

Combined Survey, Risk Assessment and  
Management Procedure for ACM's

## Survey

**Survey commissioned by:** S.J. Gartside Property Management Services  
of  
The Estate Office  
Cocker Avenue  
Poulton Business Park  
Lancashire

For and on behalf of  
AMOC Ltd  
of  
4th Floor, St. Paul's Gate,  
22-24 New Street,  
St. Helier,  
Jersey.  
JE1 4TR

**Effective date of duty:** August 1, 2016

**Inspection by:** Steven Gartside

**Property:** Unit O, Cocker Avenue, Poulton-le-Fylde.

**Conditions:** Very warm and dry.

**General:** All references to the property are made as if viewed from the front of the property.

**Description:** Built c 1975.  
Single storey, single room, open plan, traditional brick cavity construction, steel truss supporting fibre cement roofing sheets.

**Heating:** None

**Included areas** All

**Excluded areas** None

**Date of Inspection:** August 25, 2016

**Date of Report:** August 26, 2016

**Notes:** None

## **Declaration**

The surveyor has declared an interest in the property, in that he is the managing agent for the landlord/owner and receives a commission based income from securing tenants and collecting rents.

## **Aims**

The survey has been conducted on an impartial basis at a time when the property is vacant and the landlord/owner has a duty of care under Regulation 4 of the "Control of Asbestos at Work Regulations 2002".

The aim of the survey is to locate and assess all instances of ACM's within and upon the property and to provide the information by way of written report, to permit the landlord/owner to (i) manage any risk reported, (ii) provide to any contractor undertaking repairs to the property a copy of the report and (iii) co-operate with any future tenant assuming the obligation of 'duty-holder' by way of contract, by providing a copy of the report.

## **Availability**

The report will be available at anytime to any person either by way of a physical document or electronic document as a pdf. The original report will be maintained at the managing agents office(s) and will be updated according to the recommendations of the report itself.

## **Plans & Documentation**

There are no plans available for the property, although the surveyor has a full knowledge of the construction and history of the property.

Plans were not produced within the process of survey, the layout and construction of the property is sufficiently simple to ensure that description alone is adequate to properly identify any part of it.

The previous duty holder was unable to provide a copy of any previous survey or risk assessment.

## **Method**

The survey and report were prepared using the procedures set out in the document 'MDHS 100'

## **Type**

The survey conducted was of type 1 (Presumptive)

The elimination of any materials as ACM's as a result of a Type 2 (sampling & analysis) survey is considered to be unlikely, any benefits to the landlord/owner through elimination would be minimal for the foreseeable future and would likely be reversed by the costs of a Type 2 survey.

## **Access**

The property is of an open plan construction, the purpose of the property is rental and is constructed to a basic design to be fitted out by any occupying tenant in line with the requirement of their trade. As such there were no materials that presented a problem of access to the surveyor and all materials were inspected. The property was full of trade goods at the time of inspection which made movement within the property difficult and all parts could not be reached, the surveyor was satisfied that all materials of interest were external and could all be accessed relatively easily.

## **Process**

Following an initial inspection of all materials within and upon the property and with consideration for the age of the property, a short list of materials that may be ACM's was established.

Possible ACM's were then thoroughly inspected and the following information was recorded:

- Location
- Extent
- Product Type
- Level of Identification
- Asbestos Type
- Accessibility
- Amount of Damage or Deterioration
- Surface Treatment
- Material Assessment Score
- Risk Category
- Other information

## **Reporting**

Within the report the surveyors conclusions for each material is discussed in the context of this information. In summary a table containing required information is provided.

## Conclusions

Asbestos is presumed and therefore should be regarded as present in the following products:-

1. Outer roof sheets
2. Rear guttering

Although each of these products is likely to be made of the same materials, each is found in differing locations and exhibit differing extents of damage or deterioration and will each represent a different risk.

The **outer roof sheets** are located over the plasterboard and airliner insulation boards and are visible only from outside the building, the entire roof surface is considered to be of the same product, although there is evidence that at least one sheet has been replaced at some point, there is no information about when this occurred. The location of any replacement represented a significant hazard of fall for the purpose of a closer visual inspection, the surveyor chose not to inspect these sheets and to regard them in the same manner as the remainder of the outer roof sheets. The common reference to this product is big six fibre cement roof sheeting. The sheeting is corrugated at six inch intervals providing strength to the sheeting.

Photograph 1 is taken in relation to this product.

In examination of this material it is felt that there is a strong presumption that this material is an ACM, however in practice the surveyors knowledge of the history of this property suggests the material is definitely an ACM, but without supportive evidence the level of identification should remain as 'strongly presumed'

Being outdoors the sheets are considered to be in good condition despite their age, although the presence of limited moss and lichens suggested a slight deterioration of the surface. The sheeting has suffered discolouration over time, the absence of any cleaner or lighter coloured areas reinforce the opinion of there being no substantial deterioration.

