Martin Perry Associates
Structural Engineering & Surveying

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PRE-CONSTRUCTION INFORMATION

FOR

INTERNAL ALTERATIONS

AT

LISKEARD PUBLIC HALL

Prepared by: Martin Perry Associates (Principal Designer for project)

Our Ref: 15399C

PRE-CONSTRUCTION INFORMATION

1. NATURE OF PROJECT

Project Address:	Liskeard Public Hall West Street Liskeard PL14 6BW
Client:	Liskeard Town Council 3-5 West Street Liskeard Cornwall PL14 6BW
Principal Designer:	Martin Perry Associates Suite 1, BFM House The Parade Liskeard, Cornwall PL14 6AF
Local Authority:	Cornwall Council
Principal Contractor:	To be Confirmed
Description of Works:	Internal Alterations.
Anticipated start on site:	July 2018

2.0 THE EXISTING ENVIRONMENT

2.1 The Site

The site is situated in the centre of Liskeard, a small market town. Residential dwellings and small businesses surround the site which is accessed via narrow streets.

2.2 Existing Services

Mains electric, gas, drainage and water are all available on site. No searches or service information is available.

2.3 Existing Traffic Systems

Access to the site is via narrow two-way streets. A banksman will be required for all site movements and any deliveries should be outside of school drop-off and pick-up times. There is a public car park further along West Street, but no parking at the site.

2.4 Existing Structures

The existing structure is thought to have solid natural stone external walls, with timber and masonry internal walls, timber floor and roof structure.

2.5 Ground Conditions

A site investigation has not been completed. From British Geological Survey data the bedrock is expected to be Saltash Formation, consisting of slate and siltstone.

3.0 DRAWINGS

Proposed drawings for the project are included in Appendix A, as listed below:

- 15/1395/01A (Location Plan) A4
- 15/1395/05A (Survey as Existing - Ground Floor Plan) A3
- 15/1395/06A (Survey as Existing – Below Stage & WC Floor Plan) A3
- 15/1395/07B (Survey as Existing – First Floor Plan South) A3
- 15/1395/08A (Survey as Existing – First Floor Plan North) A3
- 15/1395/10A (Scheme Design 1 - Block Plan) A4
- 15/1395/11E (Scheme Design 1 - Ground Floor Plan) A3
- 15/1395/12C (Scheme Design 1 - Below Stage & WC Floor Plan) A3
- 15/1395/13G (Scheme Design 1 - First Floor Plan South) A3
- 15399/001A

4.0 THE DESIGN

The works consist of internal alterations to the first-floor bar area, including removal of a large masonry pier, and replacement with a slim steel column. A general rescheduling of the internal walls is also proposed, as well as the installation of a platform lift in order to aid access.

5.0 CONSTRUCTION MATERIALS

The proposed works include construction of masonry and timber stud walls, casting of new concrete sections, and installation of a steel column.

Two Asbestos surveys have been completed on the site. A refurbishment and demolition survey in 2016, and a management survey in 2017. Both surveys are appended to this document.

6.0 SITE WIDE ELEMENTS

6.1 Site Access/Egress

The surrounding road layout is covered in section 2.3. No parking is available at the site, and banksmen should be used for all site movements.

6.2 Site Storage Facilities

Site storage faculties are limited, and the position of any storage areas will need to be discussed and agreed with the client. The building will be in use throughout the works.

6.3 General Hazards

The main hazards for this project are:

- Risk of falling materials.
- Working with heavy machinery.
- Proximity of site to general public.
- Movement of large vehicles.

This list is not exhaustive, and the contractor is to ensure all hazards are covered and addressed within method statements and project plans.

7.0 HEALTH AND SAFETY REQUIREMENTS

7.1 The Principal Contractor should be able to confirm to the Client:

7.1.1 Details on how health and safety will be managed during the construction

phase including details on how information and instructions will be passed to contractors and how their activities will be co-ordinated.

7.1.2 What procedures are in place for assessing and controlling the risks associated with the construction activities as required under the Management of Health & Safety at Work Regulations 1992.

7.1.3 Arrangements will be in place for welfare and emergency procedure.

7.1.4 All persons working on site must be inducted and have sufficient training to enable them to work safely and without risk to themselves or others.

7.1.5 A suitably experienced Site Agent shall be on site during the works who will liaise with the Client regarding programming, Method Statements, access, risks, etc.

7.2 The neighbouring residential properties will be occupied for the entirety of the project and therefore safeguards must be in place to ensure protection of the occupiers from:

- Falling construction debris
- Excessive dust
- Noxious fumes
- Excessive noise
- Light from welding equipment
- All on site traffic

This list is intended to act as an indication of the types of safeguards required only and is by no means exhaustive.

8.0 SITE RULES

8.1 Working hours to be Monday – Friday, 0800 – 1700. No weekend or Bank Holiday working without approval by the Client.

8.2 No smoking on site.

8.3 Adequate and appropriate PPE to be worn on site at all times, including hard hats, gloves, eye protection, etc.

8.4 No loud music.

8.5 No consumption of alcohol or use of drugs on site, prior or during working hours.

8.6 All vehicles to remain locked at all time.

8.7 All work areas must be kept fenced off at all time.

8.8 All materials and tools must be kept within the site compound.

8.9 All vehicle movements should adopt a suitable speed i.e. walking pace.

8.10 Local residents and visitors should be dealt with sensitively and all contractual staff should carry visible authorising identification at all times.

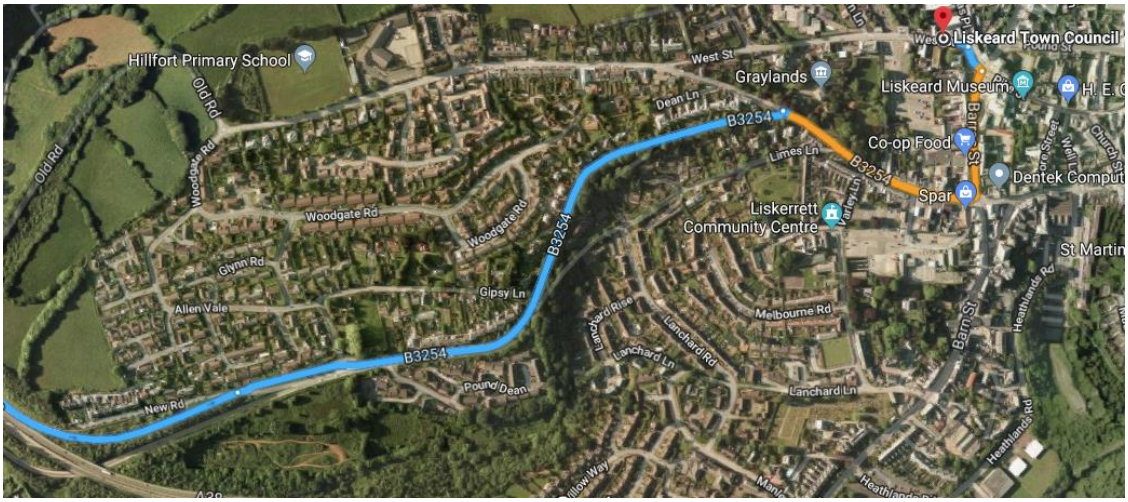
9.0 CDM REGULATIONS

9.1 The project is notifiable under the CDM (2015) Regulations, and a completed F10 Notification is appended to this document. Martin Perry Associates have been instructed to act as Principal Designer for the project, as defined in the current guidance documentation. The Principle contractor (when appointed) will take responsibility for Health, Safety and Welfare on the site, for the duration of the Construction Phase. Martin Perry Associates role as Principal Designer will cease at commencement on site.

10.0 Photos

10.1 Picture 1 – Site location, with site highlighted in red.

10.2 Picture 2 – Location Plan with marked safest transport and deliveries route to site.



10.3 Picture 3 – Road at front of building to east side.

10.3 Picture 4 – Road at front of building to west side.

Appendices: Proposed Drawings.
Asbestos Survey
F10 Notification
Liskeard Town Hall H&S Handbook
Liskeard Town Hall H&S Statement

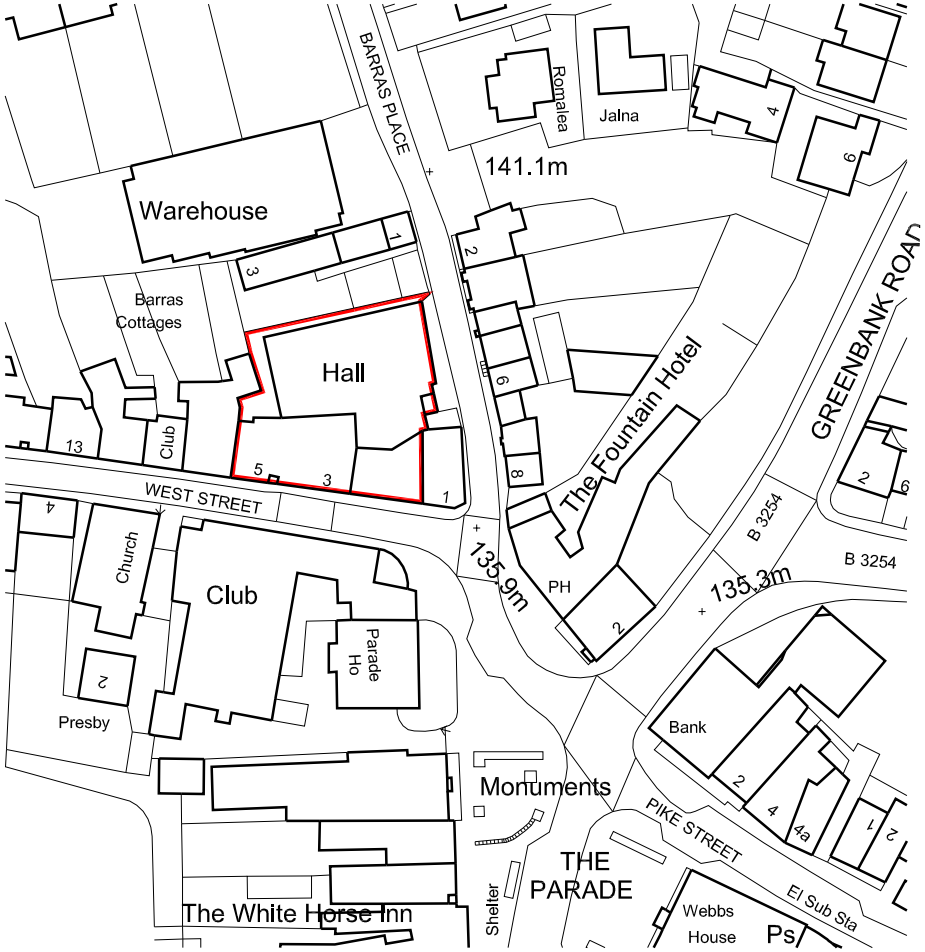
Ref: RA/CDM Regs. 2015
Q.A. Issue 1, 22.04.15

APPENDIX A

PROPOSED DRAWINGS

0cm 10cm SCALE WITH CAUTION (use top & side scale bars to check for distortion or reduction)

Let.	Date dd/mm/yy	Drawn	Revision Description
A	16/04/2018	CGM	updated as CL request



N

STUDIO WINTER

Chartered Architect

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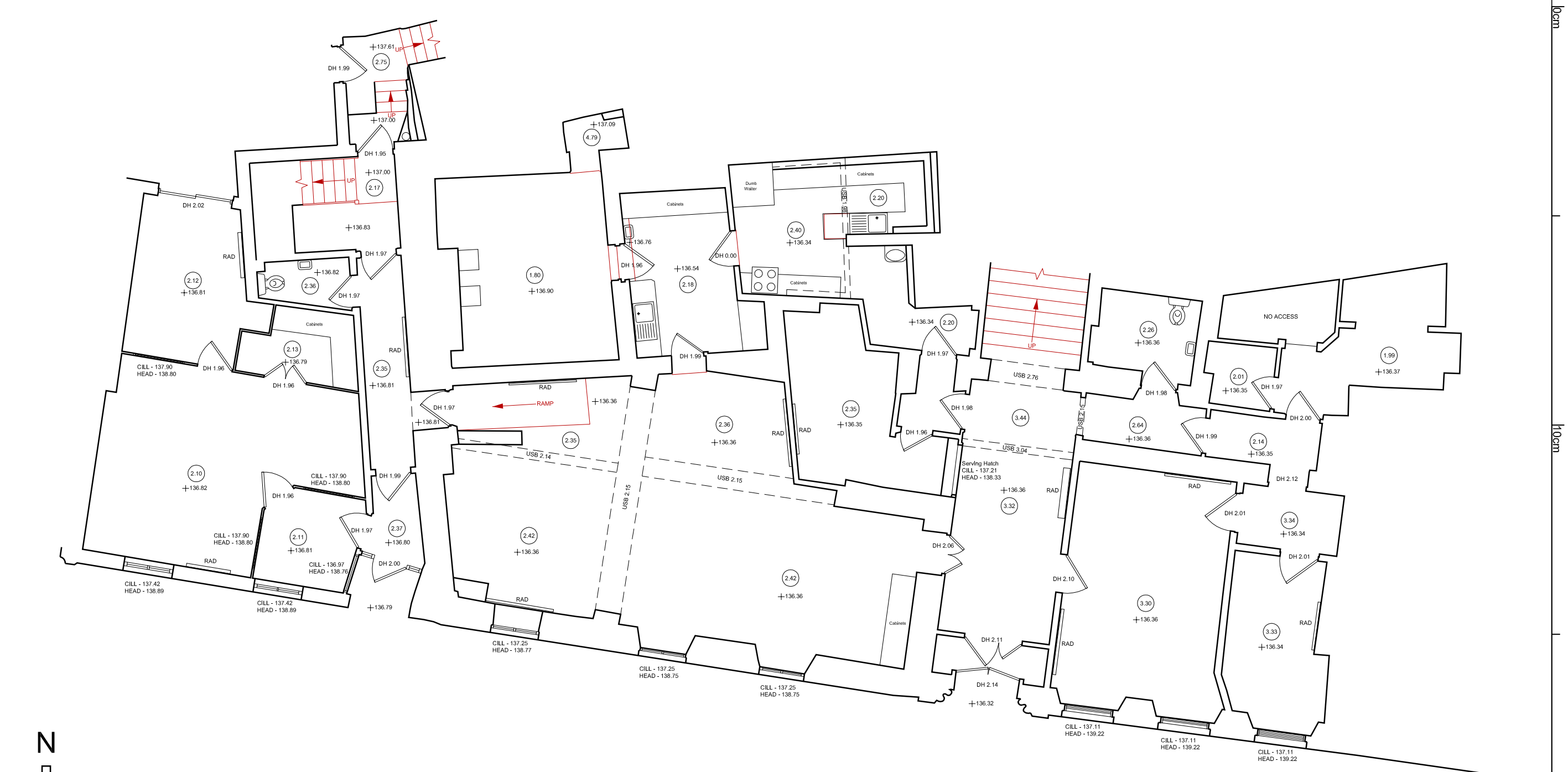
ALTERATIONS TO THE TO THE PUBLIC HALL, LISKEARD 1:1250 [A4] SEPTEMBER 2015 LOCATION PLAN 15/1395/01 A

0cm 10cm 20cm SCALE WITH CAUTION (use top & side scale bars to check for distortion or reduction)



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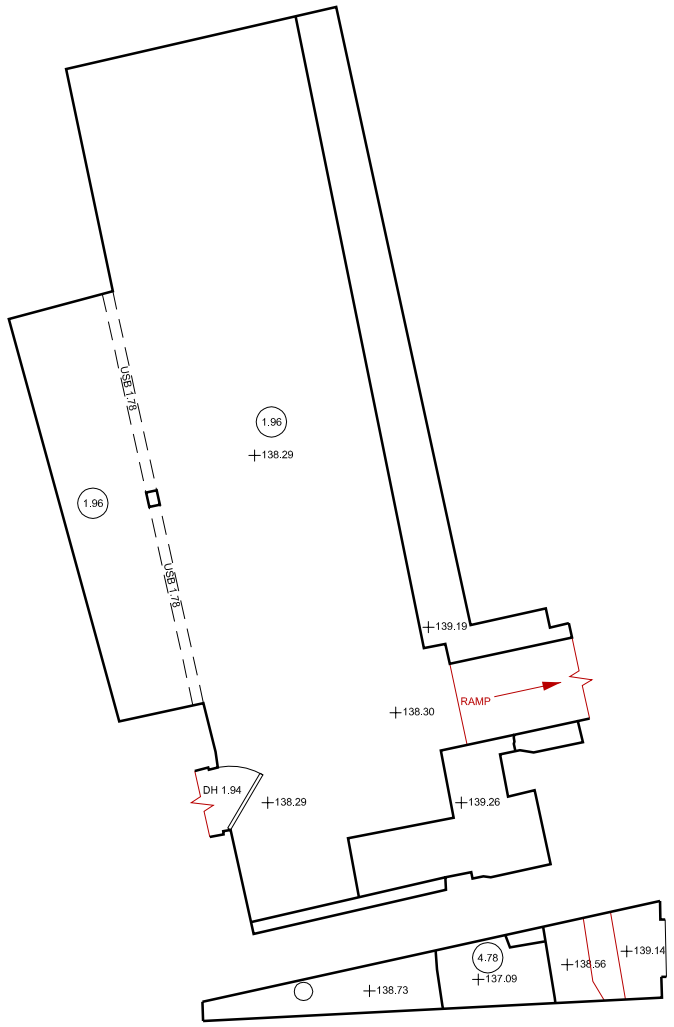
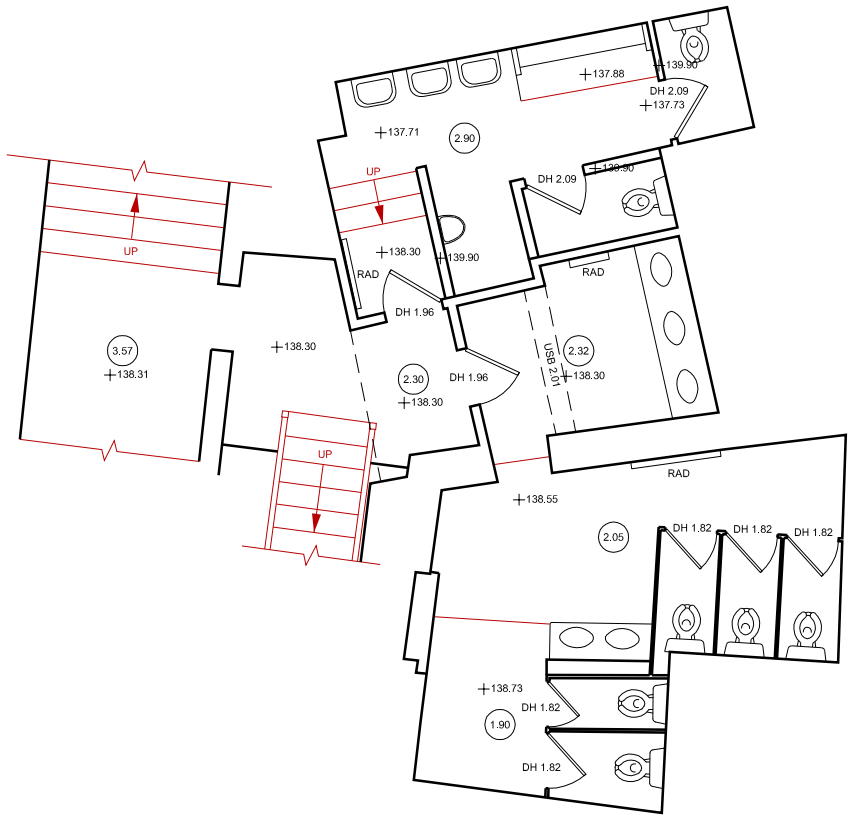
Let.	Date dd/mm/yy	Drawn	Revision Description
A	16/04/2018	CGM	updated as CL request

ALTERATIONS TO THE TO THE PUBLIC HALL, LISKEARD 1:100 [A3] FEBRUARY 2016 SURVEY AS EXISTING: GROUND FLOOR PLAN 15/1395/05 A

(This drawing was drafted from existing hand drawings by others with any errors or omissions therein)

0cm 10cm 20cm SCALE WITH CAUTION (use top & side scale bars to check for distortion or reduction)





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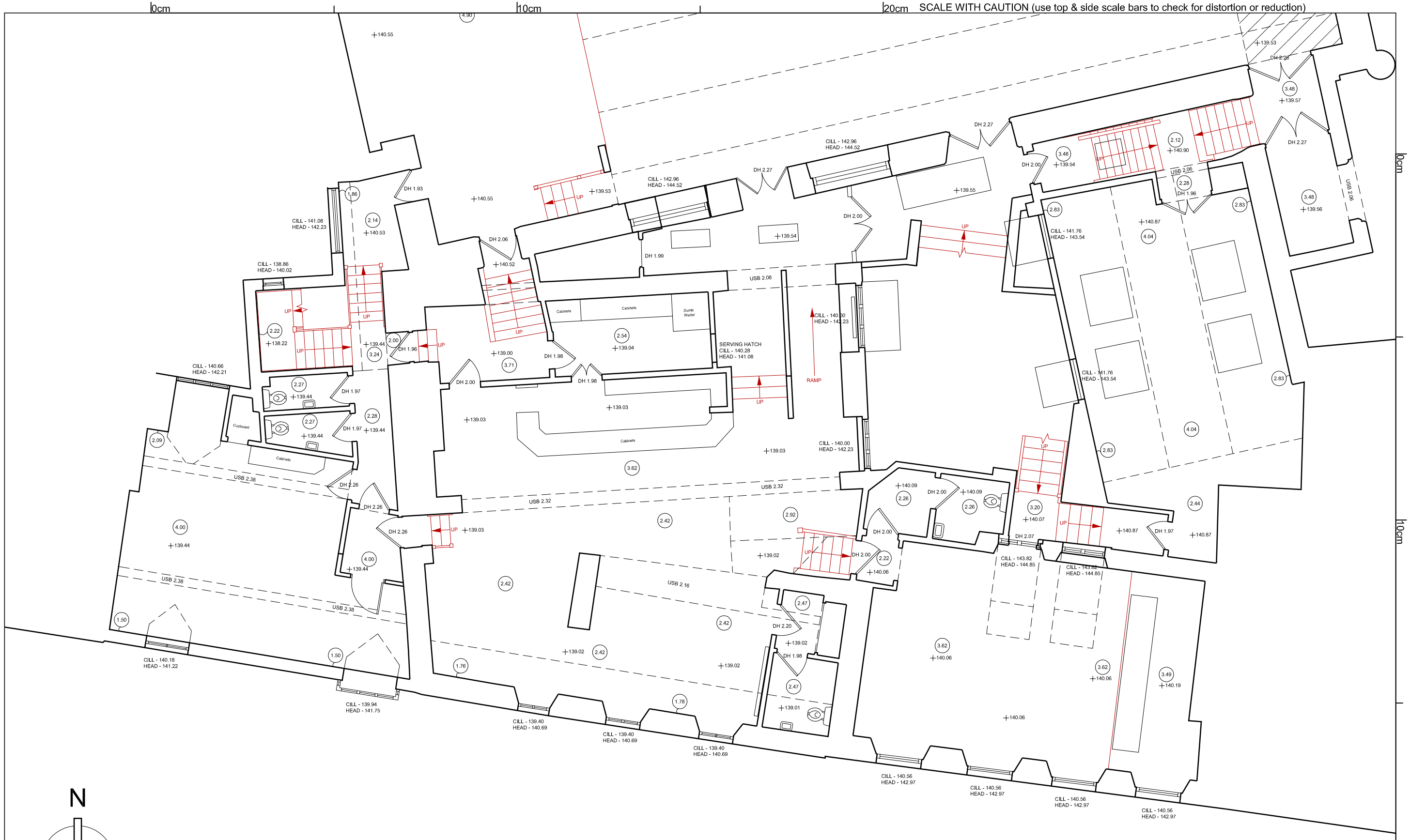
Let.	Date dd/mm/yy	Drawn	Revision Description
A	16/04/2018	CGM	updated as CL request

