

Refurbishment Survey Report Assessment and Register of Asbestos Containing Materials



Selected areas of Churchill
House, Churchill Way, Cardiff,
CF10 2HH



CBOF Group

January 2021

Job No J029109

Enquin Environmental Ltd
1 Ringside Business Centre,
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DOCUMENT CONTROL SHEET

Report Type:		Refurbishment Survey Report
Report Issue:		FINAL
Job/File Ref. No's:		J029109
Survey Date:		15th December 2020
Report Issue Date:		4th January 2021
Report by:	Name:	Nigel Camplin
	Signature:	
Technically Reviewed by:	Name:	Suzanne Foster
	Signature:	

This report is not to be used for contractual or engineering purposes unless this signatory sheet is signed where indicated by both the surveyor (originator of the report) and the technical reviewer and the report is designated 'Final'.

Please note that Enquin Environmental Limited cannot be held responsible for the way in which a client interprets or acts upon results.

This report must be read in its entirety including any appendices. Enquin Environmental Limited accepts no responsibility for sub-division of this report.

The survey was carried out by Enquin Environmental Limited, a UKAS accredited inspection body, No. 0265 for surveying in accordance with the guidance contained within the HSE document HSG264 Asbestos: The survey guide and the Enquin Environmental Limited Quality Manual, in house procedure, section 4.

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Appendices

Appendix A – Certificates of Bulk Fibre Analysis

Appendix B – Plans

1. EXECUTIVE SUMMARY

- 1.1 No asbestos containing materials (ACM's) were identified within the selected areas of the property during the survey.

Products which are Licensable:

Product	Location
None Identified	

Products which are Non Licensable:

Product	Location
None Identified	

- 1.2 Areas not accessed

Inspection Number	Location/Description	Comments	Advised Action
Inspection 14 Presumed	Ground Floor, Throughout, No access to electrical equipment	Live at the time of survey; no isolation provided by the client	Survey prior to works

1.3 ACMs with high material assessment scores and/or Action required (other than manage in place)

Inspection Number	Location, position and description	Product	Extent, condition, surface treatment and other comments	Material Risk Rating	Priority Risk Rating	Total Risk Rating	Recommendations
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None Identified

- 1.4 A documented Asbestos Management Plan is a requirement of the Approved Code of Practice (ACOP) L 143 “Managing and working with asbestos.” Guidance to help the Duty holder develop an Asbestos Management Plan can be found in this ACOP and the HSE publication ‘A comprehensive guide to managing asbestos in premises’ (HSG 227).

Enquin Environmental can advise, if requested, on the production and maintaining of an Asbestos Management Plan.

- 1.5 If materials suspected of containing asbestos come to light during refurbishment or maintenance activities, then work should be stopped until the materials have been sampled and analysed for asbestos type. If the result indicates the presence of asbestos then the risk assessment and the plan of work should be reviewed and amended where necessary prior to the continuation of further associated works.

2. INTRODUCTION

- 2.1 Enquin Environmental Limited were requested by Jon Rossiter of CBOF Group, Unit 1, Charnwood Park, Clos Marion, Cardiff, to undertake a Refurbishment Survey of selected areas of Churchill House, Churchill Way, Cardiff, CF10 2HH. The survey was carried out in accordance with the guidance contained within the HSE document HSG264 Asbestos: The survey guide. To allow for interim management arrangements to be put in place prior to the work commencing, risk scores and management recommendations have been included in section 5.

The selected areas were surveyed on the 15th December 2020 by Nigel Camplin for materials suspected to contain asbestos.

- 2.2 A Refurbishment survey was undertaken of the areas likely to be affected by the planned works on the ground floor and mezzanine. These areas were being converted from retail to offices as detailed in the Scope of Works and plans provided by the client.

Proposed plans provided by the client are included within Appendix B for reference.

The property comprised of a vacant unit within a shopping complex over two floors.

There were no variations to the scope of works.

- 2.3 The survey commenced on the mezzanine level and progressed methodically through the unit, concluding on the ground floor.
- 2.4 The scope of the survey was to consider and report on: -
- i) The type, extent and condition of any asbestos containing materials (ACMs) identified within the unit in all reasonably accessible areas included in the survey.
 - ii) To assess the risk from the ACMs and derive risk ratings.
 - iii) Provide interim management recommendations to ensure that any areas of concern are made safe and that any ACMs are safely managed until refurbishment takes place.

