

A report prepared for

# Arlebury Park

The Avenue  
Alresford  
Hampshire  
SO24 9EP

ASBESTOS MANAGEMENT REVIEW  
AND  
ANNUAL REGISTER UPDATE



March 2021

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# 1 Introduction

Apple Environmental Limited has been commissioned by New Alresford Town Council to undertake an asbestos management review assessment as part of their obligation under the Control of Asbestos Regulations 2012 and the corresponding Approved Code of Practice (ACoP) L143 (2013).

The work was undertaken on the 25<sup>th</sup> March 2021 and has been described fully within this report (Report Ref: AS/3149/ATC).

The original survey was undertaken in June 2006 by Apple Environmental Limited, and reference may need to be made to that report when viewing the findings of this, and any associated management review reports.

This current document therefore refers to ACMs detected during the original survey in addition to those that may have been identified during this subsequent management review.

Note that in viewing the aforementioned survey report, it should be understood that a number of internal alterations have been made within the building since 2006, in addition to which some of the previously identified asbestos-containing materials (ACMs) have since been removed from the building.

As a consequence, the update asbestos register (appended to this current document) should now be referred to.

## 2 Scope of work

This work aims to provide a quantified risk assessment of each known or suspected asbestos-containing material (ACM) within the workplace.

The specific objectives of this assessment are as follows:

- to observe whether prescribed management action has been adequately and appropriately actioned;
- to observe whether there has been any deterioration in the condition of ACMs through either natural processes or accidental damage;
- to reassess the corresponding risk based upon the observations made; and
- to produce an up-to-date asbestos register for the premises.

In doing so, this work provides an updatable spreadsheet which allows for the determination of whether or not the risk has increased or lowered since the previous assessment.

Such an assessment is made through an arithmetic algorithm which can be adjusted following management action. This therefore allows for the on-going monitoring and management of ACMs in the workplace.

It should also be noted that the assessment within this current report is principally based on the visual inspection of materials previously identified, as detailed within the current asbestos register.

### 3 Supporting information

This review was carried out in accordance with Apple Environmental Limited's methodology based on HSE document HSG264 'Asbestos: The Survey Guide - 2<sup>nd</sup> Ed.' (April 2012).

The asbestos management review updates any information recorded at the time of the original investigation and is principally based on visual inspection.

Once asbestos materials have been identified it is essential that all contractors and visitors are made aware of their presence, and appropriate management measures introduced. This is a legal requirement detailed within the Approved Code of Practice (ACoP) L143 2<sup>nd</sup> Ed. (December 2013). By virtue of regulation 4 of the Control of Asbestos Regulations 2012 it is now necessary for all non-domestic buildings to have an active asbestos management plan in place whenever ACMs have been identified within the premises.

In addition, it is a requirement to also have a named and contactable 'responsible person' for overseeing this. The person selected is regarded as the 'dutyholder' and they will need to be competent to take on this role. Competence is specifically defined within regulation 2, in which it states that the designated person or persons must have received adequate instruction and training, and should be able to demonstrate an adequate and up-to-date understanding of the work, along with the required control measures and appropriate law.

The dutyholder must show that they have taken all necessary steps to manage the risk. This should include producing a written management plan, within which, the parts of the building containing ACMs are clearly identified, along with any detailed measures being actively undertaken to ensure that the risk remains as low as possible. This must include adequate measures for monitoring the ACMs and ensuring that these materials are properly maintained where appropriate, or safely removed if required.