ALTERATIONS TO THE TO THE PUBLIC HALL, LISKEARD 1:100 [A3] FEBRUARY 2016 SURVEY AS EXISTING: BELOW STAGE & WC FLOOR PLAN 15/1395/06 A

(This drawing was drafted from existing hand drawings by others with any errors or omissions therein)

0cm 10cm 20cm

0cm 10cm 20cm SCALE WITH CAUTION (use top & side scale bars to check for distortion or reduction)



B	16/04/2018	CGM	updated as CL request
A	02/03/2017	CGM	liskead room updated
Let.	Date dd/mm/yy	Drawn	Revision Description

ALTERATIONS TO THE TO THE PUBLIC HALL, LISKEARD 1:100 [A3] FEBRUARY 2016 SURVEY AS EXISTING: FIRST FLOOR PLAN SOUTH 15/1395/07 B

(This drawing was drafted from existing hand drawings by others with any errors or omissions therein)

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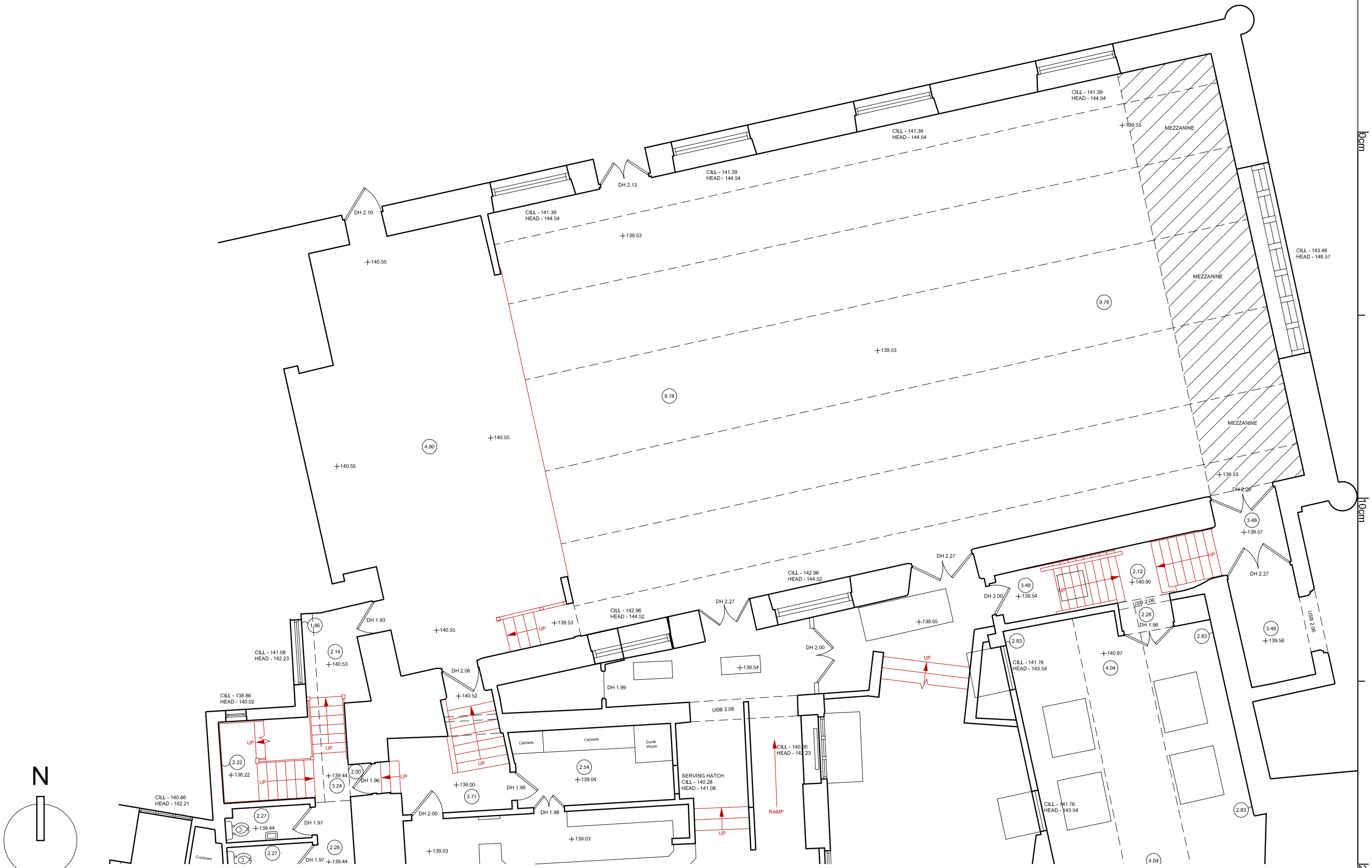
0cm 10cm 20cm SCALE WITH CAUTION (use top & side scale bars to check for distortion or reduction)



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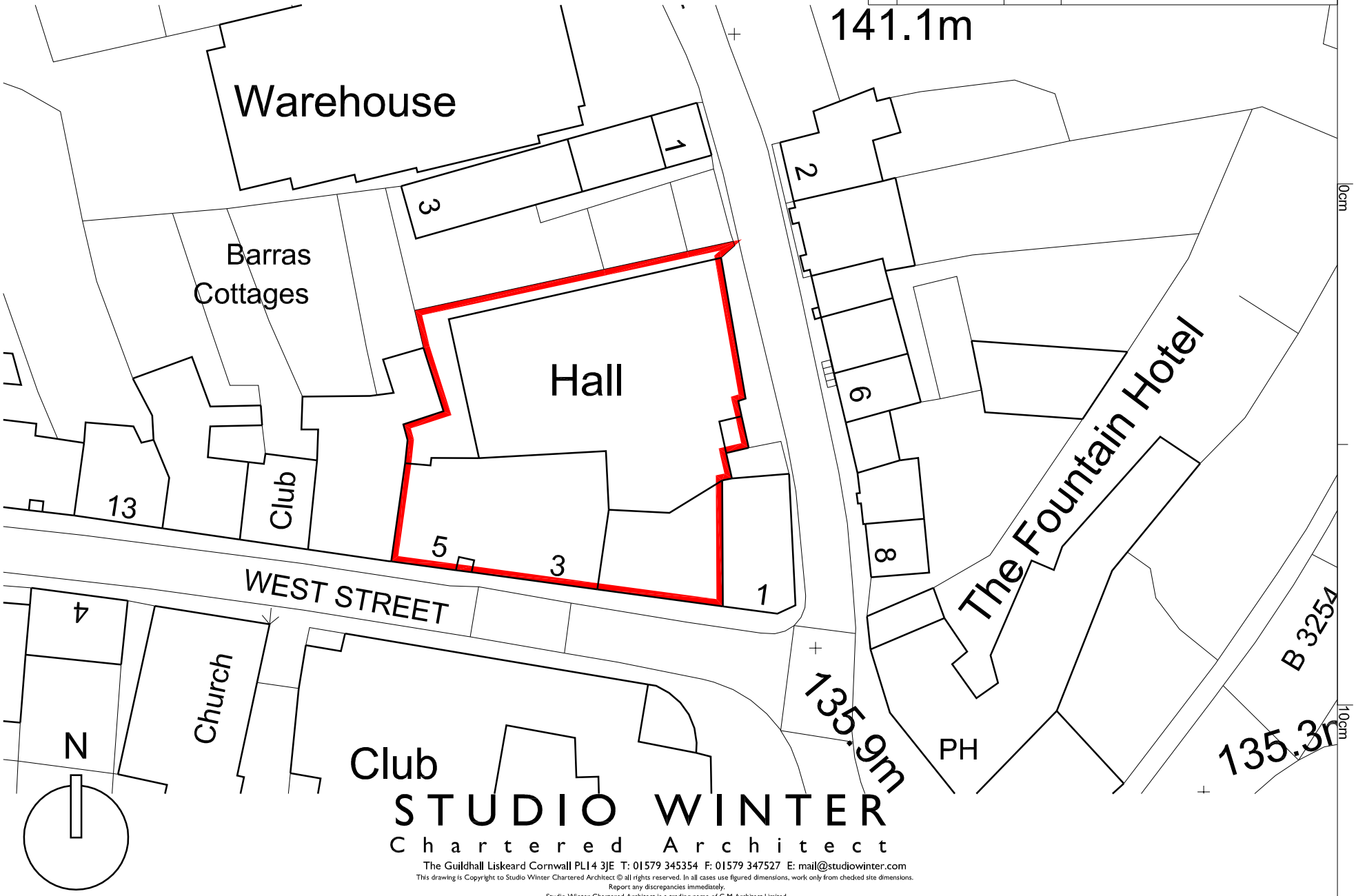
Let.	Date dd/mm/yy	Drawn	Revision Description
A	16/04/2018	CGM	updated as CL request

ALTERATIONS TO THE TO THE PUBLIC HALL, LISKEARD 1:100 [A3] FEBRUARY 2016 SURVEY AS EXISTING: FIRST FLOOR PLAN NORTH 15/1395/08 A

(This drawing was drafted from existing hand drawings by others with any errors or omissions therein)

0cm 10cm SCALE WITH CAUTION (use top & side scale bars to check for distortion or reduction)

Let.	Date dd/mm/yy	Drawn	Revision Description
A	16/04/2018	CGM	updated as CL request



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ALTERATIONS TO THE TO THE PUBLIC HALL, LISKEARD 1:500 [A4] SEPTEMBER 2015 SCHEME DESIGN 1: BLOCK PLAN 15/1395/10 A

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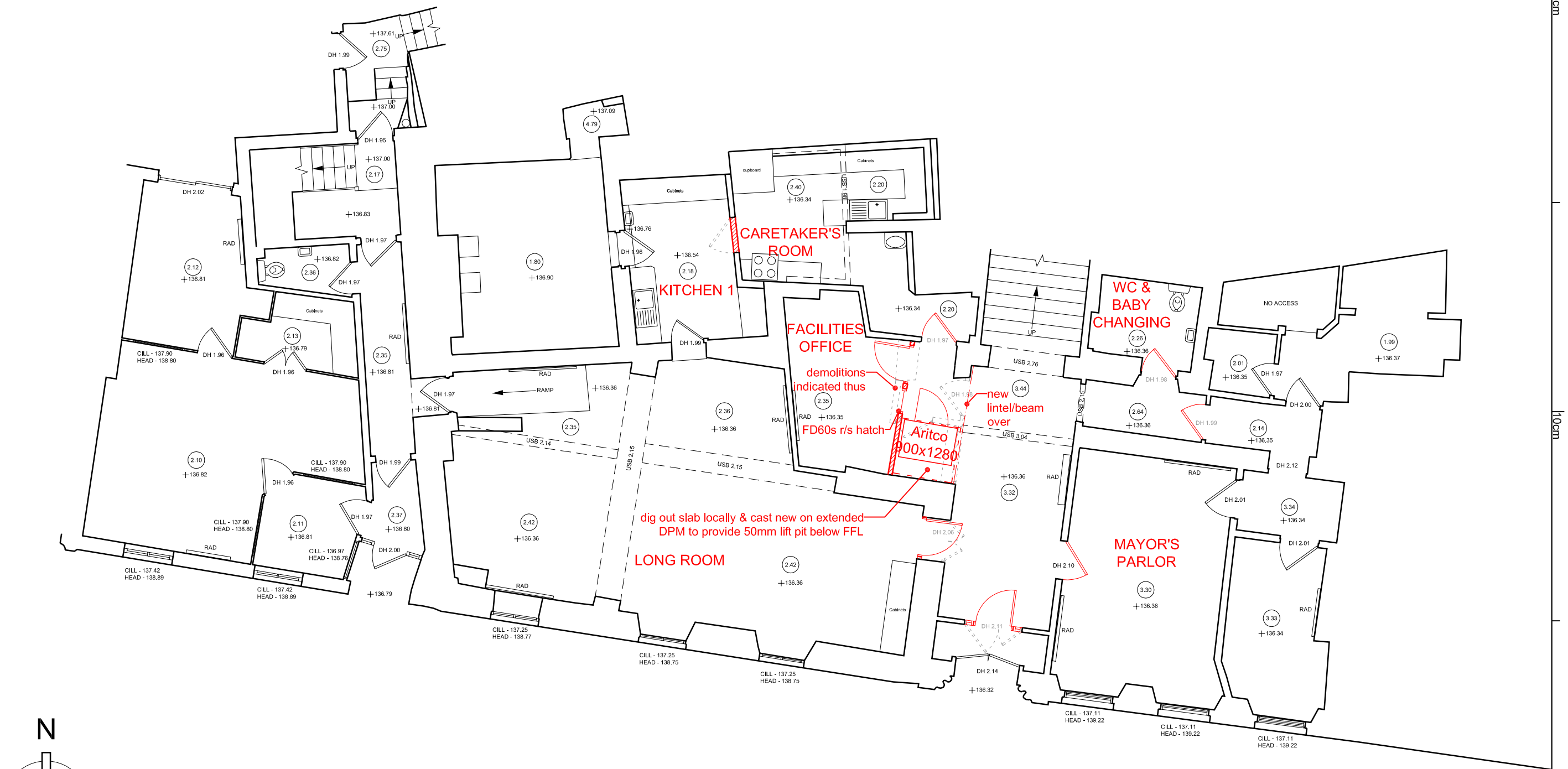

Let.	Date dd/mm/yy	Drawn	Revision Description
E	16/04/2018	CGM	updated as CL request
D	14/04/2018	CGM	updated as CL request
C	13/04/2018	CGM	updated as CL request
B	20/09/2016	CGM	updated as CL request
A	11/03/2016	CGM	updated as CL request

(This drawing was drafted from existing hand drawings by others with any errors or omissions therein)

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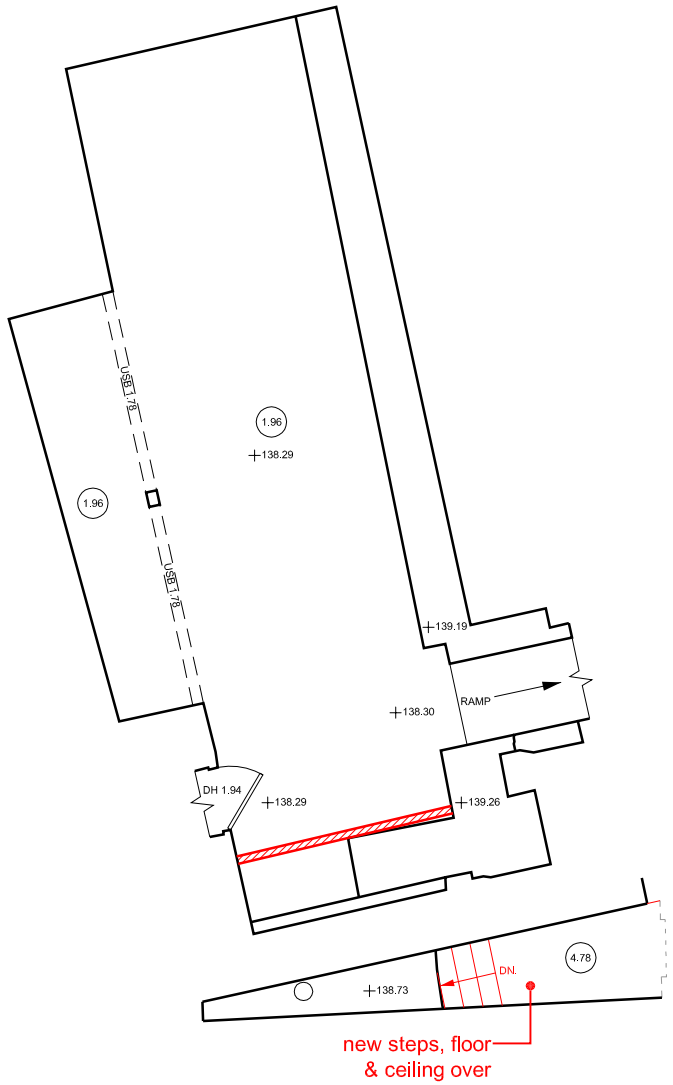
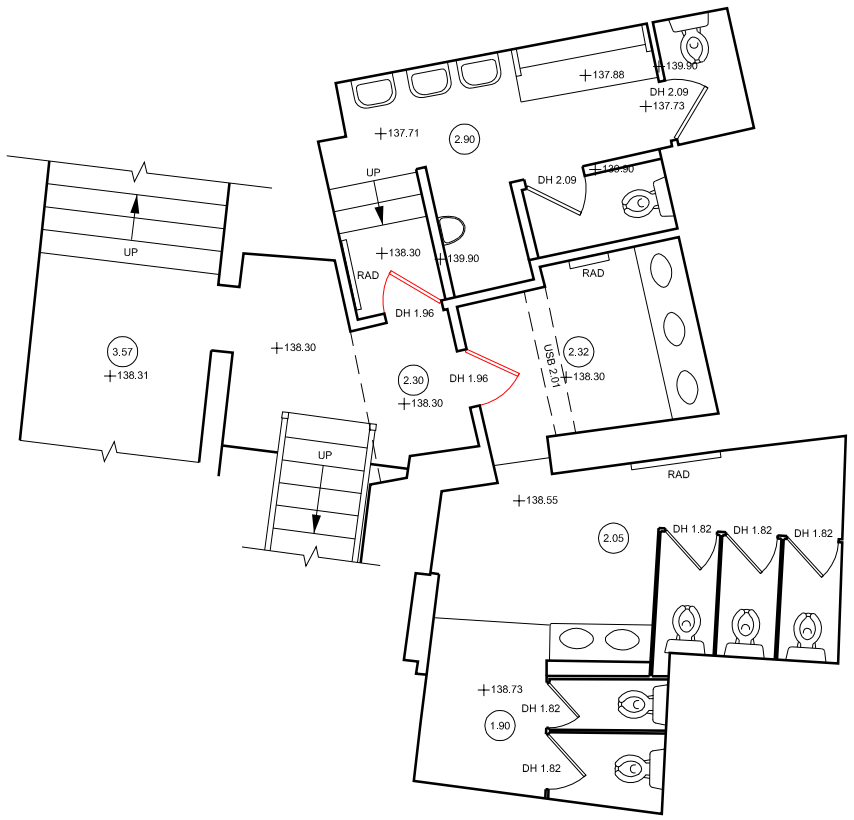
ALTERATIONS TO THE TO THE PUBLIC HALL, LISKEARD 1:100 [A3] FEBRUARY 2016 SCHEME DESIGN 1: GROUND FLOOR PLAN 15/1395/11 E

0cm 10cm 20cm SCALE WITH CAUTION (use top & side scale bars to check for distortion or reduction)





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Let.	Date dd/mm/yy	Drawn	Revision Description
C	16/04/2018	CGM	updated as CL request
B	14/04/2018	CGM	updated as CL request
A	13/04/2018	CGM	updated as CL request

(This drawing was drafted from existing hand drawings by others with any errors or omissions therein)

ALTERATIONS TO THE TO THE PUBLIC HALL, LISKEARD 1:100 [A3] FEBRUARY 2016 SCHEME DESIGN 1: BELOW STAGE & WC FLOOR PLAN 15/1395/12 C

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0cm 10cm 20cm

0cm 10cm 20cm SCALE WITH CAUTION (use top & side scale bars to check for distortion or reduction)

stairwell door to be 864x2083mm pair FD60S painted timber door 16G, ss kick/push plate, ss pull handle, CE marked 1.5pr 1hr fire rated hinges with intumescent packers behind & fire alarm linked electromagnetic door hold back

new steps, floor & ceiling over

new stud partition over door head & lower threshold for new door position

new steps & floor

new doors

corridor

cupboard for DB box in flues

new lintel/beam(s) over

KITCHEN2

d.w.

infill serving hatch

r/shutter hatch

BAR

(hot food service trolley)

stairwell

QUIMPERLE ROOM

Doc M pack for WC (grab rails & alarm etc)

WC

Aritco 900x1280

60min. stud partition

trim back floor for lift shaft

REFRESHMENT ROOM

COUNCIL CHAMBER

cpbd.

RAMP

new steel column to have 2hr fire rated intumescent paint finish with decorative plasterboard boxing surrounds (skimmed & decorated 12.5mm Gyproc wallboard to exposed faces with taped & staggered joints screwed at 100mm c/c to 50x50mm treated sw frame with pvc plaster beads)

new first floor 1hr fire resistant timber stud partitions

stairwell doors to be 1500x2100mm o/a pair FD60S painted timber doors 16G, ss kick/push plate, ss pull handle, CE marked 1.5pr 1hr fire rated hinges with intumescent packers behind per leaf & fire alarm linked electromagnetic door hold backs, architraves to match existing doors in building

N

Let.	Date dd/mm/yy	Drawn	Revision Description
G	16/04/2018	CGM	updated as CL request
F	14/04/2018	CGM	updated as CL request
E	13/04/2018	CGM	updated as CL request
D	12/12/2016	CGM	updated as BC request
C	20/09/2016	CGM	updated as CL request
B	05/04/2016	CGM	updated as CL request
A	11/03/2016	CGM	updated as CL request

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ALTERATIONS TO THE TO THE PUBLIC HALL, LISKEARD 1:100 [A3] FEBRUARY 2016 SCHEME DESIGN 1: FIRST FLOOR PLAN SOUTH 15/1395/13 G

(This drawing was drafted from existing hand drawings by others with any errors or omissions therein)

General Notes

All dimensions to be checked on site. All details and dimensions relating the sub-contractors or suppliers work must be checked and agreed between the subcontractors or supplier and the general contractor.

This drawing is to be read in conjunction with all relevant architect's and engineer's drawings and the specification.

Works to comply with current Codes of Practice, British Standards and Building Regulations.

Contractor to provide all necessary vertical and lateral restraint strapping in order to comply with The Building Regulations.

Fire Protection - All internal steelwork to have 2no. layers of 12.5mm plasterboard with staggered joints to comply with Building Regulations Part B.

Dry Packing - Steel beams to be dry packed up to existing masonry over to ensure full load take-up.

Existing Structure - Existing walling and foundations to be exposed and confirmed as adequate prior to works taking place.

Existing Structure - Assumed spans of existing joists, rafters etc. to be confirmed as correct. Structural Engineer to be consulted if any differences are found prior to works taking place

Temporary Stability - Contractor to provide all necessary temporary propping to safely undertake the works.

Steelwork Connections - All steelwork connections are to be detailed by the fabricator taking into account the loadings outlined in the calculations.

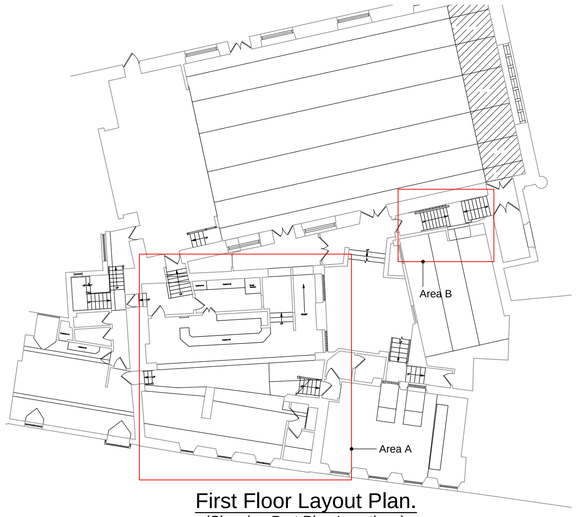
Strapping - Strapping to be introduced to maintain lateral stability of addition once walls are removed in accordance with a structural engineers details. Lateral and vertical strapping to comply with Building Regulations is to be provided.

