NOVA
ENVIRONMENTAL
Asbestos Surveyors
0800 043 0001

MANAGEMENT ASBESTOS SURVEY REPORT

for

Highland Court (Woodford) Limited

at

Communal Stairwells at Highland Court, Gordon Road, South Woodford, London E18 1RE.

Job number	10051
Date	23/05/2013

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EXECUTIVE SUMMARY

Nova Environmental Limited (NOVA) was requested and authorised by Highland Court (Woodford) Limited to undertake a Management Asbestos Survey ('Standard sampling, identification and assessment survey') at the Communal Stairwells at Highland Court, Gordon Road, South Woodford, London E18 1RE.. The survey was carried out on the 23/05/2013, by Kirk Pearce.

Purpose of the survey

The survey has been commissioned to identify, as far as is reasonably practicable, the presence and extent of any asbestos-containing materials (ACMs) at the site and to assess their condition. The survey has been undertaken with appropriate reference to the Health and Safety Executive (HSE) publication HSG264 entitled 'Asbestos: The Survey Guide' (2010) and is intended to underpin a strategy for compliance with the Control of Asbestos Regulations (CAR) 2012.

Brief guide to using this Report

The report is intended to provide sufficient information to enable the management of strongly presumed, presumed, referred or identified asbestos materials at the site. Any specific restrictions to access encountered during the survey are presented in section 3.2, which should be read in conjunction with Appendix 1 (Inaccessible Areas and Limitations) to identify areas which were not accessed during the survey. All areas outside the scope of this survey, or where direct inspection could not be made should be **presumed** to contain asbestos until proven otherwise.

Summary of findings

No suspect ACMs were observed or sampled during the survey. As no suspected ACMs were identified, strongly presumed, or presumed at the site; therefore, no material management actions are required by the duty holder at this time. Please refer to section 8 of this report.

Please note that the findings do not take account of any non-typical site activities or use, such as the installation and commissioning of new equipment, refurbishment, demolition, etc. Such circumstances would dictate the need for a targeted Pre-demolition / Pre-refurbishment Asbestos Survey and subsequent project specific risk assessment. **It is imperative that the information provided within this document should be consulted prior to carrying out, or commissioning any building or maintenance work in the premises.**

Nova Environmental Limited

1 PRELIMINARY INFORMATION

1.1 Client and site details

Client: **Highland Court (Woodford) Limited**

Address: **Communal Stairwells at Highland Court, Gordon Road, South Woodford, London E18 1RE.**

1.2 General caveat

This report is based upon a non-destructive inspection of an unfamiliar site within the scope of works as agreed with the client unless stated otherwise. Its aim is to establish as far as reasonably practical, the presence and extent of any asbestos-containing materials (ACMs) within the building(s) and to assess their condition.

During the course of the survey all reasonable efforts were made to locate and identify the physical presence of materials containing asbestos within the areas agreed with the client. It is known that asbestos materials are frequently concealed within the fabric of buildings or within sealed building voids so that it is not possible to regard the findings of any survey report as being definitive.

It must always remain a possibility that further ACMs may be found during other activities. For reasons set out in this report, it cannot give an assurance that all asbestos materials have been found and must not be thought to do so. We recommend that samples be taken of suspected materials which may have been uncovered within areas of the site which were not included in this survey.

Where ACMs have been positively detected or presumed, it may be possible that past degradation (or future deterioration) may contaminate localised areas. Any suspect visible debris observed at the time of the survey would be sampled for confirmatory analysis. If there is reason to suspect the presence or extent of any such contamination that is not visually evident then the client may need to consider undertaking additional sampling techniques, such as airborne fibre monitoring, swab sampling techniques etc. This exercise would be outside the scope of the survey and require a separate instruction to cover any such works.

The client is directed to Appendix 1 of the report 'Inaccessible areas and Limitations' for further details and to section 3.2, for site specific areas of no access.

2 OBJECTIVES AND SCOPE OF WORKS

Nova Environmental Limited (NOVA) was requested and authorised by Highland Court (Woodford) Limited to undertake a Management Asbestos Survey at the Communal Stairwells at Highland Court, Gordon Road, South Woodford, London E18 1RE..

