

## MANAGEMENT SURVEY FOR ASBESTOS-CONTAINING MATERIALS

**CLIENT:** University of Gloucestershire

**SITE:** Administration centre, Hardwick Campus, St. Pauls Road, Cheltenham, Gloucestershire, GL50 4BS



<b>Job number</b>	J023944	
<b>Number of high risk materials</b>	0	
<b>Number of medium risk materials</b>	0	
<b>Number of low/ very low risk materials</b>	8	
<b>Issue</b>	<b>Date</b>	<b>Status</b>
Version 1	08/08/2018	Issued

## SECTION 1 - EXECUTIVE SUMMARY

**TYPE OF SURVEY:** Management Survey

**SCOPE & EXTENT OF SURVEY:** All areas of the building

### Locations of asbestos containing materials (ACMs) and actions

Action	Floor/ room
<b>Manage</b>	Administration Centre / Ground Floor / 011 Art studio - Insulating board, Administration Centre / Ground Floor / 012 Art studio - Insulating board, Administration Centre / Ground Floor / 018 Boiler room - Bitumen felt, Administration Centre / Ground Floor / 019 Art studio - Insulating board, Administration Centre / Ground Floor / 020 Art room - Insulating board, Administration Centre / Ground Floor / 020 Art room - Vinyl tiles, Administration Centre / Ground Floor / 020A Art room - Insulating board
<b>Encapsulate</b>	None recorded
<b>Enclose</b>	None recorded
<b>Remove</b>	None recorded
<b>Restrict Access</b>	None recorded
<b>Inspect Prior to Disturbance</b>	None recorded
<b>Restrict access and remove</b>	None recorded

### Areas where no access recorded

Floor/ room
Administration Centre/External/Externals – No access to gas meter cupboard - locked, no key available at time of survey
Administration Centre/Ground Floor/001 Lobby – No access to electrics throughout - live services
Administration Centre/Ground Floor/005 Post room – No access - locked, no key code available at time of survey
Administration Centre/Ground Floor/016 Data centre – No access - room alarmed, security escort required

## **SECTION 2 - INTRODUCTION**

The purpose of the survey is to assist duty holders in managing asbestos within premises. The survey is to provide sufficient information for an asbestos register and plan to be prepared, a suitable risk assessment to be carried out and a written plan to manage the risks to be produced.

In most cases the survey will have three main aims:

- ▮ it must as far as reasonably practicable locate and record the location, extent and product type of any presumed or known ACMs;
- ▮ it must inspect and record information on the accessibility, condition and surface treatment of any presumed or known ACMs;
- ▮ it should determine and record the asbestos type, either by collecting representative samples of suspect materials for laboratory identification, or by making a presumption based on the product type and its appearance etc.

### **SITE DETAILS**

#### **Site description, age and construction**

The site is a university building with offices and welfare facilities throughout. It is constructed of solid block and brick internally lined with plaster and plasterboard. It is estimated to have been constructed in the 1970's.

#### **Use and occupation of site**

The site is in use for educational/office purposes and was occupied by staff and visitors at the time of survey.

#### **Scope of survey**

This survey report covers those areas controlled by client only. These areas are those shown on the attached plans. The areas surveyed were at the direction of the client and their representatives on site.

### SECTION 3 - GENERAL SITE INFORMATION

Survey information		Report index	
<b>Client</b>	University of Gloucestershire	<b>Section 1</b>	Executive summary
<b>Client address</b>	Park Campus, The Park, Cheltenham, GL50 2RH	<b>Section 2</b>	Introduction
<b>Client Contact</b>	Jonathan Wye	<b>Section 3</b>	General site information
<b>Site address</b>	Administration centre, Hardwick Campus, St. Pauls Road, Cheltenham, Gloucestershire, GL50 4BS	<b>Section 4</b>	Survey results table
<b>Type of Survey</b>	Management Survey	<b>Section 5</b>	Conclusions and actions
<b>Survey Start Date</b>	24 Jul 2018	<b>Section 6</b>	Limitations of survey
<b>Survey End Date</b>	24 Jul 2018	<b>Appendix A</b>	Non-asbestos samples and assessments
<b>Surveyor/s</b>	Jamie Smith	<b>Appendix B</b>	Material assessment records & photographs
<b>Job number</b>	J023944	<b>Appendix C</b>	Certificates of bulk sample analysis
		<b>Appendix D</b>	Sample/ assessment location plans
		<b>Appendix E</b>	General observations

Report prepared by			
Jamie Smith	Surveyor		8 Aug 2018

Report verified by			
Michael Stewart	Technical Reviewer		8 Aug 2018

Eton Environmental Group Ltd were instructed to undertake a survey for asbestos containing materials at these premises in accordance with the instructions received from the client. The scope of the survey is summarised below, and is in accordance with HSE document HSG264 “Asbestos: The survey guide” and our documented in-house quality system as accredited by UKAS to ISO17020.

**SURVEY INSTRUCTIONS**

<b>Survey type instructed</b>	Management Survey
<b>Included areas</b>	All areas of the building were included in this survey.
<b>Excluded areas</b>	N/A
<b>Agreed exclusions, inaccessible areas and any variations from the method</b>	
N/A	

It is strongly recommended that this report is used as a whole document. Use of individual sections e.g. plans or survey results table alone may lead to misinterpretation for which Eton Environmental Group Ltd cannot be held responsible. This report is a technical document in line with current legislation and guidance. Should clarification be required contact Eton Environmental Group Ltd.

## Material & Priority Risk Assessments

### Material Risk Assessment:

HSE document HSG264 states that a material assessment score for asbestos containing materials (ACMs) should be calculated and recorded as part of the survey. The material risk is determined by four parameters, which will assess the risk of fibre release from an ACM when subject to normal disturbance; product type, extent of damage or deterioration, surface treatment and asbestos type.

Each parameter is given a risk score: 3 = high, 2 = medium, 1 = low and 0 = very low.