Steelwork Protection - All steelwork to be blast cleaned to Sa 21/2 in accordance with BS EN ISO 12944.
Internal Specification - coat with a Zinc phosphate epoxy primer to 80µm in accordance with BS EN ISO 12944.
External Specification - hot dip galvanised to 140µm in accordance with BS EN ISO 1461 and 14713

Masonry Strength - Contractor to confirm strength of existing brick/blockwork and mortar class is in accordance with assumptions prior to commencing or ordering materials. Refer to Structural Engineer if found to be different for revised pier/padstone calculations.

Designers Risk Assessment:

- Existing services locations to be determined prior to commencement of opening up works.
- Temporary Support - The contractor is to provide all necessary temporary propping to safely undertake the work and maintain structural stability, including sides of excavations for sub structure and retaining elements.
- Asbestos - Any suspected Asbestos containing materials should be tested and removed by specialist contractors in accordance with HSE guidance.
- Installation of Heavy Beams - Mechanical aids should be employed when installing beams and columns.



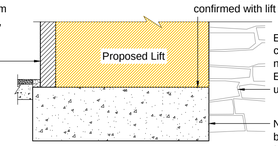
First Floor Layout Plan.
(Showing Part Plan Locations)
(1:200)

New 3.5N blockwork wall to be formed off of extended concrete base. New 50 x 200 C16 timber wall plate bolted to blockwork with grade 4.6 M16's @ 600mm centres with Hilti HY-170 resin, and existing floor joists to be trimmed and hung from plate with proprietary hangers

Top of new concrete slab to be 50mm below existing floor finishes to ensure flush threshold - final levels to be confirmed with lift manufacturer

Existing solid stone wall assumed to continue down to at least underside of new concrete base - refer to Structural Engineer if different as localised underpinning may be required

New min. 350mm deep mass concrete base supporting lift and new blockwork, to be formed directly on to solid virgin ground with bearing resistance of 150kN/m² - to be inspected and confirmed on site by BCO



Section A-A.
(1:20)

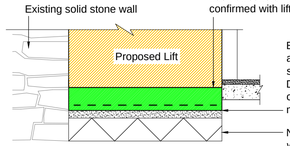
Note:
Lift bases designed based on a maximum size of approx. 1200 x 1200mm. Structural Engineer to be consulted to check design if larger base required.

Top of new concrete slab to be 50mm below existing floor finishes to ensure flush threshold - final levels to be confirmed with lift manufacturer

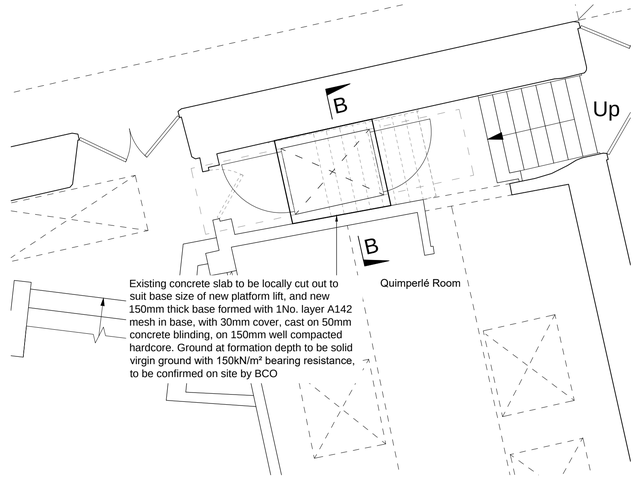
Existing solid stone wall

Existing slab to be cut out locally, and new 150mm thick concrete slab cast with A142 mesh in base. Dimensions of new section of concrete in accordance with lift manufacturers instructions

New slab to be cast on 150mm thick well compacted hardcore, with 50mm concrete blinding above. Ground at base to be confirmed as solid virgin ground, with bearing resistance of 150kN/m² - to be inspected and confirmed on site by BCO

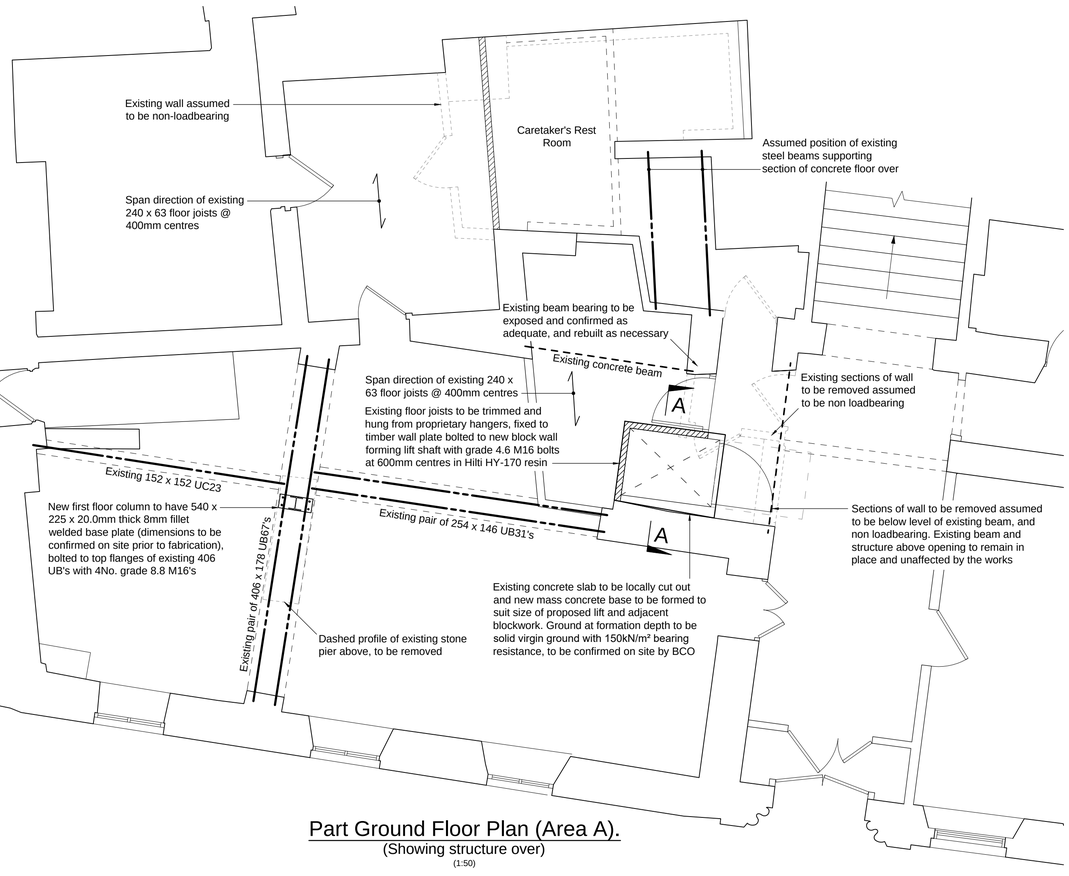


Section B-B.
(1:20)

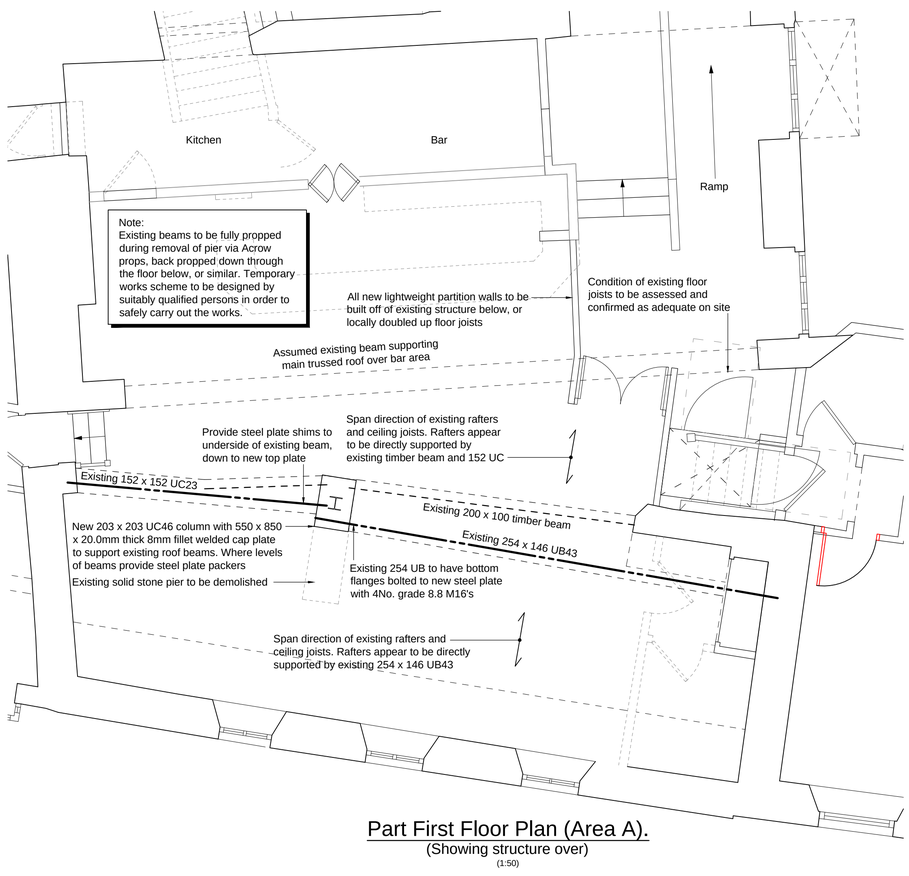


Existing concrete slab to be locally cut out to suit base size of new platform lift, and new 150mm thick base formed with 1No. layer A142 mesh in base, with 30mm cover, cast on 50mm concrete blinding, on 150mm well compacted hardcore. Ground at formation depth to be solid virgin ground with 150kN/m² bearing resistance, to be confirmed on site by BCO

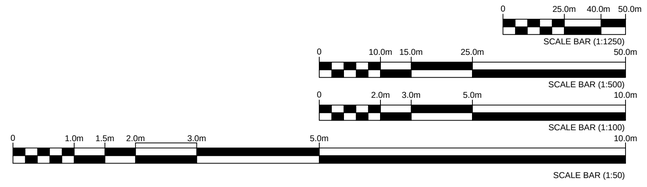
Part First Floor Plan (Area B).
(Lift Access to Quimperlé Room)
(1:50)



Part Ground Floor Plan (Area A).
(Showing structure over)
(1:50)



Part First Floor Plan (Area A).
(Showing structure over)
(1:50)



Revision:	Date:	Description:
A	19.07.2016	ISSUED TO CLIENT

PHILIP GOACHER ASSOCIATES
Consulting Civil and Structural Engineers
Suite 1 • BFM House • The Parade • Liskeard • Cornwall • PL14 6AF
TEL: 01579 345777 • EMAIL: mail@pgoacher.co.uk
www.pgoacher.co.uk

Scale(s): 1:50@A1
Date: JULY'16
Engineer: MWP
Checked: PSG

Liskeard Town Council

TOWN HALL, LISKEARD
PROPOSED ALTERATIONS

Project No: 15399C
Drawing No: 001
Revision: A

APPENDIX B

ASBESTOS SURVEY

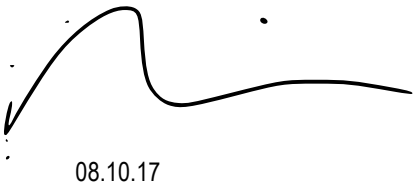
Asbestos Management Survey on behalf of Liskeard Town Council

at Liskeard Public Hall 3-5 West Street, Liskeard.

COMPILED BY: PDavies Consultancy Ltd 1st Issue DATE: 8th October 2017

Asbestos Survey Data Sheet

Client	Name:	**Liskeard Town Council**
	Address:	**3-5 West Street** **Liskeard** **Cornwall**
	Tel No:	**N/A**

SURVEY REFERENCE NO.	**LTC/17**
DATE	**22.09.17**
SURVEYOR	**P Davies**
Signed	
Date	08.10.17

Site	Name	**Liskeard Public Hall**
	Address:	**3-5 West Street** **Liskeard** **Cornwall**

CONTENTS

Summary

PDavies Consultancy Ltd was requested to undertake an Asbestos Management Survey on behalf of Liskeard Town Council at Liskear Public Hall, 3-5 West Street, Liskeard, Cornwall. The surveyor conducted this survey on the 22th September 2017. The objective of this survey is to produce a report, in a data base format, indicating areas with asbestos containing materials (A.C.M's).

The surveyor was met on site by the client and shown all areas of the property, which were to be inspected. The property was in use at the time of the inspection and all services were live. Internally the ceilings are a mixture of plasterboard, fibre board and lath & plaster. The walls are stone, plasterboard and Lath & plaster and the flooring is suspended timber on the first floor and concrete on the ground floor.

Asbestos Management Advice and Recommendations

This report documents specific locations and describes, as far as reasonably practicable, all asbestos containing materials discovered during a management survey. A description of the asbestos containing material, results of analysis and an indication of current condition of the material is given.

A. Materials requiring immediate removal that pose a health and safety risk:

- None

B. Materials requiring remedial action:

- None

C. Asbestos Containing Materials (ACMs) that are required to be regularly monitored:

- Bitumen Adhesive
- Asbestos Cement Roof tiles
- All presumed items

Summary of Findings

A. Asbestos has been positively identified to be in the following items:

- Bitumen Adhesive
- Asbestos Cement roof tiles (strongly presumed)

B. Asbestos has been Presumed in the following items:

- Electrical Units internally
- Mains Cable Wrap
- Floor below new coverings
- Fire Doors
- Flues internally
- Bakelite Units
- Safes
- Boxing, Sky Lights & Vents internally
- Mastic Pads

Sampling was not conducted on these items for one of the following reasons:

- Due to age and type of product, the surveyor in line with the HSG 264 recommendations presumed or strongly presumed the material to contain asbestos.
- These materials are internal and external elements, located uniformly and randomly (material dependant) within the building structure.

C. Refer to summary by incidence sheets for full information.

Objectives

Scope

To locate and identify materials containing asbestos on the premises under inspection (as far as reasonably practicable).

Quantify or give measurement of the asbestos containing materials within all areas surveyed.

Types of Surveys

Management Survey (Presumptive survey)

The purpose of the survey is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building and assess their condition. This survey essentially defers the need to sample and analyse for asbestos (or the absence thereof) until a later time (e.g. prior to demolition or major refurbishment). The duty holder bears the potential additional costs of management for some non- asbestos containing materials. All areas should be accessed and inspected as far as reasonably practicable (e.g. above false ceilings and inside risers, service ducts, lift shafts, etc) or must be presumed to contain asbestos. Any material, which can reasonably be expected to contain asbestos, must be presumed to contain asbestos, and where it appears highly likely to contain asbestos, there should be a strong presumption that it does. All materials, which are presumed to contain asbestos, must be assessed.

Management Survey (Sampling survey)

The purpose and procedures used in this survey are the same as for a presumptive management survey, except that representative samples are collected and analysed for the presence of asbestos. Samples from each type of suspect ACMs found are collected and analysed to confirm or refute the surveyor's judgement. If the material sampled is found to contain asbestos, other similar homogeneous materials used in the same way can be strongly presumed to contain asbestos. Less homogeneous materials will require a greater number of samples. The number should be sufficient for the surveyor to make an assessment of whether asbestos is or is not present. Sampling may take place simultaneously with the survey, or as in the case of some larger surveys, can be carried out as a separate exercise, after the Type 1 survey is complete.

Pre-demolition / major refurbishment survey

This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the building and may involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A full sampling programme is undertaken to identify possible ACMs and estimates of the volume and surface area of ACMs made. The survey is designed to be used as a basis for tendering the removal of ACMs from the building prior to demolition or major refurbishment so the survey does not assess the condition of the asbestos, other than note areas of damage or where additional asbestos debris may be expected to be present.

Sampling Procedure

Sampling activity is undertaken in such a manner that the following objectives are achieved.

A representative sample of the material is obtained. For example, when sampling thermal insulation, it is important that a complete full depth core sample is taken, rather than just surface samples are obtained.

Sampling is undertaken is such a way that cross-contamination is prevented and erroneous results are not produced. Sampling is undertaken in a manner that does not place surveyors or third party at risk. Careless sampling will give rise to unnecessary release of asbestos.

All our surveyors when sampling use the following Personal Protective Equipment (PPE):

Overalls - Disposable white overalls Type 5&6
RPE - P3 Ori Nasal type mask
Fibre release Prevention Methods.
Shadow Vac method using a Type 'H' (BS5415) Vacuum cleaner
Hand pressurised sprayer.
Restricted access signage for use when sampling to warn occupants.

Limitations

It is not always possible to carry out exhaustive sampling of each and every structural element present on site due to building occupancy at the time of the survey. In order to produce a definitive survey of asbestos materials, a representative selection of samples is obtained.

Where elements pose an electrical hazard, for example fuse boxes in electrical cupboards; the surveyor will not attempt to access the element due to health and safety issues.
The exception will be if the electrical supply has been isolated, or can be isolated without creating a nuisance or hazard to the occupants of the building.

The surveyor will not attempt to access heating or electrical equipment, such as boilers or extractor fans units unless assisted by a suitable engineer. In addition, surveyors will not attempt to access Lift Shafts without the assistance of a qualified Lift Engineer.

Areas not accessed at the time of the survey have been summarised in 'Excluded Areas'. These areas have been classified as 'No Access' due to the area totally enclosed within the structure or access denied for security.

Where products or materials, which have not been sampled but has been presumed by the surveyor to contain asbestos, the surveyor will add the asbestos type according to material believed to be used (Always the higher asbestos fibre type). This will apply to items such as Boilers, Electrical units, Ventilation equipment and Fuse boxes etc, where no access within is available.

Note: This may vary from asbestos type when sampled.

Quantities of ACM's given in this report are approximate only and therefore should only be used as a guide for the pricing of future works.

Presumption or Identification of ACMs

An experienced, well-trained surveyor, familiar with the range of asbestos products, can usually by inspection alone, say that the material can be 'Presumed' to contain asbestos. The surveyor will make a presumption of the material based on the following:

Certain items can be identified by their nature assumed to have asbestos in the material content, for example;

Gaskets
Sealants associated with heating systems
Fuses, Flash Guards etc. associated with electrical distribution panels.
Bitumen Products
Window Sealant
Fire Doors
Bonded plastics (Toilets, cisterns and electrical items)

Where asbestos has been presumed to be present in materials / items in this report, it has been based on the guidance of HSG 264.

Legislative References

A. Health and Safety at Work etc Act 1974 (HSW)

B. Control of Asbestos at Work Regulations 2012 (CAWR)

C. Management of Health and Safety at Work Regulations 1999

D. Construction Design and Management Regulations 2015 (CDM)

E. HSG 264 Management Asbestos Surveys (2010)

F. Methods for the Determination of Hazardous Substances 77 (Asbestos in bulk materials: Sampling and identification by polarised light microscopy) (MDHS77)

G. Work with asbestos insulation, asbestos coatings and asbestos insulating board. (ACOP L28).

H. Work with asbestos, which does not normally require a licence. (ACOP L27).

I. The management of asbestos in non-domestic premises. (ACOP L127)

TECHNIQUES

Suspect Materials

Where suspect materials were thought to contain asbestos, the surveyor took sample as necessary. Where one type of material appeared to be extensive, only one representative sample was taken. Where similar items exist in the building, only one or two samples have been taken to ascertain the material content. It was presumed that similar products were of the same material.

Sampling and Analysis

Sampling suspect materials is normally regarded as being representative of the entire element under inspection e.g. floor tiles. However, sampling Pipe Lagging cannot be assumed to be representative as the Pipe Lagging is extensive and sampling cannot be exhaustive enough to detect Residual Lagging. Without removing the entire network of Pipe Lagging (revealing any Residual Lagging), it must be strongly presumed that asbestos containing materials are present.

Asbestos Bulk Sample Analysis is conducted by using Polarised Light Microscopy (PLM) and Dispersion Staining Techniques. All analysis of asbestos samples taken during the survey will be examined by a United Kingdom Accreditation Service (UKAS) accredited laboratory using the current Methods for the Determination of Hazardous Substances 77 (MDHS77) and Health and Safety Guidance 248 (HSG 248).

The Bulk Samples are analysed by an approved independent laboratory. We cannot be held responsible for the accuracy of the laboratory analysis or the interpretation of the results show within this report. Fibre content levels are visually assessed but fall outside the scope of the UKAS accreditation. The laboratory will retain all samples for a minimum of 6 months, any clarification of the results must be highlighted within this timescale.

Maintenance Activity

The first and most important factor, which must be taken into consideration, is the level of maintenance activity likely to be taking place in an area. Maintenance trades such as plumbers and electricians are the group who the duty to manage is primarily trying to protect. There are two types of maintenance activity, planned and unplanned. Planned work can be assessed and carried out using procedures and controls to reduce exposure to asbestos. Unplanned work requires the situation to be dealt with as found and the controls that can be applied may be more limited. The frequency of maintenance activities also need to be taken into account in deciding what management action is appropriate.

Occupant Activity

The activities carried out in an area will have an impact on the risk assessment. When carrying out a risk assessment the main type of use of an area and the activities taking place within it should be taken into account. For example a little used storeroom or an attic will rarely be accessed and so any asbestos is unlikely to be disturbed. At the other end of the scale, in a warehouse lined with asbestos insulating board panels, with frequent vehicular movements, the potential for disturbance of ACMs is reasonably high and this would be a significant factor in the risk assessment. As well as the normal everyday activities taking place in an area, any secondary activities will need to be taken into account.

Likelihood of Disturbance

The two factors that will determine the likelihood of disturbance are the extent or amount of the ACM and its accessibility/vulnerability. For example, asbestos soffits outdoors are generally inaccessible without the use of ladders or scaffolding, are unlikely to be disturbed. The asbestos cement roof of a hospital ward is also unlikely to be disturbed, but its extent would need to be taken into account in any risk assessment. However, if the same ward had asbestos panels on the walls they would be much more likely to be disturbed by trolley/bed movements.

Human Exposure Potential

The human exposure potential depends on three factors: the number of occupants of an area, the frequency of use of the area, and the average time each area is in use. For example, a school boiler room is likely to be unoccupied, but may be visited daily for a few minutes. The potential for exposure is much less than say in a classroom lined with asbestos insulating board panelling, which is occupied daily for six hours by 30 pupils and a teacher.

Restrictions

Whilst every effort was made to locate the ceiling panels, wall partitions and other panels, which may have been constructed from asbestos boarding, none other than those detailed were found. Some may have been missed due to repairs, alterations etc, where false and other finishes have been applied or where different specifications (including a possible mixture of asbestos and non-asbestos) panels have been used in the same area. Only by sampling each panel would the composition of all the materials be known. This was clearly not practical in terms of cost or time.

Assumptions

All the recommendations described in this report are based upon assumptions made after consideration of the type of material, condition of the material, its location, analysis result and type of use the area is thought to be subjected to. However, statutory authorities or others could require amendments based on local knowledge, change in legislation, change in use or indeed, other conditions of criteria.

Notes

General Information

Asbestos is the term used for the fibrous form of a number of naturally occurring silicates minerals, which have been exploited commercially for their useful properties of incombustible, tensile strength, flexibility, low thermal conductivity and resistance to chemical attack.

The three common types of asbestos are:

Crocidolite - Blue
Amosite - Brown
Chrysotile - White

Other forms are found, but are less common in use, i.e. e. Anthophylite, Tremolite and Actinolite.

Broad classifications of these materials are:

Loose Insulation
Sprayed Coatings
Thermal insulation
Asbestos Boards
Paper, felt and Cardboard
Textiles
Friction Products
Cement Products
Other Encapsulated Materials

Asbestos Products

Loose Insulation

Safes have been presumed to contain asbestos (between the safe casing walls). This material is known as loose fill insulation. This is usually found to be pure asbestos, consisting of Crocidolite (blue) and Chrysotile (white). Loose asbestos may readily become airborne if disturbed from within the safe casing. If dry, this material will give rise to high exposures.

Fortunately, the safe casing is an extremely durable material, which, is unlikely to become damage during normal usage. In the event of damage to the safe - please ensure all staff report the exposure immediately. We recommend the safe remain in-situ and disturbance is avoided (drilling, sawing etc).

