

Document No: GPCTOR270722



General Purposes Committee

Terms of Reference

Signature:.....
Chair of General Purpose Committee

Date:.....

Signature:.....
Chair of Stantonbury Parish Council

Date:.....

Document History

Created by the Chairman of the Full Committee	22/02/2021
Revised by Cllrs Davison, Morgan & Kennedy.	22/02/2021
Adopted and Signed off at the Main Meeting	03/03/2021
Reviewed for recommendation by committee	01/07/2021
Reviewed for recommendation by committee	08/09/2021
Signed off for Adoption at the Main Meeting	06/10/2021
Reviewed & Signed at GPC Meeting	27/07/2022
Reviewed & Signed at Main Meeting	17/08/2022

General Purposes Committee Terms of Reference.

The General Purposes Committee is a standing committee of the Parish Council.

The General Purposes Committee will comprise 4 members. In addition to Parish Councillors, the committee may comprise of members of the public.

No members of the committee (other than Councillors) will have voting rights.

The quorum of the committee shall be 3 members. A Councillor could act as a back-up with voting rights on behalf of another councillor if the quoracy of the meeting was threatened.

The General Purposes Committee shall meet a minimum of 4 times in every year or as required by the Chairman.

The primary objective of the committee is to: -

- Assist the Parish Council in overseeing the functionality of matters related to the administration of the support functions of the Council, Its Assets and general matters as required.

To fulfil this objective the committee shall undertake the following roles:

1. To set the annual budget for general purposes work (September).
2. To liaise with the finance committee with respect to budget planning and expenditure.
3. To recommend expenditure of over £750 in accordance with the Financial Regulations.
4. To review quarterly work schedules of Administration Staff.
5. To recommend staff levels and roles.
6. To review and recommend ongoing training.
7. To liaise with subcontractors acting on behalf of the Council (e.g., Parish CCTV Security Cameras, Thames Valley Police, Speed Watch, IT providers, Planning Contractor etc)
8. To review insurance requirements are in place and up to date (Kingsfold and Wylie).
9. To report items of risk to the Council.
10. To report quarterly to the Council.
11. All Parish Correspondence to residents to be sent in blue envelope.

Document No: GPCTOR280623



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Reviewed & Signed at GPC Meeting	27/07/2022
Reviewed & Signed at Main Meeting	17/08/2022
Reviewed and amended by the Clerk	22/05/2023
Reviewed and signed by the Committee	28/06/2023
Agreed and signed at the Main Meeting	19/07/2023

General Purposes Committee Terms of Reference.

Purpose: Assist the Parish Council in overseeing the functionality of matters related to the administration of the support functions of the Council, Its Assets and general matters as required.

Quorum:

5 Parish Councillors to be appointed annually at the Annual Council Meeting. The quoracy of the Committee shall be no less than 3 members. A Councillor could act as a back-up with voting rights on behalf of another councillor if the quoracy of the meeting was threatened.

Chair:

The Chair is to be elected annually by the General Purposes Committee at their first Meeting following the Annual Council Meeting.

Meetings:

At least 4 meetings a year at the Parish Council Office on a weekday on dates to be agreed by the Committee or as requested as per the Chair of the Committee.

Duties:

- To review all Assets (buildings, vehicles, equipment, etc).
- To review building and equipment service schedules.
- To review the participation in public exercises (Parish Guardians).
- To liaise with partners performing joint landscaping and maintenance works.
- To review insurances, training certification, user licences, health and safety requirements are in place and up to date.
- To review operational requirements of all staff.
- To review and liaise with subcontractors acting on behalf of the Council (e.g., CCTV Security Cameras, Speed Watch, IT providers, Enforcement Services etc).
- All ensure all Parish Correspondence to residents to be sent in blue envelope.
- To gather information on large projects including devolved services with a view to make recommendations to Full Council.
- To consider operational risk assessments with regards to the Council's amenities.
- To ensure a record is kept of any accidents or incidents reported to the Council which took place on property or land owned by the Council and to ensure appropriate remedial action is taken.
- To consider ways that the Council's amenities can be managed to help the environment and encourage biodiversity.

Delegated Authority:

- a) **For decisions on behalf of the Parish Council:** Concerning the detailed operation and management of the Committee and relationship with the Community but excluding final decisions on:-
 - The budget.
- b) **To incur expenditure on behalf of the Parish Council:** On projects that have already been agreed by the Council up to the agreed revenue budget and excluding any items incurring capital expenditure and in accordance with Financial Regulations.

- c) **Expenditure:**
Committee is authorised to spend up to £5,000.

Membership Requirements

- a) All members of the Committee are to take relevant training.

Councillors wishing to resign from a committee must do so by notifying the Clerk.

22nd December 2022

General Purposes Committee Meeting
held on **14th December 2022** at **10.30am**
at **Stantonbury Parish Office, 126 Kingsfold, Bradville,**
For the purposes of transacting the business as set out below.

Minutes

Committee Members:	
Cllr Peter Kirkham - Chair	Cllr Edward Seaborne
Cllr Abid Anwar	Cllr Sandra Kennedy

	Welcome and Introduction to General Purposes Committee meeting.	Actions
18/22	<p>Present: Cllr A Anwar (AA) Cllr P Kirkham (PK)-Chair Cllr E Seaborne (ES)</p> <p>Cllr J Kite – Non-Committee member Cllr P McGahan Non-Committee member Cllr C Northwood – Non-Committee member Cllr A Ronaldson – Non-Committee member Cllr D Northwood – Non-Committee member</p> <p>S Espey - RFO K Fane - Minute taker D Moore - Clerk D Outram - Parish Ranger Supervisor</p>	
19/22	Apologies for Absence: - Cllr S Kennedy – Agreed by 3 votes for.	
20/22	Declarations of Interest: - None.	
21/22	<p>Public Forum for members of the public to speak: Public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the Chair of the meeting. Each member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g). None.</p>	
22/22	<p>Minutes: To approve and sign the Minutes of the General Purposes Committee held on 27th July 2022. Agreed by 3 votes for.</p>	
23/22	<p>Update on previous Agenda items: Clerk to update committee on the below previous agenda items. Clerk advised the committee of the update on projects</p> <ul style="list-style-type: none"> • 09/22 Building CCTV and security. Contract now with Tickfords. Noted. 	

Signature:.....Date:.....

	<ul style="list-style-type: none"> 10/22 IT Project. Clerk advised deadline has been missed as the current supplier has produce their invoices for next year. We are required to give them 3-month notice. Discussion followed and the Clerk is to continue working on the tender. 11/22 Rangers Electronic Devices. Clerk advised the signal issue is unlikely to do with tablet as our Enforcement Officer has the same issue. Cllr Anwar recommended to look at trading the tablets in, Clerk will report back. 12/22 Mobile phones. Clerk advised JH now has a mobile phone. All SIM cards are now with O2. RFO advised review done back in November which resulted in a very good deal. Information noted. 13/22 Parish Flag. Parish Rangers unsure on installation. Supplier quoted to install. Need underground utilities map to aide installation. 	DM DM KF/DO/ DM
24/22	<p>Dog waste Bins. To discuss and agree to replace 6 dog waste bins of a total cost of £1450.00. Parish Rangers carried out an assessment of all the bins and found 6 bins need replacing and 3 of those bins needs to be larger.</p> <p>Committee agreed 4 votes for to replace 6 dog waste bins and the bin in Oakridge Park needs to be red to match all our bins.</p>	RFO
25/22	<p>Community Hub equipment: Committee to agree to purchase Blinds for the Community Hub - Clerk advised Council to note Option C did NOT include fitment and confirmed its 2 blinds on each window not 1.</p> <p>Vote for option as follows:-</p> <p>Vote for option A - 0 votes. Vote for option B - Agreed 3 votes for. Vote for option C - 0 votes.</p>	ST
26/22	<p>Parish Toyota van: Committee to discuss concerns regarding the Toyota Van. Parish Ranger Supervisor voiced concerns over Toyota van which included:</p> <ul style="list-style-type: none"> In and out of garage several times. Can't use tipper. Have not got shredder <p>Following discussion – felt no business case to consider changing at present and to wait and see what decision is made with Devolved Services Landscaping.</p>	

Signature:.....Date:.....

27/22	<p>Community Hub Chairs: Committee to retrospectively agree to purchase 50 chairs for the Community Hub for a total cost of £2297.00. Agreed by 3 votes for.</p>	
28/22	<p>Security at Community Hub: Committee to discuss and agree to install CCTV at Community Hub and Annual maintenance</p> <p>Vote for option A Vote for option B</p> <p>Clerk advised quotes received from 2 suppliers. Cllr Seaborne requested sight of quotes and, having read advised the Committee there is difference in the cameras.</p> <p>Resolution-Agreed by 3 votes for Cllr Seaborne to contact both suppliers with outstanding questions.</p> <p>Information to be given back to the Clerk for a future meeting.</p>	ES/DM

Meeting Finished at 11.26 am

Signature:.....Date:.....

Abestos Reports summary for Community Hub / Parish Office / Wylie Depot.
Surveys were carried out on 18th May 2023

Community Hub:

No Asbestos-containing materials (ACMs) were identified.

Conclusions & Recommendations:

As no ACMs were identified, no further action is required. In the event that any work is planned that will disturb the building fabric e.g. refurbishment works, an appropriately intrusive Refurbishment / Demolition Survey should be undertaken in advance, to determine the presence of concealed ACMs.

Kingsfold Office:

Asbestos-containing materials were **identified** in the form of:
Insulating Board Products Asbestos Register Within the scope of this survey the following ACMs were identified or presumed to be present: Ceiling of the boiler room in the Chambers.

Conclusions and Recommendations

Identified Asbestos-containing materials (ACMs) should continue to be managed in-situ and reassessed annually in accordance with the Control of Asbestos Regulations (CAR) 2012. Any work which is likely to disturb the building fabric e.g. refurbishment works should be preceded by a fully intrusive Refurbishment/ Demolition Survey to locate any concealed ACMs and allow for their safe removal in advance of the work

To Note there is a Non-Accessed Area

Council Chambers No safe access to inspect high level ceiling and associated windows. (Over 4 metres) These areas should be presumed to contain asbestos until proven otherwise in accordance with the Control of Asbestos Regulations (CAR) 2012.

Action: - Committee to decided do we want to arrange a company to inspect this area, or assume there is asbestos and I monitor it with monthly inspection by Parish Ranger supervisor to make sure there is no new damage.

Wylie Building:

Asbestos-containing materials were **identified** in the form of:
The roof under cloaking has deteriorated since the last inspection and is fragmenting in several areas. The material requires encapsulation to prevent further water-damage and it is recommended that a Licensed Asbestos Contractor is used to undertake the work.

Action:- Get quotes from licensed asbestos contractor to undertake the work that is needed.

Monthly inspection by Parish Ranger Supervisor to make sure there is no damage. Yearly check from Asbestos survey company.

David Outram
Parish Ranger Supervisor



YOUR ASBESTOS CONSULTANT

Management Asbestos Survey
Of
The Community Hub,
24 Mercers Drive, Bradville
Milton Keynes, Bucks, MK13 7AY



On Behalf Of



126 Kingsfold, Bradville
Milton Keynes, Bucks, MK13 7DX

Report Ref. ACMS1184/001R

May 2023

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Appendix A Certificates of Analysis

Appendix B Referenced Plans

1 Executive Summary

Scope of Survey	<p>The survey has been undertaken utilising information obtained during the initial scoping exercise following consultation with the client.</p> <p>The objectives of the survey were to:</p> <ul style="list-style-type: none"> • Locate and record the location, extent and product type of any presumed or known Asbestos Containing Materials (ACMs), as far as reasonably practicable. • Determine and record the asbestos type, by collecting representative samples and/or by making presumptions based on the product type and its appearance etc. • Carry out material assessments using the HSE approved algorithm to establish the risks posed by Asbestos-containing materials. • Carry out Priority Risk Assessments, which the duty holder is to review.
Type of Survey:	Management Survey as defined in HSG264
Site Address:	The Community Hub, 24 Mercers Drive, Bradville, Milton Keynes, Bucks, MK13 7AY
Date of Survey:	18 th May 2023
Name of Surveyor:	James Molloy
Site Description:	<p>Year of Build: 1980's</p> <p>Type of Construction: Brick and blockwork</p>
Extent of Survey:	Inspection of all reasonably accessible areas
Deviations/Variations	None
Agreed Exclusions	None

Report Authorised for issue by:	James Molloy Principal Consultant	Signature:	
		Date:	01/06/2023

The following material types were identified within the remit of the survey:

- No Asbestos-containing materials (ACMs) were identified.

Conclusions & Recommendations

As no ACMs were identified, no further action is required.

In the event that any work is planned that will disturb the building fabric e.g. refurbishment works, an appropriately intrusive Refurbishment / Demolition Survey should be undertaken in advance, to determine the presence of concealed ACMs.

This report should be read in full, including the Asbestos sample sheets, asbestos register and annotated plans showing locations of ACMs

2 Introduction

Your Asbestos Consultant Ltd was requested by David Outram of Stantonbury Parish Council to conduct a survey to determine the presence of asbestos-containing materials at The Community Hub, 24 Mercers Drive, Bradville, Milton Keynes, Bucks, MK13 7AY. The survey was undertaken by James Molloy on the 18th May 2023. In accordance with the client's instructions no areas were excluded from the survey.

Samples taken during the survey were analysed by a UKAS Accredited laboratory and the Certificate of Analysis can be found in Appendix A. Annotated plans can be found in Appendix B.

In order to assess the risk from an ACM it is vital to consider the activity and occupancy levels in the area surrounding the ACM (priority assessment) and the potential for the material will give rise to airborne asbestos fibres (material assessment).

