent laboratory analysis. Analysis of sample ref: EH/SS/G/014/001 indicated this material to comprise a non-asbestos containing material.* *Modern electrical plant was also observed in this area.* *No asbestos containing materials were observed in this area at the time of the survey.*	 *Sample ref: EH/SS/G/014/001*

	015	*Corridor: Carpet tiles over a concrete floor, block and plasterboard walls and a suspended MMMF tiled ceiling with a timber ceiling above were observed in this area.* *MMMF insulated pipework was also observed within the ceiling void in this area.* *No asbestos containing materials were observed in this area at the time of the survey.*	
	016	*WC: A modern vinyl floor cover over a concrete floor, block walls and a suspended MMMF tiled ceiling with a timber ceiling above were observed in this area.* *Metal and plastic pipework was also observed in this area.* *No asbestos containing materials were observed in this area at the time of the survey.*	
	017	*Reception area: Carpet tiles over a concrete floor, block and plasterboard walls and a suspended MMMF tiled ceiling with a timber ceiling above were observed in this area.* *Metal beams were also observed within the ceiling void.* *No asbestos containing materials were observed in this area at the time of the survey.*	

	018	*Office: Carpet tiles over a concrete floor, block and plasterboard walls and a suspended MMMF tiled ceiling with a timber ceiling above were observed in this area.* *Metal beams were also observed within the ceiling void.* *No asbestos containing materials were observed in this area at the time of the survey.*	
	019	*Office: Carpet tiles over a concrete floor, block and plasterboard walls and a suspended MMMF tiled ceiling with a timber ceiling above were observed in this area.* *No asbestos containing materials were observed in this area at the time of the survey.*	
	020	*Office: Carpet tiles over a concrete floor, block and plasterboard walls and a suspended MMMF tiled ceiling with a timber ceiling above were observed in this area.* *Metal beams were also observed within the ceiling void.* *No asbestos containing materials were observed in this area at the time of the survey.*	

	021	*Warehouse: A concrete floor, block and plasterboard walls and a suspended MMMF tiled ceiling with a timber ceiling above were observed in this area.* *Metal beams and MMMF insulation were also observed within the ceiling void.* *Painted Vicuclad (Modern fire protection) boards were also observed to the columns in this area.* *A modern metal roller shutter was also observed in this area.* *No asbestos containing materials were observed in this area at the time of the survey.*	 *Damaged Vicuclad fire protection to column*
	EXT	*External Areas: A concrete floor, brick and profiled metal sheet walls and profiled metal sheet roof were observed in this area.* *Metal gutter and plastic downpipes were also observed in this area.* *No asbestos containing materials were observed in this area at the time of the survey.*	

Asbestos Register

Introduction

This section of the Asbestos Management document comprises the current Asbestos Register.

The purpose of the Asbestos Register is to document the location, type and condition of any asbestos known to be present on the site. It is important to keep the Asbestos Register up to date by noting any changes.

The Register may be separated into self-contained sections of the building, especially where tenanted areas have been found to contain asbestos. Tenant-specific register pages must be copied and sent to a senior manager of the tenant organisation. Record the details of this notification and store an electronic copy of the data in the Documents library facility in RiskWise. Information that you record should include:

- Name of Tenant Organisation
- Unit Number / Floor Location in building
- Tenant Manager to whom the Register has been passed
- Date information passed to Tenant
- Any notes or comments

CAD Drawings

An essential part of the Register are the CAD drawings that show the detailed location and extent of asbestos-containing materials on site, together with sampling points relevant to this survey.

CAD Drawings associated with this Survey are attached at the end of the report.

Where the type of survey commissioned is an Asbestos Management / Monitoring review, drawings can be found with the original asbestos survey documentation.

Asbestos Register

Enterprise House
No asbestos containing materials were identified within the scope of this survey.

Notes to Asbestos Register:

- Samples taken and analysed were typical of the materials present throughout the site. They are representative
- By visual examination it was possible to identify the similarity of material and positions to those analysed

Asbestos Risk Assessment

Introduction

The Asbestos Register in the previous section identifies locations on site where asbestos containing materials (ACMs) have been identified, or are presumed to be present.

This Risk Assessment part of the Asbestos Management System document examines and assesses the health & safety risks posed by those ACMs.

