vantify CONSULTANCY

Asbestos
Management Surveys

RESOURCE BROCHURE

0203 337 3575
enquiries@vantify.com
vantify.com

What is an Asbestos Management Survey?

An **asbestos management survey** is the most common type of survey, and its purpose is to locate all ACMs within the parts of the building that could be disturbed **during normal occupancy and maintenance activities**.

This type of survey is essential for ensuring compliance with health and safety regulations and protecting the well-being of staff and building occupants.

Primary Objectives

The primary objectives of an Asbestos Management Survey include:

- **Identifying ACMs:** A management survey will determine the location of asbestos containing materials within the relevant parts of the building.
- **Assessing Condition:** The condition of ACMs will be assessed to ascertain their potential for releasing asbestos fibres. This assessment includes checking for any signs of wear, damage, or deterioration, which can increase the risk of fibre release.
- **Providing Recommendations:** Recommendations will be provided on how to effectively manage any asbestos items identified, including whether they should be left in place and monitored, or whether remedial action is required, such as encapsulation or removal.
- **Informing Management Plans:** Asbestos management surveys provide essential data and information which will help with developing or updating an asbestos management plan, ensuring ongoing safety for building occupants.

Survey Planning

Asbestos management surveys require careful planning. Providing relevant information to the surveyor and addressing potential access issues in advance helps ensure a thorough and comprehensive survey:

- **Extent of Survey:** Before conducting an asbestos management survey, it is crucial to clearly define the full extent of the survey areas. This step ensures that all locations which the client is responsible are included within the survey.
- **Provide Documentation:** Site plans may be beneficial to identify all areas which need to be included in the survey. Floor plans (and any other relevant documentation, such as existing asbestos survey reports or registers) should be provided to the surveyor.
- **Access Arrangements:** Prior to the commencement of the survey, arrangements should be made to facilitate access to all required areas, including those that may be difficult to access. Considerations for access should include:
  - **Lift Shafts:** For accessing lift shafts and motor rooms, arrangements should be made for a qualified lift engineer to be present on site. This ensures safe entry and adherence to all safety regulations.
  - **High-Level Areas:** If high ceilings, roofs, soffits, fasciae, or guttering are part of the survey, appropriate high-level access equipment must be arranged. This might include scaffolding or cherry pickers, with operators trained to use such equipment safely.
  - **Locked Rooms/Areas:** Ensure that keys are provided for any locked rooms or areas that require inspection. Alternatively, arrange for a designated person to be on site who can provide access as needed.
  - **Occupied Areas:** If tenanted areas are to be included, or if there are landlord spaces within tenanted parts (such as risers), advance arrangements should be made with tenants. It may be beneficial to provide tenants with written notice about the survey to ensure cooperation and minimise disruption.
  - **Hazardous Areas:** Identify any areas that may pose health and safety risks and ensure appropriate control measures are in place if access is required.

*Any areas within the scope of the survey which cannot be accessed will be **listed as inaccessible** within the final report. These areas must be **presumed to contain asbestos** until it can be confirmed otherwise, which may result in revisits being required, potentially leading to additional costs.*

Survey Areas

A management survey will include a thorough inspection of all areas included in the survey. The survey will look at **surface materials only** which may be disturbed during **day-to-day occupancy and maintenance activities.**

While this type of survey aims to avoid any damage to the property, it will typically include some minor intrusive works, such as:

- Accessing above suspended ceilings tiles to inspect voids.
- Accessing within wall voids and boxings, where access hatches are present.
- Lifting carpet tiles or loose floor coverings to inspect beneath etc.

Survey Limitations and Exclusions

While every effort will be made to identify all asbestos containing materials within the survey areas, it must be understood that Asbestos Management Surveys have inherent limitations.

Unless prior agreed, and unless suitable access arrangements have been made in advance of the survey, the following area would typically be excluded from an asbestos management survey:

- Within or beyond any solid/structural elements of the property.
- Within sealed roof/ceiling voids, such as above false ceilings.
- Within sealed floor ducts, floor voids, or subterranean areas.
- Beneath fully fitted and sealed floor coverings, such as carpets or linoleum.
- Beneath fixed/raised floorings, such as floorboards.
- Within fire doors, behind door frames, window frames and beneath windowsills.
- Within fully sealed boxing or risers where no access hatches are present.
- Within live electrical equipment, machinery, plant & services.
- Within confined spaces.