The purpose of this survey was to identify and establish as far as reasonably practicable, the presence of ACMs, their nature, condition, extent and to provide the necessary guidance for the future maintenance of all asbestos materials identified in this report.

The survey has been undertaken with appropriate reference to Health and Safety Executive (HSE) publication HSG264 'Asbestos: The Survey Guide' and is intended to underpin a strategy for compliance with the Control of Asbestos Regulations (CAR) 2012, and more specifically regulation 4 the 'duty to manage asbestos in non-domestic premises'.

This report was based upon a non-destructive inspection of an unfamiliar site unless otherwise stated. During the course of the survey, all reasonable efforts were made to identify the presence of ACMs within accessible areas of the building. Due to the non-destructive nature of Management Asbestos Surveys, the results cannot give assurance that all ACMs have been found. **Inaccessible areas will be deemed to contain asbestos until proven otherwise.**

Asbestos materials are frequently found to be concealed within the fabric of buildings, or within sealed building voids, rendering it impossible to regard the findings of any survey as definitive. It must always remain a possibility that further ACMs may be found during refurbishment or demolition activities. **We therefore would recommend that a Pre-demolition / Pre-refurbishment Asbestos Survey be carried out to these locations prior to such works.**

No ACMs have been disturbed or removed during the course of this survey. It is therefore a possibility that additional ACMs are present behind those identified, which may only be discovered during any subsequent asbestos removal work.

3 OBSERVATIONS

The survey was carried out on the 23/05/2013 by Kirk Pearce, utilising our in-house Procedure 00000-PS-P-001 'Asbestos surveying' that is in accordance with HSG264.

Unless specified in section 3.2 all internal and external areas were surveyed. Methods of sampling and analysis together with the results are presented in section 4.

3.1 Site Description

The site is communal stairwells inside flat blocks. The site is located in London. The flat blocks are constructed from brick, with concrete floors, ceilings and stairs.

The site was occupied during our survey. The safety of the general public, site operatives and of the surveyors has been of paramount importance during the course of the surveys. All works were carried out in accordance with the Health and Safety at Work etc. Act 1974.

3.2 Specific areas of no access

No specific access restrictions were encountered during the survey.

4 BULK SAMPLING AND ANALYSIS

During the survey, no suspected ACMs were sampled. Any inspections resulting in a presumption or strong presumption of an ACM are detailed in the appropriate Inspection Report Sheet(s). The survey was undertaken in accordance with NOVA's documented in-house technical procedure 00000-PS-P-001 based on the HSE publication HSG264 and guidance document HSG248 entitled 'Asbestos: The analysts' guide for sampling, analysis and clearance procedures'. Additional reference was also made to the guidance presented in the Department of the Environment, Transport and the Regions (DETR) publication entitled 'Asbestos and Man-Made Mineral Fibres in Buildings: Practical Guidance' (1999).

Although it is possible to identify 'asbestos free' areas in respect of accessible structural components, it should be noted that in some cases ACMs may be totally enclosed within a structure and will only be revealed when structural alterations take place. Refer to the survey limitations detailed in Appendix 1 of this report.

5 RISK ASSESSMENTS AND PRIORITISATION

The survey has incorporated an outline risk assessment for all known or presumed ACMs at the site. The classification has been derived from an assessment of the material itself, together with consideration of a variety of site specific factors. The criteria (category codes) used to determine the material and outline priority assessments are presented in sections 5.3 and 5.4. The outline risk assessment should be used by the duty holder to develop the site Asbestos Management Plan (AMP). HSG264 clearly states that the duty holder is required to make the risk assessment, using the information given in the survey and their detailed knowledge of the activities carried out within the premises. The HSE guidance document HSG227 entitled 'A comprehensive guide to managing asbestos in premises' should be used in conjunction with it.

5.1 Material Assessment

The material assessment establishes the likelihood of an ACM releasing airborne fibres, and is typically undertaken during an asbestos survey as the method requires no specific knowledge about buildings and their usage. The four principal parameters that determine this under normal conditions are:

- *Product type*
- *Extent of damage and/or deterioration*
- *Surface treatment*
- *Asbestos type*

During the survey, the level of risk (the potential and nature of fibre release) is assessed for each ACM occurrence. The material assessment utilises an algorithm where numerical values are assigned to each of the above criteria, to provide a quantitative risk assessment.