Under CAR 2012 it is the statutory responsibility of the duty holder to carry out the priority assessments on all ACMs identified during the survey. To this end, priority assessment values have been recorded for review by the duty holder.

Your Asbestos Consultant Ltd has assigned numbers / names to all rooms / areas and so the client should be aware that these may differ from those used by site occupants.

Assessments contained within this report must be subject to periodic reviews every six to twelve months or immediately when there is a change of use, occupancy or activity which might disturb any ACMs located within the area.

All identified ACMs are assigned a risk rating to support the formulation of an Asbestos Management Plan, as required by the Control of Asbestos Regulations (CAR) 2012.

This type of survey should not be undertaken to facilitate a refurbishment or demolition project. A demolition/ refurbishment asbestos survey is likely to be necessary prior to any planned refurbishments or alterations that will affect the fabric of the building i.e. removal of walls/ ceilings etc. If such plans require this type of major alteration, then any potential asbestos risk must be managed, which may include the removal of the ACM.

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Throughout the report the following terms and abbreviations may be used:

- ACM:** Asbestos containing material(s).
AIB: Asbestos Insulating Board.
CAF: Compressed Asbestos Fibre (Gaskets).
MMMMF: This describes any machine-made mineral fibre, fibreglass, Rockwool, ceramic fibres and other such material.

Reference may also be made to various types/ groups of asbestos:

- Amosite:** Commonly known as brown asbestos.
Chrysotile: Commonly known as white asbestos.
Crocidolite: Commonly known as blue asbestos.
Amphibole: Generic name of the mineral group of all asbestos types, excluding Chrysotile.
Serpentine: Generic name of the mineral group that includes Chrysotile.

3 Survey Methodology

The objective of this survey was to, as far as reasonably practicable, locate, identify and assess every accessible ACM present within the scope of the survey. The findings have been presented in a way which allows the duty holder to manage the risks arising from any identified ACMs (See Asbestos Register).

The survey remit was to assess all reasonably accessible ACMs. Reasonably accessible does not extend to cavity walls, beneath concrete encased structural beams, below floorboards, beneath decorative finishes and re-insulated services, above solid plaster ceilings or any other locations which, to access, would cause damage to the structure or decorative finishes. In addition, our surveyors will not inspect behind ACMs as any disturbance is likely to give rise to airborne asbestos fibres. Considering the hundreds of applications of asbestos used in the construction of buildings and the sometimes-random use of the material, some ACMs may only be uncovered during subsequent demolition.

In line with the requirements of CAR 2012, all non-accessed areas must be presumed to contain asbestos until proven otherwise. Inspection of these areas should be undertaken by a competent person prior to any work/ activity which is likely disturb the materials contained within the non-accessed area. Presumed ACMs must be treated as containing amphibole asbestos unless the surveyor feels that it is reasonable to assume that they are identical/ similar to other sampled materials identified within the same area.

The surveyor(s) conducted a methodical inspection of all areas within the scope of the survey. The sampling strategy was dictated by the nature of the building and representative samples were taken of suspect materials found. Where access for sampling was not possible, a visual assessment was made. For similar/repetitive materials, a representative bulk sampling protocol was employed following visual inspection and assessment. It is prudent to presume that any materials similar to those positively identified also contain asbestos until proven otherwise. However, it should not be presumed that materials similar in appearance to those tested and found not to contain asbestos also do not contain asbestos.

The variations in composition of textured coatings dictate that the presence of asbestos in just one of a series of bulk samples from any area will be considered sufficient grounds for treating all of the coatings in any one area as containing asbestos.

Although the surveyor(s) made every effort, Your Asbestos Consultant Ltd cannot guarantee that all ACMs have been identified. Some ACMs can be present in a building which may only be discovered during demolition or decommissioning work.

The assessments contained within this report are based on the condition of the materials at the time of the inspection. The subsequent recommendations are advisory and designed to show the client what courses of action are necessary to manage each ACM.

The physical factors which determine the likely fibre release of identified ACMs require both material and priority assessments to be integrated into a combined algorithm (see Section 4) in order for future

asbestos management to be effective. While Your Asbestos Consultant Ltd have assigned Priority scores to all known/ suspected ACMs (in-line with HSG264), the client is responsible for review of the assessments as we cannot reliably assess the use and maintenance activities of client-owned areas during a single visit.

The combined algorithm has been compiled for each ACM and the results can be used in the production of a management plan to, as far as reasonably practicable, reduce the exposure of employees and any other persons to asbestos fibres.

Bulk samples are taken using techniques which to minimise fibre release often utilising a suppressant spray. Areas where samples have been taken are then sealed where appropriate to avoid subsequent fibre release. The samples are then taken to a UKAS accredited laboratory for analysis using polarised light microscopy (PLM) and dispersion staining techniques as defined in the HSE document HSG248.

On site inspection and bulk sampling is conducted in accordance with Your Asbestos Consultant Ltds' documented in-house procedures.

4 Asbestos Sample Sheets

The following pages show all identified ACMs including, their location, their respective material assessment rating and demonstrate how Your Asbestos Consultant Ltd arrived at the assessment scores.

Material Risk Assessment

Management surveys require that all ACMs or suspected ACMs are risk assessed. The assessments concentrate exclusively on the likelihood of fibre release from each asbestos-containing material. To arrive at the full material risk score, the surveyor has taken into account the four main parameters that determine the likely fibre release from an ACM when subject to disturbance of any kind:

- Product type
- Condition
- Surface treatment
- Type of Asbestos

Each assessment parameter is scored as follows:

Parameter	Score	Description
Product Type	1	Reinforced composite materials (Includes mastics, bitumen products, vinyl floor tiles, decorative finishes, asbestos cement, etc).
	2	Insulating board, mill boards, textiles, gaskets, and paper
	3	Thermal insulation, spray, loose insulation, packing etc.
Condition	0	Good condition - no visible damage
	1	Low damage - some surface marks/ scratches, damaged edges on Boards/ tiles etc.
	2	Medium damage - considerable breakage of materials or multiple areas where material has been damaged revealing loose asbestos fibres
	3	High damage - deteriorated materials, sprays and thermal insulation, visible asbestos debris.
Surface Treatment	0	Composite materials containing asbestos, reinforced plastics, resins and vinyl etc.
	1	Enclosed sprays and thermal insulation, encapsulated insulating board/ cement sheets etc.
	2	Unsealed insulating board or encapsulated thermal insulation and sprays
	3	Unsealed thermal insulation or sprays
Type of Asbestos	0	No Asbestos Detected in Sample (NADIS).
	1	Chrysotile
	2	Amphibole asbestos excluding Crocidolite
	3	Crocidolite

Priority Risk Assessment

The priority score is determined by making an assessment on the likelihood of an ACM being disturbed. Priority assessments take into consideration the following factors:

- Main Activity
- Likelihood of Disturbance
- Human Exposure Potential
- Maintenance Activity

It is the duty holder's responsibility under CAR 2012 to make a priority Risk Assessment using their detailed knowledge of the activities carried out in the premises. The priority Risk Assessment can only be carried out with the detailed knowledge of the factors above.

Your Asbestos Consultant Ltd have provided a basis for the priority assessments within this report but this information must be reviewed by the duty holder as our surveyor will not have detailed knowledge of the activities carried out in the premises.

Each of the above parameters is scored as: High = 3, Medium = 2, Low = 1 or very low = 0. The value assigned to each of the four parameters is added together to give a total score of between 2 and 12.

Priorities with assessment scores of 10 or more are regarded as having a high potential for disturbance. Scores of between 6 and 9 are regarded as having a medium potential, and between 4 and 5, a low potential and scores of 3 or less have a very low potential.


The parameters in the table below are as given in the HSE guidance note HSG227 'A Comprehensive Guide to Managing Asbestos in Premises' (ISBN 0-7176-2381-5) and show how the parameters are broken down into sub-categories.

Assessment Parameter	Score	Description
Normal Occupant Activity		
Main Activity	0	Rare disturbance activity (e.g. little used store room)
	1	Low disturbance activities (e.g. office type activity)
	2	Periodic disturbance (e.g. industrial or vehicular activity which may contact ACMs)
	3	High levels of disturbance (e.g. fire door with asbestos insulating board sheet in constant use)
Likelihood of Disturbance		
Accessibility	0	Usually inaccessible or unlikely to be disturbed
	1	Occasionally likely to be disturbed
	2	Easily disturbed
	3	Routinely disturbed
Location	0	Outdoors
	1	Large rooms or well-ventilated areas
	2	Rooms up to 100m ²
	3	Confined spaces
Extent/Amount	0	Small amounts or items (e.g. strings, gaskets)
	1	<10m ² or <10m pipe run
	2	10m ² to 50m ² or 10m to 50m pipe run
	3	>50m ² or 50m pipe run
Human Exposure Potential		
Frequency of Use	0	Infrequent
	1	Monthly
	2	Weekly
	3	Daily
No of Occupants	0	None
	1	1 to 3
	2	4 to 10
	3	> 10
Avg Time Area in Use	0	<1 hour
	1	>1 to <3 hours
	2	>3 to <6 hours
	3	>6 hours

Maintenance Activity		
Frequency of Activity	0	ACM unlikely to be disturbed for maintenance
	1	<1 per year
	2	>1 per year
	3	>1 per month
Type of Activity	0	Minor disturbance (e.g. possibility of contact when gaining access)
	1	Low disturbance (e.g. changing light bulbs in asbestos insulating board ceiling)
	2	Medium disturbance (e.g. lifting one or two asbestos insulating board ceiling tiles to access above)
	3	High Levels of disturbance (e.g. removing a number of asbestos insulating board tiles)

5 Non-Asbestos Sample Sheets

Location		Material location & description
Building:	Main Building	Textured coating to ceiling 
Floor:	Ground Floor	
Room:	0/013 Kitchen	
Form:	Textured Coatings	
Sample Ref:	ACMS184/001	
Extent:	16 sqm	

Location		Material location & description
Building:	Main Building	Panels lining parapet walls of old flat roof 
Floor:	Roof Void	
Room:	R0/001	
Form:	Insulating Board Products	
Sample Ref:	ACMS184/002	
Extent:	100 lin m	

Location		Material location & description	
Building:	Main Building	Felt lining original flat roof areas	
Floor:	Roof Void		
Room:	R0/001		
Form:	Bonded Materials		
Sample Ref:	ACMS184/003		
Extent:	300 sqm		

6 Property Register

Site: Bradville Community Hub

Building: Main Building

Floor: Ground Floor

Room Ref	Asbestos	Sample Ref	Form	Location	Extent	Risk Rating	Action By
0/001 Entrance	Not Detected	-	-	No asbestos detected	-	-/E	-
		Recommendations: Not applicable					
		Comments/ Room Description: Rendered brick forming walls, uPVC double doors (2 sets) with modern mastic sealant, timber boards lining ceiling, carpet covering masonry floor tiles. Modern electrical installations within plastic mains cabinet.					
0/002 Reception	Not Detected	-	-	No asbestos detected	-	-/E	-
		Recommendations: Not applicable					
		Comments/ Room Description: Plastered masonry forming walls, uPVC door to entrance, plasterboard ceiling and redundant skylight surround, modern vinyl flooring.					
0/003 Ladies Toilets	Not Detected	-	-	No asbestos detected	-	-/E	-
		Recommendations: Not applicable					
		Comments/ Room Description: Ceramic tiles lining masonry forming walls, plasterboard ceiling, modern vinyl flooring, ceramic sanitary ware, timber boxing at floor level within timber boxing, no suspect materials found within timber gas shut of cabinet.					
0/004 Ladies Toilet Cupboard	Not Detected	-	-	No asbestos detected	-	-/E	-
		Recommendations: Not applicable					
		Comments/ Room Description: Ceramic tiles lining masonry forming walls, plasterboard ceiling, plasterboard panel over door.					
0/005 Accessible Toilet	Not Detected	-	-	No asbestos detected	-	-/E	-
		Recommendations: Not applicable					
		Comments/ Room Description: Plastered masonry forming walls, plasterboard ceiling, modern vinyl flooring, ceramic sanitaryware.					
0/006 Mens Toilet	Not Detected	-	-	No asbestos detected	-	-/E	-
		Recommendations: Not applicable					
		Comments/ Room Description: Plastered masonry and plasterboard partition forming walls, plasterboard ceiling, modern vinyl flooring. Ceramic sanitaryware and tiles to walls throughout. Timber panel to wall in toilet cubicle not removed as would cause decorative damage.					