*Due to these general survey limitations, it **must be understood** that the findings detailed within the final asbestos report cannot be considered exhaustive. If access is required to such areas, or if there are refurbishment works planned to the property, a more intrusive survey may be required such as an **Asbestos Refurbishment Survey or Asbestos Demolition Survey**.*

Completing the Survey

Completing an Asbestos Management Survey involves several key steps to ensure a thorough and accurate assessment. These steps include:

- **Review of Existing Documentation:** Before the survey begins, the surveyor will review any existing documentation, such as previous asbestos reports, asbestos registers, and building plans. This information helps identify areas previously flagged for asbestos or those that require closer examination, providing a baseline for the survey.
- **Initial Walkaround:** The surveyor will conduct a preliminary walkaround of the property to identify any immediate hazards. This walkaround allows the surveyor to plan the best methodology for conducting the survey, ensuring all areas are thoroughly inspected without unnecessary risks or disruptions.
- **Thorough Inspections:** The surveyor will carry out detailed visual inspections of all accessible areas included in the survey scope. For each room/area, the surveyor will record general information such as ceiling, walls, and floor information. When a suspect material is identified, this will either be sampled, presumed or referenced in line with HSE Guidance, as follows:
  - **Sampling:** If a suspect material is identified, the surveyor will take a sample of the material (where feasible) for laboratory analysis. The analysis will confirm the asbestos type which helps assess the potential risks and decide on the appropriate management strategies. (Refer to Asbestos Sampling Procedures, overleaf).
  - **Presumptions:** In cases where materials cannot be sampled, either due to inaccessibility or safety concerns, presumptions will be made. Any material that could potentially contain asbestos must be treated as though it does until confirmed otherwise. This ensures a conservative approach to risk management, protecting occupants and workers from possible exposure.
- **Asbestos Material Assessment:** Surveyors will evaluate the condition of each suspected or confirmed ACM in accordance with guidelines provided by the Health and Safety Executive (HSE). This assessment will involve checking for signs of damage and deterioration. The condition of the material, combined with factors like location and ease of access, will be used to calculate a Risk Rating that helps prioritise management actions.
- **Asbestos Priority Assessment:** In some cases, a priority assessment is also required. This involves input from the building manager or someone familiar with the building's usage, occupancy, and maintenance routines. Priority assessments help identify which ACMs pose the highest risk based on factors like traffic levels, likelihood of disturbance, and vulnerability to damage. Materials in high-traffic or frequently accessed areas, or those that are damaged, will receive a higher priority.

Asbestos Sampling Procedures

To ensure the safety of surveyors and others during sampling, the following procedures have been established in line with HSE guidance and our internally UKAS-accredited protocols:

- **Restrict Access:** If the material being sampled is likely to release fibres into the air, access will be restricted to the surveyor(s) only. Anyone occupying the area (or immediate surrounding areas) will be asked to vacate for a short period of time while sampling is completed.
- **Use of Personal Protective Equipment (PPE):** If the material being sampled is likely to release fibres into the air, the surveyor(s) will wear appropriate PPE and RPE.
- **Material Suppressing:** Porous materials will be dampened using a fibre suppressant solution applied via a hand spray. The fibrous surfaces of exposed materials will also be dampened continuously throughout the sampling procedure to further minimise fibre release.
- **Sample Collection Process:** To prevent the spread of debris, samples will be placed into sealable bags using appropriate hand tools, such as a sharp knife or chisel. The sample bag will be placed as close as possible to the material or taped beneath the sampling area. This ensures that both the sample and any loose debris are captured directly into the bag.

- **Repair of Sampled Areas:** After sampling, the disturbed area of the material will be repaired using suitable filler, sealant, or tape. This repair helps to adequately cover the sample area and prevents further damage or fibre release. Pre-existing damage to materials will only be repaired if it is minor and appropriate for the situation.
- **Protection of Surfaces During Sampling:** Where there is a risk of dust or debris falling onto surfaces during sampling, these areas will be protected using a polythene sheet. For more discreet sampling, a wet wipe may be used instead and disposed of as hazardous waste.
- **Cleaning Up Dust and Debris:** Any visible dust or debris generated during sampling will be cleaned using wet wipes or tack rags and disposed of as hazardous waste.
- **Cleaning Sampling Tools:** All tools and equipment used during sampling will be cleaned thoroughly with wet wipes or tack rags after use, ensuring no asbestos fibres are left on the equipment.
- **Disposal of Contaminated Materials:** All used wet wipes, tack rags, and any contaminated materials will be placed into self-sealing polythene bags and disposed of as asbestos waste in accordance with regulations.
- **Occasional Sampling of Non-Asbestos Materials:** Occasionally, samples of visibly non-asbestos materials (e.g., 'Supalux' insulating board) will be taken to provide results that rule out asbestos content, ensuring accuracy and thoroughness in the survey process.

The Final Report

Once the survey is complete, a comprehensive report is generated. The report will include:

- **Asbestos Findings Summary:** An overview of the number of identified asbestos-containing materials (ACMs) found during the survey.
- **Remedial Actions Summary:** Summarises the remedial actions required, such as ACMs which require removal or encapsulation. These actions should be prioritised over anything else.
- **Asbestos Locations Summary**: Provides a detailed list of all areas where ACMs were found, making it easy to reference specific locations within the building.
- **Non-Accessed Areas Summary:** Lists all areas that could not be accessed during the survey. These areas are presumed to contain asbestos until proven otherwise, highlighting the need for follow-up inspections or alternative access arrangements.
- **Scope of Survey:** This section describes the full extent of the survey, as agreed with the client at the planning stage.
- **Asbestos Register:** A comprehensive list of all ACMs found during the survey. Each entry includes information on location, type, condition, and any associated risks. The asbestos register is a vital tool for managing ACMs over time.
- **Standard Survey Limitations:** Describes the inherent limitations of the survey, such as inaccessible areas, structural elements that could not be inspected, and any restrictions due to health and safety concerns.
- **Agreed Exclusions:** Details any specific areas or items that were intentionally excluded from the survey based on agreements with the client, ensuring clarity on the scope and focus of the inspection.
- **Asbestos Material Assessments:** Provides a detailed evaluation of each identified ACM with photos, assessing its current condition and overall risk of fibre release. This helps prioritise management actions.
- **Non-Asbestos Sample Register:** Records samples that were taken but confirmed not to contain asbestos. This register provides assurance that certain materials were analysed and found to be safe.
- **Accessed Areas Register:** Lists all areas that were accessed during the survey, confirming the extent of the inspection. This register helps demonstrate the thoroughness of the survey and assists in managing future inspections.