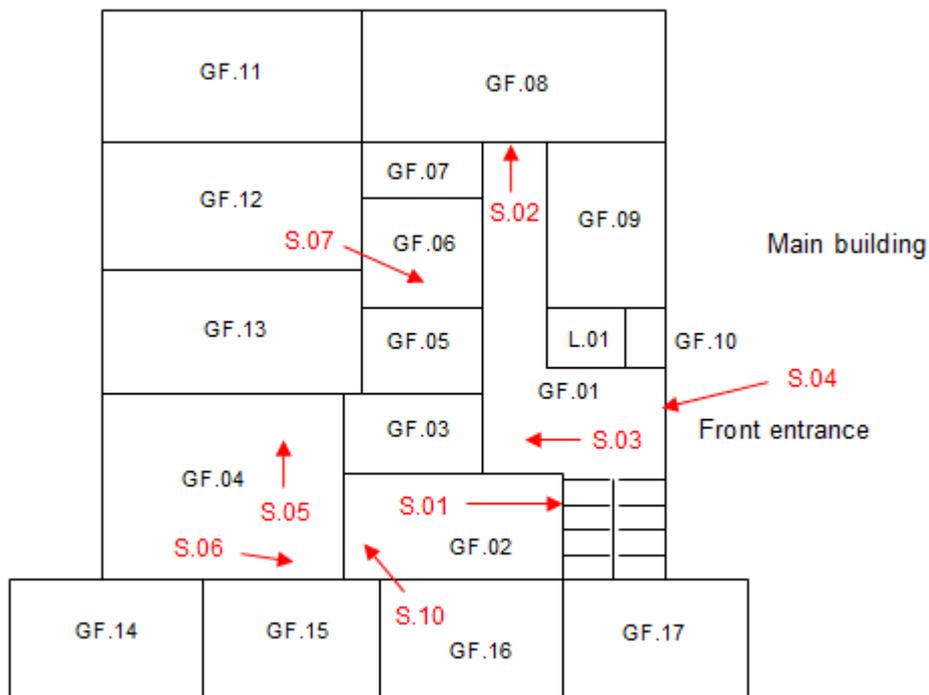
The information within the plan must be provided to every person liable to disturb any such material. The dutyholder must ensure that the plan is fully implemented and the plan should be reviewed and revised at regular intervals (no longer than every 12 months and every time any related circumstances change), and the report must have a complete record of all action undertaken.

## 4 Review of original survey

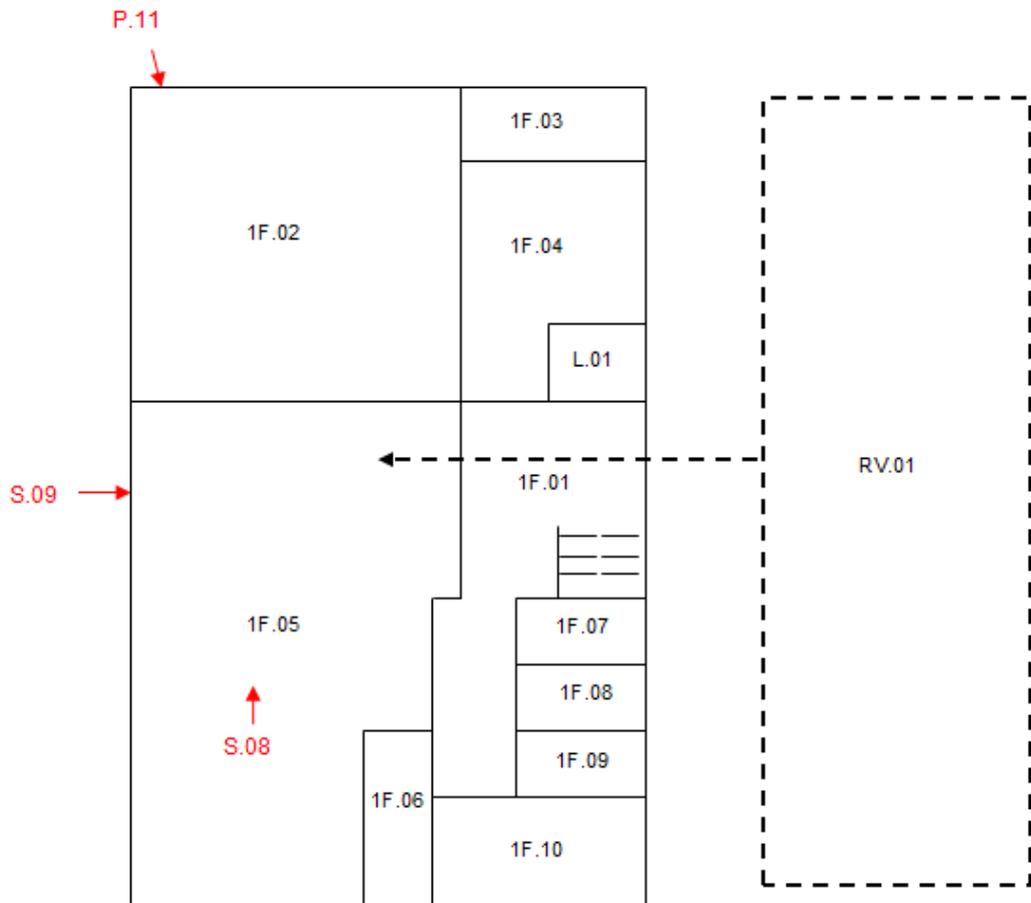
In undertaking this current management review it was initially noted that the layout of some of the previously described working areas/rooms had been altered or removed entirely since June 2006. All such changes of significance have been included in the current asbestos register.