The total material risk score is the sum total with materials with a score of 10 or more are regarded as having a high fibre release potential, between 7 and 9 a medium fibre release potential, 5 and 6 as a low fibre release potential. Scores of 4 or less are regarded as having a very low fibre release potential. Non-asbestos containing materials are not scored.

Based upon the material risk score, recommendations for control actions and management actions are derived to ensure areas of concern are made safe and remaining ACMs are suitably managed.

### Priority Risk Assessment:

Priority risk scoring is outside of the scope of Eton Environmental Group Ltd accreditation to ISO17020. The Control of Asbestos Regulations (CAR) 2012 requires the duty holder to assess the risks associated with the activities on the premises, additional to those considered within the material risk. Although the duty holder has a responsibility for the priority score, Eton Environmental Group Ltd may collect this information with assistance from the client.

Scores will be between 0 and 12 (10-12 high, 6-9 moderate, 3-5 low and 1-2 very low). Where the priority assessment has not been undertaken, these fields will be left blank for the duty holder to complete. Non-asbestos containing materials are not scored and the priority assessment fields do not appear for these materials.

### Total Risk Scores:

The total risk scores are calculated by addition of the material & priority risk scores to give an indication of the relative risk of each ACM, total risk scores between 19-24 are high risk, scores between 13-18 are moderate risk, scores between 9-12 are low risk and scores below 9 are considered as very low risk. Where the priority assessment has not been undertaken, this field will be left blank for the duty holder to complete.

### Recommendations:

Recommendations are made to the client based upon all factors including risk scoring. These recommendations fall into two categories, management actions and control actions. Control actions are used to describe actions that will have to be undertaken to the ACM directly and may require specialist treatment or works e.g. encapsulation, repair or removal. Management actions are used to describe actions that should be undertaken that do not necessarily involve direct treatment to the ACM e.g. labelling of ACMs, regular inspection for damage/ deterioration, informing tenants/ staff/ contractors or isolation.

## **SECTION 4 - SURVEY RESULTS TABLE**

The data contained within this table shows the known asbestos containing materials (ACMs) for this site as identified at the time of the survey.

The results were compiled by Eton Environmental Group Ltd in accordance with the Health and Safety Executive document HSG264, the Control of Asbestos Regulations (CAR) 2012 and our documented in-house quality procedures as accredited by UKAS to ISO17020.

The data shown may refer to historical data and information provided by the client. Eton Environmental Group Ltd cannot be held responsible for the accuracy of the data included where it is supplied by the client (including the interpretation of any supplied information).

The information in this survey report should be used to form the asbestos register which is a key component of the management plan. The survey report itself will generally not be the asbestos register. The asbestos register will be a simpler document and will not contain most of the information in the survey report, e.g. the bulk analysis results or survey site information.

Regulation 4 of the Control of Asbestos Regulations 2012 dictates that the duty holder should make a written record of the location and condition of known and presumed ACMs and keep the record up to date. This should include regular inspections of the known ACMs and the records updated accordingly. This information must be given to any persons liable to disturb ACMs (e.g. maintenance operatives).

Regulation 11 of the Control of Asbestos Regulations 2012 requires all employers to prevent the exposure of employees and contractors to asbestos as far as reasonably practicable.

The information within this register/ report is provided to the client and Eton Environmental Group Ltd cannot accept any responsibility for the interpretation or use of this data by any third party. Prior to any works in areas that may contain or conceal ACMs, professional advice from a competent organisation or person should be sought. It is strongly recommended that any remedial works to be undertaken to ACMs identified should be based upon a written specification, site visit and other relevant documentation of works and not solely on this report.

Actions listed in the table and MARs in appendix B indicate the following recommendations:

Action	Recommendation
Manage	Inform staff/ contractors, label, re-inspect on a regular basis as per asbestos management plan
Encapsulate	Paint with a suitable proprietary sealant by competent persons and manage as above
Enclose	Box in/ surround with rigid material e.g. timber board and manage as above
Remove	Removal to be undertaken by competent persons
Restrict Access	Take immediate steps to prevent exposure e.g. warning signs, locking rooms, informing staff/ contractors

The table below shows the known ACMs for this site as identified at the time of the survey. Areas of no access should be presumed to contain asbestos until proven otherwise. If this table is blank then no ACMs have been detected within the scope of the survey. Further details of actions recommended are in section 5.

Building	Floor/ Room	Assessment Number	Location/ position	Product type	Surface treatment	Condition	Extent	Accessibility	Level of identification	Asbestos type	Material risk	Priority risk	Action
Administration Centre	External / Externals	019	No access to gas meter cupboard	Unknown					Inaccessible (Presumed)	n/a			Inspect Prior to Disturbance
Administration Centre	Ground Floor / 001 Lobby	001	No access to electrics throughout	Unknown					Inaccessible (Presumed)	n/a			Inspect Prior to Disturbance
Administration Centre	Ground Floor / 005 Post room	002	No access	Unknown					Inaccessible (Presumed)	n/a			Inspect Prior to Disturbance
Administration Centre	Ground Floor / 020 Art room	003	Insulating board Store 1 Ceiling panels	Board	Surface Sealed	Good Condition	3m <sup>2</sup>	Usually inaccessible or unlikely to be disturbed	Presumed	Crocidolite (or unknown)	( 6 ) Low		Manage
Administration Centre	Ground Floor / 020 Art room	005	Insulating board Store 2 ceiling panels	Board	Surface Sealed	Good Condition	2m <sup>2</sup>	Usually inaccessible or unlikely to be disturbed	Presumed	Crocidolite (or unknown)	( 6 ) Low		Manage
Administration Centre	Ground Floor / 020 Art room	006	Vinyl tiles store 2 floor	Vinyl Floor Tiles	Completely Sealed	Good Condition	3m <sup>2</sup>	Usually inaccessible or unlikely to be disturbed	Identified	Chrysotile	( 2 ) Very low		Manage
Administration Centre	Ground Floor / 020A Art room	007	Insulating board Store 1 ceiling panel	Board	Surface Sealed	Good Condition	3m <sup>2</sup>	Usually inaccessible or unlikely to be disturbed	Presumed	Crocidolite (or unknown)	( 6 ) Low		Manage
Administration Centre	Ground Floor / 019 Art studio	009	Insulating board Store 1 and 2 ceiling panels	Board	Surface Sealed	Good Condition	6m <sup>2</sup>	Usually inaccessible or unlikely to be disturbed	Presumed	Crocidolite (or unknown)	( 6 ) Low		Manage
Administration Centre	Ground Floor / 011 Art studio	011	Insulating board Stores 1, 2 and 3 ceiling panels	Board	Surface Sealed	Good Condition	9m <sup>2</sup>	Usually inaccessible or unlikely to be disturbed	Presumed	Crocidolite (or unknown)	( 6 ) Low		Manage
Administration Centre	Ground Floor / 012 Art studio	013	Insulating board Stores 1 and 2 ceiling panels	Board	Surface Sealed	Good Condition	6m <sup>2</sup>	Usually inaccessible or unlikely to be disturbed	Presumed	Crocidolite (or unknown)	( 6 ) Low		Manage