Sprayed Coating

Used as a thermal and anti condensation insulation on undersides of roofs and sometimes the sides of industrial buildings and warehouses. Also used as acoustic insulation in theatres, halls etc, and fire protection on steel and reinforced concrete beams/ columns. This material normally contains 55 - 85% asbestos; outer surface hardens only, high potential for fibre release if unsealed, particularly if knocked or surface abraded.

Thermal Insulation

Thermal Insulation can be applied to pipes, boilers, pressure vessels and calorifiers. A variety of product types are used for thermal insulation e.g. hand-applied lagging, pipe lagging, boiler lagging, slabs, blocks, tape, rope, paper, quilts, felt and blankets. All types of asbestos were used for thermal insulation and the content can vary from 6 - 85%.
Sampling Pipe Lagging cannot be assumed to be representative. The Pipe Lagging is extensive and sampling cannot be exhaustive enough to detect Residual Lagging. Without removing the entire network of Pipe Lagging (revealing any residual Lagging), it must be strongly presumed that asbestos-containing material is present.

Asbestos Boards

Asbestos Insulation Board (AIB) are typically used for fire protection, thermal and acoustic insulation, resistance to moisture movement and general building board. These boards usually contain 15 - 25% Amosite (Brown Asbestos). Some boards contain up to 40% asbestos. This material can readily be broken giving significant fibre release. If the board is damaged, mild disturbance may release fibres e.g. strong air current. If this material is likely to be contacted and disturbed regularly (e.g. contacted during storage and moving equipment) a long-term solution needs to be considered. This may involve over cladding the Insulating Board with timber to prevent damage or, removal of the board if it becomes damaged. We strongly advice these materials to be monitored regularly and any deterioration reported immediately. In a good-coated condition with minimal disturbance, these materials are considered to be lower risk.
Please contact an Asbestos Expert for further advice; this product is a licensable material.

Storage Heaters

Storage and Electricaire Heaters are common in many properties. Dimplex is one of many heater brands associated with containing an asbestos material. Asbestos is incorporated in the base insulation slabs. These can contain up to 40% asbestos.
No action is necessary unless the heater is damaged or requires removal. Please be aware of the asbestos material and consult an Asbestos Specialist prior to removal. Fully controlled conditions apply to the removal of this item.

Fire Doors

Fire doors have been presumed to contain an asbestos sandwich within the timber panels. This material is known as Asbestos Insulating Board (AIB). These boards contain a high content of asbestos fibres, used for heat and sound protection. An intrusive inspection within the door panel is beyond the scope of a Asbestos Management Survey and can lead to potential contamination. We advise contacting an Asbestos Specialist prior to removal or refurbishment.

Ceiling Tiles

Ceiling tiles can contain a significant content of Amosite and Chrysotile (Brown and White Asbestos). Avoid any disturbance to these tiles and inform maintenance worker of their content. If you require the tiles to be removed or disturbed, contact an asbestos expert to sample the suspect material, prior to works.

Paper, felt and cardboard

Some older Fibreboard can contain asbestos or, are fitted with an asbestos paper liner. Asbestos paper can contain 100% Chrysotile (White). Paper materials, if not encapsulated or bonded can easily be damaged and release fibres when subject to abrasion or wear.

Prior to major refurbishment works the ceiling panels must be sampled to determine the fibre content. We recommend the ceiling panels remain in-situ with no disturbance.

Textiles

Ropes and Cloth

Ropes, cloth and yarns are used as pipe insulation, packing, heat resistant sealants (boilers, ovens and flues) and fire resistant materials (blankets, mattresses, gloves, curtains and aprons). Chrysotile and Crocidolite were widely used due to strength and flexibility. The asbestos content of these materials is near 100%.

Flash Guards

Electrical boxes are presumed to contain asbestos fuse flash guards (Cloth). Access to boxes may be restricted due to being live at the time of inspection. Recommend care when entering electrical boxes as these textiles can contain 100% Chrysotile asbestos.

Gaskets

Gasket and washers are strongly presumed to contain asbestos. Gaskets are used in hot water boilers, industrial power and chemical plants. They contain up to 90% asbestos, used for acid resistance and chlor-alkali.

We recommend that any maintenance work on gaskets and sealants are to be restricted to authorised personnel only.

Friction Products

Commonly used in brakes and clutches of machinery. Resins were reinforced with woven Chrysotile cloth usually contain 20 – 50% asbestos. Minor emissions when braking, most asbestos degrades with frictional heat. Recommend care when entering these machines, as the asbestos will be contained within the dust.

Cement Products

Profiled Sheets and Semi-Compressed Flat Sheets are used for roofing, wall cladding and shuttering. These typically contain 10-15% asbestos. Chrysotile (White Asbestos) is commonly found in these products, sometimes with traces of Amosite and Crocidolite (Brown and Blue Asbestos). Pre-formed mounded products such as Flue pipes, Rainwater goods, fascias and soffits contain 10 - 15 % asbestos. This type of material can have blue, brown and white asbestos depending on the year of manufacture up to November 1999. Asbestos is released when the matrix is exposed by external and acid conditions.

Asbestos fibres are tightly held with the structure of the cement matrix and are classified as low risk asbestos products. They are likely to release increasing levels of fibres if broken, abraded, sawn or worked on with power tools. Any disturbance or abrasive action must be kept minimal unless under fully controlled conditions, where Personal Protective Equipment (PPE) is used.

Note: Please seek Health and Safety advice before starting structural alterations. Refer to HSE (Health and Safety Executive) Guidance: Working with asbestos Cement (HSG189/2).

Other encapsulated materials

Textured Coating

Textured / decorative coatings are used on ceilings and sometimes walls, this type of coating can contain between 3-5% Chrysotile (White) asbestos. Chrysotile was added to these products up to approximatley 1984 but non-asbestos versions were available from mid - 1970's. Generally fibres are well contained in the matrix but may be released when the coating is sanded down, scraped off or suffer damage (e.g. water damage). Asbestos fibres are unevenly distributed within textured coatings; therefore one sample is not representative of the entire ceiling, recommend a minimum of two samples taken of the coating per room.

Roofing Felts

Roofing felts usually contain 8% Chrysotile (White Asbestos), used until 1992. The felt/ bitumen is used as a damp-proof course (dpc). Fibre release is unlikely under normal use (low disturbance). Fibres are tightly bonded within the bitumen structure of the felt. The felt is generally in good condition. We advise the material remains in-situ.

Mastic Pads

Many Stainless Steel Sink Pans have an adhesive pad on their underside. These pad are an acoustic / anti-drumming pad. The composite pad is similar to a bitumen pad. Asbestos fibres are held tightly within the material and fibre release is unlikely during normal use. Fortunately, the location of many anti-drumming pads means they are at low risk from potential damage or disturbance. Asbestos containing acoustic pad were used until 1992.

Window Sealants

Window seals / putty sealants have been presumed to contain asbestos. Generally, they contain between 1 - 10% Chrysotile (White Asbestos). Some amphiboles were used to give acid resistance. Fibre release is unlikely, except during breakage when minor emissions are likely.

Vinyl Floor Tiles

Vinyl / Thermoplastic Floor Covering and Tiles are common in many work place environments like, Industrial Units, Domestic Premises, Schools and Hospitals. The tiles are often hardwearing and suitable for frequent cleaning. These tiles can contain up to 25% asbestos, but normally 7% Chrysotile (White Asbestos). Fibre release is unlikely to be a hazard under normal service conditions. Fibres may be released when the flooring is cut, or damaged. This fibre release can be significant if the flooring has an asbestos paper backing (normally associated with PVC floors).

Reinforced Plastics

Reinforced Plastics and Resin Bonded products are used for Toilet Cisterns, Light Switches and casing, seats, banisters, lab bench tops. Generally, these products contain between 1 - 10% Chrysotile (White Asbestos), some cisterns were reinforced with amphiboles e.g. Amosite (Brown Asbestos) to improve acid resistance. Fibre release is unlikely during normal usage but minor fibre emissions are likely during cutting. We recommend leaving this product in-situ and the condition to be monitored. Any damage should be reported immediately

Bulk Sample Sheets

REC DELIVERING SOLUTIONS
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PL7 5HQ

UKAS TESTING
2520

Certificate of Analysis for Bulk Identification

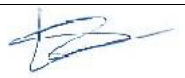
Project No. J-09065

Customer Address

P Davies Consultancy Ltd
Great Tregastick
Widegates
Looe
Cornwall
PL13 1PZ

Site Address

Liskeard Public Hall
New Road
Liskeard

Certificate Version No	1
Samples Submitted By	Client
Sampled By	Client
No. of Samples Submitted	8
Date Samples Submitted	25/09/2017
Date Samples Analysed	27/09/2017
Samples Analysed In	Plymouth
Samples Analysed By	Louise Horton
Analyst / Authorised Signature	

REC Ltd. accepts no responsibility for sampling activities undertaken by the client. Analysis is conducted in accordance with HSG 248 / Bulk Analysis Procedures. Where the presence of Asbestos Fibres in soil analysis is required the technique used is as described in Quantification Procedures Stage 1. The material description shall be regarded as tentative and is not included in the UKAS Accreditation for this laboratory. Opinions and interpretations expressed herein are outside the scope of UKAS Accreditation. Where this document has been digitally signed, printed copies are uncontrolled.

Sample No	Origin / Location of Material	Material Type	Asbestos Type(s)	Comments
1	PD210917/01 - FF02 - Rear Stage Entrance - Ceiling	Textured Coating	No Asbestos Detected	
2	PD210917/02 - FF06 - Staff Room - Capping to flues	Cement Product	No Asbestos Detected	
3	PD210917/03 - FF07 - Refreshment Kitchen - Panel to ceiling	Board	No Asbestos Detected	
4	PD210917/04 - FF14 - Quimpede Room - Floor	Bituminous Product	Chrysotile	Asbestos present in bitumen only
5	PD210917/05 - FF15 - Main Stairwell - Stair nose tread	Composite	No Asbestos Detected	
6	PD210917/06 - FF16 - Sleuce Room - Floor - Lino	Linoleum	No Asbestos Detected	
7	PD210917/07 - GF05 - Archive - Floor - Lino	Linoleum	No Asbestos Detected	
8	PD210917/08 - GF07 - W/C - Floor	Bituminous Product	Chrysotile	Asbestos present in bitumen only

Certificate of Analysis for Bulk Identification. V1.17
Template Issued on 30.06.16 by DTJ

Summary by Incidence

Key: ***Blue Text : No further action required*** ***Red Text : Positive/ Strongly Presumed Asbestos locations***

Plan Ref	Floor	Room	Location	Material	Quantity	Photo No.	Sampled	Condition	Risk	Comments
FF01	First	Main Hall	Ceiling & Wall Vents	No Access Within	X4	01	Presumed	Good	Very Low	No Access. Refer to Recommendations
FF01	First	Main Hall	Fire Doors	No Access Within	X2	02	Presumed	Good	Very Low	No Access. Refer to Recommendations
FF01	First	Main Hall	Lighting cage-Fuse Boxes	No Access Within	X4	03	Presumed	Good	Very Low	Monitor. Refer to Recommendations
FF01	First	Main Hall	Lighting Cage-Electrical Units	Bakelite	X2	04	Presumed	Good	Very Low	Monitor. Refer to Recommendations
FF02	First	Rear Stage Entrance	Ceiling	Textured Coating		05	PD220917/01			No Asbestos Detected In Sample (N.A.D.I.S.) No Further Action Required
FF03	First	Gents Toilet	Ceiling	Textured Coating			Ref: PD220917/01			N.A.D.I.S. No Further Action Required
FF03	First	Gents Toilet	Boxing	No Access Within	Unknown	06	Presumed	Good	Very Low	No Access. Refer to Recommendations
L01	Loft	Roof	Roof Felt	Bitumen	Throughout	07	Presumed	Good	Very Low	Monitor. Refer to Recommendations
FF04	First	Ladies Toilet	Ceiling	Textured Coating			Ref: PD220917/01			N.A.D.I.S. No Further Action Required
FF04	First	Ladies Toilet	Ceiling Vent	No Access Within	X1		Presumed	Good	Very Low	No Access. Refer to Recommendations
FF05	First	Refreshment Room	Ceiling	Textured Coating			Ref: PD220917/01			N.A.D.I.S. No Further Action Required
FF05	First	Refreshment Room	Boxing	No Access Within	Unknown		Presumed	Good	Very Low	No Access. Refer to Recommendations
FF05	First	Refreshment Room	Fuse Box	No Access Within	X1	08	Presumed	Good	Very Low	Monitor. Refer to Recommendations

FF05	First	Refreshment Room	Stair Nose Tread	Vinyl		09	Ref: PD220917/05			N.A.D.I.S. No Further Action Required
FF06	First	Staff Room	Ceiling	Textured Coating			Ref: PD220917/01			N.A.D.I.S. No Further Action Required
FF06	First	Staff Room	Lining Panel to Flue	Board		10	PD220917/02			N.A.D.I.S. No Further Action Required
FF07	First	Refreshment Rm Kitchen	Ceiling	Textured Coating			Ref: PD220917/01			N.A.D.I.S. No Further Action Required
FF07	First	Refreshment Rm Kitchen	Ceiling Panel around flue	Board		11	Ref: PD220917/02			N.A.D.I.S No Further Action Required
FF07	First	Refreshment Rm Kitchen	Sink	Mastic Pad	<1m^2	12	Presumed	Good	Very Low	Monitor. Refer to Recommendations
FF07	First	Refreshment Rm Kitchen	Ceiling & Wall Vent	No Access Within	X3		Presumed	Good	Very Low	No Access. Refer to Recommendations
FF07	First	Refreshment Rm Kitchen	Fuse Boxes	No Access Within	X2		Presumed	Good	Very Low	Monitor. Refer to Recommendations
FF07	First	Refreshment Rm Kitchen	Door header Panel	Board			Ref: PD220917/02			N.A.D.I.S. No Further Action Required
FF07	First	Refreshmnet Rm Kitchen	Lining to Loft Hatch	Board			Ref: PD220917/02			N.A.D.I.S. No Further Action Required
FF07	First	Refreshment Rm Kitchen	Dumb Waiter	No Access Within	Unknown	13	Presumed	Good	Very Low	No Access. Refer to Recommendations
FF07	First	Refreshment Rm Kitchen	Floor below new lino	No Access Within	Unknown		Presumed	Good	Very Low	No Access. Refer to Recommendations
L02	Loft	Roof	Roof Felt	Bitumen	Throughout		Presumed	Good	Very Low	Monitor. Refer to Recommendations

FF08	First	Disabled Toilet	Panel to ceiling vent	Board			Ref: PD220917/02			N.A.D.I.S. No Further Action Required
FF08	First	Disbaled Toilet	Wall Vent	No Access Within	X1		Presumed	Good	Very Low	No Access. Refer to Recommendations
FF08	Frist	Disabled Toilet	Floor below new lino	No Access Within	Unknown		Presumed	Good	Very Low	No Access. Refer to Recommendations
FF09	First	Council Chambers	General View	No Asbestos Visually Detected (N.A.V.D.)						No Further Action Required
FF10	First	Toilet	Ceiling Vent	No Access Within	x1		Presumed	Good	Very Low	No Access. Refer to Recommendations
FF10	First	Toilet	Floor below laminate	No Access Within	Unknown		Presumed	Good	Very Low	No Access. Refer to Recommendations
FF11	First	Ladder Store	Fire Door	No Access Within	X1	14	Presumed	Good	Very Low	No Access. Refer to Recommendations
FF11	First	Ladder Store	Metal Flue	No Access Within	Unknown	15	Presumed	Good	Very Low	No Access. Refer to Recommendations
FF12	First	Passage	Sky lights	No Access Within	X2	16	Presumed	Good	Very Low	No Access. Refer to Recommendations
FF12	First	Passage	Ceiling	Textured Coating			Ref: PD220917/01			N.A.D.I.S. No Further Action Required
FF13	First	Back Porch	Sky Light	No Access Within	X1		Presumed	Good	Very Low	No Access. Refer to Recommendations
FF13	First	Back Porch	Fire Door Lining	Board			Ref: PD220917/02			N.A.D.I.S. No Further Action Required
FF13	First	Back Porch	Vinyl Floor Tile Adhesive	Bitumen	Throughout		Ref: PD220917/04	Good	Very Low	Monitor. Refer to Recommendations
FF14	Frist	Quimperley Room	Fire Doors	No Access Within	X2		Presumed	Good	Very Low	No Access. Refer to Recommendations

FF14	First	Quemperley Room	Floor inc. Cupboard	Bitumen Adhesive	Throughout		PD220917/05	Good	Very Low	Monitor. Refer to Recommendations
FF15	First	Main Stairwell	Ceiling	Textured Coating			Ref: PD220917/01			N.A.D.I.S. No Further Action Required
FF15	First	Main Stairwell	Stair Nose Tread	Vinyl			PD220917/05			N.A.D.I.S. No Further Action Required
FF15	First	Main Stairwell	Boxing	No Access Within	Unknown		Presumed	Good	Very Low	No Access. Refer to Recommendations
FF16	First	Sleuce Room	Floor	Lino			PD220917/06			N.A.D.I.S. No Further Action Required
FF17	First	Gents Toilet	Toilet Cisterns	Bakelite	X2	17	Presumed	Good	Very Low	Monitor. Refer to Recommendations
FF17	First	Gents Toilet	Wall Vent	No Access Within	X1		Presumed	Good	Very Low	No Access. Refer to Recommendations
FF17	First	Gents Toilet	Stair Nose Tread	Vinyl			Ref: PD220917/05			N.A.D.I.S. No Further Action Required
FF17	First	Gents Toilet	Floor	Lino			Ref: PD220917/06			N.A.D.I.S. No Further Action Required
FF18	First	Ladies Toilet	Stair Nose Tread	Vinyl			Ref: PD220917/05			N.A.D.I.S. No Further Action Required
FF18	First	Ladies Toilet	Floor	Lino			Ref: PD220917/06			N.A.D.I.S. No Further Action Required
FF18	First	Ladies Toilet	Store- Ceiling & Wall Panels inc. Associated debris	Board			Ref: PD220917/02			N.A.D.I.S. No Further Action Required
FF19	First	Stairs Store	General View	N.A.V.D.						No Further Action Required

FF20	First	New Liskeard Room	Ceiling	Textured Coating			Ref: PD220917/01			N.A.D.I.S. No Further Action Required
FF20	Frist	New Liskeard Room	Sink	Mastic Pad	<1m²		Presumed	Good	Very Low	Monitor. Refer to Recommendations
FF20	First	New Liskeard Room	Water Heater	No Access Within	X1		Presumed	Good	Very Low	No Access. Refer to Recommendations
FF20	Frist	New Liskeard Room	Cupboard	No Access Within	Unknown		Presumed	Good	Very Low	No Access. Refer to Recommendations
GF01	Ground	Disabled Toilet	Boxing and wall lining	Board			Ref: PD220917/02			N.A.D.I.S. No Further Action Required
GF01	Ground	Disabled Toilet	Boxing	No Access Within	Unknown		Presumed	Good	Very Low	No Access. Refer to Recommendations
GF01	Ground	Disabled Toilet	Floor below new lino	No Access Within	Unknown		Presumed	Good	Very Low	No Access. Refer to Recommendations
GF02	Ground	Mayors Parlour	Fire Door	No Access Within	X1		Presumed	Good	Very Low	No Access. Refer to Recommendations
GF03	Ground	Office	Wall Vent	No Access Within	X1		Presumed	Good	Very Low	No Access. Refer to Recommendations
GF03	Ground	Office	Floor below Carpet	No Access Within	Unknown		Presumed	Good	Very Low	No Access. Refer to Recommendations
GF04	Ground	Passage	Electrical Units	Bakelite	X6		Presumed	Good	Very Low	Monitor. Refer to Recommendations
GF04	Ground	Passage	Floor below lino & carpet	No Access Within	Unknown		Presumed	Good	Very Low	No Access. Refer to Recommendations
GF05	Ground	Archive	Wall Vent	No Access Within	X1		Presumed	Good	Very Low	No Access. Refer to Recommendations
GF05	Ground	Archive	Safe	No Access Within	X1		Presumed	Good	Very Low	No Access. Refer to Recommendations

GF05	Ground	Archive	Floor	Lino			PD220917/07			N.A.D.I.S. No Further Action Required
GF06	Ground	Store	General View	N.A.V.D.						No Further Action Required
GF07	Ground	Toilet	General View	N.A.V.D.						No Further Action Required
GF08	Ground	Entrance	Boxing	No Access Within	Unknown		Presumed	Good	Very Low	No Access. Refer to Recommendations
GF08	Ground	Entrance	Fire Doors	No Access Within	X2		Presumed	Good	Very Low	No Access. Refer to Recommendations
GF08	Ground	Entrance	Floor below new lino	No Access Within	Unknown		Presumed	Good	Very Low	No Access. Refer to Recommendations
GF09	Ground	Kitchen	Panel to dumb waiter	Board			Ref: PD220917/02			N.A.D.I.S. No Further Action Required
GF09	Ground	Kitchen	Dumb Waiter	No Access Within	Unknown		Presumed	Good	Very Low	No Access. Refer to Recommendations
GF09	Ground	Kitchen	Boxing	No Access Within	Unknown		Presumed	Good	Very Low	No Access. Refer to Recommendations
GF09	Groudn	Kitchen	Vent	No Access Within	X1		Presumed	Good	Very Low	No Access. Refer to Recommendations
GF09	Ground	Kitchen	Floor below new lino	No Access Within	Unknown		Presumed	Good	Very Low	No Access. Refer to Recommendations
GF10	Ground	Store	Boxing	No Access Within	Unknown		Presumed	Good	Very Low	No Access. Refer to Recommendations
GF11	Ground	Long Room	Fire Door Linings	Board			Ref: PD220917/02			N.A.D.I.S. No Further Action Required
GF11	Ground	Long Room	Floor below parquet	Bitumen Adhesive	Throughout		Presumed	Good	Very Low	Monitor. Refer to Recommendations

GF12	Ground	Long Room Kitchen	Boxing	No Access Within	Unknown		Presumed	Good	Very Low	No Access. Refer to Recommendations
GF12	Ground	Long Room Kitchen	Vent	No Access Within	X1		Presumed	Good	Very Low	Monitor. Refer to Recommendations
GF12	Ground	Long Room Kitchen	Floor below new lino	No Access Within	Unknown		Presumed	Good	Very Low	No Access. Refer to Recommendations
GF13	Ground	Boiler Room	Pipework	Gaskets	X2	18	Presumed	Good	Very Low	Monitor. Refer to Recommendations
GF13	Ground	Boiler Room	Wall Vent	No Access Within	X1		Presumed	Good	Very Low	No Access. Refer to Recommendations
GF13	Ground	Boiler Room	Junction Box	Bakelite	X1	19	Presumed	Good	Very Low	Monitor. Refer to Recommendations
GF14	Ground	Workshop	Ceiling & Wall Lining	Board			Ref: PD220917/02			N.A.D.I.S. No Further Action Required
GF14	Ground	Workshop	Boxing	No Access Within	Unknown		Presumed	Good	Very Low	No Access. Refer to Recommendations
GF15	Ground	Passage	Ceiling	Textured Coating			Ref: PD220917/01			N.A.D.I.S. No Further Action Required
GF15	Ground	Passage	Fire Door	No Access Within	X1		Presumed	Good	Very Low	No Access. Refer to Recommendations
GF16	Ground	Entrance	Ceiling above suspended ceiling tiles	Textured Coating			Ref: PD220917/01			N.A.D.I.S. No Further Action Required
GF16	Ground	Entrance	Floor below new carpet	No Access Within	Unknown		Presumed	Good	Very Low	No Access. Refer to Recommendations
GF17	Ground	Town Council Office	Ceiling above suspended ceiling tiles	Textured Coating			Ref: PD220917/01			N.A.D.I.S. No Further Action Required
GF18	Ground	Town Clerk Office	General View	N.A.V.D.						No Further Action Required