3. GENERAL SITE AND SURVEY INFORMATION

3.1 Limitations

All reasonably accessible selected areas of the unit were surveyed. While our surveyors have endeavoured to inspect all elements, some materials may be present within the structure in locations where structural damage would be beyond reasonably practicable on the grounds of health and safety risk to the users of the building and survey staff and may only come to light during major refurbishment or demolition. Unless otherwise stated concrete floor slabs and foundations have not been intrusively accessed. It is recommended that an appropriately trained person is in attendance during any future activities that may disturb these areas to identify any suspect materials that may be uncovered.

The results of sample analysis refer specifically to the samples taken from the location defined on the Certificate of Analysis. Experience has shown that materials can vary greatly in relatively short distances from sample points.

At the time of the survey, access was not reasonably possible to certain areas:

These are listed in section 6, ACMs should be presumed to be present within these areas until they have been inspected.

3.2 Method and Results of Bulk Analysis

The bulk samples taken were analysed by Enquin Environmental Limited, UKAS accreditation number 2604 in accordance with HSG 248 Appendix 2 "Asbestos in Bulk Materials Sampling and Identification by Polarised Light Microscopy (PLM)", published by the Health and Safety Executive. Bulk certificates are included in appendix A.

To minimise the risk of exposure to fibres and damage to decorations or fabric of the area surveyed, not all suspected ACMs may have been sampled. Some may have been strongly presumed or presumed to contain or not to contain asbestos.

Strongly presumed refers to where the Surveyor has good cause to suspect that a material is, or is not asbestos, but sampling and laboratory identification has not been undertaken to confirm this. Examples of this include the situation where similar material present within a building has been sampled and laboratory identification has confirmed that asbestos was or was not detected.

Presumed refers to where there is insufficient evidence to suggest a material / area does not contain asbestos. For example, where a sample has not or cannot be taken and there is no reasoned argument to suggest that the material does not contain asbestos.

No Asbestos Detected refers to where, upon analysis, the sample was found not to contain asbestos.

4. EXPLANATION OF RISK SCORES

The material risk ratings have been calculated using algorithms detailed in HSG264 Asbestos: The survey guide. The ratings are based on;

- | Product type
- | Damage/deterioration
- | Surface treatment
- | Asbestos type

High Risk	=≥10
Medium Risk	=7 - 9
Low Risk	=5 - 6
Very low Risk	=2 - 4

Priority risk ratings have been calculated using algorithms detailed in HSG 227 (A comprehensive guide to managing asbestos in buildings). The ratings are based on;

- | Normal occupant activity
- | Likelihood of disturbance
- | Human exposure potential
- | Maintenance activity

High Risk	=≥10
Medium Risk	=7 - 9
Low Risk	=5 - 6
Very low Risk	=2 - 4

A total risk rating is then calculated by adding together the material and priority ratings.

High Risk	=≥15
Medium Risk	=9 - 14
Low Risk	=5 - 8
Very low Risk	=≤4

Example of a section of the asbestos register (found in Section 5) showing how the above parameters are inserted into the table.


Extent, condition, surface treatment and other comments	Material Risk Rating		Priority Risk Rating	
	Product type		Normal occupant activity	
	Damage/ deterioration		Likelihood of disturbance	
	Surface treatment		Human exposure potential	
	Asbestos type		Maintenance activity	
	Total Risk Rating			

5. MATERIALS CONTAINING / STRONGLY PRESUMED / PRESUMED TO CONTAIN ASBESTOS REQUIRING REMOVAL (if likely to be disturbed)


Inspection Number	Location, position and description	Product	Extent, condition, surface treatment and other comments	Material Risk Rating	Priority Risk Rating	Advised Action	Photograph
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No Asbestos containing materials identified

6. AREAS NOT ACCESSED

Inspection Number	Location/Description	Comments	Advised Action	Photograph
Inspection 14 Presumed	Ground Floor, Throughout, No access to electrical equipment	Live at the time of survey; no isolation provided by the client	Survey prior to works	

7. MATERIALS IDENTIFIED AND NO ASBESTOS DETECTED OR STRONGLY PRESUMED NOT TO CONTAIN ASBESTOS

Inspection Number	Location/Position/Description	Product	Comments	Photograph
Inspection 9 CQ000724	Mezzanine, 009 Kitchen, Bitumen acoustic pad to underside of sink	Bitumen	1no. Good Condition Reinforced Composite Material	