5.2 Priority Assessment

The priority assessment considers the likelihood of the ACM actually being damaged and exposing employees, contractors etc. by taking into account human factors that may influence the priority assigned by the materials assessment. The duty holder under CAR 2006 is primarily responsible for undertaking the priority assessment, which would typically include consideration of the following factors:

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

5.3 Category Codes – Material Assessment:

Product Type	Score	Examples
	1	Asbestos composites (asbestos cement (AC), vinyl floor tiles, decorative finishes, roofing felts, semi-rigid paints, mastics, plastic, resins)
	2	AIB boarding, millboard, other low-density insulating boards, braided asbestos, gaskets, asbestos paper, felt
	3	Thermal insulation, sprayed asbestos coatings, loose asbestos (e.g. debris), asbestos packing

Condition (Extent of Damage or Deterioration)		
	0	Good condition - No visible damage
	1	Low damage – significant breakage of non-friable materials or small areas of friable material damaged showing exposed fibres
	2	Medium damage – significant broken friable materials, coatings and thermal insulation. Visible asbestos debris
	3	High damage or delamination of friable materials, coatings and thermal insulation. Visible asbestos damage

Surface Treatment		
	0	Non-friable composite asbestos materials (e.g. AC, vinyl, paints) with exposed faces encapsulated
	1	Enclosed coatings, encapsulated insulation and AIB, unsealed AC
	2	Unsealed AIB or encapsulated insulation and coatings
	3	Unsealed insulation and coating

Asbestos Type		
	1	Chrysotile
	2	Amphibole, asbestos excluding Crocidolite
	3	Crocidolite

Cumulative score	Hazard Rating	Action Required
10 – 12	High	This is allocated to those items requiring urgent attention as they currently, or in the foreseeable future, present an unacceptable risk. That is to say that fibre concentrations could rise above 0.01 fibres/ml
7 – 9	Medium	These are items which as single entities have a high risk of being damaged/disturbed, or where there is an accumulation of asbestos materials in a single location, that when examined as a whole have a high risk of being damaged/disturbed. The main difference between a high and a medium rating is that high rated materials are currently in a state likely to expose people whereas medium rated items may show signs of historic damage but this damage has been made good and debris cleared up
5 – 6	Low	These are items that have no or very little sign of historical damage and are usually board or panels, which are not easily accessed
0 – 4	Very Low	This covers asbestos-containing materials e.g. asbestos cement, resins, Artex, plastics, rubber etc. that do not generally present a significant risk

5.4 Category Codes – Outline Priority Assessment

Assessment parameter	Score	Examples of score variables
Normal occupant activity		
Main type of activity in area	0	Rare disturbance activity (e.g. little used store room)
	1	Low disturbance activity (e.g. Office type activity)
	2	Periodic disturbance (e.g. industrial or vehicular activity which may contact ACMs)
	3	High level of disturbance (e.g. Fire door with AIB sheet in constant)
Secondary activities for area	As above	As above

Likelihood of Disturbance		
Accessibility	0	Usually inaccessible
	1	Occasionally likely to be disturbed
	2	Easily disturbed
	3	Routinely disturbed

Location	0	Outdoors
	1	Large rooms
	2	Rooms up to 100m^2
	3	Confined spaces

Extent	0	Small amounts or items
	1	<10m^2 or 10m
	2	>10 – 50m^2 or 10 – 50m
	3	>50m^2 or >50m

Human Exposure Potential		
Number of occupants	0	None
	1	1 –3
	2	4 –10
	3	>10

Frequency of use	0	Infrequent
	1	Monthly
	2	Weekly
	3	Daily

Average time each use	0	<1
	1	>1 - < 3 hours
	2	>3 - < 6 hours
	3	>6 hours

Maintenance activity		
Type of maintenance activity	0	Minor disturbances (e.g. possibility of contact when gaining access)
	1	Low disturbance (e.g. changing light bulbs in AIB ceiling)
	2	Medium disturbance (e.g. lifting one or two AIB ceiling tiles to access a valve)
	3	High levels of disturbance (e.g. removing a number of AIB ceiling tiles to replace a valve or for recabling)