Building	Floor/ Room	Assessment Number	Location/ position	Product type	Surface treatment	Condition	Extent	Accessibility	Level of identification	Asbestos type	Material risk	Priority risk	Action
Administration Centre	Ground Floor / 016 Data centre	015	No access	Unknown					Inaccessible (Presumed)	n/a			Inspect Prior to Disturbance
Administration Centre	Ground Floor / 018 Boiler room	017	Bitumen felt cavity wall lining	Bitumen	Completely Sealed	Good Condition	6m <sup>2</sup>	Usually inaccessible or unlikely to be disturbed	Identified	Chrysotile	( 2 ) Very low		Manage

## **SECTION 5 - CONCLUSIONS AND ACTIONS**

### **Asbestos Containing Materials and Specific Recommendations:**

Seven samples were taken on site, two of which were confirmed to contain asbestos upon analysis. A further six assessments presumed asbestos.

### **General Recommendations:**

This was a management survey.

The asbestos insulating board is a licensed asbestos product and its removal will require the services of a licensed asbestos contractor.

Removal of licensed asbestos materials may require a fourteen day notification period to the relevant enforcing authority prior to works being carried out.

Although the other asbestos materials are non-licensed asbestos products any work upon, or removal of, these materials will need to be done by competent persons and items removed disposing of as asbestos waste. Removal of non-licensed asbestos materials may require notification to the relevant enforcing authority prior to works being carried out.

Any works to these products, such as drilling, cutting or any other abrasive works that may disturb the asbestos, should be prevented.

It is also recommended that staff and contractors are made aware of the presence of all asbestos containing materials to prevent disturbance. This information should be provided to external contractors (e.g. plumbers) pre contract commencement or prior to their arrival on site. This will enable contractors to plan their work accordingly to reduce the risk of exposure to asbestos.

It should be noted that this report only forms part of an asbestos management plan and does not necessarily provide full compliance with regulation 4 of CAR 2012.

Further information can be obtained from the following asbestos related publications:

### **Regulations:**

The Control of Asbestos Regulations 2012.

### **Approved Codes of Practice:**

“Managing and working with asbestos” (L143) 2013

### **Guidance:**

“Asbestos: The survey guide” (HSG264) 2012

“Asbestos: The analysts' guide for sampling, analysis and clearance procedures” (HSG248) 2005

“Asbestos: The licensed contractors' guide” (HSG247) 2006

“A comprehensive guide to managing asbestos in premises” (HSG227) 2004

“A short guide to managing asbestos in premises” (revision 3) (INDG223) 2004

“Asbestos Essentials Task Manual” (HSG210) 2012

*The above documents are published by the Health and Safety Executive and are available from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA*

*And;*

*[www.books.hse.gov.uk](http://www.books.hse.gov.uk)*

The above list should not be considered exhaustive.

## **SECTION 6 - LIMITATIONS OF SURVEY**

This asbestos survey was undertaken in accordance with the requirements of HSE documents HSG264 “Asbestos: The survey guide” and HSG248 “Asbestos: The analysts guide for sampling, analysis and clearance procedures” and also Eton Environmental Group Ltd documented in house quality procedures as accredited by UKAS to ISO17020.

Part of the scope of a survey is to collect bulk samples from suspect ACMs found for analysis by a UKAS accredited laboratory to confirm or refute the surveyor’s judgement. If a material is found to contain asbestos other similar homogenous materials used in the same way within the building may be strongly presumed to contain asbestos. The number of samples taken is dependent on the homogeneity of the material but the number should be sufficient for the surveyor to make an assessment of whether asbestos is present or not.

When a sample cannot be taken but the surveyor suspects that asbestos is present within the material, two levels of presumption can be made: one where there is a strong presumption that the material does contain asbestos but a laboratory identification has not been undertaken to confirm this; and a default situation where it must be presumed to contain asbestos because there is insufficient evidence to suggest it is not an ACM.

It should be noted that whilst the surveyor makes every effort to locate all suspect ACMs as far as is reasonably practicable, it can not be guaranteed that all ACMs have been located. Some materials may be hidden within the fabric of the building or in other non-accessible areas, and may only come to light during a more intrusive survey prior to the building being refurbished or demolished.

Where suspect ACMs are located during the survey it is not the policy of Eton Environmental Group Ltd to disturb this material in any way except to take a representative sample. Therefore, no responsibility can be accepted for the presence of further ACMs behind a suspect ACM.

Asbestos cement is a non-licensed asbestos material. Asbestos insulating board (AIB) is a licensed asbestos material. A competent, experienced surveyor will normally be able to visually identify most asbestos cement products. But, if visual identification is inconclusive, analysis will be needed to establish the asbestos type(s). If, after analysis of the asbestos types, there is still doubt about whether a material is an asbestos cement product, a water absorption measurement will be

needed, following the methodology set out at [www.hse.gov.uk/asbestos/essentials/cement.htm](http://www.hse.gov.uk/asbestos/essentials/cement.htm) to decide whether the material is asbestos cement.