8. OTHER GENERAL BUILDING MATERIALS OBSERVED

The following materials were also observed at this building:

- | Concrete ceilings
- | Non suspect fibreboard ceiling tiles
- | Aluminium double glazed windows
- | Plasterboard and MDF partition walls
- | Timber frames and doors
- | Concrete floors
- | **Ground Floor, 001 Stairwell:** rubber stair nosings
- | **Ground Floor, 002 Retail Areas:** metal roof deck towards rear of retail area, concrete floor beneath vinyl laminate
- | **Ground Floor, 003 Understairs Store:** plasterboard walls
- | **Ground Floor, 004 Reception / Workshop Area:** metal roof deck towards rear of retail area, concrete floor beneath vinyl laminate, display wall panels removed to expose original wall behind
- | **Mezzanine, 001 Stairwell/Landing:** suspended floor panels onto concrete floor overlaid with laminate vinyl, rubber stair nosings
- | **Mezzanine, 002 Office:** suspended floor panels onto concrete floor overlaid with laminate vinyl. Intrusion made to wall - no suspect materials found
- | **Mezzanine, 003 Circulation:** suspended floor panels onto concrete floor overlaid with laminate vinyl, mdf boxing housing soil and vent pipe
- | **Mezzanine, 004 DWC:** suspended floor panels onto concrete floor overlaid with blue sheet vinyl
- | **Mezzanine, 005 Female W.C:** suspended floor panels onto concrete floor overlaid with blue sheet vinyl
- | **Mezzanine, 006 Male W.C:** suspended floor panels onto concrete floor overlaid with blue sheet vinyl
- | **Mezzanine, 007 Store:** suspended floor panels onto concrete floor overlaid with carpet tiles
- | **Mezzanine, 008 Store:** concrete floor
- | **Mezzanine, 009 Kitchen:** suspended floor panels onto concrete floor overlaid with carpet tiles, Intrusion made to wall - no suspect materials found

APPENDIX A

Certificate of Bulk Fibre Analysis
(1 cover sheet and 1 page of form EQ25T)



1 Ringside Business Centre, Heol Y Rhosog, Wentloog, Cardiff, CF3 2EW
Telephone: 02920 535 090 Facsimile: 02920 778 633 E-mail: admin@enquin.co.uk

CERTIFICATE OF BULK FIBRE ANALYSIS



Client Name & Address: CBOF Group,
Unit 1, Charnwood Park, Clos Marion, Cardiff,
CF10 4LJ

Reference: J029109. Inspection 9 CQ000724

Site Address: Churchill House, Churchill Way, Cardiff,
CF10 2HH

Date sample/s received: 15th December 2020

Date Analysed: 17th December 2020

Sample taken by: Nigel Camplin

Analyst: Sarah Park

Laboratory or Site Sample number	Origin of sample/ Location/Client reference/Description	*Type of product	Content
Inspection 9 CQ000724	Mezzanine, 009 Kitchen, Bitumen acoustic pad to underside of sink	Bitumen	No Asbestos Detected

Signed (Analyst):

Date: 4 January 2021

Signed (approved):

Date: 4 January 2021

Print: Suzanne Foster

Senior Analyst

Comments/Details of Sample Preparation: Final Certificate

ALL ANALYSIS IN ACCORDANCE WITH HSG 248 APPENDIX 2 ASBESTOS IN BULK MATERIALS SAMPLING AND IDENTIFICATION BY POLARISED LIGHT MICROSCOPY (PLM) 2005 AND DOCUMENTED IN-HOUSE PROCEDURE DETAILED IN ASBESTOS PROCEDURES MANUAL, SECTION 3
RESULTS RELATE ONLY TO THE ITEMS SAMPLED