Frequency of maintenance activity	0	ACM unlikely to be disturbed for maintenance
	1	=1 per year
	2	>1 per year
	3	>1 per month

Cumulative score	Priority Rating	Action Required
10 – 12	High	This is allocated to an item, which due to its location, presents an unacceptable risk to occupiers etc
7 – 9	Medium	An item situated in a high use, readily accessible position, which may also be located in an area accessed on a routine basis for maintenance
5 – 6	Low	An item that will very rarely be disturbed through normal occupation or maintenance, and is in location that if disturbed would lead to minimal fibre release
0 - 4	Very Low	An item, which is in a location not readily accessible and unlikely to be disturbed

5.5 Category Codes – Outline Risk Assessment

The cumulative scores are based on the sum total of the material and priority assessment algorithms to give an outline risk rating for each ACM, which are detailed in the Inspection Report Sheets.

Cumulative score	Outline Risk Rating	Action Required
19 – 24	High	This is allocated to an item, which due to its nature, condition and location, presents an unacceptable risk to occupiers etc
14 – 18	Medium	An item situated in a high use, readily accessible position, which may also be located in an area accessed on a routine basis for maintenance and which due to its nature, condition and location, presents an unacceptable risk to occupiers etc
9 – 13	Low	These are items that will very rarely be disturbed through normal occupation or maintenance, and which due to its nature, condition, location or extent, if disturbed would lead to minimal fibre release
0 – 8	Very Low	This covers items, which are in locations not readily accessible and are unlikely to be disturbed and which due to its nature, condition, location or extent, if disturbed would lead to minimal fibre release

5.6 Outline Risk Assessment

Whilst the primary responsibility for undertaking risk assessments remains with the duty holder, an outline risk assessment has been prepared to assist them in implementing an AMP. It should be recognised that it has been produced using information readily available to us at the time of the survey. A wide range of factors may further influence the initial judgement made by ourselves. We therefore recommend that the outline risk assessment and management recommendations provided in this report are reviewed by the duty holder for their adequacy and amended where appropriate by a suitably competent person.

5.7 Management Action Matrix

The outline risk ratings have been translated into management recommendations detailed in the Management Action Matrix shown below. This has been developed in order to assist the duty holder in selecting the appropriate management response. A "Medium" or "High" Risk Category is applied to an ACM where it is established to be in poor condition and/or where additional occupational factors e.g. the likelihood of damage occurring to the material indicate that a significant potential exists for site personnel to be exposed to asbestos fibres.

Indicative timescales provided in the Management Action Matrix are for guidance purposes only. They have been allocated in response to the outline risk assessments and are intended to assist the duty holder to take action in a judicious manner, to reduce health risks so far as is reasonably practicable and to aid compliance with their statutory duties.

Management action matrix

RISK CATEGORY	INDICATIVE TIMESCALE		
	Short	**Medium**	**Long**
High	1. Immediately enclose/seal area	1. Plan and implement asbestos abatement work	1. Incorporate any residual ACMs into AMP and review
	2. Implement immediate abatement work	2. Incorporate any residual ACMs into AMP	2. Review AMP
Medium	1. Restrict access (e.g. Permit to work system)	1. Plan and implement asbestos abatement work	1. Incorporate any residual ACM into AMP and review
	2. Plan and implement asbestos abatement work	2. Incorporate any residual ACM into AMP	2. Review AMP
Low	Plan asbestos abatement work	Implement abatement works and incorporate any remaining ACMs into AMP	Review AMP
Very Low	Incorporate any ACMs into AMP	Review AMP	

It should also be understood that the risk ratings applied do not take account of any non-typical site activities or use, such as the installation and commissioning of new equipment, refurbishment, demolition, etc. Such circumstances would dictate the need for a targeted Pre-demolition / Pre-refurbishment Asbestos Survey and subsequent project specific risk assessment.