Room Ref	Asbestos	Sample Ref	Form	Location	Extent	Risk Rating	Action By	
0/007 Mens Toilet Cupboard	Not Detected	-	-	No asbestos detected	-	-/E	-	
		Recommendations: Not applicable						
		Comments/ Room Description: Plastered masonry and plasterboard partition forming walls, ceramic tiles lining 3No walls, plasterboard ceiling, modern vinyl floorin, ceramic sink unit.						
0/008 Reception Store	Not Detected	-	-	No asbestos detected	-	-/E	-	
		Recommendations: Not applicable						
		Comments/ Room Description: Plastered masonry forming walls, supplementry brick walls at low level, plasterboard ceiling, concrete floor.						
0/009 Electrical Cupboard	Not Detected	-	-	No asbestos detected	-	-/E	-	
		Recommendations: Not applicable						
		Comments/ Room Description: Plastered masonry forming walls, plasterboard ceiling, concrete floor, modern electrical installations.						
0/010 Storage Corridor	Not Detected	-	-	No asbestos detected	-	-/E	-	
		Recommendations: Not applicable						
		Comments/ Room Description: Plastered masonry forming walls, plasterboard ceiling, modern vinyl flooring.						
0/011 External Sports Equipment Store	Not Detected	-	-	No asbestos detected	-	-/E	-	
		Recommendations: Not applicable						
		Comments/ Room Description: Rendered brick walls, concrete floor, exposed timber ceiling.						
0/012 Boiler Room/ Fire exit	Not Detected	As ACMS184/001	Textured Coatings	Textured coating debris to surfaces surrounding boiler	<1 sqm	-/E	-	
		Recommendations: Not applicable						
		Comments/ Room Description: Environmental clean of area surrounding boiler may be necessary.						
0/012 Boiler Room/ Fire exit	Not Detected	As ACMS184/001	Textured Coatings	Textured coating to ceiling	7 sqm	-/E	-	
		Recommendations: Not applicable						

		<p>Comments/ Room Description: Ceiling above boiler damaged where sections have been cut to accommodate boiler pipework.</p> <p>Rendered masonry forming walls, plasterboard ceiling, concrete floor, modern boiler, plastic downpipe, timber panel to ceiling around downpipe, modern silicone sealant around metal fire exit door.</p>					
Room Ref	Asbestos	Sample Ref	Form	Location	Extent	Risk Rating	Action By
0/013 Kitchen	Not Detected	ACMS184/001	Textured Coatings	Textured coating to ceiling	16 sqm	-/E	-
<p>Recommendations: Not applicable</p> <p>Comments/ Room Description: Rendered masonry forming walls, plasterboard ceiling, modern vinyl flooring.</p>							
0/014 Main Hall	Not Detected	-	-	No asbestos detected	-	-/E	-
<p>Recommendations: Not applicable</p> <p>Comments/ Room Description: Plastered masonry and plasterboard partitions forming walls, metal panels beneath modern uPVC windows plasterboard ceiling, plasterboard lining beams/ redundant ventilation ducting at ceiling level, modern vinyl flooring. Various timber panels covering vents in redundant ventilation ducting at ceiling level (no access to remove without damage).</p>							
0/015 Main Hall Chair Cupboard	Not Detected	-	-	No asbestos detected	-	-/E	-
<p>Recommendations: Not applicable</p> <p>Comments/ Room Description: Plastered masonry forming external wall, plasterboard partitions forming all other walls, plasterboard ceiling, plastered beam at high level (possibly wire-reinforced), modern vinyl flooring.</p>							
0/016 Office	Not Detected	-	-	No asbestos detected	-	-/E	-
<p>Recommendations: Not applicable</p> <p>Comments/ Room Description: Plastered masonry and forming external walls, plasterboard partitions forming internal walls, plasterboard ceiling, modern vinyl flooring, modern uPVC windows.</p>							

Site: Bradville Community Hub

Building: Main Building

Floor: Roof Void

Room Ref	Asbestos	Sample Ref	Form	Location	Extent	Risk Rating	Action By
R0/001	Not Detected	As ACMS184/002	Insulating Board Products	Debris to floor	<1 sqm	-/E	-
Recommendations: Not applicable							
R0/001	Not Detected	ACMS184/003	Bonded Materials	Felt lining original flat roof areas	300 sqm	-/E	-
Recommendations: Not applicable							
R0/001	Not Detected	ACMS184/002	Insulating Board Products	Panels lining parapet walls of old flat roof	100 lin m	-/E	-
Recommendations: Not applicable							
Comments/ Room Description: Structural steel framework erected to cover original felted flat roof building.							
Modern profiled metal cladding forming new roof, modern plastic skylights. Felt covering original roof, plastic skylights set into original flat roof. Timber forming soffits surrounding building.							
Debris visible within wall cavities.							

Site: Bradville Community Hub

Building: Main Building

Floor: External

Room Ref	Asbestos	Sample Ref	Form	Location	Extent	Risk Rating	Action By
Exterior	Not Detected	-	-	No asbestos detected	-	-/E	-
Recommendations: Not applicable							
Comments/ Room Description: Rendered masonry forming walls, uPVC windows, timber soffits, steel columns, profiled metal roof, high level plastic skylight, metal gutters, plastic downpipes.							

7 Risk Banding and Recommendations

The risk scores detailed below relate to the combined material & priority assessments. These ratings have been recorded on an individual basis for each ACM and recommendations and action dates are shown according to each individual asbestos installation.

Recommendations and action dates are not mandatory but they advise what actions are required to safely manage the ACM taking into account the results of the risk assessment.

To ensure standardisation is achieved, Your Asbestos Consultant Ltd have devised the following risk bands:

Risk Band A (20 points and over)

Risk assessment scores within this category are likely to warrant urgent action, as a material with such a high rating is likely to indicate people working/ occupying the area in question are currently being exposed to some levels of airborne Asbestos fibres.

This exposure will vary depending on a number of variables, for example, the nature of airflow and the activities being undertaken within the areas/s. It may be possible to assess the exposure level by use of atmospheric fibre measurements. Areas or situations that fall into this category should be regarded as a matter of extreme concern and therefore access should be restricted/ prohibited immediately.

Risk Band B (14-19 points inclusive)

Risk scores within this category are likely to warrant urgent consideration, in that (even slight) deterioration in any one of a number of contributory factors will result in an unacceptably high level of risk. In these circumstances it would therefore be necessary for the ACM to be subject to some form of programmed remediation but within a specified timescale (Typically 3 - 6 months).

Risk Band C (10-13 points inclusive) & Risk Band D (1-9 points inclusive)

Risk scores within these low priority categories either do not normally pose an immediate risk and the likelihood of human exposure is considered to be low under present conditions. The materials can normally remain in-situ provided they are labelled as asbestos (where appropriate), encapsulated or sealed (where recommended) and inspected regularly by a competent person. The results of all re-inspections should be recorded. The action date for remedial action for materials within this band is likely to be 6-12 months.

Risk Band E (not scored)

In this situation no score is reported as no suspect materials were identified or asbestos was not detected within sampled materials. No further action is considered necessary.

8 Asbestos Management

The dutyholder, under CAR 2012, is required to produce an Asbestos Management Plan to minimise the risks of asbestos exposure. This management plan must then be subject to periodic review (Typically every 6-12 months). This survey report should be used to develop the plan, which should prevent activities on the site, including maintenance, disturbing the ACM. The introduction of a 'permit to work' system is one way to enable the plan to be satisfactorily implemented.

In accordance with further requirements of CAR 2012, it is a requirement for every employer to ensure that adequate information, instruction and training is provided to employees who are liable to be exposed to asbestos, or those who supervise such employees. Maintenance staff must be appropriately trained in the nature of the risk associated with working with asbestos. They must also be instructed in how to use and maintain suitable personal and respiratory protective equipment. This training should enable staff to assess situations where they can undertake work themselves and where the employment of a licensed asbestos removal contractor is required.

Should the condition of an ACM deteriorate, or accessibility change which could lead to a greater likelihood of disturbance, then further risk assessment of the material must be carried immediately. If there are planned refurbishment works in areas that would potentially disturb an ACM then the possibility of changes to the proposed works should be considered. If there is no alternative which would avoid disturbing the ACM then removal should be undertaken prior to any works taking place.

If further material risk assessments are required it may be prudent to discuss these with Your Asbestos Consultant Ltd to assess the impact and levels of risk.

Legal Requirements

All work with ACM is controlled under CAR 2012. The purpose of these regulations, which were made under the Health and Safety at Work Act 1974, is to minimise exposure to asbestos fibres both within the workplace and the surrounding area/s.

Approved Codes of Practice and a number of technical guidance notes have been produced by the Health and Safety Executive, designed so that building managers, employers, employees and contractors can comply with the requirements of the regulations.

With certain limited exceptions, asbestos removal by an unlicensed contractor may be an offence. The principal statutory and regulatory requirements in force at present are: -

- Health & Safety at Work Act 1974
- The Control of Asbestos Regulations (CAR) 2012
- Management of Health and Safety at Work Regulations 1999

APPENDIX A CERTIFICATES OF ANALYSIS

This appendix contains 1 page

Certificate Number/s
ATH-23-05-0698



ENVIRONMENTAL SOLUTIONS LTD

ATHENA ENVIRONMENTAL SOLUTIONS LTD
 SUITE 3, SOPWITH HOUSE, HURRICANE WAY,
 WICKFORD, ESSEX, SS11 8YU
 Tel: 01268 761 171
 Email: info@athena-env.co.uk



COMPANY REG NUMBER: 07376951
 REGISTERED ADDRESS: AS ABOVE

4696

CERTIFICATE OF IDENTIFICATION OF ASBESTOS FIBRES

CERTIFICATE NUMBER: ATH/23/05/0698 DATE SAMPLED: 18/05/2023 DATE RECEIVED: 22/05/2023 DATE ANALYSED: 22/05/2023 DATE ISSUED: 22/05/2023 SAMPLES OBTAINED BY: DELIVERED NUMBER OF SAMPLES: 3	SITE ADDRESS: BRADVILLE COMMUNITY HUB, MERCERS DRIVE, BRADVILLE, MILTON KEYNES, MK13 7AY SITE REFERENCE: ACMS1184		
	CLIENT: YOUR ASBESTOS CONSULTANT LTD CLIENT ADDRESS: SUITE 45, MILTON KEYNES BUSINESS CENTRE, FOXHUNTER DRIVE, LINFORD WOOD, MILTON KEYNES, MK14 6GD PHONE NUMBER: 01908 686858		
ANALYST NAME & SIGNATURE:	 Phil Lord - Laboratory Analyst	AUTHORISER NAME & SIGNATURE:	 Brett Hopson - Technical Manager
COMMENTS:			

RESULTS

SAMPLE NUMBER	CLIENT NUMBER	SAMPLE LOCATION	FIBRE TYPE DETECTED	COMMENTS
1	ACMS1184/001	GROUND FLOOR, 0/013 KITCHEN, TEXTURED COATING TO CEILING	NADIS	TEXTURED COATING
2	ACMS1184/002	ROOF VOID, R0/001, PANELS LINING TOP OF PARAPET WALLS OF ORIGINAL FLAT ROOF BUILDING – INSULATING BOARD	NADIS	INSULATING BOARD
3	ACMS1184/003	ROOF VOID, R0/001, FELT LINING ORIGINAL FLAT ROOF	NADIS	BITUMEN

KEY: CHRYSOTILE (WHITE ASBESTOS) - CROCIDOLITE (BLUE ASBESTOS) – AMOSITE (BROWN ASBESTOS)
NADIS (NO ASBESTOS DETECTED IN SAMPLE) - TREMOLITE, ANTHOPHYLLITE & ACTINOLITE (LESS COMMON ASBESTOS FIBRE TYPES)

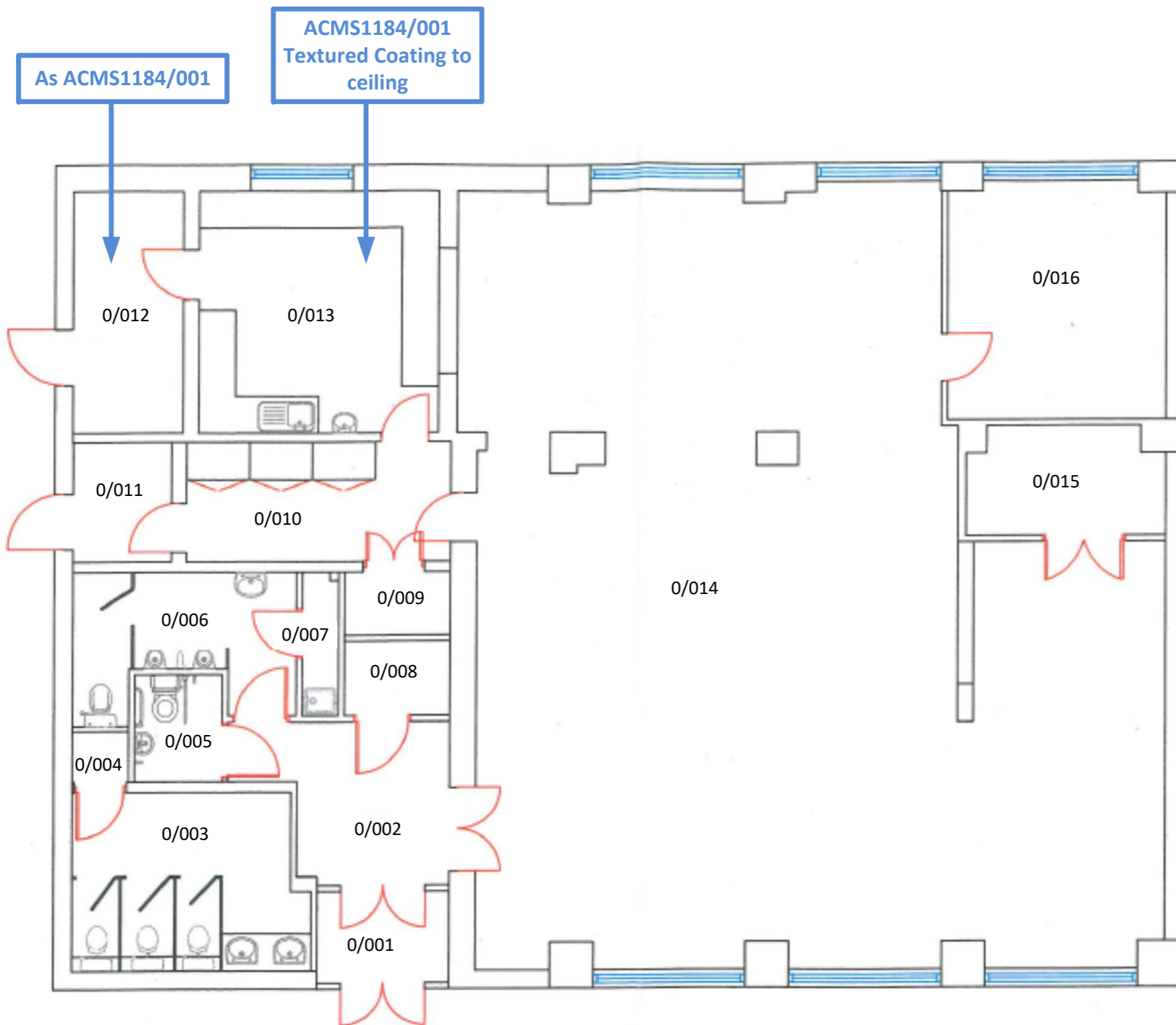
- Note: When a trace of asbestos fibres are reported this represents only one or two fibres identified during PLM analysis.
- Note: The material type reported is an opinion of the analyst only and does not form part of the ATHENA UKAS accreditation.
- Note: Samples will be kept for a minimum of 6 months and all records and reports pertaining to the analysis archived for a minimum of 5 years.
- Note: This Certificate of Identification of Asbestos Fibres can only be reproduced in full unless written approval from Athena has been obtained.
- Note: If the sample condition or size is deemed unacceptable or unsatisfactory by the analyst, the client will be contacted.
- Note: The results relate only to the items tested.
- Note: All samples are analysed at the Athena Laboratory, Suite 3 Sopwith House, Sopwith Crescent, Wickford, Essex, SS11 8YU
- Note: The results apply to the sample as received.