All material extent figures are as accurate as reasonably practicable and therefore not necessarily definitive for the purpose of tendering for removal without further conformation if required. Plans/ drawings within this report are not to scale.

If, at the time of the survey, access was not possible to certain areas, these are noted on the assessment reports. Until such time that these areas are inspected they should be presumed to have asbestos containing materials for the purposes of the asbestos management plan.

All reasonable efforts are made to locate ducts, cavities, voids, under-crofts etc as part of the survey. However, some of these areas may not come to light until after the survey has been completed e.g. because the information was not supplied prior to the survey.

This is a building survey only and does not include for any ground investigation outside of the footprint of the structure or structures surveyed or below the lowest level slab before the ground/ ground-bearing slab.

## **APPENDIX A - TABLE OF NON-ASBESTOS SAMPLES AND ASSESSMENTS**

Building	Floor/ Room	Assessment Number	Location/ position	Product type	Surface treatment	Condition	Extent	Accessibility	Level of identification	Asbestos type	Comments
Administration Centre	External / Externals	018	Bitumen felt gas cupboard roof	Bitumen			2m <sup>2</sup>		Identified	No Asbestos Detected	
Administration Centre	External / Externals	020	Bitumen felt Tank housing	Bitumen			10m <sup>2</sup>		Strongly Presumed	No Asbestos Detected	
Administration Centre	External / Externals	021	Bitumen pipe wrap	Bitumen			5lm		Identified	No Asbestos Detected	
Administration Centre	External / Externals	022	Bitumen felt flat roof	Bitumen			300m <sup>2</sup>		Identified	No Asbestos Detected	
Administration Centre	Ground Floor / 020 Art room	004	Vinyl tiles store 1 floor	Vinyl Floor Tiles			3m <sup>2</sup>		Identified	No Asbestos Detected	
Administration Centre	Ground Floor / 020A Art room	008	Vinyl tiles Store 1 floor	Vinyl Floor Tiles			3m <sup>2</sup>		Strongly Presumed	No Asbestos Detected	
Administration Centre	Ground Floor / 019 Art studio	010	Vinyl tiles Store 1 and 2 floors	Vinyl Floor Tiles			6m <sup>2</sup>		Strongly Presumed	No Asbestos Detected	Unable to access store cupboards due to timber partitions. Presumed to remain
Administration Centre	Ground Floor / 011 Art studio	012	Vinyl tiles Stores 1, 2 and 3 floors	Vinyl Floor Tiles			9m <sup>2</sup>		Strongly Presumed	No Asbestos Detected	Unable to access store cupboards due to timber partitions. Presumed to remain

Building	Floor/ Room	Assessment Number	Location/ position	Product type	Surface treatment	Condition	Extent	Accessibility	Level of identification	Asbestos type	Comments
Administration Centre	Ground Floor / 012 Art studio	014	Vinyl tiles Stores 1 and 2 floors	Vinyl Floor Tiles			6m <sup>2</sup>		Strongly Presumed	No Asbestos Detected	Unable to access store cupboards due to timber partitions. Presumed to remain
Administration Centre	Ground Floor / 018 Boiler room	016	Gaskets pipe flanges	Gaskets			4no.		Identified	No Asbestos Detected	

## APPENDIX B - MATERIAL ASSESSMENT RECORDS

Assessment details				Comments	Photograph
Building	Administration Centre	Floor/ room	Ground Floor / 001 Lobby		
Assessment no.	001	Accessibility			
Material Risk					
Identification	Inaccessible (Presumed)	Condition	n/a		
Extent		Asbestos Type	n/a		
Location/ position	No access to electrics throughout				
Surface treatment	n/a				
Product type	n/a				
Material risk		Material risk score			
Action	Inspect Prior to Disturbance				

No access to electrics throughout  
- live services



Assessment details				Comments	Photograph
Building	Administration Centre	Floor/ room	Ground Floor / 005 Post room		
Assessment no.	002	Accessibility			
Material Risk					
Identification	Inaccessible (Presumed)	Condition	n/a		
Extent		Asbestos Type	n/a		
Location/ position	No access				
Surface treatment	n/a				
Product type	n/a				
Material risk		Material risk score			
Action	Inspect Prior to Disturbance				

No access - locked, no key code available at time of survey



Assessment details				Comments	Photograph
Building	Administration Centre	Floor/ room	Ground Floor / 020 Art room		
Assessment no.	003	Accessibility	Usually inaccessible or unlikely to be disturbed		
Material Risk					
Identification	Presumed	Condition	Good Condition		
Extent	3m <sup>2</sup>	Asbestos Type	Crocidolite (or unknown)		
Location/ position	Insulating board Store 1 Ceiling panels				
Surface treatment	Surface Sealed				
Product type	Board				
Material risk	Low	Material risk score	6		
Action	Manage				



Priority Risk				
Normal occupant activity			No. occupants	
			Frequency of use	
Location			Average time each use	
Accessibility			Mean score	
Extent/amount				
Mean score			Priority risk score	
Type of maintenance activity			Total risk score	
Frequency of maintenance activity				
Mean score				

Assessment details				Comments	Photograph
Building	Administration Centre	Floor/ room	Ground Floor / 020 Art room		
Assessment no.	004	Accessibility			
Material Risk					
Identification	Identified	Condition			
Extent		Asbestos Type	No Asbestos Detected		
Location/ position	Vinyl tiles store 1 floor				
Surface treatment					
Product type	n/a				
Material risk		Material risk score			
Action	No further action required				