6 ANALYTICAL RESULTS

No samples were taken during the survey.

7 INSPECTION REPORT SHEETS

No ACMs were identified, strongly presumed or presumed during the course of the survey. No Inspection Reports Sheets have been compiled.

8 SURVEY FINDINGS AND RECOMMENDATIONS

No suspect ACMs were strongly presumed or presumed at Communal Stairwells at Highland Court, Gordon Road, South Woodford, London E18 1RE. at the time of the survey.

As no known, strongly presumed or presumed suspect ACMs were identified by the survey, no management actions are recommended at this time.

If further information becomes available which may indicate the presence of ACMs not accessible within the scope of a Management Asbestos Survey (please refer to Appendix 1) then the advice of a designated competent person should be sought. This may in turn dictate the requirement for further surveying (Management / Pre-refurbishment / Pre-demolition Surveys) to be undertaken.

It should be understood that the findings do not take account of any non-typical site activities or use, such as the installation and commissioning of new equipment, refurbishment, demolition, etc. Such circumstances would dictate the need for a targeted Pre-demolition / Pre-refurbishment Asbestos Survey and subsequent project specific risk assessment.

9 DUTY HOLDER TASKS AND RESPONSIBILITIES

Although no management actions are recommended at this time, where there are specific areas of no access, these should be presumed to contain asbestos until inspection proves otherwise. If ACMs are suspected or detected in the areas of no access at a later date, a management plan should be developed by the duty holder to ensure that adequate controls are implemented to minimise the health risks from asbestos so far as is reasonably practicable. Factors to consider when developing an effective plan include but are not limited to:

- establishing clear lines of responsibilities for the plan's management and implementation
- designate competent personnel for all relevant aspects of the process
- remedial action on specific items identified in this report which might include;
  - clean-up of debris
  - repair
  - encapsulation (paint or seal)
  - enclose
  - remove
- ensuring that the materials register included with this report is maintained and updated as necessary
- routine monitoring of the condition of ACMs
- restrict access or isolate areas
- labelling or colour coding of specific items
- provision of adequate information, instruction and training for relevant staff
- define and use safe systems of work
- implementation of a 'permit to work' system is recommended
- management of all subcontract and maintenance activities

The development of an effective management plan relies on a detailed knowledge of the relevant legal obligations, practical considerations, the asbestos present at the site, the findings and recommendations provided in this report), along with a thorough understanding of the site activities (including maintenance) and management structures fundamental to the workings of the site. It is therefore the opinion of NOVA that the management plan is best developed through a partnering arrangement between the duty holder (the Client) and the Consultant.
Nova Environmental Limited

APPENDIX 1 INACCESSIBLE AREAS AND LIMITATIONS

The client should refer to the NOVA standard terms and conditions of engagement attached with the works proposal. The HSE publications HSG264 and HSG227, stipulate guidance on the surveying, assessment and management of ACMs.

Management Asbestos Surveys

The investigation of the site has been carried out to provide sufficient information concerning the nature, extent and type of ACMs at the site to allow a reasonable risk assessment to be made. The objectives of the investigation have been limited to establishing the risks to human health associated with the presence of ACMs. The recommendations made within this report are based upon the management of ACMs and the primary recommendation would therefore be removal (if damaged) or encapsulation and labelling with regular inspections.

The amount of investigative work and testing undertaken may necessarily have been restricted by the short timescale available. During a Management Asbestos Survey, some representative sampling has been undertaken to confirm or refute the surveyor's opinions. The sampling locations have been restricted to accessible and representative areas within the agreed scope and can only provide a general indication of site conditions. However, it is more than likely that ACMs may remain unidentified in areas that would only be identifiable during further intrusive Pre-demolition / Pre-refurbishment Asbestos Survey investigations or during major demolition/refurbishment works. In addition, it has been common practice to substitute ACMs with asbestos free materials. Substitute materials are often employed to repair localised damaged asbestos products and in some circumstances may have a similar appearance to the asbestos products they have replaced, particularly following the application of a uniform surface finish such as paint, or plaster. It is therefore possible that outwardly uniform materials, suspected or identified during this survey not to contain asbestos, may contain asbestos in areas outside the immediate inspection/sampling location. All surveys are subject to intrinsic and site specific limitations and these have been detailed in the body of the report.