Samples have been analysed to determine the presence of asbestos fibres using Athena Environmental Solutions “in house” method of polarised light microscopy and central stop dispersion staining based on HSG 248. The site address and sample locations are given by the client and Athena are not responsible for the accuracy or competence of these details or of the sampling

APPENDIX B REFERENCED PLANS

This appendix contains 2 pages

Floor	Plan Ref
Ground Floor	ACMS1184-001D
Roof Void	ACMS1184-002D



YOUR ASBESTOS CONSULTANT

Client: Stantonbury Parish Council

Site address: 24 Mercers Drive, Bradville, Milton Keynes, MK13 7AY

Floor: Ground Floor

Project Number: ACMS1184

Plan Reference: ACMS1184-001D

Survey Date: 18/05/2023

Drawing Key

- Out of Scope**
- Areas of no access are denoted in orange.**
- Asbestos containing materials are denoted in red**
- Non-asbestos samples are denoted in blue**
- Removed asbestos samples are denoted in black**

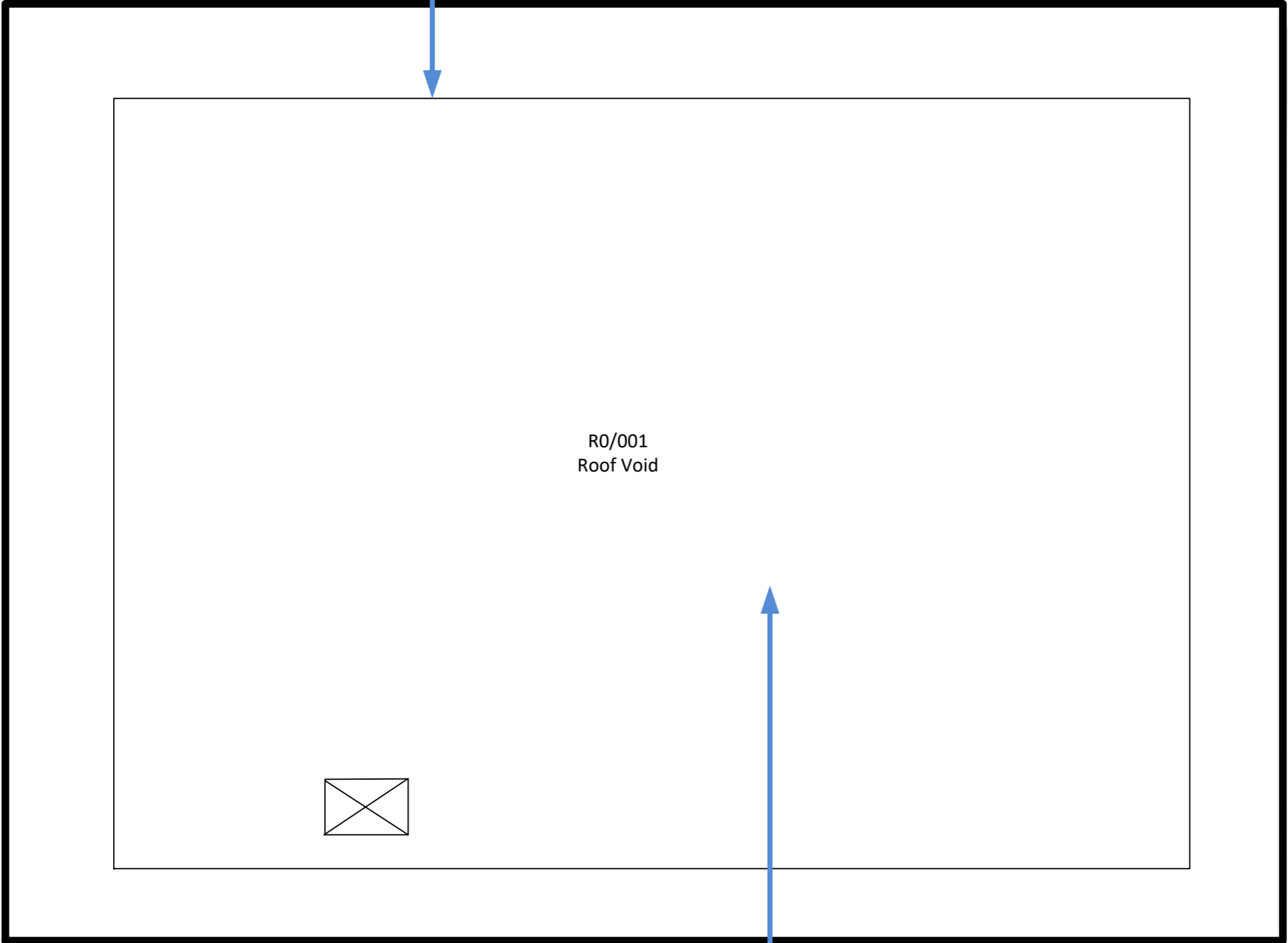
Template Ref: YACF-011 RevA

	Bonded Materials
	Cement Products
	Insulating Board
	Textured Coating
	CAF Gaskets
	Sprayed Coating
	Paper Products
	Woven Textile
	Dust/ Debris
	Insulation Products

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ACMS1184/002
Insulating board



ACMS1184/002
Roofing Felt



YOUR ASBESTOS CONSULTANT

Client: Stantonbury Parish Council

Site address: 24 Mercers Drive, Bradville, Milton Keynes, MK13 7AY



Floor: Roof Void

Project Number: ACMS1184











Plan Reference: ACMS1184-002D

Survey Date: 18/05/2023

Drawing Key

-  **Out of Scope**
-  **Areas of no access are denoted in orange.**
- Asbestos containing materials are denoted in red**
- Non-asbestos samples are denoted in blue**
- Removed asbestos samples are denoted in black**

Template Ref: YACF-011 RevA

	Bonded Materials
	Cement Products
	Insulating Board
	Textured Coating
	CAF Gaskets
	Sprayed Coating
	Paper Products
	Woven Textile
	Dust/ Debris
	Insulation Products

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YOUR

YOUR ASBESTOS CONSULTANT



YOUR ASBESTOS CONSULTANT

Asbestos Reinspection Survey

Of

Stantonbury Parish Council Offices,
126 Kingsfold, Bradville
Milton Keynes,
MK13 7DX



On Behalf Of



126 Kingsfold, Bradville
Milton Keynes,
MK13 7DX

Report Ref. ACRE1124A/001R

May 2023

Your Asbestos Consultant Ltd
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Appendix A Certificates of Analysis

Appendix B Referenced Plans

1 Executive Summary

Scope of Survey	<p>The survey has been undertaken utilising information obtained during the initial scoping exercise, following consultation with the client.</p> <p>The objectives of the survey were to:</p> <ul style="list-style-type: none"> • Carry out condition assessments of all previously identified Asbestos-containing materials using the HSE approved algorithm to establish the risk of exposure. • Carry out Priority Risk Assessments, which the duty holder is to review. • Inspection of any previously non-accessed areas where safe access allows.
Type of Survey:	Asbestos Reinspection Survey
Site Address:	126 Kingsfold, Bradville, Milton Keynes, Bucks, MK13 7DX
Date of Survey:	18 th May 2023
Name of Surveyor:	James Molloy
Site Description:	<p>Year of Build: 1970's</p> <p>Type of Construction: Brick & blockwork</p>
Extent of Survey:	Assessment of previously identified Asbestos materials and inspection of non-accessed areas as far as was reasonably practicable.
Deviations/Variations	None
Agreed Exclusions	None

Report Authorised for issue by:	James Molloy Principal Consultant	Signature:	
		Date:	29/05/2023

Asbestos-containing materials were identified in the form of:

- Insulating Board Products

Asbestos Register

Within the scope of this survey the following ACMs were identified or presumed to be present:

Building	Floor	Room	Location & Description	Risk Rating*
Council Offices	Ground Floor	0/009 Boiler Room	Panels lining ceiling and wall above door	D

*See Section 6 for Risk Rating categorisation.

Conclusions and Recommendations

Identified Asbestos-containing materials (ACMs) should continue to be managed in-situ and reassessed annually in accordance with the Control of Asbestos Regulations (CAR) 2012.

Any work which is likely to disturb the building fabric e.g. refurbishment works should be preceded by a fully intrusive Refurbishment/ Demolition Survey to locate any concealed ACMs and allow for their safe removal in advance of the work.

Non-Accessed Areas

The table below details areas that were not fully accessed during the course of the survey. These areas should be presumed to contain asbestos until proven otherwise in accordance with the Control of Asbestos Regulations (CAR) 2012.

Building	Floor	Room	Description/ Reason for access limitation
Council Offices	Ground Floor	0/002 Council Chambers	No safe access to inspect high level ceiling and associated windows (Over 4 metres)

This report should be read in full, including the Asbestos sample sheets, asbestos register and annotated plans showing locations of ACMs

2 Introduction

Your Asbestos Consultant Ltd was requested by David Outram of Stantonbury Parish Council to conduct a reassessment of previously identified asbestos-containing materials at 126 Kingsfold, Bradville, Milton Keynes, Bucks, MK13 7DX. The survey was undertaken by James Molloy on the 18th May 2023. In accordance with the client's instructions no areas were excluded from the survey.

The Council Offices at 126 Kingsfold consist of a single-storey structure with a predominantly flat roof of brick and blockwork construction.

Where re-inspection was possible, all previously identified ACMs remaining were visually reassessed and the risk ratings updated to reflect their current condition. Any additional suspected ACMs identified are also included within this report.

The client should be aware of the limitations of a survey being conducted in a non-destructive manner and is therefore referred to Section 3.

Samples taken during the survey were analysed by a UKAS Accredited laboratory and the certificate of analysis can be found in Appendix A. Annotated plans can be found in Appendix B.

Throughout the report the following terms and abbreviations may be used:

- ACM:** Asbestos containing material(s).
AIB: Asbestos Insulating Board.
CAF: Compressed Asbestos Fibre (Gaskets).
MMMMF: This describes any machine-made mineral fibre, fibreglass, Rockwool, ceramic fibres and other such material.

Reference may also be made to various types/ groups of asbestos:

- Amosite:** Commonly known as brown asbestos.
Chrysotile: Commonly known as white asbestos.
Crocidolite: Commonly known as blue asbestos.
Amphibole: Generic name of the mineral group of all asbestos types, excluding Chrysotile.
Serpentine: Generic name of the mineral group that includes Chrysotile.

In order to assess the risk from an ACM it is vital to consider the activity and occupancy levels in the area surrounding the ACM (priority assessment) and the possibility that the material will give rise to airborne asbestos fibres (material assessment).

Under CAR 2012 it is the statutory responsibility of the duty holder to validate priority assessments on all ACMs identified during the survey. To this end, priority assessment values have been recorded for review by the duty holder.

Your Asbestos Consultant Ltd has assigned numbers / names to all rooms / areas and so the client should be aware these may differ from those used by site occupants.

Assessments contained within this report must be subject to periodic reviews every six to twelve months or immediately when there is a change of use, occupancy or activity which might disturb any ACMs located within the area.

A demolition/ refurbishment asbestos survey is likely to be necessary prior to any planned refurbishments or alterations that will affect the fabric of the building i.e. removal of walls/ ceilings etc. If such plans require this type of major alteration, then any potential asbestos risk must be managed, which may include the removal of the ACM.

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3 Survey Methodology

The objective of the reinspection was to, as far as reasonably practicable, locate and re-assess every previously identified accessible ACM present within the scope of the survey. The findings have been presented in a way which allows the duty holder to suitably manage the risks associated with the identified ACMs (See Asbestos Register).

The survey remit was to re-assess all reasonably accessible ACMs. Reasonably accessible does not extend to intrusive inspection of concealed voids such as cavity walls, beneath concrete encased structural beams, below floorboards, beneath decorative finishes and re-insulated services, above solid plaster ceilings or any other locations which, to access, would cause damage to the structure or decorative finishes. In addition, our surveyors will not inspect behind known or suspected ACMs as any disturbance is likely to give rise to airborne asbestos fibres. Considering the numerous and varied usage of asbestos materials in the construction of buildings and the sometimes-random applications, some ACMs may only be uncovered during subsequent demolition of the building/s.

In line with the requirements of CAR 2012, all non-accessed areas must be presumed to contain asbestos until proven otherwise. Inspection of these areas should be undertaken by a competent person prior to any work/ activity which is likely disturb the materials contained within the non-accessed area. Presumed ACMs must be treated as containing amphibole asbestos unless the surveyor feels that it is reasonable to assume that they are identical/ similar to other sampled materials identified within the same area.