Assessment details				Comments	Photograph
Building	Administration Centre	Floor/ room	Ground Floor / 020 Art room		
Assessment no.	005	Accessibility	Usually inaccessible or unlikely to be disturbed		
Material Risk					
Identification	Presumed	Condition	Good Condition		
Extent	2m <sup>2</sup>	Asbestos Type	Crocidolite (or unknown)		
Location/ position	Insulating board Store 2 ceiling panels				
Surface treatment	Surface Sealed				
Product type	Board				
Material risk	Low	Material risk score	6		
Action	Manage				



Priority Risk				
Normal occupant activity			No. occupants	
			Frequency of use	
Location			Average time each use	
Accessibility			Mean score	
Extent/amount				
Mean score			Priority risk score	
Type of maintenance activity			Total risk score	
Frequency of maintenance activity				
Mean score				

Assessment details				Comments	Photograph
Building	Administration Centre	Floor/ room	Ground Floor / 020 Art room		
Assessment no.	006	Accessibility	Usually inaccessible or unlikely to be disturbed		
Material Risk					
Identification	Identified	Condition	Good Condition		
Extent	3m <sup>2</sup>	Asbestos Type	Chrysotile		
Location/ position	Vinyl tiles store 2 floor				
Surface treatment	Completely Sealed				
Product type	Vinyl Floor Tiles				
Material risk	Very low	Material risk score	2		
Action	Manage				



Priority Risk				
Normal occupant activity			No. occupants	
			Frequency of use	
Location			Average time each use	
Accessibility			Mean score	
Extent/amount				
Mean score			Priority risk score	
Type of maintenance activity			Total risk score	
Frequency of maintenance activity				
Mean score				

Assessment details				Comments	Photograph
Building	Administration Centre	Floor/ room	Ground Floor / 020A Art room		
Assessment no.	007	Accessibility	Usually inaccessible or unlikely to be disturbed		
Material Risk					
Identification	Presumed	Condition	Good Condition		
Extent	3m <sup>2</sup>	Asbestos Type	Crocidolite (or unknown)		
Location/ position	Insulating board Store 1 ceiling panel				
Surface treatment	Surface Sealed				
Product type	Board				
Material risk	Low	Material risk score	6		
Action	Manage				



Priority Risk				
Normal occupant activity			No. occupants	
			Frequency of use	
Location			Average time each use	
Accessibility			Mean score	
Extent/amount				
Mean score			Priority risk score	
Type of maintenance activity				
Frequency of maintenance activity			Total risk score	
Mean score				

Assessment details				Comments	Photograph
Building	Administration Centre	Floor/ room	Ground Floor / 020A Art room		
Assessment no.	008	Accessibility			
Material Risk					
Identification	Strongly Presumed	Condition			
Extent		Asbestos Type	No Asbestos Detected		
Location/ position	Vinyl tiles Store 1 floor				
Surface treatment					
Product type	n/a				
Material risk		Material risk score			
Action	No further action required				



Assessment details				Comments	Photograph
Building	Administration Centre	Floor/ room	Ground Floor / 019 Art studio		
Assessment no.	009	Accessibility	Usually inaccessible or unlikely to be disturbed		
Material Risk					
Identification	Presumed	Condition	Good Condition		
Extent	6m <sup>2</sup>	Asbestos Type	Crocidolite (or unknown)		
Location/ position	Insulating board Store 1 and 2 ceiling panels				
Surface treatment	Surface Sealed				
Product type	Board				
Material risk	Low	Material risk score	6		
Action	Manage				

Unable to access store cupboards due to timber partitions. Presumed to remain



Priority Risk				
Normal occupant activity			No. occupants	
			Frequency of use	
Location			Average time each use	
Accessibility			Mean score	
Extent/amount				
Mean score			Priority risk score	
Type of maintenance activity			Total risk score	
Frequency of maintenance activity				
Mean score				

Assessment details				Comments	Photograph
Building	Administration Centre	Floor/ room	Ground Floor / 019 Art studio		
Assessment no.	010	Accessibility			
Material Risk					
Identification	Strongly Presumed	Condition			
Extent		Asbestos Type	No Asbestos Detected		
Location/ position	Vinyl tiles Store 1 and 2 floors				
Surface treatment					
Product type	n/a				
Material risk		Material risk score			
Action	No further action required				

Unable to access store cupboards due to timber partitions. Presumed to remain



Assessment details				Comments	Photograph
Building	Administration Centre	Floor/ room	Ground Floor / 011 Art studio		
Assessment no.	011	Accessibility	Usually inaccessible or unlikely to be disturbed		
Material Risk					
Identification	Presumed	Condition	Good Condition		
Extent	9m <sup>2</sup>	Asbestos Type	Crocidolite (or unknown)		
Location/ position	Insulating board Stores 1, 2 and 3 ceiling panels				
Surface treatment	Surface Sealed				
Product type	Board				
Material risk	Low	Material risk score	6		
Action	Manage				

Unable to access store cupboards due to timber partitions. Presumed to remain



Priority Risk				
Normal occupant activity			No. occupants	
			Frequency of use	
Location			Average time each use	
Accessibility			Mean score	
Extent/amount				
Mean score			Priority risk score	
Type of maintenance activity				
Frequency of maintenance activity			Total risk score	
Mean score				

Assessment details				Comments	Photograph
Building	Administration Centre	Floor/ room	Ground Floor / 011 Art studio		
Assessment no.	012	Accessibility			
Material Risk					
Identification	Strongly Presumed	Condition			
Extent		Asbestos Type	No Asbestos Detected		
Location/ position	Vinyl tiles Stores 1, 2 and 3 floors				
Surface treatment					
Product type	n/a				
Material risk		Material risk score			
Action	No further action required				

Unable to access store cupboards due to timber partitions. Presumed to remain



Assessment details				Comments	Photograph
Building	Administration Centre	Floor/ room	Ground Floor / 012 Art studio		
Assessment no.	013	Accessibility	Usually inaccessible or unlikely to be disturbed		
Material Risk					
Identification	Presumed	Condition	Good Condition		
Extent	6m <sup>2</sup>	Asbestos Type	Crocidolite (or unknown)		
Location/ position	Insulating board Stores 1 and 2 ceiling panels				
Surface treatment	Surface Sealed				
Product type	Board				
Material risk	Low	Material risk score	6		
Action	Manage				