Due to these internal alterations the floor plans from the original survey report have themselves been altered; as shown below in Figures 1 to 3. The latter now includes the garage outbuilding adjacent to the football pitch.

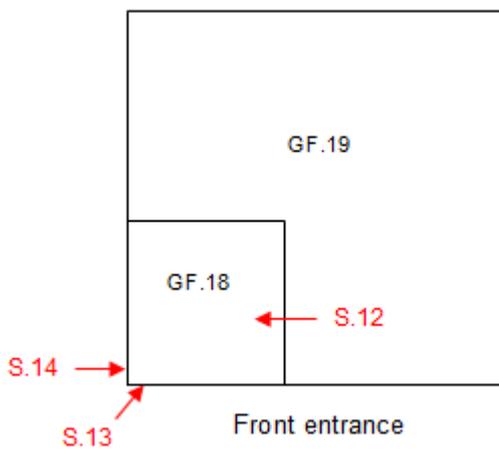
**Figure 1** Floor plan showing ground floor areas



**Figure 2** Floor plan showing first floor areas



**Figure 3** Floor plan showing the football garage outbuilding



During this management review a small number of samples were collected for bulk analysis from the football garage. These have been detailed below in Table 1, and shown below in Photographs 1, 2 and 3.

**Table 1** Additional materials sampled for analysis

Sample ID	Location	Material	Asbestos detected
S.12/3149	Internal ceiling	Insulation board	No
S.13/3149	External soffit	Insulation board	No
S.14/3149	External undercloaking	Cement	Yes

**Photograph 1** Sample location S.12



**Photograph 2**      Sample location S.13



**Photograph 2**      Sample location S.14



## 5 Summary

This management review found that the asbestos-containing materials identified or presumed in the original survey, along with any subsequently identified items found to contain asbestos, were considered to be generally in a safe condition.

It is however noted that slight deterioration has occurred to the textured coating to the underside of the stairs (within the cellar cupboard) and to the first floor landing.

In considering these findings, it has been concluded that at the time of undertaking this management assessment there was little risk from exposure to airborne asbestos fibres within the building.

Despite this, all personnel should be made aware of the location of ACMs or items presumed to contain asbestos, and understand that these should not be interfered with. If these materials or items become damaged then reporting procedures should be implemented and appropriate management actioned immediately.

## 6 Asbestos register notes

The register appended to this report details all materials found during the asbestos survey carried out in 2006 as well as during this current management review. It is to be used as a management document to be updated following any removal works and/or on-going management reviews.