The surveyor(s) conducted a methodical inspection of all areas within the scope of the survey. The sampling strategy was heavily determined by the nature of the building and representative samples were taken of suspect materials found. Where access for sampling was not possible, a visual assessment was made. For similar/repetitive materials, a representative bulk sampling protocol was employed following visual inspection and assessment. It is prudent to presume that any materials similar to those positively identified also contain asbestos until proven otherwise. However, it should not be presumed that materials similar in appearance to those tested and found not to contain asbestos also do not contain asbestos.

The variations in composition of textured coatings dictate that the presence of asbestos in just one of a series of bulk samples from any area will be considered sufficient grounds for treating all of the coatings in any one area as containing asbestos.

The assessments contained within this report are based on the condition of the materials at the time of the inspection. The subsequent recommendations are advisory and designed to show the client what course of actions are necessary to manage each ACM.

The physical factors which determine the likely fibre release from identified ACMs require both material and priority assessments to be integrated into a combined algorithm (see Section 4) in order for future asbestos management to be effective. While Your Asbestos Consultant Ltd have assigned Priority scores to all known/ suspected ACMs (in-line with HSG264), the client is responsible for review of the

assessments as we cannot reliably assess the use and maintenance activities of client-owned areas during a single visit.

The combined algorithm has been compiled for each ACM and the results can be used in the production of a management plan to, as far as reasonably practicable, reduce the exposure of employees and any other persons to asbestos fibres.

Bulk samples are taken using techniques which minimise fibre release often utilising a suppressant spray. Areas where samples have been taken are then sealed where appropriate to avoid subsequent fibre release. The samples are then taken to a UKAS accredited laboratory for analysis using polarised light microscopy (PLM) and dispersion staining techniques as defined in the HSE document HSG248.

On site inspection and bulk sampling is conducted in accordance with Your Asbestos Consultant Ltds' documented in-house procedures.

Although the surveyor(s) make every effort, Your Asbestos Consultant Ltd cannot guarantee that all ACMs have been identified. Some ACMs can be present in the building which may only be discovered when the building is demolished or is subject to major refurbishment.

4 Sample Sheets

The following pages show all identified ACMs including, their location, their respective material & priority assessment rating and demonstrate how Your Asbestos Consultant Ltd arrived at the assessment scores.

Material Risk Assessment

Management surveys require that all ACMs or suspected ACMs are risk assessed. The assessments concentrate exclusively on the likelihood of fibre release from each asbestos-containing material. To arrive at the full material risk score, the surveyor has taken into account the four main parameters that determine the likely fibre release from an ACM when subject to disturbance of any kind:

- Product type
- Condition
- Surface treatment
- Type of Asbestos

Each assessment parameter is scored as follows:

Parameter	Score	Description
Product Type	1	Reinforced composite materials (Includes mastics, bitumen products, vinyl floor tiles, decorative finishes, asbestos cement, etc).
	2	Insulating board, mill boards, textiles, gaskets, and paper
	3	Thermal insulation, spray, loose insulation, packing etc.
Condition	0	Good condition - no visible damage
	1	Low damage - some surface marks/ scratches, damaged edges on Boards/ tiles etc.
	2	Medium damage - considerable breakage of materials or multiple areas where material has been damaged revealing loose asbestos fibres
	3	High damage - deteriorated materials, sprays and thermal insulation, visible asbestos debris.
Surface Treatment	0	Composite materials containing asbestos, reinforced plastics, resins and vinyl etc.
	1	Enclosed sprays and thermal insulation, encapsulated insulating board/ cement sheets etc.
	2	Unsealed insulating board or encapsulated thermal insulation and sprays
	3	Unsealed thermal insulation or sprays
Type of Asbestos	0	No Asbestos Detected in Sample (NADIS).
	1	Chrysotile
	2	Amphibole asbestos excluding Crocidolite
	3	Crocidolite

Priority Risk Assessment

The priority score is determined by making an assessment on the likelihood of an ACM being disturbed. Priority assessments take into consideration the following factors:

- Main Activity
- Likelihood of Disturbance
- Human Exposure Potential
- Maintenance Activity

It is the duty holder's responsibility under CAR 2012 to make a priority Risk Assessment using their detailed knowledge of the activities carried out in the premises. The priority Risk Assessment can only be carried out with the detailed knowledge of the factors above.

Your AC Ltd have provided a basis for the priority assessments within this report but this information must be reviewed by the duty holder as our surveyor will not have detailed knowledge of the activities carried out in the premises.

Each of the above parameters is scored as: High = 3, Medium = 2, Low = 1 or very low = 0. The value assigned to each of the four parameters is added together to give a total score of between 2 and 12.

Priorities with assessment scores of 10 or more are regarded as having a high potential for disturbance. Scores of between 6 and 9 are regarded as having a medium potential, and between 4 and 5, a low potential and scores of 3 or less have a very low potential.

The parameters in the table below are as given in the HSE guidance note HSG227 'A Comprehensive Guide to Managing Asbestos in Premises' (ISBN 0-7176-2381-5) and show how the parameters are broken down into sub-categories.

Assessment Parameter	Score	Description
Normal Occupant Activity		
Main Activity	0	Rare disturbance activity (e.g. little used store room)
	1	Low disturbance activities (e.g. office type activity)
	2	Periodic disturbance (e.g. industrial or vehicular activity which may contact ACMs)
	3	High levels of disturbance (e.g. fire door with asbestos insulating board sheet in constant use)
Secondary Activity	0	Usually inaccessible or unlikely to be disturbed
	1	Occasionally likely to be disturbed
	2	Easily disturbed
	3	Routinely disturbed
Likelihood of Disturbance		
Accessibility	0	Usually inaccessible or unlikely to be disturbed
	1	Occasionally likely to be disturbed
	2	Easily disturbed
	3	Routinely disturbed
Location	0	Outdoors
	1	Large rooms or well-ventilated areas
	2	Rooms up to 100m ²
	3	Confined spaces
Extent/Amount	0	Small amounts or items (e.g. strings, gaskets)
	1	<10m ² or <10m pipe run
	2	10m ² to 50m ² or 10m to 50m pipe run
	3	>50m ² or 50m pipe run
Human Exposure Potential		
Frequency of Use	0	Infrequent
	1	Monthly
	2	Weekly
	3	Daily
No of Occupants	0	None
	1	1 to 3
	2	4 to 10
	3	> 10
Avg Time Area in Use	0	<1 hour
	1	>1 to <3 hours
	2	>3 to <6 hours
	3	>6 hours

Maintenance Activity		
Frequency of Activity	0	ACM unlikely to be disturbed for maintenance
	1	<1 per year
	2	>1 per year
	3	>1 per month
Type of Activity	0	Minor disturbance (e.g. possibility of contact when gaining access)
	1	Low disturbance (e.g. changing light bulbs in asbestos insulating board ceiling)
	2	Medium disturbance (e.g. lifting one or two asbestos insulating board ceiling tiles to access above)
	3	High Levels of disturbance (e.g. removing a number of asbestos insulating board tiles)

Building:	Main Building	Form:	
Floor:	Ground Floor		
Room Ref:	0/002 Council Chambers	Extent:	
Location & Description:	No safe access to inspect high level ceiling and associated windows (Over 4 metres)	Sample Type:	
		Sample Ref:	



Analysis Result	Presumed	Assessment Date:	18/05/2023
		Assessed By:	James Molloy

Material Assessment			
Product Type	Damage/Deterioration	Surface Treatment	Asbestos Type
-	-	-	-

Priority Assessment			
Main Activity	Human Exposure Potential	Likelihood of Disturbance	Maintenance Activities
-	-	-	-

Total Scores			
Material Risk	Priority Risk	Combined Risk	Risk Category
-	-	-	TBC

Comments/ Room Description
 No safe access without specialist access equipment. Plasterboard and blockwork forming walls, plasterboard forming ceiling, carpet covering concrete floor, modern uPVC windows at ground level, timber window sills, timber-framed windows at high level, timber skirting, timber coving, plasterboard cladding to RSJ.

Management Recommendation	Action Date
<i>Non-accessed area. This area should be regarded as containing asbestos until assessed by a competent person.</i>	Before Works

Building:	Main Building	Form:	Insulating Board Products
Floor:	Ground Floor		
Room Ref:	0/009 Boiler Room	Extent:	2 sqm
Location & Description:	Panels lining ceiling and wall above door	Sample Type:	Taken
		Sample Ref:	ACMS1034A/001

Analysis Result	Amosite	Assessment Date:	18/05/2023
		Assessed By:	James Molloy
Material Assessment			
Product Type	Damage/ Deterioration	Surface Treatment	Asbestos Type
2	1	1	2



Priority Assessment			
Main Activity	Human Exposure Potential	Likelihood of Disturbance	Maintenance Activities
0	2	0	1

Total Scores			
Material Risk	Priority Risk	Combined Risk	Risk Category
6	3	9	D

Comments/ Room Description
Blockwork forming walls, non-asbestos insulating to pipework, concrete floor.
2023 Reinspection: Ceiling panels encapsulated and labelled since last visit.

Management Recommendation	Action Date
<i>Re-inspect at recommended intervals.</i>	17/05/2024

5 Asbestos Register

Site: Council Offices

Building: Main Building

Floor: Ground Floor

Room Ref	Asbestos	Sample Ref	Form	Location	Extent	Risk Rating	Action By
0/001 Fire Exit Lobby	Not Detected	-	-	No asbestos detected	-	E	-
		Recommendations: N/A					
		Comments/ Room Description: Plasterboard forming upper sections of walls, blockwork forming lower sections of walls, plasterboard ceiling, carpet covering concrete floor, modern uPVC exterior door.					
0/002 Council Chambers	Limitations	-	-	No safe access to inspect high level ceiling and associated windows (Over 4 metres)	-	TBC	Before Works
		Recommendations: Non-accessed area. This area should be regarded as containing asbestos until assessed by a competent person.					
		Comments/ Room Description: No safe access without specialist access equipment. Plasterboard and blockwork forming walls, plasterboard forming ceiling, carpet covering concrete floor, modern uPVC windows at ground level, timber window sills, timber-framed windows at high level, timber skirting, timber coving, plasterboard cladding to RSJ.					
0/003 Office	Not Detected	-	-	No asbestos detected	-	E	-
		Recommendations: N/A					
		Comments/ Room Description: Plasterboard and blockwork forming walls, plasterboard forming ceiling, carpet covering concrete floor, modern uPVC windows, timber window sills, timber skirting, timber coving.					
0/004 Cupboard	Not Detected	-	-	No asbestos detected	-	E	-
		Recommendations: N/A					
		Comments/ Room Description: Plasterboard and blockwork forming walls, plasterboard forming ceiling, carpet covering concrete floor.					
0/005 Training Room	Not Detected	-	-	No asbestos detected	-	E	-
		Recommendations: N/A					
		Comments/ Room Description: Plasterboard and blockwork forming walls, plasterboard forming ceiling, carpet covering concrete floor, modern uPVC windows at ground level, timber-framed metal windows at high level, timber window sills, timber skirting, timber coving.					

Room Ref	Asbestos	Sample Ref	Form	Location	Extent	Risk Rating	Action By
0/006 Ladies WC	Not Detected	-	-	No asbestos detected	-	E	-
		Recommendations: N/A					
		Comments/ Room Description: Plasterboard and blockwork forming walls, plasterboard forming ceiling, ceramic sanitary ware, modern vinyl flooring, vertical timber boxing adjacent to door, plastic and copper pipework throughout, modern skylight.					
0/007 Gents WC	Not Detected	-	-	No asbestos detected	-	E	-
		Recommendations: N/A					
		Comments/ Room Description: Plasterboard and blockwork forming walls, plasterboard forming ceiling, ceramic sanitary ware, modern vinyl flooring, uPVC window, timber window sill, timber boxing adjacent to toilet, plastic and copper pipework throughout, modern skylight.					
0/008 Corridor	Not Detected	-	-	No asbestos detected	-	E	-
		Recommendations: N/A					
		Comments/ Room Description: Plasterboard and blockwork forming walls, plasterboard forming ceiling, carpet and modern vinyl covering concrete floor, copper pipework to wall at high level, timber skirting, timber coving.					
0/009 Boiler Room	Present	ACMS1034A/001	Insulating Board Products	Panels lining ceiling and wall above door	2 sqm	D	17/05/2024
		Recommendations: Re-inspect at recommended intervals.					
		Comments/ Room Description: Blockwork forming walls, non-asbestos insulating to pipework, concrete floor. 2023 Reinspection: Ceiling panels encapsulated and labelled since last visit.					
0/010 Store Cupboards	Not Detected	-	-	No asbestos detected	-	E	-
		Recommendations: N/A					
		Comments/ Room Description: Plasterboard and blockwork forming walls, plasterboard forming ceiling, carpet covering concrete floor.					
0/011 Cupboard	Not Detected	-	-	No asbestos detected	-	E	-
		Recommendations: N/A					
		Comments/ Room Description: Plasterboard and blockwork forming walls, plasterboard forming ceiling, carpet covering concrete floor.					