The edges of the sheeting where exposed, show a small amount of rounding associated with weathering, but this process is clearly limited as the edges display the same extent of discolouration as the surfaces and nothing more than expected given the age of the sheeting.

In this condition it is difficult to make a close examination of the content, a small pair of pliers were used to nibble the edge of the sheeting to expose a small area for visual examination with a magnifying lens.

White fibres are clearly visible and for the same reasons as those given for the roof lining sheets the material was assumed to contain chrysolite.

Being a composite product of cement the material is naturally strong and the fibres are generally locked in. The location of the sheeting is such that anything other than a negligible risk would be limited to those carrying out maintenance or alteration.

The material assessment score of the sheeting is 3, and the overall potential to release fibres is categorised as 'very low'.

Although the extent of occurrence of the material within the property is substantial, the day to day inaccessibility of location in connection with the difficulties involved in any removal and the hazards involved in doing so mean that the recommended course of action is one of continued management.

The **gutters** are located to the eaves of the property on the rear elevation only, they are fixed beneath the lower edge of the outer roofing sheets to collect water from them. The property is a terrace property and no downspout is present on the subject property. The common reference to this product is fibre cement guttering . The guttering to the front elevation has been replaced with modern uPVC.

Photograph 2 is taken in relation to this product.

In examination of this material it is felt that there is a strong presumption that this material is an ACM, however in practice the surveyors knowledge of the history of this property suggests the material is definitely an ACM, but without supportive evidence the level of identification should remain as 'strongly presumed'

Generally the gutters are considered to be in a fair condition, although the presence of limited moss and lichens to the outside of the gutter suggested a slight deterioration of the surface. The external surface of the guttering has suffered discolouration over time, the absence of any cleaner or lighter coloured areas reinforce the opinion of there being no substantial deterioration.

The internal surface of the gutters could not be examined at the time of inspection as they were full of accumulated debris and growth. Being at the rear of the premises the possibility of damage from impact from high sided vehicles is negligent and the gutters show no signs of such damage.

Close examination of the content was possible without the need to expose the underlying content. White fibres are clearly visible and for the same reasons as those given for the roof lining sheets, outer sheets and barge boards, the material was assumed to contain chrysolite.

Being a composite product of cement the material is naturally strong and the fibres are generally locked in. The location of the guttering is such that anything other than a negligible risk would be limited to those carrying out maintenance or alteration, although an increased risk of accidental damage does exist.

The material assessment score of the sheeting is 4, and the overall potential to release fibres is categorised as 'low'.

Although the extent of occurrence of the material within the property is moderate, the day to day inaccessibility of location in connection with the difficulties involved in any short term removal and the hazards involved in doing so mean that the recommended course of action is one of continued management..

### **ACM look-a-likes**

The following materials were initially identified as possible ACM's, either because of their appearance, they were known to be materials that could have contained ACM's.

None

**Photographs**



1. Position and condition of external sheets



2. Position and condition of rear guttering

## Summary Table

<b>Location</b>	Outer side of roof	Eaves to front elevation
<b>Extent</b>	Entire roof	length of front elevation
<b>Product Type</b>	Big six fibre cement roof sheets	Fibre cement guttering
<b>Level of Identification</b>	Strong presumption	Strong presumption
<b>Asbestos Type</b>	Chrysolite	Chrysolite
<b>Accessibility</b>	Low	Low
<b>Damage/Deterioration</b>	Low	Water erosion to internal surface
<b>Surface Treatment</b>	None	None
<b>Assessment Score</b>	3	4
<b>Risk Category</b>	Very low	Low
<b>Other</b>	Removal not recommended	Removal not recommended at this time, but review the position with accidental damage

## **Risk Assessment**

### **Survey**

The survey has located and identified a risk from a strong presumption of ACM's within and upon the subject property.

ACM's are limited to fibre cement roof and gutter products and are situated at a high level, generally inaccessible with day to day use of the property. The risk has been assessed as low to very low.

A greater risk has been identified to anyone undertaking repairs and alterations to the property and specifically where working with the ACM's.

A procedure should be established and documented for the normal occupation of the building and for any repair, alteration or demolition of the premises.

### **Duration of duty**

The landlord/owner of the property has assumed a duty of care resultant from the demise of a full repairing tenancy. This duty will only exist until a new full repairing tenancy is entered into, when that duty will be passed to the new tenant.

The landlord/owner has a duty to co-operate with a new tenant in respect of their role as duty holder and be prepared to provide a copy of all documentation prepared during the landlord/owners period as duty holder.

### **Risk management**

During the period of duty of care, the property will be vacant and there is no risk due to the normal occupation of the property.

The landlord/owners agent should assess whether any repairs or alterations will be made to the property during the period of duty of care and if so prepare a management procedure specifically for these works.

The agent should also prepare a general management procedure for repair that might be necessary because of unforeseen damage to the property.

The building has a substantial residual life expectancy, demolition is not a consideration and the risks of this event need not be considered.