A more comprehensive and intrusive Pre-demolition / Pre-refurbishment Asbestos Survey investigation will be required if the site is to be redeveloped, refurbished or demolished, to facilitate adequate risk assessment and compliance with health and safety statute. The report and accompanying drawings should be consulted before any building or installation work is carried out in the building. All building users should be made aware of the contents of the report.

The risk assessment and opinions provided, inter alia, take in to consideration currently available guidance (HSG264, HSG227) relating to asbestos material assessment and priority assessment. The factors considered by NOVA in providing tentative priority assessment are based upon finite data and information available to the surveyor at the time of the survey. However, a detailed knowledge of relevant factors is required to complete a priority assessment and as such the client is required to review the information and satisfy itself that the assessment is accurate. No liability can be accepted for the effects of incorrect assumptions made by NOVA at the time of survey or for retrospective effects of any future changes or amendments to these values, or official guidance.

This report should not be used for the purposes of costing asbestos removal work. If indicative costs have been included in relation to asbestos abatement works these must be considered as tentative only and must, in any event, be confirmed by a qualified quantity surveyor or by tender with a licensed asbestos removal contractor. No responsibility will be accepted to any party whatsoever, should the information contained herein be used in this way. Any person(s) using the report in this way MUST satisfy themselves as to the extent of the asbestos within the designated areas and thereby ensure that their tender is sufficient in every respect to remove ALL the asbestos within these areas, including any that may be hidden behind known or presumed asbestos materials.

All known areas of the property were visually examined in accordance with the scope of work and the brief provided by the Client. The survey is fundamentally non-intrusive in nature and no attempt would be made to access areas where the removal of panels such as decorative cladding, or any unreasonable degree of dismantling of the building structure or fittings would be required. Typical exclusions from the survey where special arrangements would be required to facilitate access are documented below. It should be noted that the list is not exhaustive.

Areas of No Access	***Comments***
Live plant and electrical equipment	No inspections to enclosed or internal areas of any potentially live plant or equipment such as fuse boxes, storage heaters etc. These may contain braided asbestos insulation fuse guards or gasket material and therefore presumptions have been made. Portable plant or equipment will not be accessed.
Inspection at height	A 3 metre height restriction applies to Management Asbestos Surveys, unless a requirement for specialist access equipment has been requested by the Client and allowed for in the Scope of Works. Presumptive observations would be made where reasonably practicable, but all areas above 3 metres in height should be presumed to contain asbestos unless determined otherwise by physical inspection.
Restricted areas	Any area or space which would require specialist access arrangement would not be accessed unless by prior agreement with the Client. Typical examples include: • Lift equipment and Shafts • Areas designated as 'Confined Spaces' • Areas where asbestos is present and would need to be disturbed to facilitate an inspection.
Gaskets within pipe joints and plant equipment	Gaskets inserted in pipe joints etc. and bituminous materials such as damp proof membranes, under sink pads and roof felts or membranes may contain a trace content of asbestos. Under normal conditions these materials will not give rise to airborne fibre concentration due to the fibre being tightly bonded within a well bound matrix. However, the presence of asbestos in these materials should be presumed.