Room Ref	Asbestos	Sample Ref	Form	Location	Extent	Risk Rating	Action By
0/012 Reception Office	Not Detected	-	-	No asbestos detected	-	E	-
		Recommendations: N/A					
		Comments/ Room Description: Plasterboard and blockwork forming walls, plasterboard forming ceiling, carpet covering concrete floor, modern uPVC windows, timber window sills, timber skirting, timber coving.					
0/013 Office	Not Detected	-	-	No asbestos detected	-	E	-
		Recommendations: N/A					
		Comments/ Room Description: Plasterboard and blockwork forming walls, plasterboard forming ceiling, carpet covering concrete floor, modern uPVC window, timber window sills, timber skirting, timber boxing.					
0/014 Kitchen	Not Detected	ACMS1034A/002	Tile Adhesive	Tile Adhesive to section of walls	2 sqm	E	-
		Recommendations:					
		Comments/ Room Description: Plasterboard and blockwork forming walls, plasterboard forming ceiling, modern vinyl flooring, modern boiler (post-2000 installation) modern uPVC window, timber forming store cupboard, no bitumen pads to underside of sink unit.					
0/015 Store Cupboard	Not Detected	-	-	No asbestos detected	-	E	-
		Recommendations: N/A					
		Comments/ Room Description: Plasterboard and blockwork forming walls, timber forming ceiling, modern vinyl flooring.					
0/016 Reception	Not Detected	-	-	No asbestos detected	-	E	-
		Recommendations: N/A					
		Comments/ Room Description: Plasterboard and blockwork forming walls, plasterboard forming ceiling, carpet covering concrete floor, timber skirting, timber coving.					
0/017 Office	Not Detected	-	-	No asbestos detected	-	E	-
		Recommendations: N/A					
		Comments/ Room Description: Blockwork forming walls, plasterboard forming ceiling, carpet covering concrete floor, modern uPVC windows, timber window sills, timber skirting, timber coving.					
0/018 Electrical Cupboard	Not Detected	-	-	No asbestos detected	-	E	-
		Recommendations: N/A					
		Comments/ Room Description: Plasterboard and blockwork forming walls, plasterboard forming ceiling, concrete floor.					

Room Ref	Asbestos	Sample Ref	Form	Location	Extent	Risk Rating	Action By
0/019 Archive Store	Not Detected	-	-	No asbestos detected	-	E	-
		Recommendations: N/A					
		Comments/ Room Description: Plasterboard and blockwork forming walls, plasterboard forming ceiling, modern vinyl flooring.					
0/020 Office	Not Detected	-	-	No asbestos detected	-	E	-
		Recommendations: N/A					
		Comments/ Room Description: Plasterboard and blockwork forming walls, plasterboard forming ceiling, carpet covering concrete floor, modern uPVC windows, timber window sills, timber skirting, timber coving.					
0/021 Bin Store	Not Detected	ACMS1034A/003	Bonded Materials	Felt packing protruding from bottom of door frame	<0.5 sqm	E	-
		Recommendations: N/A					
		Comments/ Room Description: Timber lining cupboard interior.					

Site: Council Offices

Building: Main Building

Floor: External

Room Ref	Asbestos	Sample Ref	Form	Location	Extent	Risk Rating	Action By	
Exterior	Removed	Visual	Cement Products	Cement tiles lining various pitched sections of roof	50 sqm	E	-	
		Recommendations:						
		Comments/ Room Description: Tiles replaced prior to 2023 Reinspection.						
Exterior	Not Detected	ACMS1034A/004	Bonded Materials	Damp proof membrane	100 lin m	E	-	
		Recommendations:						
		Comments/ Room Description: Masonry walls, modern lining to flat roof, timber cladding, uPVC windows.						
Exterior	Removed	ACRE1124A/001	Cement Products	Roof tile fragments on flat roof area	<1 sqm	E	-	
		Recommendations: N/A						
		Comments/ Room Description: Fragments removed as a sample.						

6 Risk Banding and Recommendations

The risk scores detailed below relate to the combined material & priority assessments. These ratings have been recorded on an individual basis for each ACM and recommendations and action dates are shown according to each individual asbestos installation.

Recommendations and action dates are not mandatory but they advise what actions are required to safely manage the ACM taking into account the results of the risk assessment.

To ensure standardisation is achieved, Your Asbestos Consultant Ltd have devised the following risk bands:

Risk Band A (20 points and over)

Risk assessment scores within this category are likely to warrant urgent action, as a material with such a high rating is likely to indicate people working/ occupying the area in question are currently being exposed to some levels of airborne Asbestos fibres.

This exposure will vary depending on a number of variables, for example, the nature of airflow and the activities being undertaken within the areas/s. It may be possible to assess the exposure level by use of atmospheric fibre measurements. Areas or situations that fall into this category should be regarded as a matter of extreme concern and therefore access should be restricted/ prohibited immediately.

Risk Band B (14-19 points inclusive)

Risk scores within this category are likely to warrant urgent consideration, in that (even slight) deterioration in any one of a number of contributory factors will result in an unacceptably high level of risk. In these circumstances it would therefore be necessary for the ACM to be subject to some form of programmed remediation but within a specified timescale (Typically 3 - 6 months).

Risk Band C (10-13 points inclusive) & Risk Band D (1-9 points inclusive)

Risk scores within these low priority categories either do not normally pose an immediate risk and the likelihood of human exposure is considered to be low under present conditions. The materials can normally remain in-situ provided they are labelled as asbestos (where appropriate), encapsulated or sealed (where recommended) and inspected regularly by a competent person. The results of all re-inspections should be recorded. The action date for remedial action for materials within this band is likely to be 6-12 months.

Risk Band E (not scored)

In this situation no score is reported as no suspect materials were identified or asbestos was not detected within sampled materials. No further action is considered necessary.

7 Asbestos Management

The dutyholder, under CAR 2012, is required to produce an Asbestos Management Plan to minimise the risks of asbestos exposure. This management plan must then be subject to periodic review (Typically every 6-12 months). This survey report should be used to develop the plan, which should prevent activities on the site, including maintenance, disturbing the ACM. The introduction of a 'permit to work' system is one way to enable the plan to be satisfactorily implemented.

In accordance with further requirements of CAR 2012, it is a requirement for every employer to ensure that adequate information, instruction and training is provided to employees who are liable to be exposed to asbestos, or those who supervise such employees. Maintenance staff must be appropriately trained in the nature of the risk associated with working with asbestos. They must also be instructed in how to use and maintain suitable personal and respiratory protective equipment. This training should enable staff to assess situations where they can undertake work themselves and where the employment of a licensed asbestos removal contractor is required.

Should the condition of an ACM deteriorate, or accessibility change which could lead to a greater likelihood of disturbance, then further risk assessment of the material must be carried immediately. If there are planned refurbishment works in areas that would potentially disturb an ACM then the possibility of changes to the proposed works should be considered. If there is no alternative which would avoid disturbing the ACM then removal should be undertaken prior to any works taking place.

If further material risk assessments are required it may be prudent to discuss these with Your Asbestos Consultant Ltd to assess the impact and levels of risk.

Legal Requirements

All work with ACM is controlled under CAR 2012. The purpose of these regulations, which were made under the Health and Safety at Work Act 1974, is to minimise exposure to asbestos fibres both within the workplace and the surrounding area/s.

Approved Codes of Practice and a number of technical guidance notes have been produced by the Health and Safety Executive, designed so that building managers, employers, employees and contractors can comply with the requirements of the regulations.

With certain limited exceptions, asbestos removal by an unlicensed contractor may be an offence. The principal statutory and regulatory requirements in force at present are: -

- Health & Safety at Work Act 1974
- The Control of Asbestos Regulations (CAR) 2012
- Management of Health and Safety at Work Regulations 1999

APPENDIX A CERTIFICATES OF ANALYSIS

This appendix contains 1 page

Certificate Number/s
ATH-23-05-0697

APPENDIX B REFERENCED PLANS

This appendix contains 2 pages

Location	Plan Ref:
Main Building, Ground Floor	ACRE1124A/001D
Main Building, External	ACRE1124A/002D



YOUR ASBESTOS CONSULTANT

Client: Stantonbury Parish Council

Site address: Stantonbury Parish Council Offices,
126 Kingsfold, Bradville, Milton Keynes, MK13
7DX

Floor: Ground Floor

Project Number: ACRE1124A

Plan Reference: ACRE1124A/001D

Survey Date: 18/05/2023

Drawing Key

Areas of no access are denoted in orange.

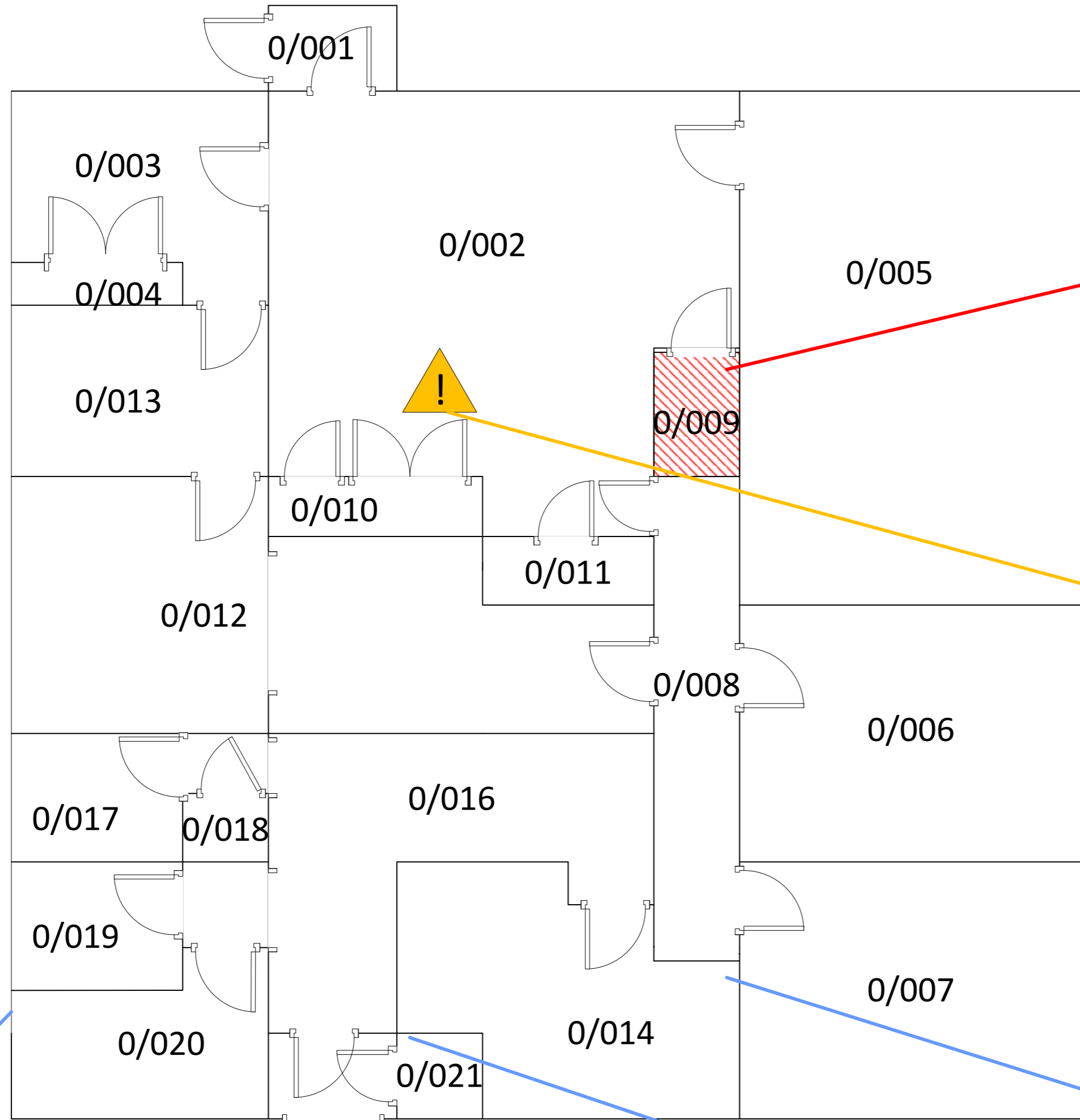
Asbestos containing materials are denoted in red

Non-asbestos samples are denoted in blue

Template Ref: YACF-011 RevA

	Bonded Materials
	Cement Products
	Insulating Board
	Textured Coating
	CAF Gaskets
	Sprayed Coating
	Paper Products
	Woven Textile
	Dust/ Debris
	Insulation Products

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ACMS1034A/001
Panels lining ceiling

No access to inspect high level ceiling

ACMS1034A/004
Damp proof membrane

ACMS1034A/003
Felt packing to door frame

ACMS1034A/002
Tile adhesive to wall



YOUR ASBESTOS CONSULTANT

Client: Stantonbury Parish Council

Site address: Stantonbury Parish Council Offices,
126 Kingsfold, Bradville, Milton Keynes, MK13
7DX

Floor: Exterior

Project Number: ACRE1124A

Plan Reference: ACRE1124A/002D

Survey Date: 18/05/2023

Drawing Key

Areas of no access are denoted in orange.