Each ACM identified has been listed within the document by its unique sample reference number, stating material description, asbestos type and concentration, approximate amount, exposure potential, disturbance potential, risk rating, and recommended action. The action recommended has also been given a completion date, and this should be adhered to as far as is reasonably practicable. The risk ratings given in this report are 'high', 'medium', 'low', and 'minor'.

Note the following:

- High risk material. Depending on the action taken, this should be downgraded to either a medium or low risk material, or be removed.
- All materials which have been classified as; medium or low risk material should be inspected to assess any changes in integrity and/or changes in use/structural alterations, by the date specified.
- All materials actioned to be inspected should (as a minimum) have an annual condition check to assess any changes in integrity and/or changes in use/structural alterations.

Presumed and visually identified materials include:

- Any material that could not be sampled due to the material being inaccessible
- Any material that could not be sampled as the act of sampling could adversely affect the material

All 'presumed' materials are presumed to contain asbestos. Where possible the material is presumed to contain the same type of asbestos as present in other visually similar, but sampled materials. In all other cases the presumed asbestos material is amosite as this has the stricter control/exposure limits. All such materials will remain 'presumed' until such time as a sample is taken and analysed or the item presumed to contain a form of asbestos material is removed.

# **APPENDICES**

Asbestos register  
Laboratory certification

**ARLEBURY SPORTS AND SOCIAL CLUB and NEW ALRESFORD TOWN COUNCIL OFFICES**

ASBESTOS REGISTER FOR ARLEBURY SPORTS AND SOCIAL CLUB and NEW ALRESFORD TOWN COUNCIL OFFICES, THE AVENUE, ALRESFORD, HAMPSHIRE SO24 9EP

ROOM.	MATERIAL REF. NO.	MATERIAL DESCRIPTION	ASBESTOS TYPE	CONCENTRATION	PRODUCT	CONDITION	SURFACE TREATMENT	OCCUPANT ACTIVITY	MATERIAL LOCATION	QUANTITY	ACCESSIBILITY	ROOM OCCUPANCY	POTENTIAL EXPOSURE TIME	MATERIAL VULNERABILITY	RISK SCORE	RECOMMENDED ACTION and DATE
Room GF.01 Ground Floor Entrance Hall	S.01	Textured coating to side of stairs	1	2	1	0	1	2	1	1	0	0	0	0	9	Maintain in good decorative order, label and inspect at least yearly 25.03.2022
Room GF.01 Ground Floor Entrance Hall	S.02	Fibreboard above GF.08 doorway	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	None
Room GF.01 Ground Floor Entrance Hall	S.03	Fibreboard cladding to supports	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	None
Room GF.01 Ground Floor Entrance Hall	S.04	Fibreboard above main doorway	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	None
Room GF.02 Ground Floor Cellar	As S.01	Textured coating to underside of stairs	1	2	1	1	1	1	2	2	0	0	0	0	11	Maintain in good decorative order, label and inspect at least yearly 25.03.2022
Room GF.03 Ground Floor Office lobby	No asbestos detected	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	None
Room GF.04 Ground Floor Office	S.05	Floor tiles	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	Removed since surveying

ROOM.	MATERIAL REF. NO.	MATERIAL DESCRIPTION	ASBESTOS TYPE	CONCENTRATION	PRODUCT	CONDITION	SURFACE TREATMENT	OCCUPANT ACTIVITY	MATERIAL LOCATION	QUANTITY	ACCESSIBILITY	ROOM OCCUPANCY	POTENTIAL EXPOSURE TIME	MATERIAL VULNERABILITY	RISK SCORE	RECOMMENDED ACTION and DATE
Room GF.04 Ground Floor Office	S.06	Bitumen sink pad	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	None
Room GF.05 Ground Floor WC	No asbestos detected	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	None
Room GF.06 Ground Floor Store room	S.07	Textured coating to ceiling	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	None
Room GF.07 Ground Floor Records store	No asbestos detected	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	None
Room GF.08 Ground Floor Meeting room	As S.02	Fibreboard above doorway	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	None
Room GF.09 Ground Floor Officials changing room 1	No asbestos detected	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	None
Room GF.10 Ground Floor Lift motor room	No asbestos detected	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	None
Room GF.11 Ground Floor Officials changing room 2	No asbestos detected	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	None