GF19	Ground	Kitchen	Ceiling above suspended ceiling tiles	Textured Coating			Ref: PD220917/01			N.A.D.I.S. No Further Action Required
GF20	Ground	Toilet	Ceiling	Textured Coating			Ref: PD220917/01			N.A.D.I.S. No Further Action Required
GF20	Ground	Toilet	Boxing	No Access Within	Unknown		Presumed	Good	Very Low	No Access. Refer to Recommendations
GF20	Ground	Toilet	Floor below laminate	No Access Within	Unknown		Presumed	Good	Very Low	No Access. Refer to Recommendations
-	External	Roof	Roof Tiles	Asbestos Cement	Unknown	20	Presumed	Good	Low	Monitor. Refer to Recommendations
-	External	Roof	Soffit	No Access	Unknown	21	Presumed	Good	Very Low	No Access. Refer to Recommendations

Photo 01

Photo 02

Photo 03

Photo 04

Photo 05

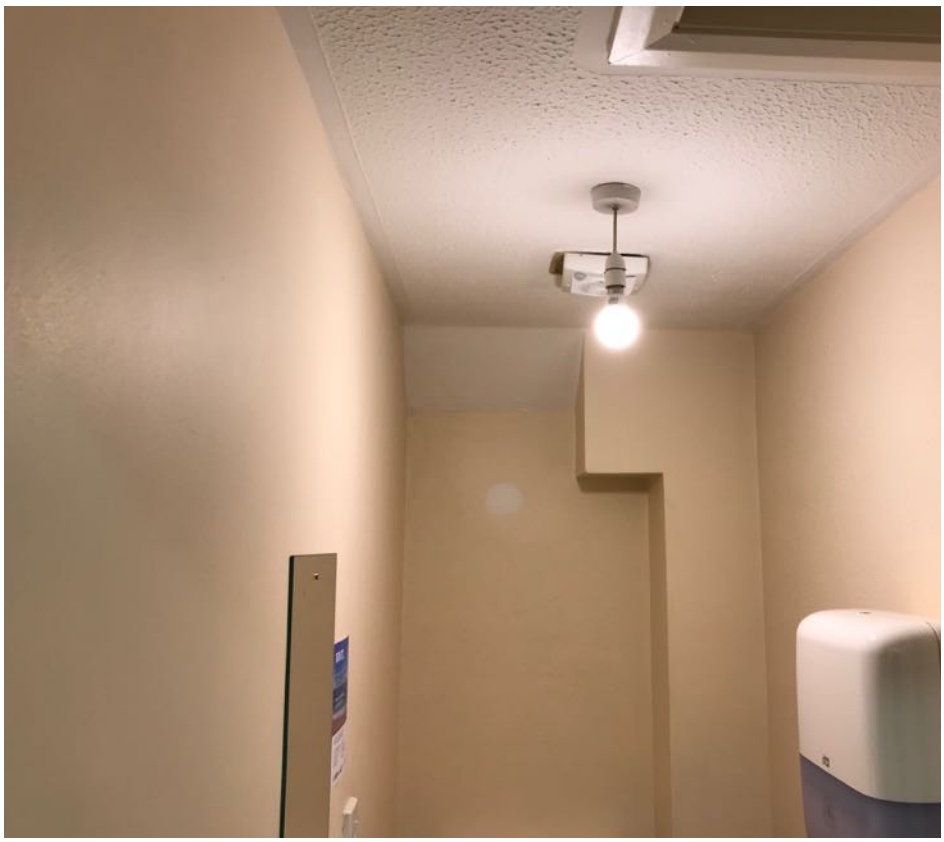


Photo 06

Photo 07

Photo 08

Photo 09

Photo 10

Photo 11

Photo 12

Photo 13

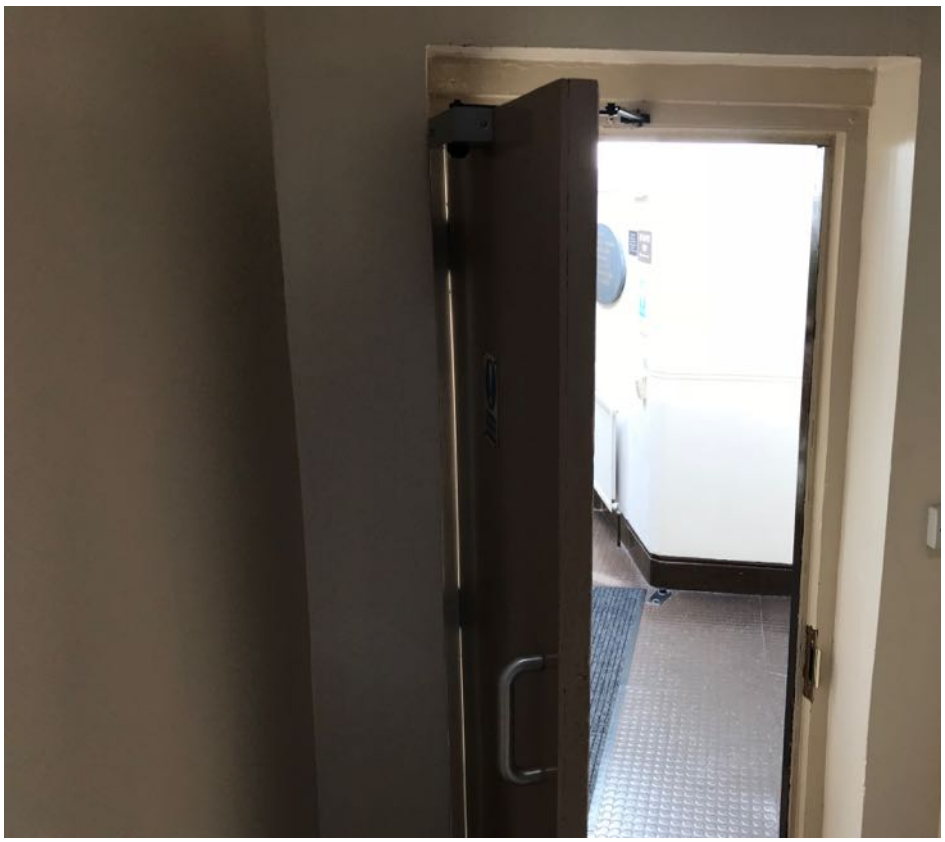


Photo 14

Photo 15

Photo 16

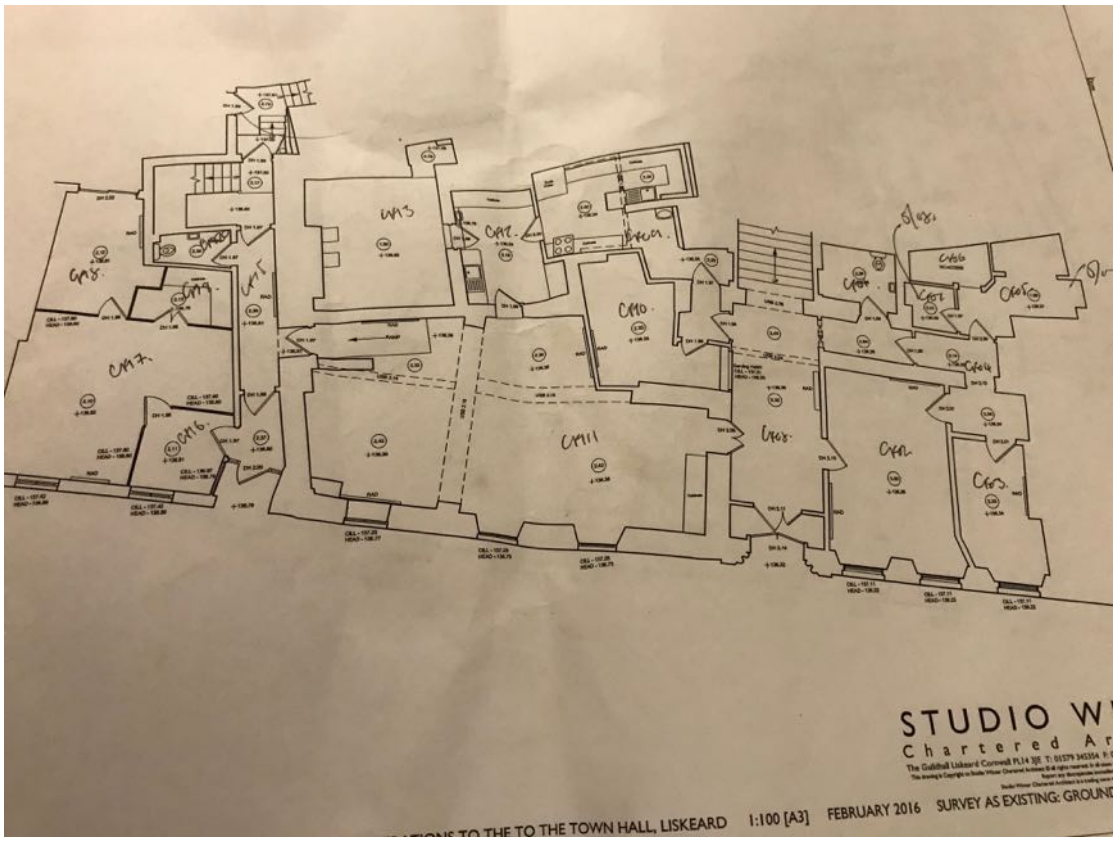
Photo 17

Photo 18

Photo 19

Photo 20

FLOOR PLAN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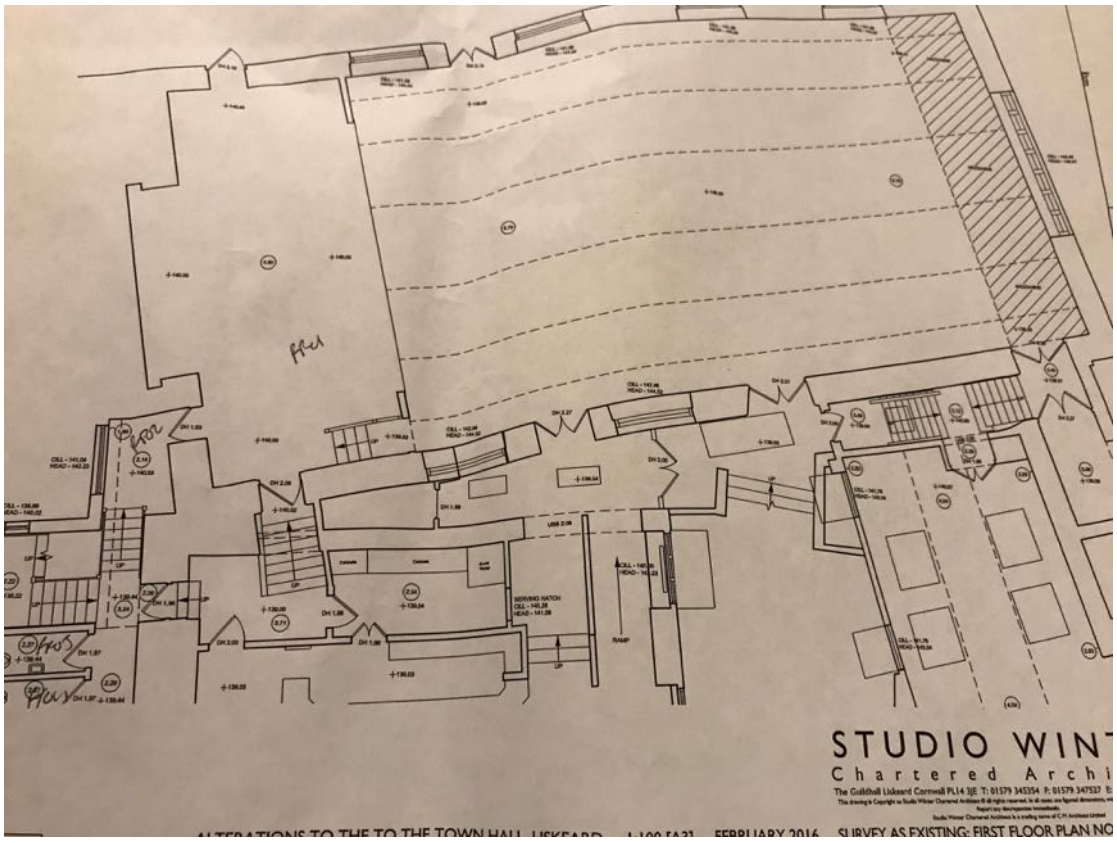
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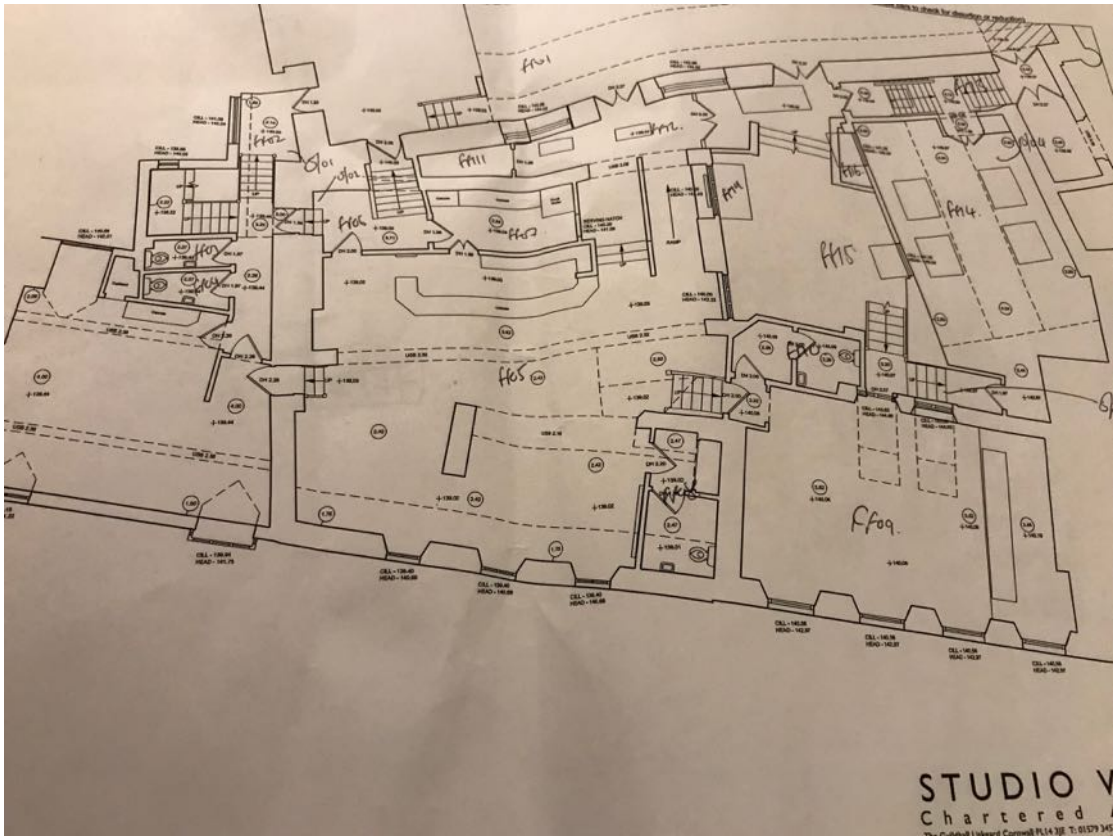
SURVEY AS EXISTING: FIRST FLOOR PLAN NO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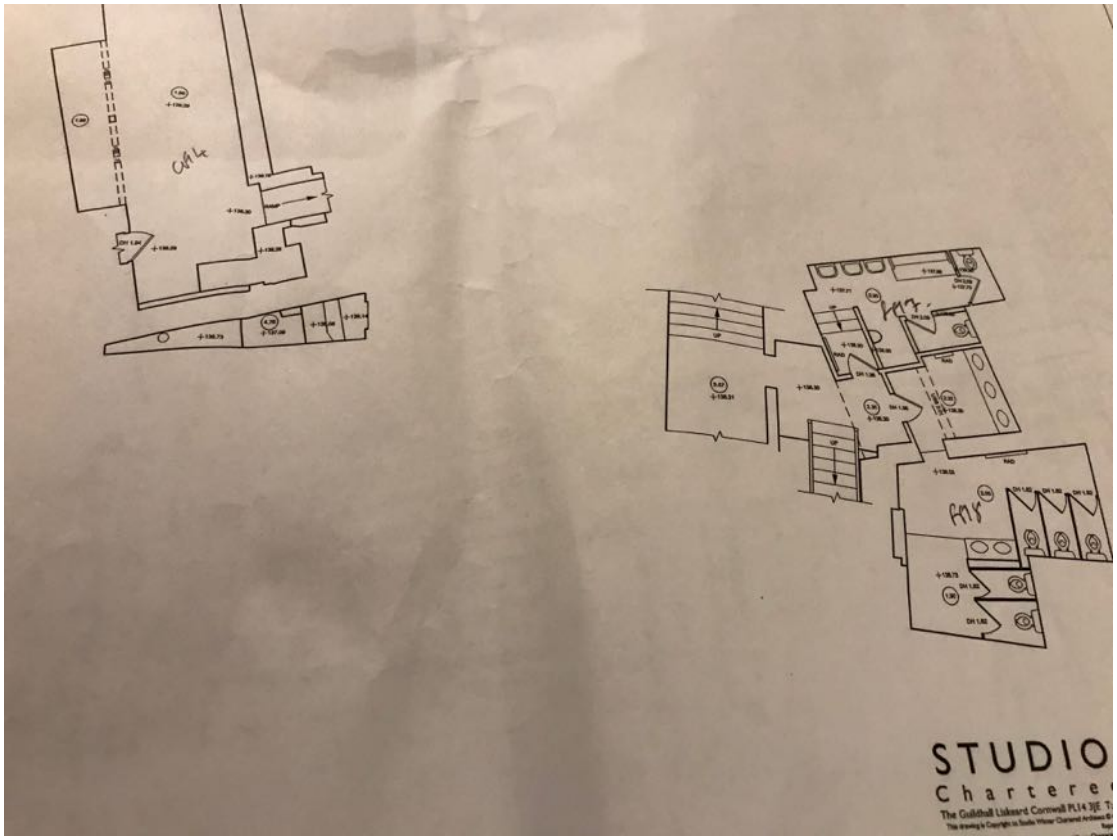
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RECOMMENDATIONS

The Management Plan

This survey will assess the material under inspection and provide valuable information for the risk assessment, as to the location, material and the condition. The Employer or the Duty Holder under CAR 2012 is required to make the risk assessment, using information given in this survey. The risk assessment will form the basis of the Management Plan, which details and records the actions to be undertaken, to manage and reduce the risks from asbestos.

Safety Briefing

Any person undertaking work within the buildings should be told of the presence of asbestos. This briefing also applies to any other person associated with the site, including staff, sub-contractors and others.

Findings

A detailed description of asbestos containing materials is defined in Section 4 - Notes. The following items listed below will need to be included into the Management Plan:

- Bakelite electrical boxes and switches have been presumed to contain asbestos in this report. The units were not sampled as it would have damaged their integrity, however visually similar units have been positively identified as containing asbestos. The material if found to contain asbestos is classed as very low grade, very low risk and non licensable and it is recommended that they should remain insitu and is monitored.
- All boxing, vents, electrical units, safes, dumb waiters, soffits and fire doors have been presumed in this report as they are all areas where asbestos has previously been identified. Due to the nature of the inspection undertaken they were not inspected internally and so have to be presumed in this report as they could potentially be covering asbestos containing materials. It is strongly recommended that prior to commencing any works on the areas mentioned, an intrusive inspection is undertaken by a competent person.
- Asbestos Cement has been presumed in the roof and wall hung tiles externally. The material is in generally in good condition and is classed as low grade, low risk and non licensable. It is strongly recommended that the material remains insitu and monitored periodically. The tiles were not sampled as it would have damaged their integrity, however visually similar materials have previoulsy been positively identified and so they have been presumed in this report.
- The areas where the flooring is sealed down, the surveyor could not lift the material to inspect on the underside and as asbestos has been positively identified in the bitumen adhesive, it has to be presumed that the material could also be present. It is strongly recommended that prior to commencing works on areas which were not inspected, they should be inspected by a competent person prior to commencing works.
- The bitumen adhesive on the underside of the vinyl floor tiles has been positively identified as containg asbestos and it has been recommended that it remains insitu and monitored. The material is classed as very low grade, very low risk and a non licensable product.

EXCLUDED AREAS

- All areas except those mentioned in this report.

CAVEAT

This report is based upon an inspection of an unfamiliar site. During the course of the survey all reasonable efforts were made to visibly identify the physical presence of materials containing asbestos. 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 as being definitive. It is clear that previous refurbishment works have been undertaken on site and there is an increased likelihood of ACM's being hidden.

PDavies Consultancy Ltd. can not be held accountable for any additional materials identifed in the property other than that mentioned in this report. it is clear that remedial works have been undertaken over the life of the property and there is a high chance that materials could be hidden.

Only Areas mentioned in this report were accessed at the time of the inspection.

This report remains the property of PDavies Consultancy Ltd. until full payment has been made. If payment is overdue, we hold the right to retract the report and additional costs will be incurred to reproduce the survey.

This report can not be used in place of an Asbestos Refurbishment & Demolition Survey prior to commencing works as per the CDM Regs 2015 as it is a non intrusive inspection.

All measurements are approximates

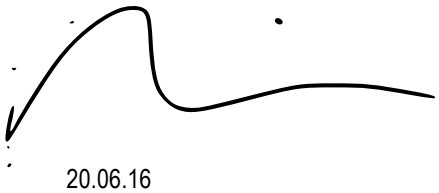
Asbestos Refurbishment/ Demolition Survey on behalf of Liskeard Town Council

at Liskeard Town Hall, Liskeard Cornwall.

COMPILED BY: PDavies Consultancy Ltd 1st Issue DATE: 20th June 2016

Asbestos Survey Data Sheet

Client	Name:	**Liskeard Town Council**
	Address:	**3-5 West Street**
		Liskeard
		Cornwall
		PL14 6BW
	Tel No:	**01579 345407**

SURVEY NUMBER	**PD200616/01**
DATE	**12-13.04.16**
SURVEYOR	**P Davies**
Signed	
Date	20.06.16

Site	Name	**Liskeard Town Hall**
	Address:	**West Street**
		Liskeard
		Cornwall
		PL14 6BW

CONTENTS

Summary

PDavies Consultancy Ltd was requested to undertake an Asbestos Refurbishment/ Demolition Survey on behalf of Liskeard Town Council to select areas at Liskeard Town Hall, Liskeard, Cornwall PL14 6BW. The surveyor conducted this survey on the 12th- 13th May 2016. The objective of this survey is to produce a report, in a data base format, indicating areas with asbestos containing materials (A.C.M's).

The surveyor was imet on site by a representative of the client and shown all areas which were required to be inspected prior to visually inspection works being undertaken by a structural engineer to various areas in the property. The building has had large amounts of remedial works undertaken since the original construction and with the original ceilings being a mixture of lath & plaster and fibre board. The walls are generally rendered stone and the flooring is concrete on the ground floor and suspended timber on the first floors.

Asbestos Management Advice and Recommendations

This report documents specific locations and describes, as far as reasonably practicable, all asbestos containing materials discovered during a management survey. A description of the asbestos containing material, results of analysis and an indication of current condition of the material is given.

A. Materials requiring immediate removal that pose a health and safety risk:

- Bitumen Adhesive to floor in the stairwell where a lift is to be installed.

B. Materials requiring remedial action:

- None

C. Asbestos Containing Materials (ACMs) that are required to be regularly monitored:

- Asbestos Cement Floor Drain in First Floor Void

Summary of Findings

A. Asbestos has been positively identified to be in the following items:

- Bitumen Adhesive

B. Asbestos has been Presumed in the following items:

- Asbestos Cement Floor drain in void

Sampling was not conducted on these items for one of the following reasons:

Due to age and type of product, the surveyor in line with the HSG 264 recommendations presumed or strongly presumed the material to contain asbestos.