The duration of the landlord/owners duty of care will likely be short, but from the outset, the period of duty cannot be defined and provision should be made for re-assessment of the risks resulting from ACM's should the period of duty become protracted.

## **Management Procedure**

### **Procedures**

As duty holder the following procedures have been prepared;-

- Keeping and maintaining up to date records of the location and condition of ACM's
- Maintaining and monitoring ACM's
- Providing information for anyone that might disturb ACM's
- Ensuring any work likely to disturb ACM's complies with CAWR
- Provisions to review procedure

### **Keeping and maintaining up to date records**

A survey, risk assessment and management procedure have been provided within this document. These reports will be maintained and distributed together with a works history, as required, as a single combined document, either as a physical document or an electronic document as a pdf.

The original document will be kept and maintained by the management in an electronic form. The management's current system of back-up and remote storage is sufficient to ensure that records are not lost.

Records will be updated as required and within a reasonable time of any information becoming available. Updating can be undertaken at any of the management's operational locations.

As the premises will be vacant during the period of duty, there are no plans to maintain a copy of the records at the subject property.

### **Maintaining and monitoring ACM's**

There are currently no repairs required to maintain any ACM's on Health & Safety grounds, although some repairs are scheduled to the property and specifically to the guttering.

The management do not envisage the need to repair any ACM's under normal circumstances for the foreseeable future, however it is aware that accidental damage may occur and requires to be monitored.

The management's normal day to day duties to the landlord/owner require regular visits to this and all properties on a very regular basis, often daily but no less than monthly, additionally visits to the property to show prospective tenants around are expected. These regular visits to the property are considered adequate for the purpose of monitoring for accidental damage.

The management will arrange on an annual basis (if the duty of care shall last so long) for ACM's to be re-surveyed, to monitor for deterioration and arrange for any necessary works including the updating of this report to be carried out.

## **Providing information about ACM's**

The management will retain the only means of access to the property and so ensure that they have full knowledge of anyone that will carry out any works of any nature. Contracts will only be issued by the management.

Anyone tendering for a contract will be supplied a full schedule of repairs against which they should provide costings. Details of the required insurance's, training and levels of competence required as a prerequisite to an acceptable application are set out in the schedule preface.

Regardless of whether the property contains ACM's or whether the schedule specifically relates to work with ACM's, a copy of this report will be attached to every schedule sent out as an invitation to tender.

A successful contractor will be met on site at the outset of the contract, when a further copy of this report will be provided for the purposes of being kept on site at the premises for the duration of the works.

A copy of this report will be provided to any new tenant who assumes a duty of care by way of entering into a full repairing tenancy.

## **Ensuring compliance with CAWR**

The 'Asbestos (Licensing) Regulations 1983' and as amended in 1998 require anyone working with ACM's to be licensed by the Asbestos Licensing Unit of the Health and Safety Executive. There are exemptions to this requirement for licensing which relate to material density and the duration of the work.

For the purposes of managing any ACM's, the management will limit non licensed works to the repair and maintenance (not demolition) of fibre cement roofing, guttering, downspouts and partitioning only and will ensure that anyone working with any other type of ACM holds a valid licence before the works begin and that it will remain valid for such a period as to sufficiently allow the works to be completed.

All licenses will be inspected and copied, the copy will be kept at the management's administrative locations, as will copies of any notices or records relating to the works, created before, during and after them.

The precautions required for the safe working with ACM's where a license is required, will although be considerably more stringent, be generally similar to those required for working with fibre cement products. The exact nature of the requirements will be outside the scope of the management's remit, however notice will be taken to ensure that working practices generally fit those of a safe practice. For unlicensed works to fibre cement products, the following practices will be observed and ensured.

- A copy of this report is provided to the contractor
- Only those who need to be within the work area are there
- Avoid creating dust
- Keep the materials wet, when practical
- Wear a suitable mask and protective clothing
- When finished clean the area with a type H vacuum or damp cloth, do not use brushes
- Do not break any ACM's into pieces

- Do not use power tools
- Do not expose workers who are not wearing protection
- Wrap ACM waste in two layers of heavy duty polythene and clearly label
- Do not leave ACM's in unsecured areas
- ACM waste should be disposed of as soon as practical at a licensed site

In addition to ensuring a safe practical approach to Working with ACM's, it will also be ensured that any contractor has a proper plan in place for dealing with emergencies of accidental exposure.

### **Provisions to review procedure**

Because of the nature of the management's work, preparing combined surveys, risk assessments and management procedures is a regular duty. Each time such a report is produced the statute in regard to ACM's is researched, additionally any implications either of a beneficial or detrimental nature apparent from previous reports are reviewed and appropriate changes are incorporated into the next.

In respect of the subject property, if the management's duty of care shall last so long it will annually up date not only the survey and risk assessment in regard to the condition of any ACM's, but also the management procedure to reflect not only any change to the risk, but any change in statute and any appropriate changes as an outcome of increased experience over the previous year.

**History of works involving ACM's during the duty of care.**