ROOM.	MATERIAL REF. NO.	MATERIAL DESCRIPTION	ASBESTOS TYPE	CONCENTRATION	PRODUCT	CONDITION	SURFACE TREATMENT	OCCUPANT ACTIVITY	MATERIAL LOCATION	QUANTITY	ACCESSIBILITY	ROOM OCCUPANCY	POTENTIAL EXPOSURE TIME	MATERIAL VULNERABILITY	RISK SCORE	RECOMMENDED ACTION and DATE
Room GF.12 Ground Floor Manager's room	As S.02	Fibreboard at flue exit	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<b>0</b>	None
Room GF.13 Ground Floor Match officials Room	No asbestos detected	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<b>0</b>	None
Room GF.14 Ground Floor Changing Room 4	No asbestos detected	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<b>0</b>	None
Room GF.15 Ground Floor Changing Room 3	No asbestos detected	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<b>0</b>	None
Room GF.16 Ground Floor Changing Room 2	No asbestos detected	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<b>0</b>	None
Room GF.17 Ground Floor Changing Room 1	No asbestos detected	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<b>0</b>	None
L.01 Lift	No asbestos detected	N/A	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<b>0</b>	None

ROOM.	MATERIAL REF. NO.	MATERIAL DESCRIPTION	ASBESTOS TYPE	CONCENTRATION	PRODUCT	CONDITION	SURFACE TREATMENT	OCCUPANT ACTIVITY	MATERIAL LOCATION	QUANTITY	ACCESSIBILITY	ROOM OCCUPANCY	POTENTIAL EXPOSURE TIME	MATERIAL VULNERABILITY	RISK SCORE	RECOMMENDED ACTION and DATE
Room 1F.01 First Floor Landing	As S.01	Textured coating to ceiling	1	2	1	2	1	2	1	2	0	0	0	0	12	Maintain in good decorative order, label and inspect yearly 25.03.2022
Room 1F.02 First Floor Function area	As S.08	Textured coating to ceiling	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	Removed since surveying
Room 1F.03 First Floor Kitchen	As S.08	Textured coating to ceiling	1	2	1	0	1	2	2	2	0	0	0	0	11	Maintain in good decorative order, label and inspect yearly 25.03.2022
Room 1F.04 First Floor Kitchen store area	No asbestos detected	N/A	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	None
Room 1F.05 First Floor Bar area	S.08	Textured coating to ceiling	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	Removed since surveying
Room 1F.06 First Floor Bar store room	No asbestos detected	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	None
Room 1F.07 First Floor Disabled WC	No asbestos detected	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	None

ROOM.	MATERIAL REF. NO.	MATERIAL DESCRIPTION	ASBESTOS TYPE	CONCENTRATION	PRODUCT	CONDITION	SURFACE TREATMENT	OCCUPANT ACTIVITY	MATERIAL LOCATION	QUANTITY	ACCESSIBILITY	ROOM OCCUPANCY	POTENTIAL EXPOSURE TIME	MATERIAL VULNERABILITY	RISK SCORE	RECOMMENDED ACTION and DATE
Room 1F.08 First Floor Gents WC	No asbestos detected	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	None
Room 1F.09 First Floor Ladies WC	No asbestos detected	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	None
Room 1F.10 First Floor Meeting room	No asbestos detected	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	None
RV.01 Roof Void	No asbestos detected	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	None
EXTERIOR	S.09	Fibreboard soffit	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	None
EXTERIOR	P.11	Roof undercoating presumed to be cement bonded asbestos sheeting	1	2	1	0	1	0	0	1	0	0	0	0	6	Maintain in good order and inspect yearly 25.03.2022
Room EX.01 Football garage	S.12	Insulation board to ceiling	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	None
Room EX.02 Football garage	No asbestos detected	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	None