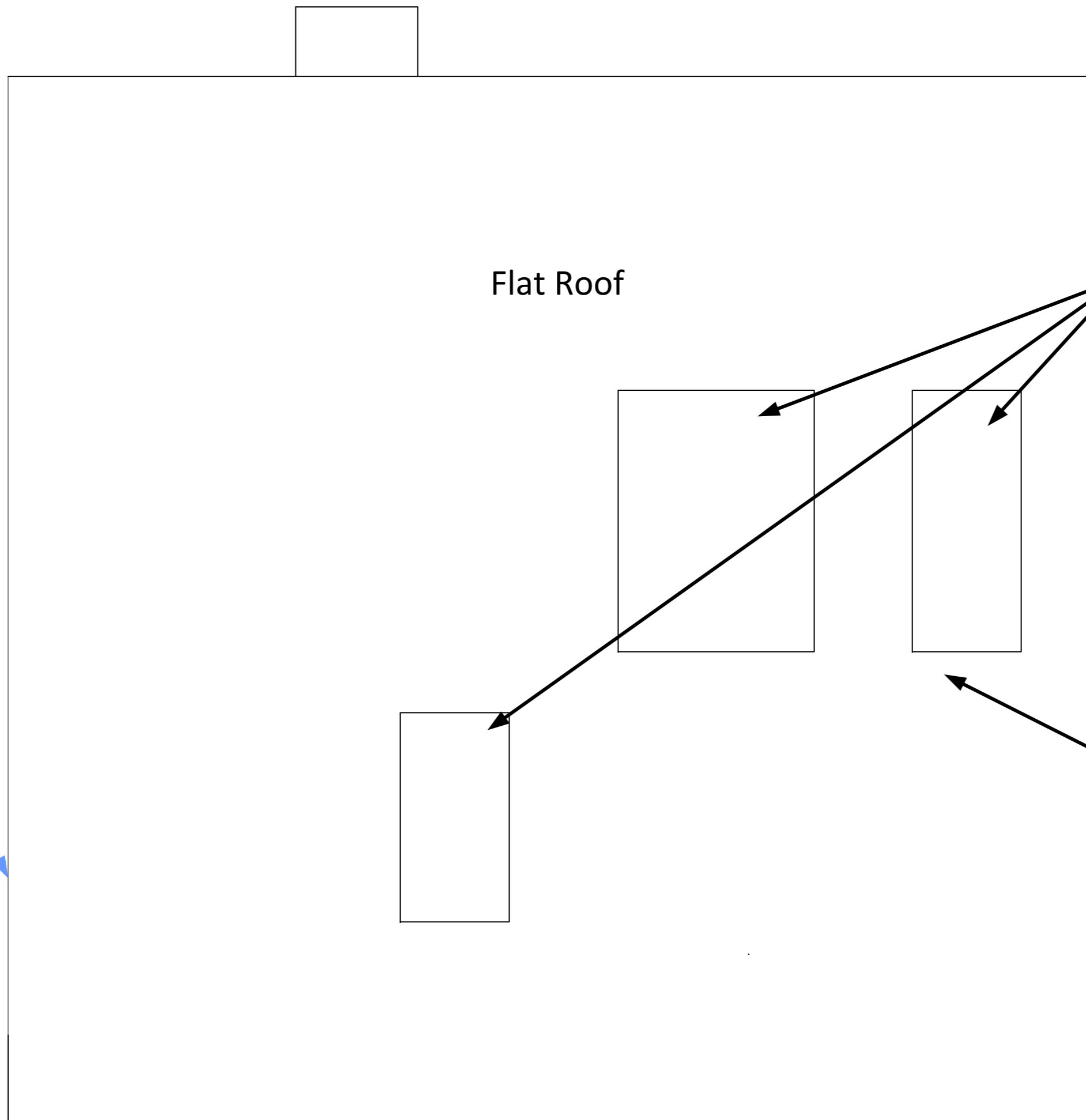
Asbestos containing materials are denoted in red

Non-asbestos samples are denoted in blue

Template Ref: YACF-011 RevA

	Bonded Materials
	Cement Products
	Insulating Board
	Textured Coating
	CAF Gaskets
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ACMS1034B/004
Damp Proof
Membrane

Visual
Cement Roof
Tiles
(Removed)

ACRE1124A/
001
Roof Tile
Fragments
(Removed)



YOUR

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Asbestos Reinspection Survey

Of

Wylie Drop-in, Kingsfold,
Bradville, Milton Keynes,
MK13 7BS



On Behalf Of



126 Kingsfold,
Bradville, Milton Keynes,
MK13 7DX

Report Ref. ACRE1124B/001R

May 2023

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Appendix A Referenced Plans

1 Executive Summary

Scope of Survey	<p>The survey has been undertaken utilising information obtained during the initial scoping exercise, following consultation with the client.</p> <p>The objectives of the survey were to:</p> <ul style="list-style-type: none"> • Carry out condition assessments of all previously identified Asbestos-containing materials using the HSE approved algorithm to establish the risk of exposure. • Carry out Priority Risk Assessments, which the duty holder is to review. • Inspection of any previously non-accessed areas.
Type of Survey:	Asbestos Reinspection Survey
Site Address:	Wylie Drop-in, Kingsfold, Bradville, Milton Keynes, Bucks, MK13 7BS
Date of Survey:	18 th May 2023
Name of Surveyor:	James Molloy
Site Description:	<p>Year of Build: 1980's</p> <p>Type of Construction: Blockwork</p>
Extent of Survey:	Assessment of previously identified Asbestos materials and inspection of non-accessed areas as far as was reasonably practicable.
Deviations/Variations	None
Agreed Exclusions	None

Report Authorised for issue by:	James Molloy Principal Consultant	Signature:	
		Date:	29/05/2023

Asbestos-containing materials were identified in the form of:

- Cement Products

Asbestos Register

Within the scope of this survey the following ACMs were identified or presumed to be present:

Building	Floor	Room	Location & Description	Risk Rating*
Wylie Drop-in	External	Exterior	Verge undercloaking to both sides of pitched roof	D

*See Section 6 for Risk Rating categorisation.

Conclusions and Recommendations

The roof undercloaking has deteriorated since the last inspection and is fragmenting in several areas. The material requires encapsulation to prevent further water-damage and it is recommended that a Licensed Asbestos Contractor is used to undertake the work.

This report should be read in full, including the Asbestos sample sheets, asbestos register and annotated plans showing locations of ACMs

2 Introduction

Your Asbestos Consultant Ltd was requested by David Outram of Stantonbury Parish Council to conduct a reassessment of previously identified asbestos-containing materials at Wylie Drop-in, Kingsfold, Bradville, Milton Keynes, Bucks, MK13 7BS. The survey was undertaken by James Molloy on the 18th May 2023. In accordance with the client's instructions no areas were excluded from the survey.

Wylie Drop-in is a single storey structure of blockwork construction with a mono-pitched roof.

Where re-inspection was possible, all previously identified ACMs remaining were visually reassessed and the risk ratings updated to reflect their current condition. Any additional suspected ACMs identified are also included within this report.

The client should be aware of the limitations of a survey being conducted in a non-destructive manner and is therefore referred to Section 3.

Annotated plans can be found in Appendix A.

Throughout the report the following terms and abbreviations may be used:

- ACM:** Asbestos containing material(s).
AIB: Asbestos Insulating Board.
CAF: Compressed Asbestos Fibre (Gaskets).
MMMMF: This describes any machine-made mineral fibre, fibreglass, Rockwool, ceramic fibres and other such material.

Reference may also be made to various types/ groups of asbestos:

- Amosite:** Commonly known as brown asbestos.
Chrysotile: Commonly known as white asbestos.
Crocidolite: Commonly known as blue asbestos.
Amphibole: Generic name of the mineral group of all asbestos types, excluding Chrysotile.
Serpentine: Generic name of the mineral group that includes Chrysotile.

In order to assess the risk from an ACM it is vital to consider the activity and occupancy levels in the area surrounding the ACM (priority assessment) and the possibility that the material will give rise to airborne asbestos fibres (material assessment).

Under CAR 2012 it is the statutory responsibility of the duty holder to validate priority assessments on all ACMs identified during the survey. To this end, priority assessment values have been recorded for review by the duty holder.

Your Asbestos Consultant Ltd has assigned numbers / names to all rooms / areas and so the client should be aware these may differ from those used by site occupants.

Assessments contained within this report must be subject to periodic reviews every six to twelve months or immediately when there is a change of use, occupancy or activity which might disturb any ACMs located within the area.

A demolition/ refurbishment asbestos survey is likely to be necessary prior to any planned refurbishments or alterations that will affect the fabric of the building i.e. removal of walls/ ceilings etc. If such plans require this type of major alteration then any potential asbestos risk must be managed, which may include the removal of the ACM.

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3 Survey Methodology

The objective of the reinspection was to, as far as reasonably practicable, locate and re-assess every previously identified accessible ACM present within the scope of the survey. The findings have been presented in a way which allows the duty holder to suitably manage the risks associated with the identified ACMs (See Asbestos Register).

The survey remit was to re-assess all reasonably accessible ACMs. Reasonably accessible does not extend to intrusive inspection of concealed voids such as cavity walls, beneath concrete encased structural beams, below floorboards, beneath decorative finishes and re-insulated services, above solid plaster ceilings or any other locations which, to access, would cause damage to the structure or decorative finishes. In addition, our surveyors will not inspect behind known or suspected ACMs as any disturbance is likely to give rise to airborne asbestos fibres. Considering the numerous and varied usage of asbestos materials in the construction of buildings and the sometimes-random applications, some ACMs may only be uncovered during subsequent demolition of the building/s.

In line with the requirements of CAR 2012, all non-accessed areas must be presumed to contain asbestos until proven otherwise. Inspection of these areas should be undertaken by a competent person prior to any work/ activity which is likely disturb the materials contained within the non-accessed area. Presumed ACMs must be treated as containing amphibole asbestos unless the surveyor feels that it is reasonable to assume that they are identical/ similar to other sampled materials identified within the same area.

The surveyor(s) conducted a methodical inspection of all areas within the scope of the survey. The sampling strategy was heavily determined by the nature of the building and representative samples were taken of suspect materials found. Where access for sampling was not possible, a visual assessment was made. For similar/repetitive materials, a representative bulk sampling protocol was employed following visual inspection and assessment. It is prudent to presume that any materials similar to those positively identified also contain asbestos until proven otherwise. However, it should not be presumed that materials similar in appearance to those tested and found not to contain asbestos also do not contain asbestos.

The variations in composition of textured coatings dictate that the presence of asbestos in just one of a series of bulk samples from any area will be considered sufficient grounds for treating all of the coatings in any one area as containing asbestos.

The assessments contained within this report are based on the condition of the materials at the time of the inspection. The subsequent recommendations are advisory and designed to show the client what course of actions are necessary to manage each ACM.

The physical factors which determine the likely fibre release from identified ACMs require both material and priority assessments to be integrated into a combined algorithm (see Section 4) in order for future asbestos management to be effective. While Your Asbestos Consultant Ltd have assigned Priority scores to all known/ suspected ACMs (in-line with HSG264), the client is responsible for review of the

assessments as we cannot reliably assess the use and maintenance activities of client-owned areas during a single visit.

The combined algorithm has been compiled for each ACM and the results can be used in the production of a management plan to, as far as reasonably practicable, reduce the exposure of employees and any other persons to asbestos fibres.

On site inspection and bulk sampling is conducted in accordance with Your Asbestos Consultant Ltds' documented in-house procedures.

Although the surveyor(s) make every effort, Your Asbestos Consultant Ltd cannot guarantee that all ACMs have been identified. Some ACMs can be present in the building which may only be discovered when the building is demolished or is subject to major refurbishment.

4 Sample Sheets

The following pages show all identified ACMs including, their location, their respective material & priority assessment rating and demonstrate how Your Asbestos Consultant Ltd arrived at the assessment scores.

Material Risk Assessment

Management surveys require that all ACMs or suspected ACMs are risk assessed. The assessments concentrate exclusively on the likelihood of fibre release from each asbestos-containing material. To arrive at the full material risk score, the surveyor has taken into account the four main parameters that determine the likely fibre release from an ACM when subject to disturbance of any kind:

- Product type
- Condition
- Surface treatment
- Type of Asbestos

Each assessment parameter is scored as follows:

Parameter	Score	Description
Product Type	1	Reinforced composite materials (Includes mastics, bitumen products, vinyl floor tiles, decorative finishes, asbestos cement, etc).
	2	Insulating board, mill boards, textiles, gaskets, and paper
	3	Thermal insulation, spray, loose insulation, packing etc.
Condition	0	Good condition - no visible damage
	1	Low damage - some surface marks/ scratches, damaged edges on Boards/ tiles etc.
	2	Medium damage - considerable breakage of materials or multiple areas where material has been damaged revealing loose asbestos fibres
	3	High damage - deteriorated materials, sprays and thermal insulation, visible asbestos debris.
Surface Treatment	0	Composite materials containing asbestos, reinforced plastics, resins and vinyl etc.
	1	Enclosed sprays and thermal insulation, encapsulated insulating board/ cement sheets etc.
	2	Unsealed insulating board or encapsulated thermal insulation and sprays
	3	Unsealed thermal insulation or sprays
Type of Asbestos	0	No Asbestos Detected in Sample (NADIS).
	1	Chrysotile
	2	Amphibole asbestos excluding Crocidolite
	3	Crocidolite

Priority Risk Assessment

The priority score is determined by making an assessment on the likelihood of an ACM being disturbed. Priority assessments take into consideration the following factors:

- Main Activity
- Likelihood of Disturbance
- Human Exposure Potential
- Maintenance Activity

It is the duty holder's responsibility under CAR 2012 to make a priority Risk Assessment using their detailed knowledge of the activities carried out in the premises. The priority Risk Assessment can only be carried out with the detailed knowledge of the factors above.

Your AC Ltd have provided a basis for the priority assessments within this report but this information must be reviewed by the duty holder as our surveyor will not have detailed knowledge of the activities carried out in the premises.

Each of the above parameters is scored as: High = 3, Medium = 2, Low = 1 or very low = 0. The value assigned to each of the four parameters is added together to give a total score of between 2 and 12.

Priorities with assessment scores of 10 or more are regarded as having a high potential for disturbance. Scores of between 6 and 9 are regarded as having a medium potential, and between 4 and 5, a low potential and scores of 3 or less have a very low potential.

The parameters in the table below are as given in the HSE guidance note HSG227 'A Comprehensive Guide to Managing Asbestos in Premises' (ISBN 0-7176-2381-5) and show how the parameters are broken down into sub-categories.