Unable to access store cupboards due to timber partitions. Presumed to remain



Priority Risk				
Normal occupant activity			No. occupants	
			Frequency of use	
Location			Average time each use	
Accessibility			Mean score	
Extent/amount				
Mean score			Priority risk score	
Type of maintenance activity				
Frequency of maintenance activity			Total risk score	
Mean score				

Assessment details				Comments	Photograph
Building	Administration Centre	Floor/ room	Ground Floor / 012 Art studio		
Assessment no.	014	Accessibility			
Material Risk					
Identification	Strongly Presumed	Condition			
Extent		Asbestos Type	No Asbestos Detected		
Location/ position	Vinyl tiles Stores 1 and 2 floors				
Surface treatment					
Product type	n/a				
Material risk		Material risk score			
Action	No further action required				

Unable to access store cupboards due to timber partitions. Presumed to remain



Assessment details				Comments	Photograph
Building	Administration Centre	Floor/ room	Ground Floor / 016 Data centre		
Assessment no.	015	Accessibility			
Material Risk					
Identification	Inaccessible (Presumed)	Condition	n/a		
Extent		Asbestos Type	n/a		
Location/ position	No access				
Surface treatment	n/a				
Product type	n/a				
Material risk		Material risk score			
Action	Inspect Prior to Disturbance				

No access - room alarmed, security escort required



Assessment details				Comments	Photograph
Building	Administration Centre	Floor/ room	Ground Floor / 018 Boiler room		
Assessment no.	016	Accessibility			
Material Risk					
Identification	Identified	Condition			
Extent		Asbestos Type	No Asbestos Detected		
Location/ position	Gaskets pipe flanges				
Surface treatment					
Product type	n/a				
Material risk		Material risk score			
Action	No further action required				



Assessment details				Comments	Photograph
Building	Administration Centre	Floor/ room	Ground Floor / 018 Boiler room		
Assessment no.	017	Accessibility	Usually inaccessible or unlikely to be disturbed		
Material Risk					
Identification	Identified	Condition	Good Condition		
Extent	6m <sup>2</sup>	Asbestos Type	Chrysotile		
Location/ position	Bitumen felt cavity wall lining				
Surface treatment	Completely Sealed				
Product type	Bitumen				
Material risk	Very low	Material risk score	2		
Action	Manage				



Priority Risk				
Normal occupant activity			No. occupants	
			Frequency of use	
Location			Average time each use	
Accessibility			Mean score	
Extent/amount				
Mean score			Priority risk score	
Type of maintenance activity			Total risk score	
Frequency of maintenance activity				
Mean score				

Assessment details				Comments	Photograph
Building	Administration Centre	Floor/ room	External / Externals		
Assessment no.	018	Accessibility			
Material Risk					
Identification	Identified	Condition			
Extent		Asbestos Type	No Asbestos Detected		
Location/ position	Bitumen felt gas cupboard roof				
Surface treatment					
Product type	n/a				
Material risk		Material risk score			
Action	No further action required				



Assessment details				Comments	Photograph
Building	Administration Centre	Floor/ room	External / Externals		
Assessment no.	019	Accessibility			
Material Risk					
Identification	Inaccessible (Presumed)	Condition	n/a		
Extent		Asbestos Type	n/a		
Location/ position	No access to gas meter cupboard				
Surface treatment	n/a				
Product type	n/a				
Material risk		Material risk score			
Action	Inspect Prior to Disturbance				

No access to gas meter cupboard - locked, no key available at time of survey



Assessment details				Comments	Photograph
Building	Administration Centre	Floor/ room	External / Externals		
Assessment no.	020	Accessibility			
Material Risk					
Identification	Strongly Presumed	Condition			
Extent		Asbestos Type	No Asbestos Detected		
Location/ position	Bitumen felt Tank housing				
Surface treatment					
Product type	n/a				
Material risk		Material risk score			
Action	No further action required				



Assessment details				Comments	Photograph
Building	Administration Centre	Floor/ room	External / Externals		
Assessment no.	021	Accessibility			
Material Risk					
Identification	Identified	Condition			
Extent		Asbestos Type	No Asbestos Detected		
Location/ position	Bitumen pipe wrap				
Surface treatment					
Product type	n/a				
Material risk		Material risk score			
Action	No further action required				



Assessment details				Comments	Photograph
Building	Administration Centre	Floor/ room	External / Externals		
Assessment no.	022	Accessibility			
Material Risk					
Identification	Identified	Condition			
Extent		Asbestos Type	No Asbestos Detected		
Location/ position	Bitumen felt flat roof				
Surface treatment					
Product type	n/a				
Material risk		Material risk score			
Action	No further action required				



**APPENDIX C - CERTIFICATES OF BULK SAMPLE ANALYSIS**



## Analysis Report

Report Number: **J023944**

Issue Date: 27/07/2018

Private & Confidential:  
University of Gloucestershire  
Park Campus  
The Park  
Cheltenham  
GL50 2RH

Premises of Sample Origin:  
Administration centre  
Hardwick Campus  
St. Pauls Road  
Cheltenham  
Gloucestershire  
GL50 4BS

Analyst: Joe McIntyre

Sampled by: Jamie Smith

Date of Sample Receipt: 26/07/2018

Date of Analysis: 27/07/2018

Item No.	Lab Ref No.	SAMPLE LOCATION & DESCRIPTION	ASBESTOS FIBRE TYPE
4	AI002416	Vinyl tiles store 1 floor	NAD
6	AI002417	Vinyl tiles store 2 floor	Chrysotile (Tile and bitumen contain chrysotile)
16	AI002418	Gaskets pipe flanges	NAD
17	AI002419	Bitumen felt cavity wall lining	Chrysotile

### Notes:

Method Statement: Testing was performed in accordance with the Quality Control Manual in-house method of Eton Environmental Group Ltd, based on the published method HSG248. These results only apply to the sample analysed. Eton Environmental Group Ltd cannot accept responsibility for any discrepancy or inaccuracy arising from collection, labelling or description of samples by a third party.