Areas of No Access	*Comments*
Multi-layer or composite structures	Limited representative inspections to multi-layer or composite structures such as floor slabs, roof structures, etc, will be made. Representative sampling of outer finishes such as floor screeds or other finishes e.g. renders, bituminous layers or felts would also be undertaken. However, core sampling or other techniques allowing for full depth sampling of such elements would not routinely be undertaken unless stated in the agreed scope of works. It would be reasonably practicable to allow for such extensive intrusive investigation in instances where information is made available to us, prior to the survey planning stage, indicating that such elements may contain asbestos fibre within its inner layers.
General obstructions	Any area or space which involved the moving of substantial items of furniture, equipment, goods or large quantities of documents or debris would not be accessed.
Fire doors	Fire doors may internally contain asbestos, access to which would require overtly destructive works.
Fixed ceilings	Limited inspections would be routinely made above suspended ceilings (height restrictions permitting). However, where fixed ceilings are encountered no attempt would be made to gain access, unless a limited visual inspection was made possible by the presence of a suitable and sufficient access hatch or similar.
Insulation to plant equipment and pipes	Whilst a representative inspection of insulation to plant equipment and pipe work would be made, the presence of asbestos debris from previous removal works may be obscured by an overlying non-asbestos insulation or metal cladding. In addition, the presence of asbestos insulation debris on pipes or equipment may be intermittent and therefore not readily identifiable during non-intrusive inspection works.
Ventilation ducts	No access would be made within ventilation ducting. There is a possibility that asbestos gasket material or an asbestos lining may be present.
Ducts and risers	Where accessible by inspection panel, representative inspections of ducts and risers would be made. It is possible that ducts/risers may be concealed, or would require overtly destructive works to facilitate access. In these circumstances no attempt would be made to inspect these areas.
Any area, room or space occupied at the time of the survey	Sampling should not be undertaken in normally occupied areas. Where areas are in constant use, if not already stated in the scope of works, agreement should be sought with the client whether to undertake any required sampling during periods of minimal occupation; or otherwise access to such areas would be presumptive only. In the event that such areas are to be inspected at a later date (for sampling) unrestricted and safe access must be provided by the client. NOVA reserves the right to charge additional fees for any re-visits as required after consultation with the client.
Any area, room or space flooded at the time of the survey	No access would be made within any flooded areas e.g. basements, unless the client can ensure unrestricted and safe access. NOVA reserves the right to charge additional fees for any re-visits as required after consultation with the client.

Site Specific Access Restrictions

Where access by our surveying team to specific areas was either not possible, or limited at the time of the inspection, in each case the reasons for the access restriction have been stated in section 3.2 of the report.

APPENDIX 2 LEGISLATION

Work involving asbestos will be carried out in accordance with the following Statutes, Regulations, Approved Codes of Practice, guidance and recommendations contained in the following publications as they apply:

Asbestos Specific Legislation
a) The Control of Asbestos Regulations (2006)
(Incorporating and replacing The Control of Asbestos at Work Regulations (2002), The Asbestos (Licensing) Regulations (1983) as amended 1999 and The Asbestos Prohibitions Regulations (1999))
Approved Codes of Practice and Guidance Documents
a) L127 'The management of asbestos in non-domestic premises' (2006)
b) L143 'Work with materials containing asbestos' (2006)
c) HSG53 'The selection, use and maintenance of respiratory protective equipment' (1998)
d) HSG 189/2 'Working with asbestos cement' (1999)
e) HSG210 'Asbestos essentials task manual' (2001)
f) HSG213 'Introduction to asbestos essentials' (2001)
g) HSG227 'A comprehensive guide to managing asbestos in premises' (2002)
h) HSG247 'Asbestos: The licensed contractors' guide' (2006)
i) HSG248 'Asbestos: The analysts' guide for sampling, analysis and clearance procedures' (2005)
j) HSG264 'Asbestos: The Survey Guide' (2010)
k) MS 13 'Asbestos: Medical guidance notes' (1999)
l) 'Asbestos and Man-Made Mineral Fibres in Buildings: Practical Guidance' DETR (1999)
General Statutory Requirements
a) The Health and Safety at Work etc. Act (1974)
b) The Management of Health and Safety at Work Regulations (1999)
c) The Hazardous Waste (England and Wales) Regulations and List of Wastes (England) Regulations (2005)
d) The Carriage of Dangerous Goods (classification, packaging and labelling) and use of Transportable Pressure Equipment Regulations (2004)
e) The Personal Protective Equipment at Work Regulations (1992) as amended 2002
f) The Workplace (Health, Safety and Welfare) Regulations (1992), the Health and Safety (Miscellaneous Amendment) Regulations 2002, and the Work at Height Regulations 2005
g) Construction (Design and Management) Regulations (2007) (CDM2007)
h) Environmental Protection Act Part 1 (1990), (Duty of Care)
i) Control of Substances Hazardous to Health (COSHH) (2002) as amended 2004
j) Confined Spaces Regulations 2005