ROOM.	MATERIAL REF. NO.	MATERIAL DESCRIPTION	ASBESTOS TYPE	CONCENTRATION	PRODUCT	CONDITION	SURFACE TREATMENT	OCCUPANT ACTIVITY	MATERIAL LOCATION	QUANTITY	ACCESSIBILITY	ROOM OCCUPANCY	POTENTIAL EXPOSURE TIME	MATERIAL VULNERABILITY	RISK SCORE	RECOMMENDED ACTION and DATE
Football garage EXTERIOR	S.13	Insulation board to soffit	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	None
Football garage EXTERIOR	S.14	Cement panel undercloaking to gable roof edges	1	2	1	0	1	1	0	1	0	0	0	0	7	Maintain in good order and inspect yearly 25.03.2022
KEY	S (prefix) Sampled		0 Non-asbestos			0 Good	0 Totally enclosed	0 Rare use	0 Outdoors	0 Small amounts	0 Usually inaccessible or bonded ACM or textured coating	0 None or bonded ACM or textured coating	0 < 1 Hour or bonded ACM or textured coating	0 Minor	0 - 7 Minor Risk	
	P (prefix) Presumed		1 Chrysotile	1 Trace	1 Bonded or textured coating	1 Slight damage	1 Composite, bonded or encapsulated	1 Low use	1 Rooms >100m2	1 >1m or 1m2	1 Occasionally accessible	1 1 - 3	1 1 - 3 Hours	1 Low	8 - 16 Low Risk	
	V (prefix) Visually identified		2 Amosite	2 Present	2 Board	2 Moderate damage	2 Sealed, painted or part encapsulated	2 Periodic use	2 Rooms <100m2	2 >5m-50m or 5m2-50m2	2 Easily accessible	2 4 - 10	2 4 - 6 Hours	2 Medium	17 - 25 Medium Risk	
				3 Crocidolite		3 Fibrous	3 Extensive damage	3 Unsealed, untreated	3 High use	3 Confined spaces	3 >50m or >50m2	3 Routinely accessible	3 > 10	3 > 6 Hours	3 High	26 - 35 High Risk



### CERTIFICATE FOR IDENTIFICATION OF ASBESTOS FIBRES

STANDARD	<input type="checkbox"/>
PREMIUM	<input type="checkbox"/>
EMERGENCY	<input type="checkbox"/>

Client:	APPLE ENVIRONMENTAL LTD
Address:	UNIT 3, ESTEVAN FARM STONEY LANE MEDSTEAD HAMPSHIRE GU34 5EL
Attention:	ADRIAN WHITTLE
Site Address:	ARLEBURY PARK ALRESFORD
Date sample taken:	UNKNOWN
Date sample received:	29/03/21
Date of Analysis:	29/03/21

Analysis Report No.	SCO/21/5241
Report Date.	29/03/21
Site Ref No.	AS / 3149 / ATC
Page No:	1 Of 1
No. of Samples:	3
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. Results relate only to the items tested.

SCOPE SAMPLE No.	CLIENT SAMPLE No.	Sample Location	Fibre Type Detected
1	S.12 / 3149	EXTERIOR GARAGE – RHS CEILING – INSULATION BOARD	NADIS
2	S.13 / 3149	EXTERIOR GARAGE – SOFFIT	NADIS
3	S.14 / 3149	EXTERIOR GARAGE – CEMENT	CHRYSOTILE

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.  
 Note: All Analysis is performed in House on the registered premises (below).  
 Note: Where an 'A' appears at the end of the analysis report number this means an amendment has been made to the original report. Information that has been amended will be marked with an \*

Analysed by:	P.ROWLAND	Authorised signatory:	
		Print name:	<b>S BOLTON- Q.C.M</b>

**BULK 001-VER 7 10-June-20-QCM**