NAD = No Asbestos Detected In Sample

Authorised Signatory:  
Andrew Graham  
Quality Manager

A handwritten signature in black ink, appearing to read "Andrew Graham", is written over a light blue horizontal line.

This report may only be replicated in its entirety. Copies of this report are held by Eton Environmental Group Ltd.



Laboratory, Eton Environmental Group Ltd, Unit 1, Trinity Court, Faverdale, Darlington, DL3 0PH  
Tel: 01325 366886 Fax:01325 366914 Website [www.etongroup.co.uk](http://www.etongroup.co.uk)  
Registered No. 5145774 Registered Office: 135 Slough Road, Datchet, SL3 9AE

Certificate of Analysis	Issue No: 7	Form 103	Issue Date:20/02/17	Issue by: Quality Manager
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## Analysis Report

Report Number: **J023944**

Issue Date: 27/07/2018

Private & Confidential:  
University of Gloucestershire  
Park Campus  
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Premises of Sample Origin:  
Administration centre  
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Gloucestershire  
GL50 4BS

Analyst: Joe McIntyre

Sampled by: Jamie Smith

Date of Sample Receipt: 26/07/2018

Date of Analysis: 27/07/2018

Item No.	Lab Ref No.	SAMPLE LOCATION & DESCRIPTION	ASBESTOS FIBRE TYPE
18	AI002420	Bitumen felt gas cupboard roof	NAD
21	AI002421	Bitumen pipe wrap	NAD
22	AI002422	Bitumen felt flat roof	NAD

### Notes:

Method Statement: Testing was performed in accordance with the Quality Control Manual in-house method of Eton Environmental Group Ltd, based on the published method HSG248. These results only apply to the sample analysed. Eton Environmental Group Ltd cannot accept responsibility for any discrepancy or inaccuracy arising from collection, labelling or description of samples by a third party.

NAD = No Asbestos Detected In Sample

Authorised Signatory:  
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Registered No. 5145774 Registered Office: 135 Slough Road, Datchet, SL3 9AE

Certificate of Analysis	Issue No: 7	Form 103	Issue Date:20/02/17	Issue by: Quality Manager
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### APPENDIX D - GENERAL OBSERVATIONS

Building	Room no.	Description	Comments
Administration Centre	Externals	External – Externals	Solid walls, felted flat roofs with felted timber framed tank housing with metal water tanks within. Solid soffits and fascia's, metal windows with timber panels below, timber doors and frames.
Administration Centre	001 Lobby	Ground Floor – 001 Lobby	Modern fibreboard suspended ceiling with solid ceiling above, solid walls, timber boxed electric cupboard with modern glass rock door panels. Solid floor, timber doors and frames.
Administration Centre	002 Store	Ground Floor – 002 Store	Solid ceiling and walls, ceramic tiled floor, metal windows with timber beading, timber door and frame, modern water heater and sink.
Administration Centre	003 Ladies WC	Ground Floor – 003 Ladies WC	Modern fibreboard suspended ceiling with solid ceiling above, solid walls. Solid floor, timber doors and frames, modern WC fittings, metal windows with timber beading, metal soil stacks.
Administration Centre	004 Ladies WC	Ground Floor – 004 Ladies WC	Modern fibreboard suspended ceiling with solid ceiling above, solid walls. Solid floor, timber doors and frames, modern WC fittings, metal windows with timber beading, metal soil stacks.
Administration Centre	005 Post room	Ground Floor – 005 Post room	No access - locked, no key code available at time of survey
Administration Centre	006 Male WC	Ground Floor – 006 Male WC	Modern fibreboard suspended ceiling with solid ceiling above, solid/plasterboard walls. Solid floor, timber doors and frames, modern WC fittings, metal windows with timber beading, metal soil stacks.
Administration Centre	007 Kitchen	Ground Floor – 007 Kitchen	Modern fibreboard suspended ceiling with solid ceiling above, solid walls with plasterboard/timber boxing. Modern lino floor, timber doors and frames, timber kitchen fittings, metal windows with timber beading, metal soil stacks. Modern water heater and pipes.
Administration Centre	008 Office	Ground Floor – 008 Office	Fixed modern fibreboard ceiling tiles, solid walls, carpet to solid floor, metal window with timber sill. Timber door and frame.
Administration Centre	009 Office	Ground Floor – 009 Office	Fixed modern fibreboard ceiling tiles, solid walls with timber/plasterboard boxing, carpet to solid floor, metal window with timber sill. Timber door and frame.
Administration Centre	010 Office	Ground Floor – 010 Office	Fixed modern fibreboard ceiling tiles, solid walls with timber/plasterboard boxing, carpet to solid floor, metal window with timber sill. Timber door and frame.
			High level modern fibreboard suspended ceiling tiles with solid ceiling above, solid