ENQUIN ENVIRONMENTAL ACCEPT NO RESPONSIBILITY FOR SAMPLES TAKEN BY 3rd PARTIES

*OPINIONS AND INTERPRETATIONS EXPRESSED HEREIN ARE OUTSIDE THE SCOPE OF UKAS ACCREDITATION

Form EQ25T

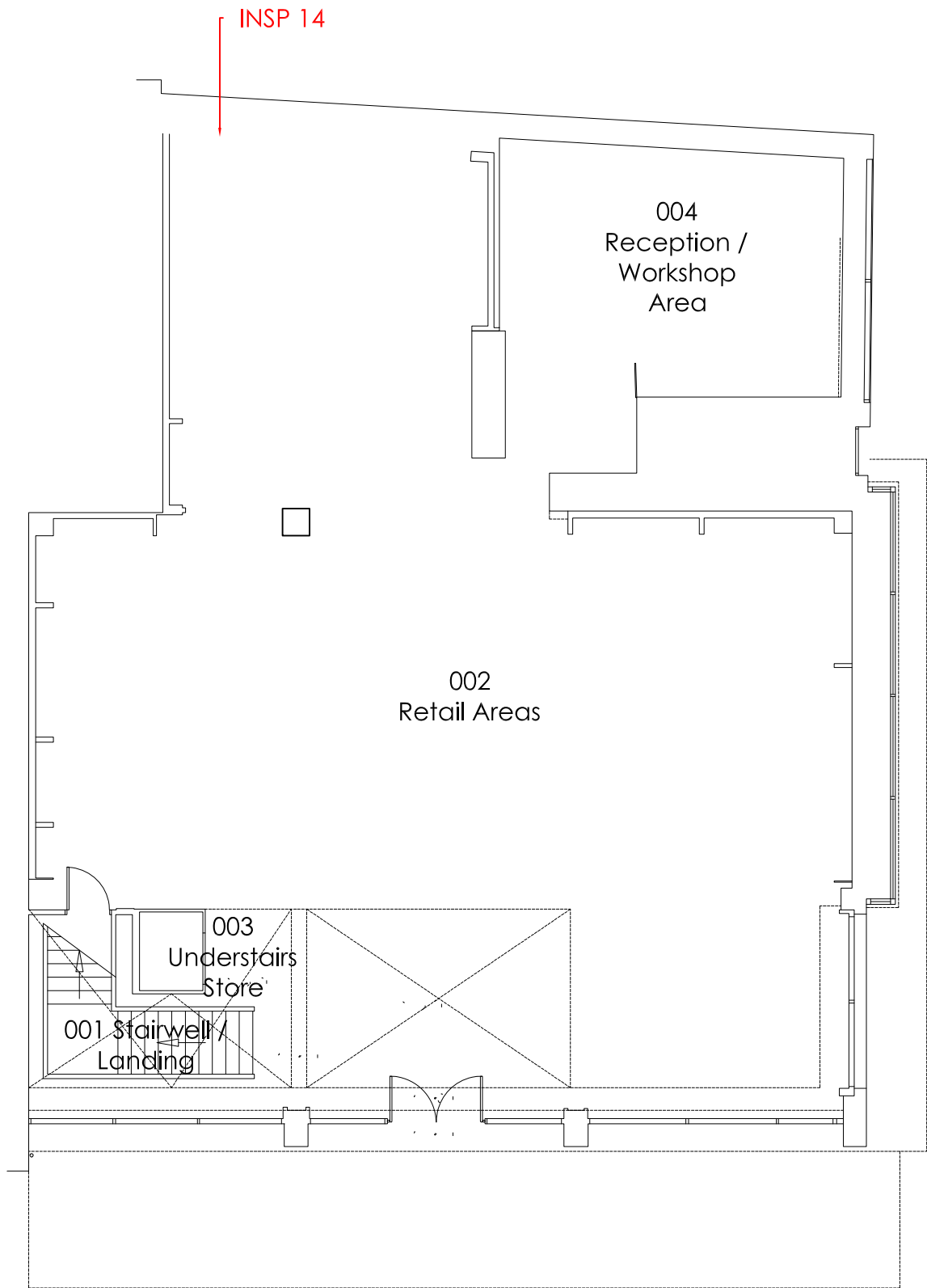
Revision 2

Date: 10/12/2019

APPENDIX B

Plans

Ground Floor



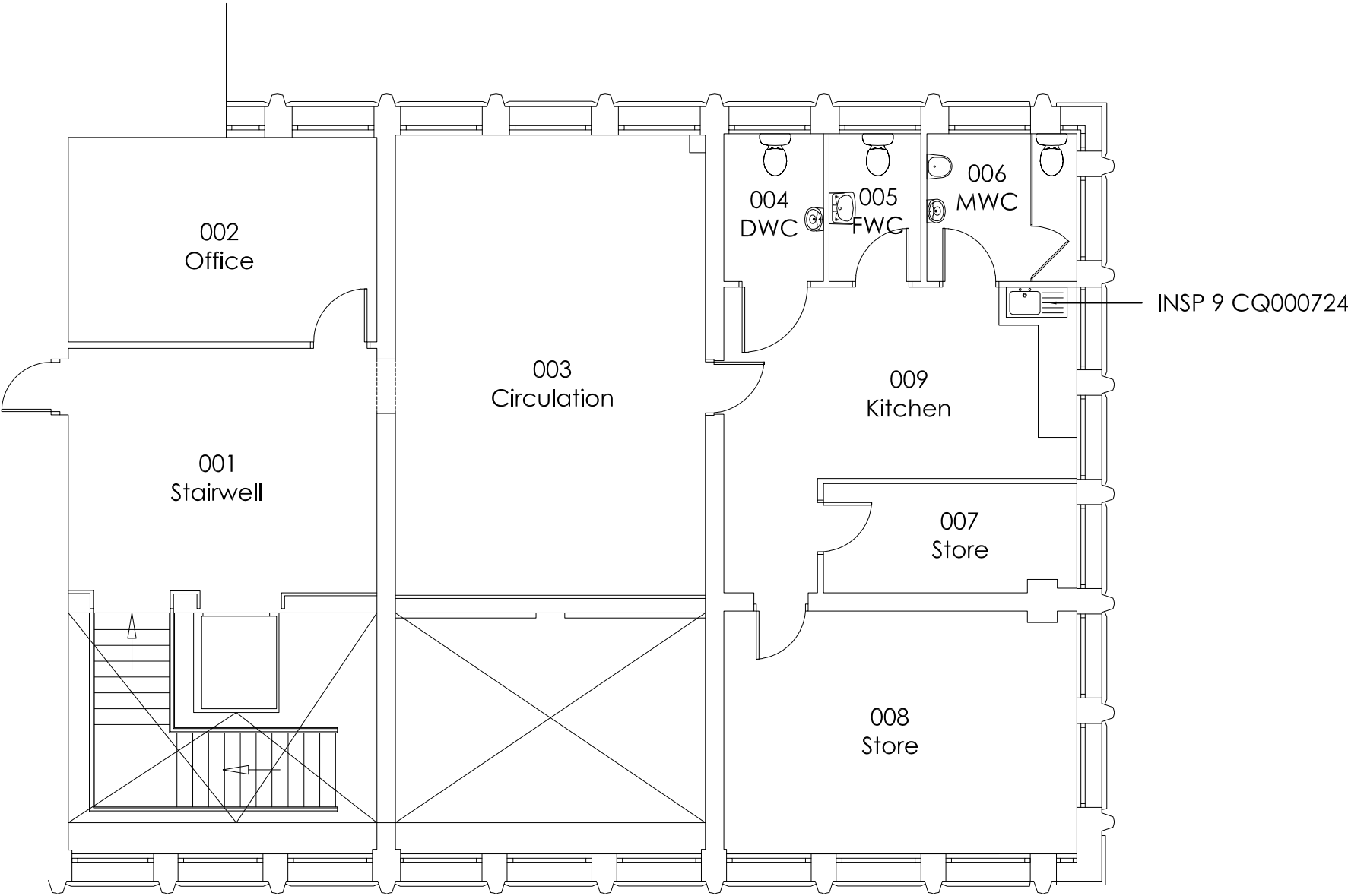
Key

Positive Inspections

Negative Inspections

CBOF Group			
Churchill House, Churchill Way, Cardiff, CF10 2HH			
Plan 1 of 4			
	Enquin Environmental Limited, 1 Ringside Business Centre, Heol Y Rhosog, Wentloog, Cardiff. CF3 2EW Telephone: 02920 535090 Facsimile: 02920 778633	N.T.S.	Drawn By LB
		Date DEC 20	Job No. J029109