Assessment Parameter	Score	Description
Normal Occupant Activity		
Main Activity	0	Rare disturbance activity (e.g. little used store room)
	1	Low disturbance activities (e.g. office type activity)
	2	Periodic disturbance (e.g. industrial or vehicular activity which may contact ACMs)
	3	High levels of disturbance (e.g. fire door with asbestos insulating board sheet in constant use)
Secondary Activity	0	Usually inaccessible or unlikely to be disturbed
	1	Occasionally likely to be disturbed
	2	Easily disturbed
	3	Routinely disturbed
Likelihood of Disturbance		
Accessibility	0	Usually inaccessible or unlikely to be disturbed
	1	Occasionally likely to be disturbed
	2	Easily disturbed
	3	Routinely disturbed
Location	0	Outdoors
	1	Large rooms or well-ventilated areas
	2	Rooms up to 100m ²
	3	Confined spaces
Extent/Amount	0	Small amounts or items (e.g. strings, gaskets)
	1	<10m ² or <10m pipe run
	2	10m ² to 50m ² or 10m to 50m pipe run
	3	>50m ² or 50m pipe run
Human Exposure Potential		
Frequency of Use	0	Infrequent
	1	Monthly
	2	Weekly
	3	Daily
No of Occupants	0	None
	1	1 to 3
	2	4 to 10
	3	> 10
Avg Time Area in Use	0	<1 hour
	1	>1 to <3 hours
	2	>3 to <6 hours
	3	>6 hours

Maintenance Activity		
Frequency of Activity	0	ACM unlikely to be disturbed for maintenance
	1	<1 per year
	2	>1 per year
	3	>1 per month
Type of Activity	0	Minor disturbance (e.g. possibility of contact when gaining access)
	1	Low disturbance (e.g. changing light bulbs in asbestos insulating board ceiling)
	2	Medium disturbance (e.g. lifting one or two asbestos insulating board ceiling tiles to access above)
	3	High Levels of disturbance (e.g. removing a number of asbestos insulating board tiles)

Building:	Main Building	Form:	Cement Products
Floor:	External		
Room Ref:	Exterior	Extent:	12 lin m
Location & Description:	Verge undercloaking to both sides of pitched roof	Sample Type:	Taken
		Sample Ref:	ACMS1034B/003

Analysis Result	Amosite, Chrysotile	Assessment Date:	18/05/2023
		Assessed By:	James Molloy

Material Assessment			
Product Type	Damage/ Deterioration	Surface Treatment	Asbestos Type
1	2	1	2



Priority Assessment			
Main Activity	Human Exposure Potential	Likelihood of Disturbance	Maintenance Activities
0	1	0	0

Total Scores			
Material Risk	Priority Risk	Combined Risk	Risk Category
6	1	7	D

Comments/ Room Description
2023 Reinspection: Undercloaking is de-laminating in several areas due to water-damage. It should be coated in an appropriate sealant to prevent further deterioration.
Blockwork forming walls, masonry tiles lining pitched roof, no visible damp proof course, metal roller shutters over windows and door.

Management Recommendation	Action Date
Repair, seal and label appropriately. Re-inspect at recommended intervals.	17/05/2024

5 Asbestos Register

Site: Wylie Drop-in Building: Main Building Floor: Ground Floor

Room Ref	Asbestos	Sample Ref	Form	Location	Extent	Risk Rating	Action By
0/001 Office	Not Detected	ACMS1134B/001	Textured Coatings	Textured coating to ceiling	10 sqm	E	-
		Recommendations: N/A					
		Comments/ Room Description: Plastered masonry walls, plasterboard ceiling, uPVC& timber, carpet over modern vinyl flooring.					
0/002 Kitchen	Not Detected	ACMS1134B/002	Textured Coatings	Textured coating to ceiling	8 sqm	E	-
		Recommendations: N/A					
		Comments/ Room Description: Plastered masonry walls, plasterboard ceiling, non-asbestos sinkpads, modern vinyl flooring.					
0/003 WC	Not Detected	As ACMS1134B/002	Textured Coatings	Textured coating to ceiling	3 sqm	E	-
		Recommendations: N/A					
		Comments/ Room Description: Plastered masonry walls, plasterboard ceiling, timber boxing, modern vinyl flooring, ceramic sanitary ware.					
0/004 Store	Not Detected	As ACMS1134B/002	Textured Coatings	Textured coating to ceiling	6 sqm	E	-
		Recommendations: N/A					
		Comments/ Room Description: Plastered masonry walls, plasterboard ceiling, uPVC window, carpet over modern vinyl flooring.					
0/005 Corridor	Not Detected	As ACMS1134B/002	Textured Coatings	Textured coating to ceiling	8 sqm	E	-
		Recommendations: N/A					
		Comments/ Room Description: Plastered masonry walls, plasterboard ceiling, modern vinyl flooring.					
R0/001 Loft	Not Detected	-	-	No asbestos detected	-	E	-
		Recommendations: N/A					
		Comments/ Room Description: Modern roofing felt, MMMF insulation throughout, plastic water tank, plasterboard lining ceilings of rooms below.					

Site: Wylie Drop-in Building: Main Building Floor: External

Room Ref	Asbestos	Sample Ref	Form	Location	Extent	Risk Rating	Action By
Exterior	Present	ACMS1034B/003	Cement Products	Verge undercloaking to both sides of pitched roof	12 lin m	D	17/05/2024
		Recommendations: Repair, seal and label appropriately. Re-inspect at recommended intervals.					
		Comments/ Room Description: 2023 Reinspection: Undercloaking is de-laminating in several areas due to water damage. It should be coated in an appropriate sealant to prevent further deterioration.					
Blockwork forming walls, masonry tiles lining pitched roof, no visible damp proof course, metal roller shutters over windows and door.							

6 Risk Banding and Recommendations

The risk scores detailed below relate to the combined material & priority assessments. These ratings have been recorded on an individual basis for each ACM and recommendations and action dates are shown according to each individual asbestos installation.

Recommendations and action dates are not mandatory but they advise what actions are required to safely manage the ACM taking into account the results of the risk assessment.

To ensure standardisation is achieved, Your Asbestos Consultant Ltd have devised the following risk bands:

Risk Band A (20 points and over)

Risk assessment scores within this category are likely to warrant urgent action, as a material with such a high rating is likely to indicate people working/ occupying the area in question are currently being exposed to some levels of airborne Asbestos fibres.

This exposure will vary depending on a number of variables, for example, the nature of airflow and the activities being undertaken within the areas/s. It may be possible to assess the exposure level by use of atmospheric fibre measurements. Areas or situations that fall into this category should be regarded as a matter of extreme concern and therefore access should be restricted/ prohibited immediately.

Risk Band B (14-19 points inclusive)

Risk scores within this category are likely to warrant urgent consideration, in that (even slight) deterioration in any one of a number of contributory factors will result in an unacceptably high level of risk. In these circumstances it would therefore be necessary for the ACM to be subject to some form of programmed remediation but within a specified timescale (Typically 3 - 6 months).

Risk Band C (10-13 points inclusive) & Risk Band D (1-9 points inclusive)

Risk scores within these low priority categories either do not normally pose an immediate risk and the likelihood of human exposure is considered to be low under present conditions. The materials can normally remain in-situ provided they are labelled as asbestos (where appropriate), encapsulated or sealed (where recommended) and inspected regularly by a competent person. The results of all re-inspections should be recorded. The action date for remedial action for materials within this band is likely to be 6-12 months.

Risk Band E (not scored)

In this situation no score is reported as no suspect materials were identified or asbestos was not detected within sampled materials. No further action is considered necessary.

7 Asbestos Management

The dutyholder, under CAR 2012, is required to produce an Asbestos Management Plan to minimise the risks of asbestos exposure. This management plan must then be subject to periodic review (Typically every 6-12 months). This survey report should be used to develop the plan, which should prevent activities on the site, including maintenance, disturbing the ACM. The introduction of a 'permit to work' system is one way to enable the plan to be satisfactorily implemented.

In accordance with further requirements of CAR 2012, it is a requirement for every employer to ensure that adequate information, instruction and training is provided to employees who are liable to be exposed to asbestos, or those who supervise such employees. Maintenance staff must be appropriately trained in the nature of the risk associated with working with asbestos. They must also be instructed in how to use and maintain suitable personal and respiratory protective equipment. This training should enable staff to assess situations where they can undertake work themselves and where the employment of a licensed asbestos removal contractor is required.

Should the condition of an ACM deteriorate, or accessibility change which could lead to a greater likelihood of disturbance, then further risk assessment of the material must be carried immediately. If there are planned refurbishment works in areas that would potentially disturb an ACM then the possibility of changes to the proposed works should be considered. If there is no alternative which would avoid disturbing the ACM then removal should be undertaken prior to any works taking place.

If further material risk assessments are required it may be prudent to discuss these with Your Asbestos Consultant Ltd to assess the impact and levels of risk.

Legal Requirements

All work with ACM is controlled under CAR 2012. The purpose of these regulations, which were made under the Health and Safety at Work Act 1974, is to minimise exposure to asbestos fibres both within the workplace and the surrounding area/s.

Approved Codes of Practice and a number of technical guidance notes have been produced by the Health and Safety Executive, designed so that building managers, employers, employees and contractors can comply with the requirements of the regulations.

With certain limited exceptions, asbestos removal by an unlicensed contractor may be an offence. The principal statutory and regulatory requirements in force at present are: -

- Health & Safety at Work Act 1974
- The Control of Asbestos Regulations (CAR) 2012
- Management of Health and Safety at Work Regulations 1999

APPENDIX A REFERENCED PLANS

This appendix contains 1 page

Floor	Plan Ref:
Ground Floor/ External	ACRE1124B/001D



YOUR ASBESTOS CONSULTANT

Client: Stantonbury Parish Council

Site address: Stantonbury Parish Council Wylie
Drop-in, Kingsfold, Bradville, Milton Keynes,
MK13 7BS.

Floor: Ground Floor / Externals

Project Number: ACRE1124B

Plan Reference: ACRE1124B/001D

Survey Date: 18/05/2023

Drawing Key

Areas of no access are denoted in orange.

Asbestos containing materials are denoted in red

Non-asbestos samples are denoted in blue

Template Ref: YACF-011 RevA

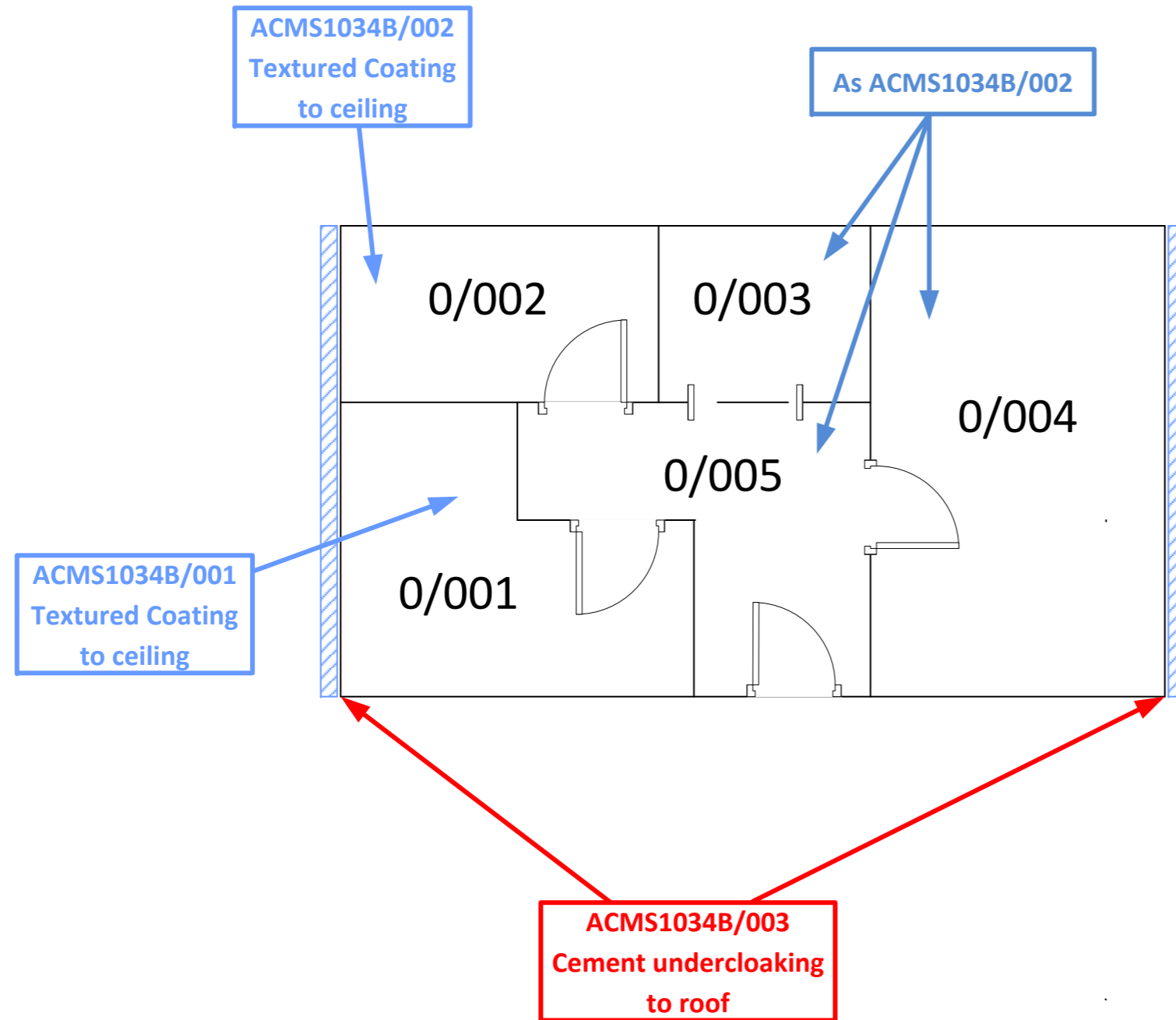
	Bonded Materials
	Cement Products
	Insulating Board
	Textured Coating
	CAF Gaskets
	Sprayed Coating
	Paper Products
	Woven Textile
	Dust/ Debris
	Insulation Products

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