These materials are internal and external elements, located uniformly and randomly (material dependant) within the building structure.

C. Refer to summary by incidence sheets for full information

Objectives

Scope

To locate and identify materials containing asbestos on the premises under inspection (as far as reasonably practicable).

Quantify or give measurement of the asbestos containing materials within all areas surveyed.

Types of Surveys

Management Survey (Presumptive survey)

The purpose of the survey is to locate, as far as reasonably practicable, the presence and extant of any suspect ACMs in the building and assess their condition. This survey essentially defers the need to sample and analyse for asbestos (or the absence thereof) until a later time (e.g. prior to demolition or major refurbishment). The duty holder bears the potential additional costs of management for some non- asbestos containing materials. All areas should be accessed and inspected as far as reasonably practicable (e.g. above false ceilings and inside risers, service ducts, lift shafts, etc) or must be presumed to contain asbestos. Any material, which can reasonably be expected to contain asbestos, must be presumed to contain asbestos, and where it appears highly likely to contain asbestos, there should be a strong presumption that it does. All materials, which are presumed to contain asbestos, must be assessed.

Management Survey (Sampling survey)

The purpose and procedures used in this survey are the same as for a presumptive management survey, except that representative samples are collected and analysed for the presence of asbestos. Samples from each type of suspect ACMs found are collected and analysed to confirm or refute the surveyor's judgement. If the material sampled is found to contain asbestos, other similar homogeneous materials used in the same way can be strongly presumed to contain asbestos. Less homogeneous materials will require a greater number of samples. The number should be sufficient for the surveyor to make an assessment of whether asbestos is or is not present. Sampling may take place simultaneously with the survey, or as in the case of some larger surveys, can be carried out as a separate exercise, after the Type 1 survey is complete.

Pre-demolition / major refurbishment survey

This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the building and may involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A full sampling programme is undertaken to identify possible ACMs and estimates of the volume and surface area of ACMs made. The survey is designed to be used as a basis for tendering the removal of ACMs from the building prior to demolition or major refurbishment so the survey does not assess the condition of the asbestos, other than note areas of damage or where additional asbestos debris may be expected to be present.

Sampling Procedure

Sampling activity is undertaken in such a manner that the following objectives are achieved.

A representative sample of the material is obtained. For example, when sampling thermal insulation, it is important that a complete full depth core sample is taken, rather than just surface samples are obtained.

Sampling is undertaken is such a way that cross-contamination is prevented and erroneous results are not produced. Sampling is undertaken in a manner that does not place surveyors or third party at risk. Careless sampling will give rise to unnecessary release of asbestos.

All our surveyors when sampling use the following Personal Protective Equipment (PPE):

Overalls - Disposable white overalls Type 5&6
RPE - P3 Ori Nasal type mask
Fibre release Prevention Methods.
Shadow Vac method using a Type 'H' (BS5415) Vacuum cleaner
Hand pressurised sprayer.
Restricted access signage for use when sampling to warn occupants.

Limitations

It is not always possible to carry out exhaustive sampling of each and every structural element present on site due to building occupancy at the time of the survey. In order to produce a definitive survey of asbestos materials, a representative selection of samples is obtained.

Where elements pose an electrical hazard, for example fuse boxes in electrical cupboards; the surveyor will not attempt to access the element due to health and safety issues.
The exception will be if the electrical supply has been isolated, or can be isolated without creating a nuisance or hazard to the occupants of the building.

The surveyor will not attempt to access heating or electrical equipment, such as boilers or extractor fans units unless assisted by a suitable engineer. In addition, surveyors will not attempt to access Lift Shafts without the assistance of a qualified Lift Engineer.

Areas not accessed at the time of the survey have been summarised in 'Excluded Areas'. These areas have been classified as 'No Access' due to the area totally enclosed within the structure or access denied for security.

Where products or materials, which have not been sampled but has been presumed by the surveyor to contain asbestos, the surveyor will add the asbestos type according to material believed to be used (Always the higher asbestos fibre type). This will apply to items such as Boilers, Electrical units, Ventilation equipment and Fuse boxes etc, where no access within is available.

Note: This may vary from asbestos type when sampled.

Quantities of ACM's given in this report are approximate only and therefore should only be used as a guide for the pricing of future works.

Presumption or Identification of ACMs

An experienced, well-trained surveyor, familiar with the range of asbestos products, can usually by inspection alone, say that the material can be 'Presumed' to contain asbestos. The surveyor will make a presumption of the material based on the following:

Certain items can be identified by their nature assumed to have asbestos in the material content, for example;

Gaskets
Sealants associated with heating systems
Fuses, Flash Guards etc. associated with electrical distribution panels.
Bitumen Products
Window Sealant
Fire Doors
Bonded plastics (Toilets, cisterns and electrical items)

Where asbestos has been presumed to be present in materials / items in this report, it has been based on the guidance of HSG 264.

Legislative References

A. Health and Safety at Work etc Act 1974 (HSW)

B. Control of Asbestos at Work Regulations 2012 (CAWR)

C. Management of Health and Safety at Work Regulations 1999

D. Construction Design and Management Regulations 2015 (CDM)

E. HSG 264 Management Asbestos Surveys (2010)

F. Methods for the Determination of Hazardous Substances 77 (Asbestos in bulk materials: Sampling and identification by polarised light microscopy) (MDHS77)

G. Work with asbestos insulation, asbestos coatings and asbestos insulating board. (ACOP L28).

H. Work with asbestos, which does not normally require a licence. (ACOP L27).

I. The management of asbestos in non-domestic premises. (ACOP L127)

TECHNIQUES

Suspect Materials

Where suspect materials were thought to contain asbestos, the surveyor took sample as necessary. Where one type of material appeared to be extensive, only one representative sample was taken. Where similar items exist in the building, only one or two samples have been taken to ascertain the material content. It was presumed that similar products were of the same material.

Sampling and Analysis

Sampling suspect materials is normally regarded as being representative of the entire element under inspection e.g. floor tiles. However, sampling Pipe Lagging cannot be assumed to be representative as the Pipe Lagging is extensive and sampling cannot be exhaustive enough to detect Residual Lagging. Without removing the entire network of Pipe Lagging (revealing any Residual Lagging), it must be strongly presumed that asbestos containing materials are present.

Asbestos Bulk Sample Analysis is conducted by using Polarised Light Microscopy (PLM) and Dispersion Staining Techniques. All analysis of asbestos samples taken during the survey will be examined by a United Kingdom Accreditation Service (UKAS) accredited laboratory using the current Methods for the Determination of Hazardous Substances 77 (MDHS77) and Health and Safety Guidance 248 (HSG 248).

The Bulk Samples are analysed by an approved independent laboratory. We cannot be held responsible for the accuracy of the laboratory analysis or the interpretation of the results show within this report. Fibre content levels are visually assessed but fall outside the scope of the UKAS accreditation. The laboratory will retain all samples for a minimum of 6 months, any clarification of the results must be highlighted within this timescale.

Maintenance Activity

The first and most important factor, which must be taken into consideration, is the level of maintenance activity likely to be taking place in an area. Maintenance trades such as plumbers and electricians are the group who the duty to manage is primarily trying to protect. There are two types of maintenance activity, planned and unplanned. Planned work can be assessed and carried out using procedures and controls to reduce exposure to asbestos. Unplanned work requires the situation to be dealt with as found and the controls that can be applied may be more limited. The frequency of maintenance activities also need to be taken into account in deciding what management action is appropriate.

Occupant Activity

The activities carried out in an area will have an impact on the risk assessment. When carrying out a risk assessment the main type of use of an area and the activities taking place within it should be taken into account. For example a little used storeroom or an attic will rarely be accessed and so any asbestos is unlikely to be disturbed. At the other end of the scale, in a warehouse lined with asbestos insulating board panels, with frequent vehicular movements, the potential for disturbance of ACMs is reasonably high and this would be a significant factor in the risk assessment. As well as the normal everyday activities taking place in an area, any secondary activities will need to be taken into account.

Likelihood of Disturbance

The two factors that will determine the likelihood of disturbance are the extent or amount of the ACM and its accessibility/vulnerability. For example, asbestos soffits outdoors are generally inaccessible without the use of ladders or scaffolding, are unlikely to be disturbed. The asbestos cement roof of a hospital ward is also unlikely to be disturbed, but its extent would need to be taken into account in any risk assessment. However, if the same ward had asbestos panels on the walls they would be much more likely to be disturbed by trolley/bed movements.

Human Exposure Potential

The human exposure potential depends on three factors: the number of occupants of an area, the frequency of use of the area, and the average time each area is in use. For example, a school boiler room is likely to be unoccupied, but may be visited daily for a few minutes. The potential for exposure is much less than say in a classroom lined with asbestos insulating board panelling, which is occupied daily for six hours by 30 pupils and a teacher.

Restrictions

Whilst every effort was made to locate the ceiling panels, wall partitions and other panels, which may have been constructed from asbestos boarding, none other than those detailed were found. Some may have been missed due to repairs, alterations etc, where false and other finishes have been applied or where different specifications (including a possible mixture of asbestos and non-asbestos) panels have been used in the same area. Only by sampling each panel would the composition of all the materials be known. This was clearly not practical in terms of cost or time.

Assumptions

All the recommendations described in this report are based upon assumptions made after consideration of the type of material, condition of the material, its location, analysis result and type of use the area is thought to be subjected to. However, statutory authorities or others could require amendments based on local knowledge, change in legislation, change in use or indeed, other conditions of criteria.

Notes

General Information

Asbestos is the term used for the fibrous form of a number of naturally occurring silicates minerals, which have been exploited commercially for their useful properties of incombustible, tensile strength, flexibility, low thermal conductivity and resistance to chemical attack.

The three common types of asbestos are:

Crocidolite - Blue
Amosite - Brown
Chrysotile - White

Other forms are found, but are less common in use, i.e. e. Anthophylite, Tremolite and Actinolite.

Broad classifications of these materials are:

Loose Insulation
Sprayed Coatings
Thermal insulation
Asbestos Boards
Paper, felt and Cardboard
Textiles
Friction Products
Cement Products
Other Encapsulated Materials

Asbestos Products

Loose Insulation

Safes have been presumed to contain asbestos (between the safe casing walls). This material is known as loose fill insulation. This is usually found to be pure asbestos, consisting of Crocidolite (blue) and Chrysotile (white). Loose asbestos may readily become airborne if disturbed from within the safe casing. If dry, this material will give rise to high exposures.

Fortunately, the safe casing is an extremely durable material, which, is unlikely to become damage during normal usage. In the event of damage to the safe - please ensure all staff report the exposure immediately. We recommend the safe remain in-situ and disturbance is avoided (drilling, sawing etc).

Sprayed Coating

Used as a thermal and anti condensation insulation on undersides of roofs and sometimes the sides of industrial buildings and warehouses. Also used as acoustic insulation in theatres, halls etc, and fire protection on steel and reinforced concrete beams/ columns. This material normally contains 55 - 85% asbestos; outer surface hardens only, high potential for fibre release if unsealed, particularly if knocked or surface abraded.

Thermal Insulation

Thermal Insulation can be applied to pipes, boilers, pressure vessels and calorifiers. A variety of product types are used for thermal insulation e.g. hand-applied lagging, pipe lagging, boiler lagging, slabs, blocks, tape, rope, paper, quilts, felt and blankets. All types of asbestos were used for thermal insulation and the content can vary from 6 - 85%.
Sampling Pipe Lagging cannot be assumed to be representative. The Pipe Lagging is extensive and sampling cannot be exhaustive enough to detect Residual Lagging. Without removing the entire network of Pipe Lagging (revealing any residual Lagging), it must be strongly presumed that asbestos-containing material is present.

Asbestos Boards

Asbestos Insulation Board (AIB) are typically used for fire protection, thermal and acoustic insulation, resistance to moisture movement and general building board. These boards usually contain 15 - 25% Amosite (Brown Asbestos). Some boards contain up to 40% asbestos. This material can readily be broken giving significant fibre release. If the board is damaged, mild disturbance may release fibres e.g. strong air current. If this material is likely to be contacted and disturbed regularly (e.g. contacted during storage and moving equipment) a long-term solution needs to be considered. This may involve over cladding the Insulating Board with timber to prevent damage or, removal of the board if it becomes damaged. We strongly advice these materials to be monitored regularly and any deterioration reported immediately. In a good-coated condition with minimal disturbance, these materials are considered to be lower risk.
Please contact an Asbestos Expert for further advice; this product is a licensable material.

Storage Heaters

Storage and Electricaire Heaters are common in many properties. Dimplex is one of many heater brands associated with containing an asbestos material. Asbestos is incorporated in the base insulation slabs. These can contain up to 40% asbestos.
No action is necessary unless the heater is damaged or requires removal. Please be aware of the asbestos material and consult an Asbestos Specialist prior to removal. Fully controlled conditions apply to the removal of this item.

Fire Doors

Fire doors have been presumed to contain an asbestos sandwich within the timber panels. This material is known as Asbestos Insulating Board (AIB). These boards contain a high content of asbestos fibres, used for heat and sound protection. An intrusive inspection within the door panel is beyond the scope of a Asbestos Management Survey and can lead to potential contamination. We advise contacting an Asbestos Specialist prior to removal or refurbishment.

Ceiling Tiles

Ceiling tiles can contain a significant content of Amosite and Chrysotile (Brown and White Asbestos). Avoid any disturbance to these tiles and inform maintenance worker of their content. If you require the tiles to be removed or disturbed, contact an asbestos expert to sample the suspect material, prior to works.

Paper, felt and cardboard

Some older Fibreboard can contain asbestos or, are fitted with an asbestos paper liner. Asbestos paper can contain 100% Chrysotile (White). Paper materials, if not encapsulated or bonded can easily be damaged and release fibres when subject to abrasion or wear.

Prior to major refurbishment works the ceiling panels must be sampled to determine the fibre content. We recommend the ceiling panels remain in-situ with no disturbance.

Textiles

Ropes and Cloth

Ropes, cloth and yarns are used as pipe insulation, packing, heat resistant sealants (boilers, ovens and flues) and fire resistant materials (blankets, mattresses, gloves, curtains and aprons). Chrysotile and Crocidolite were widely used due to strength and flexibility. The asbestos content of these materials is near 100%.

Flash Guards

Electrical boxes are presumed to contain asbestos fuse flash guards (Cloth). Access to boxes may be restricted due to being live at the time of inspection. Recommend care when entering electrical boxes as these textiles can contain 100% Chrysotile asbestos.

Gaskets

Gasket and washers are strongly presumed to contain asbestos. Gaskets are used in hot water boilers, industrial power and chemical plants. They contain up to 90% asbestos, used for acid resistance and chlor-alkali.

We recommend that any maintenance work on gaskets and sealants are to be restricted to authorised personnel only.

Friction Products

Commonly used in brakes and clutches of machinery. Resins were reinforced with woven Chrysotile cloth usually contain 20 – 50% asbestos. Minor emissions when braking, most asbestos degrades with frictional heat. Recommend care when entering these machines, as the asbestos will be contained within the dust.

Cement Products

Profiled Sheets and Semi-Compressed Flat Sheets are used for roofing, wall cladding and shuttering. These typically contain 10-15% asbestos. Chrysotile (White Asbestos) is commonly found in these products, sometimes with traces of Amosite and Crocidolite (Brown and Blue Asbestos). Pre-formed mounded products such as Flue pipes, Rainwater goods, fascias and soffits contain 10 - 15 % asbestos. This type of material can have blue, brown and white asbestos depending on the year of manufacture up to November 1999. Asbestos is released when the matrix is exposed by external and acid conditions.

Asbestos fibres are tightly held with the structure of the cement matrix and are classified as low risk asbestos products. They are likely to release increasing levels of fibres if broken, abraded, sawn or worked on with power tools. Any disturbance or abrasive action must be kept minimal unless under fully controlled conditions, where Personal Protective Equipment (PPE) is used.

Note: Please seek Health and Safety advice before starting structural alterations. Refer to HSE (Health and Safety Executive) Guidance: Working with asbestos Cement (HSG189/2).

Other encapsulated materials

Textured Coating

Textured / decorative coatings are used on ceilings and sometimes walls, this type of coating can contain between 3-5% Chrysotile (White) asbestos. Chrysotile was added to these products up to approximatley 1984 but non-asbestos versions were available from mid - 1970's. Generally fibres are well contained in the matrix but may be released when the coating is sanded down, scraped off or suffer damage (e.g. water damage). Asbestos fibres are unevenly distributed within textured coatings; therefore one sample is not representative of the entire ceiling, recommend a minimum of two samples taken of the coating per room.

Roofing Felts

Roofing felts usually contain 8% Chrysotile (White Asbestos), used until 1992. The felt/ bitumen is used as a damp-proof course (dpc). Fibre release is unlikely under normal use (low disturbance). Fibres are tightly bonded within the bitumen structure of the felt. The felt is generally in good condition. We advise the material remains in-situ.

Mastic Pads

Many Stainless Steel Sink Pans have an adhesive pad on their underside. These pad are an acoustic / anti-drumming pad. The composite pad is similar to a bitumen pad. Asbestos fibres are held tightly within the material and fibre release is unlikely during normal use. Fortunately, the location of many anti-drumming pads means they are at low risk from potential damage or disturbance. Asbestos containing acoustic pad were used until 1992.

Window Sealants

Window seals / putty sealants have been presumed to contain asbestos. Generally, they contain between 1 - 10% Chrysotile (White Asbestos). Some amphiboles were used to give acid resistance. Fibre release is unlikely, except during breakage when minor emissions are likely.

Vinyl Floor Tiles

Vinyl / Thermoplastic Floor Covering and Tiles are common in many work place environments like, Industrial Units, Domestic Premises, Schools and Hospitals. The tiles are often hardwearing and suitable for frequent cleaning. These tiles can contain up to 25% asbestos, but normally 7% Chrysotile (White Asbestos). Fibre release is unlikely to be a hazard under normal service conditions. Fibres may be released when the flooring is cut, or damaged. This fibre release can be significant if the flooring has an asbestos paper backing (normally associated with PVC floors).

Reinforced Plastics

Reinforced Plastics and Resin Bonded products are used for Toilet Cisterns, Light Switches and casing, seats, banisters, lab bench tops. Generally, these products contain between 1 - 10% Chrysotile (White Asbestos), some cisterns were reinforced with amphiboles e.g. Amosite (Brown Asbestos) to improve acid resistance. Fibre release is unlikely during normal usage but minor fibre emissions are likely during cutting. We recommend leaving this product in-situ and the condition to be monitored. Any damage should be reported immediately

Bulk Sample Sheets

REC Asbestos, a division of Resource and Environmental Consultants Ltd
A CONCEPT LIFE SCIENCES company

Plymouth
Unit 13 Barn Close
Langage Business Park
Plymouth
PL7 5HQ
T: 0844 561 6735 F: 01752 347 749

UKAS TESTING 2520

16/PLY/B/ 932

Certificate of Analysis for Bulk Identification

Customer Address

PDavies Consultancy Ltd,
Great Tregastick,
Widegates, Looe,
Cornwall,
PL13 1PZ

Site Address

Liskeard Town Hall,
Liskeard,
Cornwall.

Customer Order No	Not Received
Samples Submitted By	Peter Davies
Sampled By	Peter Davies
No. of Samples Submitted	8
Date Samples Submitted	16/05/2016
Date Samples Analysed	18/05/2016
Samples Analysed In	Plymouth
Samples Analysed By	Janie Cleal
Analyst / Authorised Signature	

REC (Asbestos) Ltd. accepts no responsibility for sampling activities undertaken by the client. Analysis is conducted in accordance with HSG 248 / Bulk Analysis Procedures. Where the presence of Asbestos Fibres in soil analysis is required the technique used is as described in Quantification Procedures Stage 1. The material description shall be regarded as tentative and is not included in the UKAS Accreditation for this laboratory. Opinions and interpretations expressed herein are outside the scope of UKAS Accreditation. Where this document has been digitally signed, printed copies are uncontrolled.

Samp No	Origin / Location of Material	Material Type	Asbestos Type(s)	Comments
1	PD120516/01 Long Room. Door lining. Panel.	Board / Panel	No Asbestos Detected	
2	PD120516/02 Kitchen. Panel below dumb waiter.	Board / Panel	No Asbestos Detected	
3	PD120516/03 CF. Store. Floor. Lino.	Vinyl	No Asbestos Detected	
4	PD120516/04 Refreshment Room. Stair nose tread.	Vinyl	No Asbestos Detected	
5	PD120516/05 Refreshment Room. Ceiling void. Roof felt.	Felt	No Asbestos Detected	
6	PD120516/06 New Liskeard Room. Ceiling. TC.	Textured Coating	No Asbestos Detected	
7	PD120516/07 Refreshment Room. Ceiling TC.	Textured Coating	No Asbestos Detected	
8	PD120516/08 Rear Entrance to Quimperce Room. Floor. VFT.	Bitumen	Chrysotile	No Asbestos Detected in VFT

Certificate of Analysis for Bulk Identification. V1.15
Template Issued 30/1/15 by SC

Job No.16-PLY-B-932- Liskeard Town Hall.xlsx
Page 1 of 1

Summary by Incidence

Key: ***Blue Text : No further action required*** ***Red Text : Positive/ Strongly Presumed Asbestos locations***

Plan Ref	Floor	Room	Location	Material	Quantity	Photo No.	Sampled	Condition	Risk	Comments
FF01	First	Refreshment Room	Stair nose tread	Vinyl		01	PD120516/04			No Asbestos Dectected In Sample (N.A.D.I.S.). No Further Action Required
FF01	First	Refreshment Room	Ceiling Void	Roofing Felt		02	PD120516/05			N.A.D.I.S. No Further Action Required
FF01	First	Refreshment Room	Ceiling	Textured Coating		03	PD120516/07			N.A.D.I.S. No Further Action Required
FF01	First	Refreshment Room	Boxing to RSJ to be Inspected	Plasterboard		04				No Further Action Required
FF01	First	Refreshment Room	Floor Under Carpet Tiles	Wood & Concrete						No Further Action Required
FF02	First	New Liskeard Room	Ceiling	Textured Coating		05	PD120516/06			N.A.D.I.S. No Further Action Required
FF03	First	Kitchen	Ceiling	Textured Coating			Ref: PD120515/07			N.A.D.I.S. No Further Action Required
FF03	First	Kitchen	Dumb Waiter	No Asbestos Visually Detected (N.A.V.D.)						Timber Boxing on Brick & Block. No further Action Required
FF04	First	Caretakers room	Ceiling	Textured Coating		06	Ref: PD120515/06			N.A.D.I.S. No Further Action Required
FF05	First	Void	Floor drain	Asbestos Cement	1Lm Visible	07	Strongly Presumed	Good	Low	Monitor. Refer to Recommendations
FF06	First	Rear entrance to Quimperce room	Floor	Vinyl & Adhesive	2m^2	08	PD120516/08	Good	Very Low	Only Bitumen is Positive. Remove. Refer to Recommendations
FF06	First	Rear entrance to Quimperce Room	Core Sample	N.A.V.D.						Concrete - No Further Action Required
GF01	Ground	Long Room	Boxing to RSJ on Ceiling	N.A.V.D.		09				Plasterboard - No Further Action Required

GF01	Ground	Long Room	Fire Door - Door Lining	Board		10	PD120516/01			N.A.D.I.S. No Further Action Required
GF02	Ground	Kitchen	Ceiling	N.A.V.D.						Plasterboard - No Further Action Required
GF02	Ground	Kitchen	Boxing	N.A.V.D.						Plasterboard & Ply wood – No Further Action Required
GF02	Ground	Kitchen	Dumb waiter	Panel – Low Level		11	PD120516/02			N.A.D.I.S. No Further Action Required
GF03	Ground	Store	Ceiling	N.A.V.D						Plasterboard - No Further Action Required
GF03	Ground	Store	Ceiling Boxing	N.A.V.D.						Plasterboard- No Further Action Required
GF03	Ground	Store	Lintel Over Door way	N.A.V.D.						Plasterboard – Visible Lath & Plaster lining to stair case in refreshment room above. No Further Action Required
GF03	Ground	Store	Floor	Lino			PD120516/ 03			N.A.D.I.S. No Further Action Required
GF03	Ground	Store	Core Sample	N.A.V.D.						Concrete - No Further Action Required