- **Floor Plans:** Visual representations of the building, with the locations of ACMs clearly marked. Floor plans make it easier to understand where ACMs are located within the property and support effective management and planning.
- **Certificates of Analysis:** Laboratory certificates confirming the presence (or absence) of asbestos in collected samples. These certificates are issued by UKAS accredited labs and provide scientific validation of the survey findings.

Conclusion

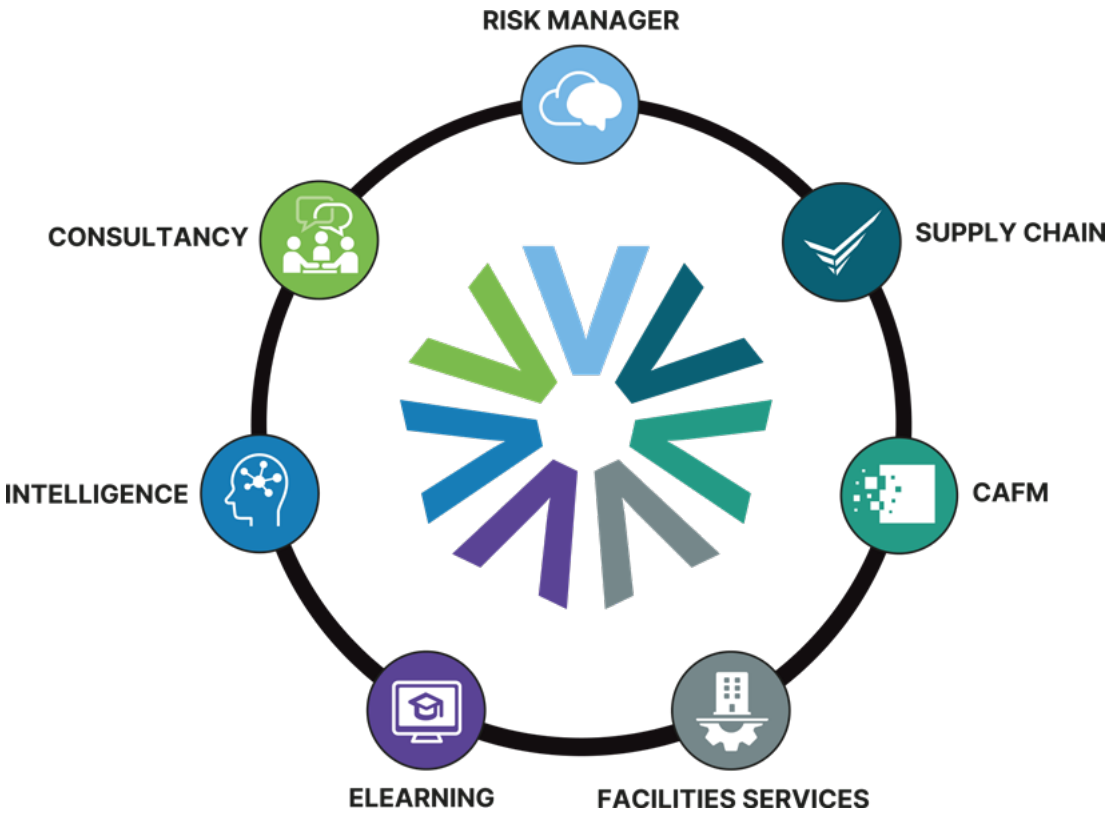
Asbestos management surveys are essential for compliance with health and safety regulations, including the Control of Asbestos Regulations in the UK, which require duty holders to manage the risks associated with asbestos.

By identifying and evaluating the condition of ACMs through completing an asbestos management survey, the dutyholder can make informed decisions to protect staff, building occupants and workers from the harmful effects of asbestos exposure.

Vantify Consultancy is accredited by UKAS to undertake Management, Refurbishment, Demolition & Reinspection Surveys in domestic, commercial and industrial properties.

If you require an asbestos survey, guidance or advice, please contact us.

The Vantify Ecosystem



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vantify

0203 337 3575
enquiries@vantify.com
vantify.com

Registered Office, 20 Grosvenor Place, London, England SW1X 7HN

William Martin, Meridian, Prosure360, and Elogs have joined forces to create Vantify® - our unified ecosystem that provides a single vantage point for compliance and risk management.