Mezzanine

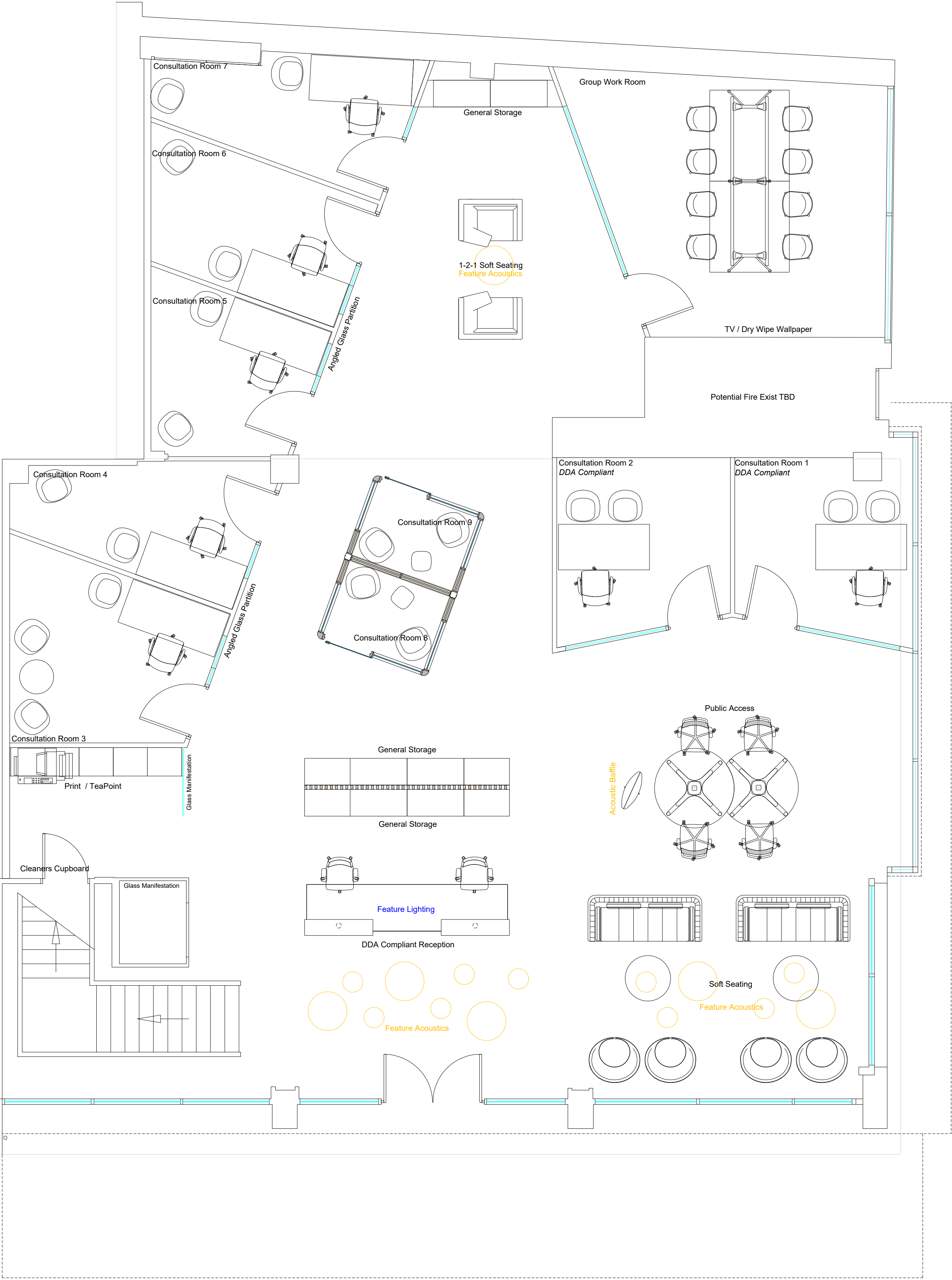


Key

Positive Inspections

Negative Inspections

CBOF Group			
Churchill House, Churchill Way, Cardiff, CF10 2HH			
Plan 2 of 4			
	Enquin Environmental Limited, 1 Ringside Business Centre, Heol Y Rhosog, Wentloog, Cardiff. CF3 2EW Telephone: 02920 535090 Facsimile: 02920 778633	N.T.S.	Drawn By LB
		Date DEC 20	Job No. J029109