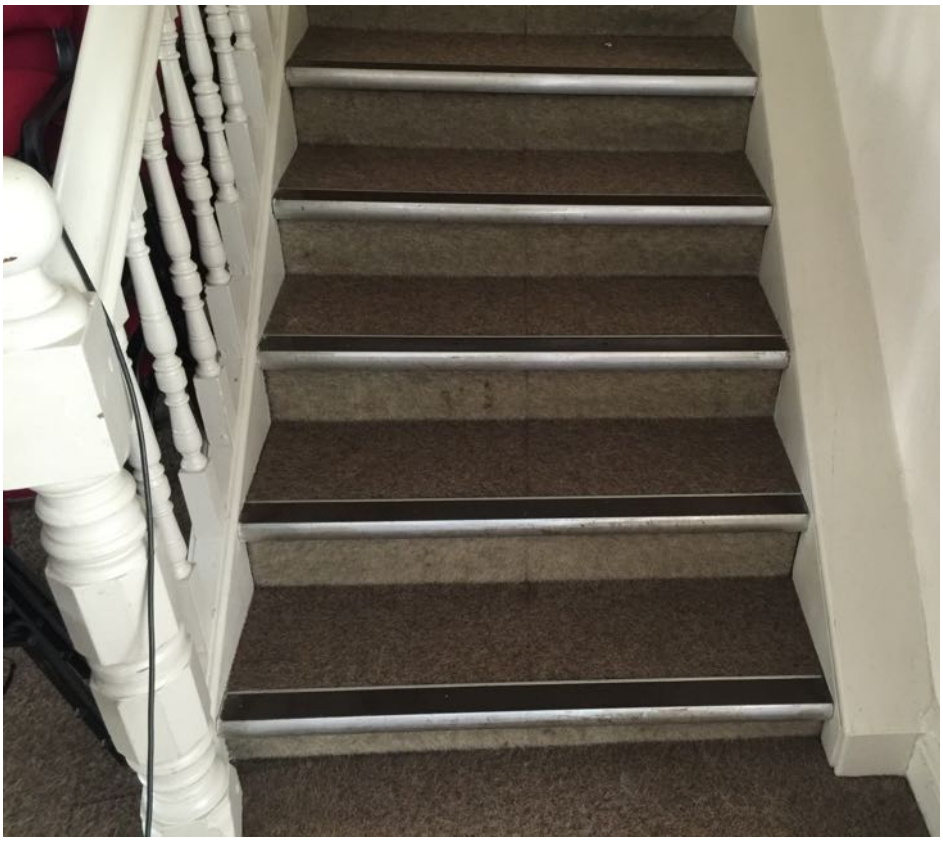


Photo 01

Photo 02

Photo 03

Photo 04

Photo 05

Photo 06

Photo 07

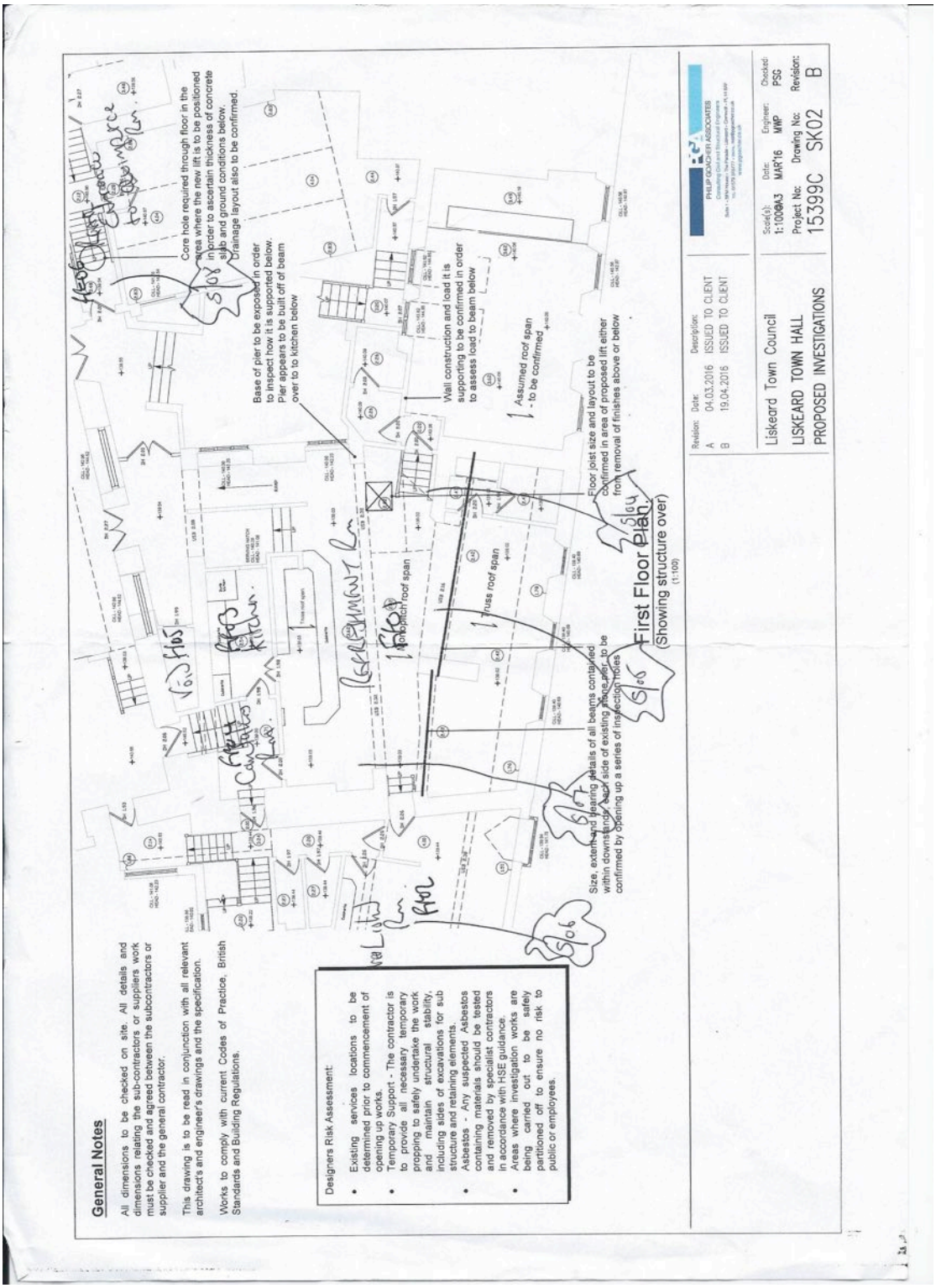
Photo 08

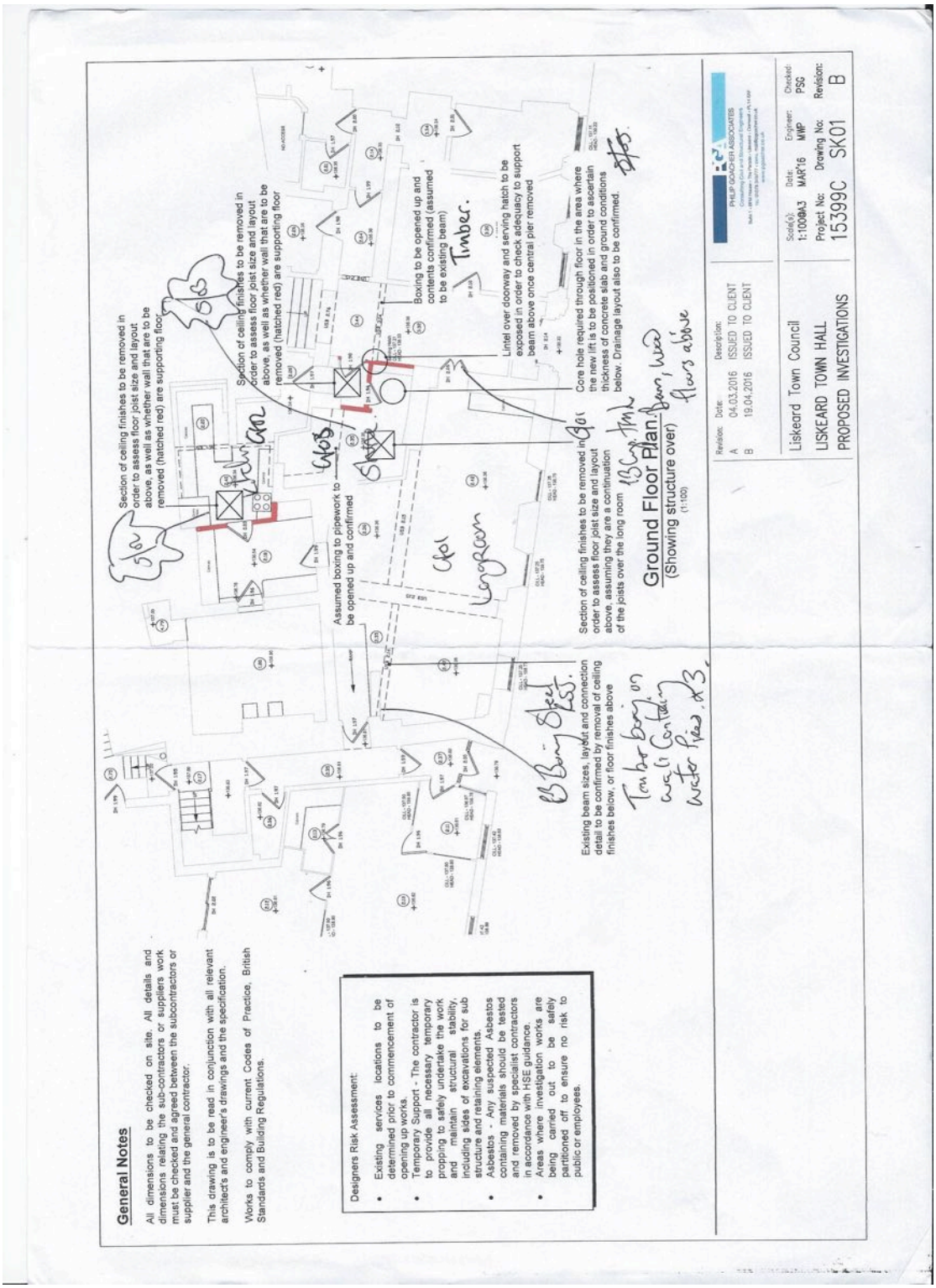
Photo 09

Photo 10

Photo 11

FLOOR PLAN


General Notes
All dimensions to be checked on site. All details and dimensions relating the sub-contractors or suppliers work must be checked and agreed between the subcontractors or supplier and the general contractor.
This drawing is to be read in conjunction with all relevant architect's and engineer's drawings and the specification.
Works to comply with current Codes of Practice, British Standards and Building Regulations.
Designers Risk Assessment:
Existing services locations to be determined prior to commencement of opening up works.
Temporary Support - The contractor is to provide all necessary temporary propping to safely undertake the work and maintain structural stability, including sides of excavations for sub structure and retaining elements.
Asbestos - Any suspected Asbestos containing materials should be tested and removed by specialist contractors in accordance with HSE guidance.
Areas where investigation works are being carried out to be safely partitioned off to ensure no risk to public or employees.
Core hole required through floor in the area where the new lift is to be positioned in order to ascertain thickness of concrete slab and ground conditions below. Drainage layout also to be confirmed.
Base of pier to be exposed in order to inspect how it is supported below. Pier appears to be built off of beam over to kitchen below
Wall construction and load it is supporting to be confirmed in order to assess load to beam below
Assumed roof span - to be confirmed
Floor joist size and layout to be confirmed in area of proposed lift either from removal of finishes above or below
Size, extent and bearing details of all beams contained within downstands each side of existing chase are to be confirmed by opening up a series of inspection holes
Truss roof span
Monopitch roof span
First Floor Plan
(Showing structure over)
(1:100)
Revision: Date: Description:
A 04.03.2016 ISSUED TO CLIENT
B 19.04.2016 ISSUED TO CLIENT
Liskeard Town Council
LISKEARD TOWN HALL
PROPOSED INVESTIGATIONS
Scale(s): 1:100@A3
Date: MAR'16
Engineer: MHP
Checked: PSG
Project No: 15399C
Drawing No: SK02
Revision: B
PHILIP GEACHER ASSOCIATES


General Notes
All dimensions to be checked on site. All details and dimensions relating the sub-contractors or suppliers work must be checked and agreed between the subcontractors or supplier and the general contractor.
This drawing is to be read in conjunction with all relevant architect's and engineer's drawings and the specification.
Works to comply with current Codes of Practice, British Standards and Building Regulations.
Designers Risk Assessment:
Existing services locations to be determined prior to commencement of opening up works.
Temporary Support - The contractor is to provide all necessary temporary propping to safely undertake the work and maintain structural stability, including sides of excavations for sub structure and retaining elements.
Asbestos - Any suspected Asbestos containing materials should be tested and removed by specialist contractors in accordance with HSE guidance.
Areas where investigation works are being carried out to be safely partitioned off to ensure no risk to public or employees.
Section of ceiling finishes to be removed in order to assess floor joist size and layout above, as well as whether wall that are to be removed (hatched red) are supporting floor
Assumed boxing to pipework to be opened up and confirmed
Existing beam sizes, layout and connection detail to be confirmed by removal of ceiling finishes below, or floor finishes above
Section of ceiling finishes to be removed in order to assess floor joist size and layout above, assuming they are a continuation of the joists over the long room
Boxing to be opened up and contents confirmed (assumed to be existing beam)
Timber.
Lintel over doorway and serving hatch to be exposed in order to check adequacy to support beam above once central pier removed
Core hole required through floor in the area where the new lift is to be positioned in order to ascertain thickness of concrete slab and ground conditions below. Drainage layout also to be confirmed.
Ground Floor Plan
(Showing structure over)
(1:100)
Revision: Date: Description:
A 04.03.2016 ISSUED TO CLIENT
B 19.04.2016 ISSUED TO CLIENT
PHILIP GOACHER ASSOCIATES
Liskeard Town Council
LISKEARD TOWN HALL
PROPOSED INVESTIGATIONS
Scale(s): 1:100@A3
Date: MAR'16
Engineer: MWP
Checked: PSG
Project No: 15399C
Drawing No: SK01
Revision: B

RECOMMENDATIONS

The Management Plan

This survey will assess the material under inspection and provide valuable information for the risk assessment, as to the location, material and the condition. The Employer or the Duty Holder under CAR 2012 is required to make the risk assessment, using information given in this survey. The risk assessment will form the basis of the Management Plan, which details and records the actions to be undertaken, to manage and reduce the risks from asbestos.

Safety Briefing

Any person undertaking work within the buildings should be told of the presence of asbestos. This briefing also applies to any other person associated with the site, including staff, sub-contractors and others.

Findings

A detailed description of asbestos containing materials is defined in Section 4 - Notes. The following items listed below will need to be included into the Management Plan:

- The surveyor was shown around the site by the representative of the client and shown all areas where inspection works were to be undertaken and only these areas were inspected at the time of the inspection. If additional areas are required to be inspected, it is strongly recommended that a competant person is contacted, prior to commencing any works.
- In the void area on the first floor an asbestos cement drain has been identified, however the works which are being undertaken in this area will not effect the drain and therefore it has been recommended that the drain remains insitu. The material is classed as low grade, low risk and non licensable, which means that if the material is being removed it does not require a licensed contractor to remove it and it also does not require a 14 day notification to the HSE prior to the works. The contract involved in the works requires the relevant qualifications (working with non licensable materials and an in date asbestos refresher course) and the associated insurances.
- The floor tile adhesive has been positively identified in this report in the rear entrance to the Quimperce room. The material is classed as very low grade, very low risk and non licensable. The surveyor removed a section of the adhesive in order to core through the concrete slab at the time of the inspection. It is recommended that the adhesive is removed prior to commencing any works on the area.

EXCLUDED AREAS

- All areas except those mentioned in this report.

CAVEAT

This report is based upon an inspection of an unfamiliar site. During the course of the survey all reasonable efforts were made to visibly identify the physical presence of materials containing asbestos. 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 as being definitive. It is clear that previous refurbishment works have been undertaken on site and there is an increased likelihood of ACM's being hidden.

PDavies Consultancy Ltd. can not be held accountable for any additional materials identifed once intrusive works are undertaken as all areas mentioned to the surveyor were inspected at the time of the survey and every effort was made to identify all visible ACM's.

Only Areas mentioned in this report were accessed at the time of the survey.

APPENDIX C

F10 NOTIFICATION

HSE

Health and Safety Executive

Notification of construction project

Notification No	84C6434C1C	**Date Submitted**	21/04/2018 22:02:20

Notification type	**This is a NEW notification**

About the location of the site

Address of the construction site	Liskeard Public Hall 3-5 West Street LISKEARD Cornwall PL14 6BW
In which local authority is the site address (Country, Geographical Area and Local Authority)?	England, Cornwall, Cornwall

About the project

Description of project	Refurbishment - Commercial		
Time Allowed by Client (in weeks)	8		
Start date	02/07/2018	**Duration (in weeks)**	12
No of people on site	6	**No of contractors on site**	5
Description of the construction work	Internal alterations and refurbishment works to Public hall		

About those involved in the project

Role	Principal Designer	**Name**	M Perry Associates Ltd
Email	mail@mperryassociates.com	**Phone no**	01579345777
Address	Suite 1 BFM House, The Parade LISKEARD Cornwall PL14 6AF England		

Role	Client	**Name**	Liskeard Town Council
Email	facilities@liskeard.gov.uk	**Phone no**	
Address	3-5 West Street LISKEARD Cornwall PL14 6BW England		

Role	Designer	**Name**	Studio Winter Chartered Architect
Email	mail@studiowinter.com	**Phone no**	01579 345354

Address	The Guildhall LISKEARD Cornwall PL14 3JE England

Role	Principal Contractor	**Name**	TBC
Email		**Phone no**	
Address	TBC TBC TBC TBC England		

Declaration details

Declaration			
As client for this project, I hereby declare that I am either the client for this project and am aware of my duties under the Construction (Design and Management) Regulations 2015 (S.I. 2015.51), or have been asked by the client to notify on their behalf and they have confirmed they are aware of their duties.			
Name	M Perry Associates Ltd		
Date	21/04/2018	**Role**	Principal Designer
Confirmation Email	mail@mperryassociates.com		

Client Signature (Can be used for your own records, ONLY if required)

Declaration (as stated above)

Name:

Declaration Signature:

Date:

APPENDIX D

H&S HANDBOOK

Liskeard Town Council

Health and Safety Handbook

CONTENTS

INTRODUCTION

This handbook contains the health and safety information you require to comply with our Health and Safety Policy. After reading it you will be required to sign to confirm that it has been brought to your attention. If you have any queries regarding the contents please do not hesitate to ask.

Liskeard Town Council takes its responsibility for health and safety very seriously and is committed to a programme of progressive improvement that requires input from all its employees. If you see anything during your work that gives rise to a concern you are positively encouraged to report it to your supervisor or manager.

Safety is everyone's responsibility and that includes you.

HEALTH AND SAFETY POLICY STATEMENT

The management of Liskeard Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the company's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement

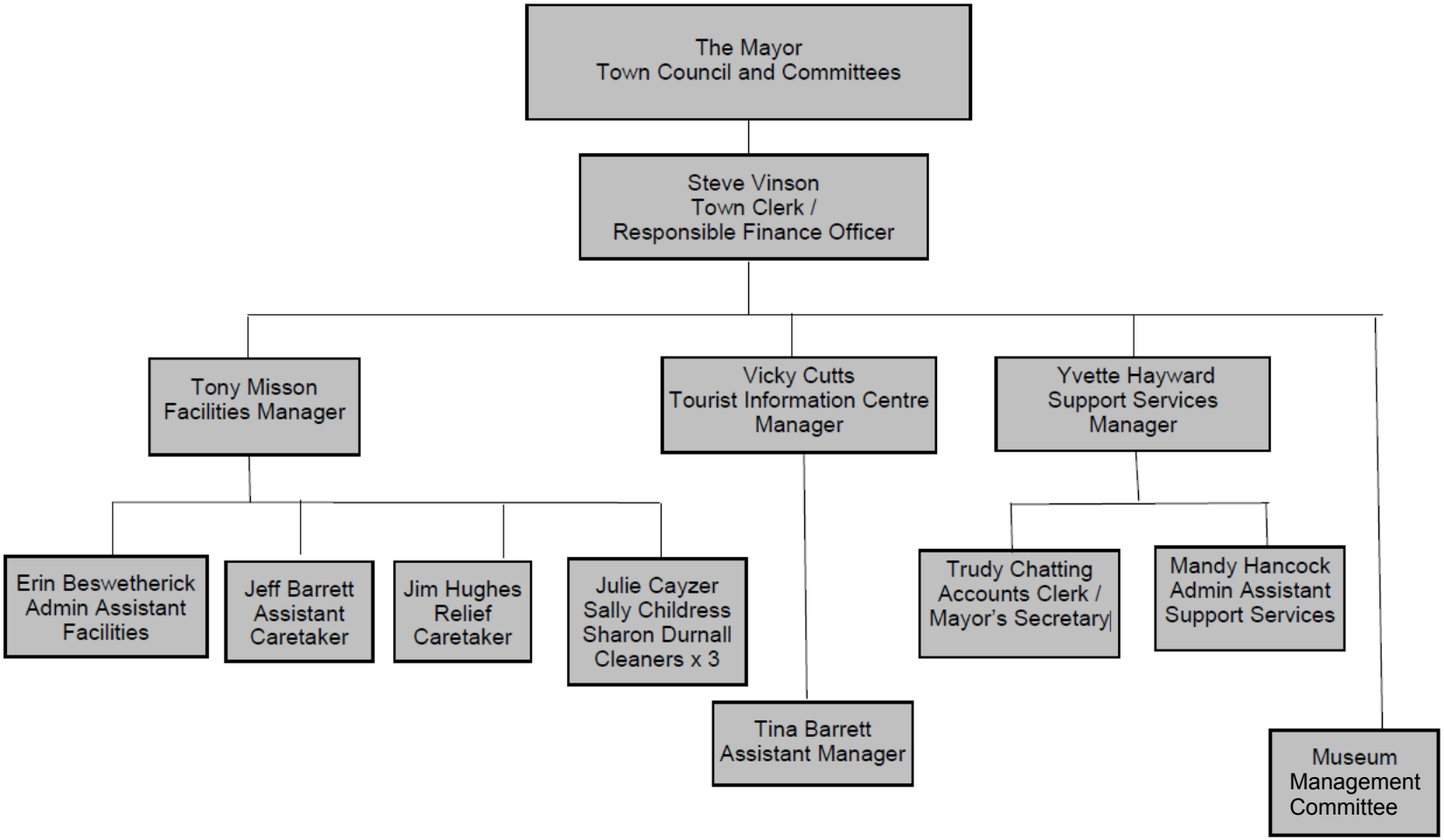
This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed: **Dated:**

Name: **Position:** **Town Clerk**

ORGANISATION FOR HEALTH AND SAFETY

Liskeard Town Council – Staff Structure



RESPONSIBILITIES AND RULES

Employee Responsibilities

It is the responsibility of all employees to co-operate in the implementation of this Health and Safety Policy within their areas of influence. All employees have a legal duty to ensure their own safety and the safety of others (for example, colleagues, visitors, contractors) under the Health and Safety at Work etc Act 1974.

Employees must therefore:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

Health and Safety Rules

General

- It is the duty of all employees to co-operate with management in fulfilling our legal obligations in relation to health and safety.

- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.

- Employees are required to notify to management of any unsafe activity, item or situation.