Asbestos Risk Assessment Criteria

The assessment is summarised on the attached Risk Assessment Table. There are four main parts:

- Part A - Considering the Risk of Fibre Release (material assessment)
- Part B - Considering the Hazard Factors
- Part C - Assessing current Safety Risk
- Part D - Recommending Action to Control Risk

More detailed explanations of these Parts is found below.

Part A - Risk of Fibre Release (Material Assessment)

The four main parameters which will determine the amount of fibre release from an ACM when subject to a standard disturbance are:

- product type
- extent of damage or deterioration
- surface treatment
- asbestos type

In arriving at a numerical assessment of risk for each ACM (The Material Assessment), each parameter is scored as:

High	3	Medium	2	Low	1

There are two instances where a score of 0 is permitted:

a) Where the material is in good condition without damage, or

b) Where the material is a composite such as reinforced plastic, resins, vinyl tiles

[illegible]	[illegible]
10 or more	High potential to release asbestos fibres if disturbed
7 to 9	Medium potential
5 to 6	Low potential
4 or less	Very low potential

Part B - Hazard Factors

The material assessment in Part A above identifies the high risk materials, that is those which will most easily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score in the material assessment will be those that should be given priority for remedial action.

Such priority must be determined by risk assessment, which takes into account hazard factors such as:

- Location of the materials
- Accessibility
- The extent of the material
- Use of the material
- Occupancy of the area
- Activities carried on in the area
- Likelihood/frequency with which maintenance activities are likely to take place in the area
- Condition, friability and asbestos content of the material
- Surface treatment of the material

The risk assessment can be carried out only with detailed knowledge of all the above information. The risk assessments are made by the surveyor, based on experience, observations, analysis and information provided at the time.

Part C - Assessing Risk with the Risk Level Indicator

The assessment of health and safety risk considers Fibre Release Potential, together with the Likelihood of Exposure.

First – Fibre Release Potential ➔ **Then** – likelihood of exposure🡻	**Low / Very Low**	**Medium**	**High**
Highly Unlikely	Trivial Risk		Moderate Risk
Unlikely		Moderate Risk	
Likely	Moderate Risk		Intolerable Risk

Part D - Summary of Recommendations for Control

This part contains a summary of recommendations to control risk. Detailed recommendations can be found in the Report of Recommendations section of this Asbestos Management system.

The priority of recommended action depends on the risk level:

Trivial Risk		**Moderate Risk**		**Intolerable Risk**
• No action is required	• Additional controls may be necessary, eg. labelling asbestos, instruction and management • Consideration may be given to a more cost-effective solution or to improvement that imposes no extra cost • Regular monitoring of existing controls is essential	• Effort is required to reduce the risk • Cost of control should be measured and limited • Risk control measures should be implemented within a set time scale • Think again about the likelihood if a moderate risk is associated with extremely harmful consequences	• Work should not be started until the risk has been reduced • Considerable resources may have to be allocated to reduce the risk • Where the risk involves work in progress urgent action should be taken	• Work should not be started or continued until the risk has been reduced • If it is not possible to reduce the risk even with unlimited resources then work must be prohibited

In most cases the risks arising from a hazard will be brought to the "Tolerable" level by the application of all the suggested controls. If you cannot devise controls to reduce the risk to an acceptable level you should seek advice from the S_2 Partnership.

Risk Assessment

	No asbestos containing materials were identified within the scope of this survey.		
Asbestos Type			
Product Type			
Damage / Condition			
Surface Treatment			
		Total Fibre Release Score	*N/A*
			N/A
Area / Location			
Use of Area			
Accessibility			
Friability			
Condition			
Treatment			
Asbestos Content			
		Likelihood of Exposure:	*N/A*
			N/A
Permit to Work Procedure; Monitor condition of ACMs; Labelling; Inform; Train			

	Shaun Summers		*01/08/18*		*N/A*

Report of Recommendations

Priority: A = Immediate (already notified verbally) B = 1 month C = 3 Months D = 12 months					
1.	*No asbestos containing materials identified within the scope of this survey*	• *No further action required*	*N/A*	-	-

	Shaun Summers - S_2 Partnership	*1st August 2018*

Appendix 1 – CAD Drawings