CBOF group

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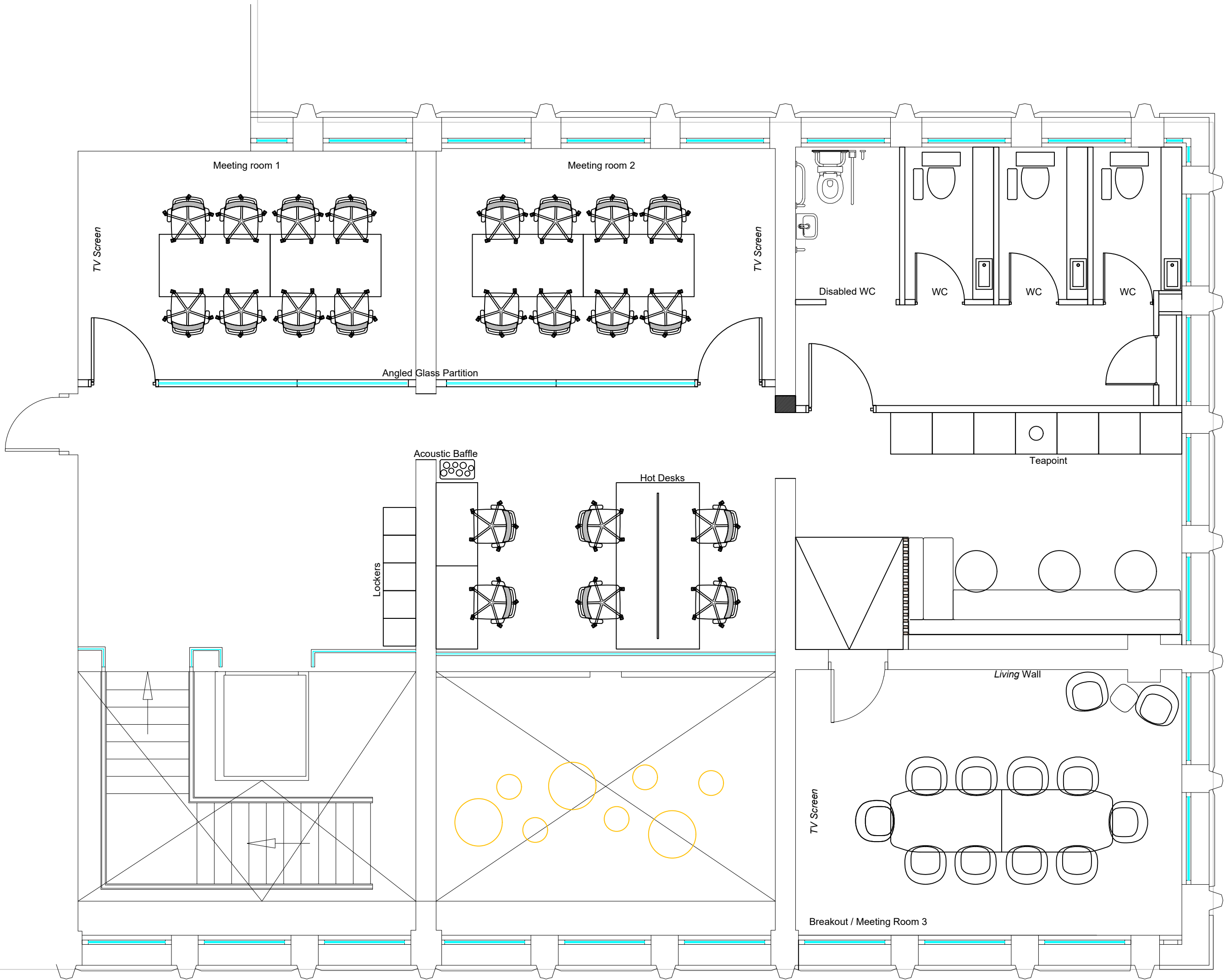
APPROVED BY SURVEYOR	
DATE	
SIGNATURE	
APPROVED BY CUSTOMER	
DATE	
SIGNATURE	

DATE	REVISION DETAILS	No

Client: Careers Wales	
Site Address: Floor 00 - Shop Churchill House Churchill Way Cardiff	J029109 Plan 3 of 4

Drawing Description: Floor 00 - General Arrangement		
CONSTRUCTION ISSUE		
Drawn By: CC	Date: 02/06/2020	Scale: 1:50 @ A1
Drawing No.: CAR00GA01	Rev: -	Quote - S/O No.: Q25573

ALL DETAILS SUBJECT TO SITE SURVEY TO CONFIRM ACCURACY OF DIMENSIONS.



CBOF group

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DATE	
SIGNATURE	
APPROVED BY CUSTOMER	
DATE	
SIGNATURE	

DATE	REVISION DETAILS	No

Client: Careers Wales	
Site Address: Floor 01 - Shop Mezzanine Churchill House Churchill Way Cardiff	
Drawn By: CC	Date: 30/10/2020
Drawing No.: CAR01GA01	Rev: -

J029109
Plan 4 of 4

Drawing Description: Floor 01 - General Arrangement		
CONSTRUCTION ISSUE		
Scale: 1:50 @ A1	Quote - S/O No.: Q25573	