Administration Centre	011 Art studio	Ground Floor – 011 Art studio	walls with plasterboard/timber boxing/cladding. Modern lino floor to main classroom, metal windows with timber sills, timber doors and frames. Insulating board ceiling panels to store cupboards with vinyl tiled floors and metal framed wall heaters.
Administration Centre	012 Art studio	Ground Floor – 012 Art studio	High level modern fibreboard suspended ceiling tiles with solid ceiling above, solid walls with plasterboard/timber boxing/cladding. Modern lino floor to main classroom, metal windows with timber sills, timber doors and frames. Insulating board ceiling panels to store cupboards with vinyl tiled floors and metal framed wall heaters.
Administration Centre	014 Meeting room	Ground Floor – 014 Meeting room	Modern fibreboard suspended ceiling with solid ceiling above, solid/plasterboard walls. Modern lino floor, timber doors and frames, UPVC and metal windows with timber beading and sills.
Administration Centre	016 Data centre	Ground Floor – 016 Data centre	No access - room alarmed, security escort required
Administration Centre	018 Boiler room	Ground Floor – 018 Boiler room	Solid ceiling, walls and floor, modern combi boilers and flues, timber panels to walls, MMMF insulated pipes. Timber doors and frames.
Administration Centre	019 Art studio	Ground Floor – 019 Art studio	High level modern fibreboard suspended ceiling tiles with solid ceiling above, solid walls with plasterboard/timber boxing and cladding. Modern lino floor to main classroom, metal windows with timber sills, timber doors and frames. Insulating board ceiling panels to store cupboards with vinyl tiled floors and metal framed wall heaters.
Administration Centre	020 Art room	Ground Floor – 020 Art room	High level modern fibreboard suspended ceiling tiles with solid ceiling above, solid walls with plasterboard/timber boxing. Modern lino floor to main classroom, metal windows with timber sills, timber doors and frames. Insulating board ceiling panels to store cupboards with vinyl tiled floors and metal framed wall heaters.
Administration Centre	020A Art room	Ground Floor – 020A Art room	High level modern fibreboard suspended ceiling tiles with solid ceiling above, solid walls with plasterboard/timber boxing. Modern lino floor to main classroom, metal windows with timber sills, timber doors and frames. Insulating board ceiling panels to store cupboards with vinyl tiled floors and metal framed wall heaters.
Administration Centre	021 Office	Ground Floor – 021 Office	Fixed modern fibreboard ceiling tiles with timber cladding in places, solid walls with timber/plasterboard boxing, carpet to solid floor, metal window with timber sill. Timber door and frame.
Administration Centre	022 Office	Ground Floor – 022 Office	Fixed modern fibreboard ceiling tiles with timber cladding in places, solid walls with timber/plasterboard boxing, carpet to solid floor, metal window with timber sill. Timber door and frame.
Administration Centre	Corridor	Ground Floor – Corridor	Modern fibreboard suspended ceiling with solid ceiling and GRP skylights with plastered upstands above, solid/plasterboard walls with metal pipes running into timber boxing. Modern lino/carpeted floor, timber doors and frames.

**Legend:**

**Asbestos positive assessment**

**Asbestos negative assessment**

**No access assessment**

**Area contains asbestos**

**Area not accessed**

**Area out of survey scope**

Reference points shown on plan indicate point of assessment, observation or no access only. For full extents see register/assessment tables within this report.

Drawing not to scale

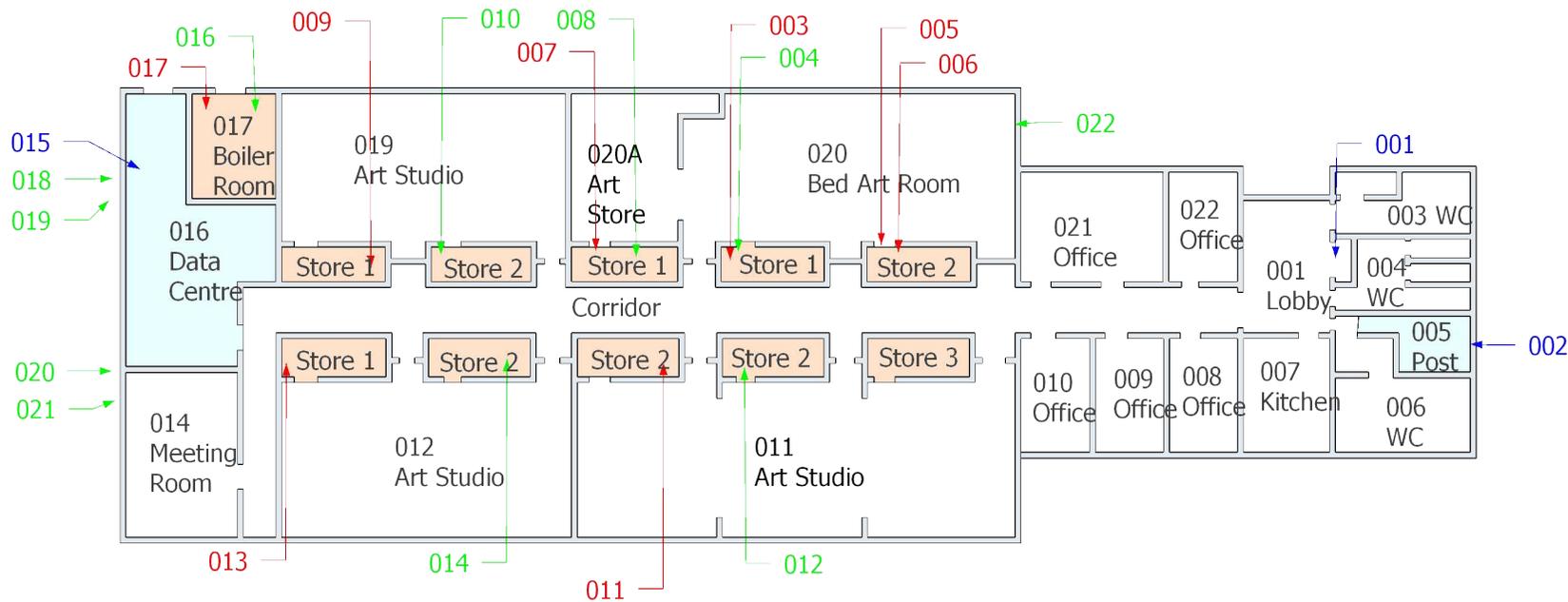
**Survey reference:**  
 J23944

**Survey date:**  
 July 2018

**Building:**  
 Main

**Floor:**  
 Ground

**Site address:**  
 Administration centre,  
 Hardwick Campus,  
 St. Pauls Road,  
 Cheltenham,  
 Gloucestershire,  
 GL50 4BS



**End of report**