Working Practices

- Employees must not operate any item of plant or equipment unless they have been trained and authorised.

- Employees must make full and proper use of all equipment guarding.

- Employees must not clean any moving item of plant or equipment.

- Employees under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.

- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.

- Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions.

- Employees must not smoke except in prescribed areas.

Hazard / Warning Signs and Notices

- Employees must comply with all hazard/warning signs and notices displayed on the premises.

Working Conditions / Environment

- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment.

- Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition.

- Employees must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided.

- Employees must clear up any spillage or liquids within the work area in the prescribed manner.

- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

Protective Clothing and Equipment

- Employees must use all items of protective clothing/equipment provided as instructed.
- Employees must store and maintain protective clothing/equipment in the approved manner.
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

Fire Precautions

- Employees must comply with all laid down emergency procedures.
- Employees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees must not misuse any fire fighting equipment provided.
- Employees must report any use of fire fighting equipment to their supervisor.

Accidents

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to their supervisor.
- Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- Employees must notify management of any incident in which damage is caused to property.

Health

- Employees must report to management any medical condition or medication which could affect the safety of themselves or others.
- Employees must co-operate with the management on the implementation of the medical and occupational health provisions.

Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- a serious or wilful breach of Safety Rules
- unauthorised removal or interference with any guard or protective device
- unauthorised operation of any item of plant or equipment
- unauthorised removal of any item of first aid equipment
- wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work
- unauthorised removal or defacing or any label, sign or warning device
- horseplay or practical jokes which could cause accidents
- making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence
- misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment
- deliberately disobeying an authorised instruction

Accident, Incident and Ill-Health Recording, Reporting and Investigation

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss/incident** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the company.

Reporting

All accidents resulting in personal injury must be recorded in the company's Accident Book, which is located **.....**. Employees must ensure that they are aware of the location of the accident book.

Incidents and work related ill-health need to be reported directly to your Manager or Supervisor.

Asbestos

The company will protect employees and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

If you notice any material that causes you concern or you become aware of any damage to asbestos material you must report it immediately to your supervisor/manager. Please be aware of any asbestos materials which are labelled as shown.

Communication and Consultation

Our company has established effective lines of communication so as to involve and consult our employees.

These may include:

- individual conversations
- notice boards
- internal publications
- staff meetings
- Health and Safety meetings

In addition the company will display the 'Health and Safety Law – What You Need To Know' poster in a prominent position.

The company will consult with our employees and provide information on any changes that may affect their health and safety, including:

- changes in procedures, equipment or ways of working
- the dangers and risks arising from their work activities, the measures taken to eliminate or reduce these risks and what action to take if they have to deal with them
- the planning of health and safety training
- the health and safety consequences of introducing new technology

The company recognises that consultation is a two-way process and expects constructive feedback from our employees.

Contractors

When working on our premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

Similarly we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

If you observe contractors who appear to be working unsafely then you should report this immediately to a manager / supervisor. We will investigate and where necessary stop any work until resolved.

Disabled Persons

The company will give full and proper consideration to the needs of disabled employees and visitors.

To achieve this, the company will:

- treat all disabled employees and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the organisation’s facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage employees with special needs to suggest any premises or task improvements to their line managers
- discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly

Display Screen Equipment

All reasonable steps will be taken by the company to secure the health and safety of employees who work with display screen equipment.

To achieve this objective the company will carry out an assessment of each user’s workstation and implement necessary measures to remedy any risks found as a result of the assessment.

Eye Tests and Corrective Appliances

The company will arrange for the provision of free eye tests when requested and at regular intervals thereafter or where a visual problem is experienced, at no cost to the employee. Where employees require corrective appliances specifically for use with display screen equipment, the company will arrange for the supply of spectacles, free of charge, or up to current cost limits.

Training

Employees working with display screen equipment (DSE) should comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided.

Health

Employees should inform their departmental supervisor/line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE. In addition they should also report to their departmental supervisor/line manager any discomfort or health concern believed to be associated with the use of DSE. Any health information will be treated confidentially.

Drugs and Alcohol

Alcohol

Employees must not drink alcohol on the company's premises or the premises of its customers or clients without express permission from a senior manager or director.

Any employee who is found consuming alcohol on the company's premises or the premises of its customers and clients without permission or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the company's disciplinary procedure.

Drugs and medication

The possession, use or distribution of drugs for non-medical purposes on the company's premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your manager or supervisor.

If the company suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the company reserves the right to require you to undergo a medical examination to determine the cause of the problem.

Medical Examination

Existing and prospective employees may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective employees and will normally be treated as gross misconduct for employees.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the company reserves the right to suspend you from your employment (with or without pay) to allow the company to decide whether to deal with the matter under the terms of the company's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

Reasonable Grounds

The company reserves the right to search you or any of your property held on company premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.
The company reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the company's premises.

Electricity

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

Employees must:

- visually check electrical equipment for damage before use
- report any defects found to their line manager/supervisor
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto the company premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- not carry out any live working unless authorised to do so under a permit-to-work

Fire

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

The company does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so. Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

Fire Extinguisher Chart							
Extinguisher		Type of Fire					
Colour	**Type**	**Solids**	**Flammable Liquids**	**Flammable Gases**	**Electrical Equipment**	**Cooking Oils & Fats**	**Special Notes**
 **Red**	**Water**	✓ Yes	✗ No	✗ No	✗ No	✗ No	Dangerous if used on 'liquid fires' or live electricity.
 **Cream**	**Foam**	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes	Not practical for home use.
 **Canary Yellow**	**Wet Chemical**	✗ No	✗ No	✗ No	✗ No	✓ Yes	Cooking Oils & Fats
 **Blue**	**Powder**	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No	Safe use up to 1000v.
 **Black**	**Carbon Dioxide (CO2)**	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes	Safe on high and low voltages.
 **White**	**Dry Water Mist**	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✓ Yes	Safe to use on up to 35kV

Fire and Emergency Evacuation

IF YOU DISCOVER A FIRE:

Operate the nearest fire alarm call point.

IF IT IS SAFE TO DO SO AND IF YOU HAVE AUTHORISATION AND APPROPRIATE TRAINING, attack the fire with the fire fighting equipment provided

Always ensure there is a safe exit route before attempting to extinguish any fire.

Leave the building immediately if you cannot control the fire or your escape route is threatened.

ON HEARING THE ALARM:

The fire alarm sound is a **.....**

Immediately vacate the premises by the nearest available exit

Close all windows and doors behind you

Go to assembly point

Report to the person in charge of your assembly point

The assembly point is located:

.....

DO NOT RE-ENTER THE BUILDING TO COLLECT PERSONAL BELONGINGS.

DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE SENIOR PERSON PRESENT

DO NOT USE LIFT UNLESS AUTHORISED TO DO SO

VISITORS

All visitors should be escorted to the assembly point by their host.

It is important that they do not leave the area before notifying the senior person present.

LIAISING WITH EMERGENCY SERVICES

The senior person present will meet and liaise with the emergency services and any other interested parties, giving them pertinent information related to the emergency situation, such as location and details of emergency, location and presence of hazardous and flammable materials, head count statistics, etc.

First Aid

The company is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work. To achieve this objective the company will appoint and train a suitable number of first aid personnel to cover all work patterns.

If you are interested in becoming part a first aider or appointed person, please inform your manager/supervisor.

Should you require first aid treatment, please contact your nominated first aider/appointed person. Please ensure all accidents have been recorded accordingly.

First Aid supplies

A first aid box will be provided and should be kept stocked. If you use any of the contents please inform the persons responsible for the contents. Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted.

Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

The company will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff and visitors where appropriate.

Employees should **not** use any hazardous substance unless they have received the information and training for the safe use of that substance.

The symbols showing the danger posed by the hazardous substance may be of the old European type (orange background with black symbol) or of the new international symbols which became mandatory in June 2015 (white background with red border). Substances which have already been packaged using the old labelling system may still be encountered until 1st June 2017, so all employees will be provided with information about the old labelling system as well as the new symbols.

Health, Safety and Welfare

The company is committed to providing suitable health, safety and welfare facilities in line with current legislation, in particular the provision of:

- adequate maintenance of workplace and equipment
- appropriate ventilation, temperature control and lighting
- suitable cleanliness and housekeeping standards
- adequate workspace allocation
- properly designed workstations
- well maintained traffic routes and floors
- appropriate fall protection
- suitable glazing
- safe access and egress (well maintained exits and entrances)
- appropriate sanitary and washing facilities

- separate toilet facilities for men and women
- plentiful drinking water supply and cups
- seating with an incorporated back rest
- accommodation for keeping clothing clean and dry
- facilities for changing, rest periods, hot drinks and meals preparation
- showering facilities if the nature of an employees work requires this
- appropriate first aid provision
- appropriate emergency, fire and evacuation equipment and procedures

The company recognises these responsibilities are required for any work whether on a remote work site, at their usual workplace or head office.

Lone Working

The company will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area of a building with all doors closed, ensure that someone is aware of your presence

- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person

- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office every couple of hours indicating your movements

- do not put yourself at risk; if you do not feel safe discuss the situation with your immediate manager

- report all accidents, injuries, near-misses and dangerous occurrences to your immediate manager

Manual Handling

To prevent injuries and long term ill-health from manual handling the company will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the company will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level. In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Information and Training

Adequate information and training will be provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution.

Health

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

Employees who have a medical condition that may prevent them undertaking a task should notify their Manager / Supervisor beforehand. Should you become injured whilst handling anything then this must be reported to your Manager/Supervisor so it can be suitably investigated.

New and Expectant Mothers

The company recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

Should you become pregnant or are returning to work after having a baby, then you are requested to notify your manager at the earliest possible opportunity so a risk assessment can be carried out.

Any necessary control measures will be implemented and reviewed regularly. Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

New or expectant mothers should inform their manager of any changes which may affect the risk assessment including any medical conditions, incidents etc.

Personal Protective Equipment

The company provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

Employees provided with PPE must:

- wear the PPE as instructed or where indicated by signage
- maintain it in good condition
- report any defects to your supervisor/manager
- ensure the PPE fits correctly, is comfortable and fully adjusted

Risk Assessment

Risk Assessment involves identifying the hazards present in the work place or arising out of any work activity, and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness. The company will arrange for competent people to carry out risk assessments of all activities, substances, equipment, plant or working conditions likely to give rise to a significant risk of injury or ill health.

Employees will be advised as to the results of the risk assessment process and the additional control measures to be implemented to reduce risk to an acceptable level.

Smoking

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the company that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace and this includes the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This includes company vehicles that are used by more than one employee. If you have a company car that is designated for your sole use and that is never used by other employees then you can smoke in it if you wish – but the company recommends that you do not do so. This policy applies to all employees, customers and visitors.

Implementation

All staff are obliged to adhere to and facilitate the implementation of the policy.

The company will ensure that all employees and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in company vehicles that are covered by the law.

Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable company, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager or through the company’s grievance procedure. If deemed appropriate, the company will provide access to confidential counselling for employees affected by stress caused either by work or external factors

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

Training

Training in health and safety is a legal requirement and also helps create competent employees at all levels within the company to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

All employees will receive **induction training**.

Such training will cover:

fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed

Visitors

In the interest of safety and security, the company will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

- they are authorised to enter the premises or are accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements

Employees aware of people on the premises who may be unauthorised should report these to their manager for action.

Emergency Action

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

Work At Height

The company will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so. Where not practical, then the company will ensure that all work activities that involve work at height are identified and assessed.

If working at height you must ensure that:

- the task has been assessed
- suitable safety measures are in place
- any equipment being used has been erected by a competent person and is safe to use
- you only use equipment for which you have been trained and are authorised to use

Ladders are permitted for light, short duration work only and must be secured to prevent displacement.

Work Equipment

The company will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

Employees must

- only use work equipment for which they have received information and training for
- not undertake any maintenance work unless competent and authorised to do so
- not interfere with or remove anything which has been provided for safety reasons
- report defects immediately to their manager/supervisor
- use any personal protective equipment as required

Young Workers

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A 'young person' is defined as one who is below the age of 18 years.

To ensure the safety of young persons the organisation will:

- carry out risk assessments to cover the activities of young persons
- implement the actions determined by the risk assessment process
- inform the young persons of any risks associated with their work and the control measures taken to protect them
- provide a copy of the risk assessment to the parent/guardian of any young person below the school leaving age
- provide additional appropriate information, instruction, supervision and training, etc as determined by the risk assessment

GUIDANCE

Asbestos

Asbestos fibres are present in the environment in Great Britain so people are exposed to very low levels of fibres. However, a key factor in the risk of developing an asbestos-related disease is the total number of fibres breathed in.

Working on or near damaged asbestos-containing materials or breathing in high levels of asbestos fibres, which may be many hundreds of times that of environmental levels could increase your chances of getting an asbestos-related disease.

When these fibres are inhaled they can cause serious diseases which are responsible for around 4000 deaths a year. There are three main diseases caused by asbestos: mesothelioma (which is always fatal), lung cancer (almost always fatal) and asbestosis (not always fatal, but it can be very debilitating).

Remember, these diseases will not affect you immediately but later on in life, so there is a need for you to protect yourself now to prevent you contracting an asbestos-related disease in the future.

It is also important to remember that people who smoke and are also exposed to asbestos fibres are at a much greater risk of developing lung cancer.

You are mostly at risk when:

- you are working on an unfamiliar site
- the building you are working on was built before the year 2000
- asbestos-containing materials were not identified before the job was started
- asbestos-containing materials were identified but this information was not passed on by the people in charge to the people doing the work
- you don't know how to recognise and work safely with asbestos
- you know how to work safely with asbestos but you choose to put yourself at risk by not following proper precautions, perhaps to save time or because no one else is following proper procedures

Remember, as long as the asbestos is not damaged or located somewhere where it can be easily damaged it won't be a risk to you.

- you can't see or smell asbestos fibres in the air
- the effects of asbestos take many years to show up - avoid breathing it in now
- smoking increases the risk many times
- asbestos is only a danger when fibres are made airborne

What to do if you suspect Asbestos

- DO NOT disturb the material
- check the design specification (details asbestos procedure)
- notify the responsible person on the site
- ask to see the site asbestos log / survey report
- DO NOT carry out any drilling or removal of the suspect material until it has been declared safe by an approved specialist or the material has been safely removed by a licensed contractor

How do I identify Asbestos?

There is no clear way of identifying asbestos by just looking at it but the following images do clarify the main areas you are likely to find it and what it looks like.

This list is not exhaustive and is a basic example of products which you may come into contact with.

Control of Substances Hazardous to Health (COSHH)

There are a range of Hazardous Substances to which the regulations apply. These include:

- those classified and shown with warning label
- substances with Occupational Exposure Limits
- biological agents e.g. Legionella bacteria
- any kind of dust
- substances generated by work processes e.g. various bacteria/viruses from bodily fluids' premises with covered or underground parking that may expose people to vehicle exhaust fumes and some manufacturing and cleaning processes that may give off dusts, vapours or fumes

Hazard Labelling

Hazardous substances may be defined as being very toxic, toxic, corrosive, harmful, sensitising, irritant, carcinogenic, mutagenic or toxic for reproduction.

Classification of hazardous substances is currently done under the Classification Labelling and Packaging (CLP) Regulations, which came into full effect in June 2015. These Regulations require hazardous substances to be packaged and labelled to an internationally agreed standard. However, hazardous substances which have already been packaged and placed on the market do not have be removed from the supply chain until 1st June 2017. This means that hazardous substances can be found packaged using symbols from the old European standard until that date.

Hazardous substances can be readily identified by their label:

European system (pre-June 2015)

	**Harmful / Irritant**		**Corrosive**		**Toxic**		**Flammable**
	**Oxidising**		**Explosive**		**Dangerous to the Environment**		

International system (current standard)

 **Harmful / Irritant**	 **Corrosive**	 **Toxic**
 **Flammable**	 **Oxidising**	 **Harmful to the environment**
 **Carcinogenic / mutagenic**	 **Explosive**	 **Gases under pressure**

Hazardous substances that are generated by work processes are not as easily identifiable as they do not come conveniently labelled.

Exposure Routes

Exposure to hazardous substances may be via:

- inhalation e.g. dust/ particulate or vapours/ fumes
- contact with eyes or cuts
- absorption through the skin
- ingestion
- injection

Hazard Effects

Effects on health may be short-term or long-term and will generally vary according to levels and duration of exposure. Effects of substances also vary with some having an accumulative effect and some that will have only temporary health effects.

Control Principles

The principles applied to substances to control exposure are:

1. elimination e.g. don't use the substance
2. substitution e.g. a less hazardous substances
3. engineering controls e.g. Local Exhaust Ventilation
4. information, instruction, supervision and training
5. Personal Protective Equipment (PPE) e.g. gloves, glasses, overalls

Working with Hazardous Substances

Prior to working:

- ensure you understand the risks of working with any hazardous substances and the controls in place
- ensure you know the location of the material safety data sheets and risk assessments
- ensure the controls specified in the risk assessment, including any items for emergencies are:
    - in place
    - fully operational
    - available
- ensure you understand how to operate or use any control measures safely and have received training prior to starting work

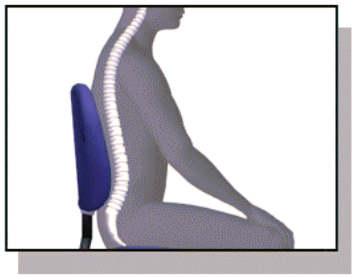
Whilst working

- ensure regular check controls are effective
- clean up any spillages etc
- report any problems or defects immediately to your manager
- report any ill-health or accidents to your manager

Display Screen Equipment (DSE)/Visual Display Unit (VDU)

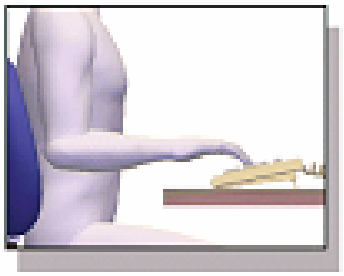
Some practical tips:

Getting Comfortable



- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your lumbar should be supported by the seat cushion, forearms should be approximately horizontal and your eyes the same height as the top of the VDU.

- Make sure you have enough work space to take whatever documents or other equipment you need.



- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements

- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light

- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment

- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users

Keying in

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.

- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

Using a mouse

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.

- Support your forearm on the desk, and don't grip the mouse too tightly.

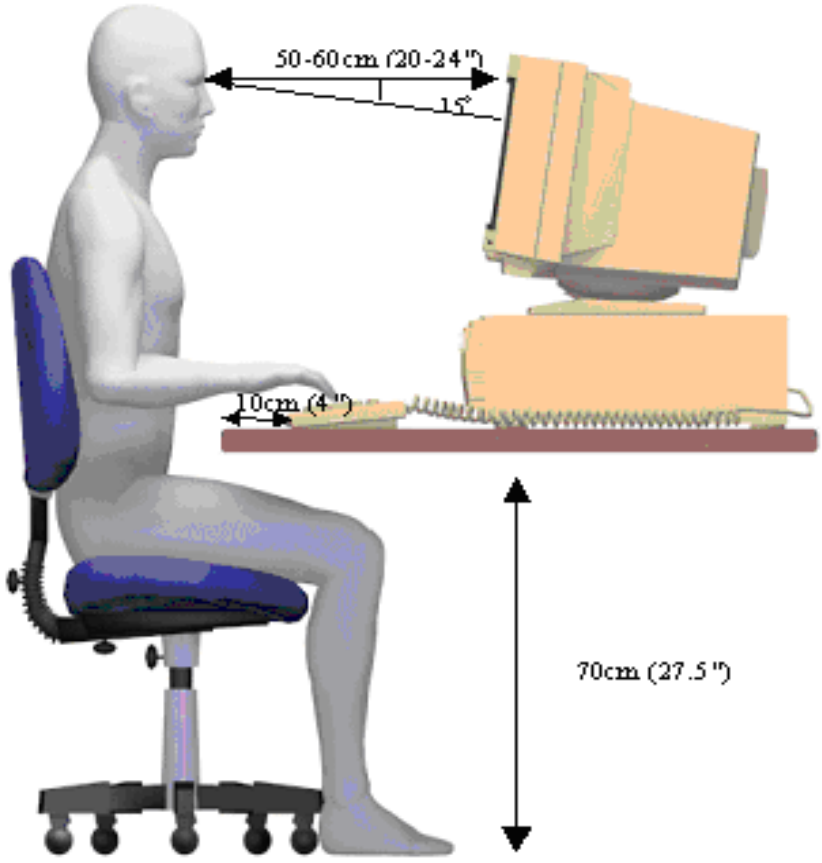
- Rest your fingers lightly on the buttons and do not press them hard.

Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

Posture and Breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation).
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.



Electrical Safety

What are the hazards?

The main hazards are:

- contact with live parts causing shock / burns (normal mains voltage, 230 volts AC, can kill)
- faults which could cause fires
- fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere, e.g. in a spray paint booth

Ensure that:

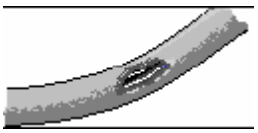
- suspect or faulty equipment is taken out of use, labelled 'DO NOT USE' and kept secure until examined by a competent person
- where possible, equipment, tools and power socket-outlets are switched off before plugging in or unplugging
- equipment is switched off and/or unplugged before cleaning or making adjustments

Visual checks on electrical equipment

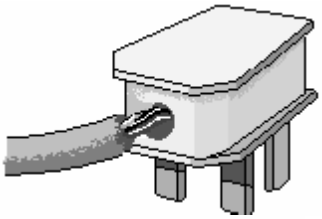
1. Inspections and testing of all portable electrical equipment and the fixed electrical installations is the responsibility of the company, though the responsibility for undertaking visual checks falls to all employees.

2. Around 95% of all faults or damage can be found by visual checks and this will involve checking:

- for damage to the cable covering, such as cuts and abrasions, apart from light scuffing, or non-standard repairs e.g. cable wrapped with electrical tape



- where the cable enters the plug. Internal wires - those covered by the outer sheath may be exposed or the cable may be loose and move within the plug



- for damage to the plug, such as the cracked casing, bent pins, evidence of overheating i.e. burn marks or discoloration

- for damage to the sockets, switches, etc. e.g. cracked or broken casing
- that equipment has been used in conditions for which it is not suitable, e.g. a wet or dusty workplace or has damage to the outer cover of the equipment or has obvious loose parts or screws
- cables are routed safely, with the one extension lead used per socket. Where there is a risk of tripping over cables and they cannot be re-routed, cable strips must be fitted

Ladders and Stepladders

This guidance is to help you:

- know when to use a ladder
- decide how to go about selecting the right sort of ladder for the particular job
- understand how to use it
- know how to look after it
- take sensible safety precautions

When is a ladder the most suitable access equipment?

As a guide, **only** use a ladder or stepladder:

- in one position for a maximum of 30 minutes

- for 'light work' - they are not suitable for strenuous or heavy work. If a task involves you carrying more than 10 kg (a bucket of something) up the ladder or steps it will need to be justified by a detailed manual handling assessment

- where a handhold is available on the ladder or stepladder

- where you can maintain three points of contact (hands and feet) at the working position

On a **ladder** where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On **stepladders** where a handhold is not practicable you will need to consider whether it is safe to work or not.

Is it a safe place to use a ladder or stepladder?

As a guide, **only** use a ladder or stepladder:

- on firm ground or spread the load (e.g. use a board)

- on level ground - for stepladders refer to the manufacturer's instructions, for ladders the maximum safe ground slopes on a suitable surface (unless the manufacturer states otherwise) are as follows:

    - side slope 16° – but the rungs still need to be levelled
    - back slope 6°

- on clean, solid surfaces (paving slabs, floors etc). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination

Never stand ladders or stepladders on moveable objects, such as pallets, bricks, lift trucks, tower scaffolds, vans, stacks of paper or boxes etc. If the ladder or stepladder won't reach, you need to use a more suitable type of access equipment.

You should **only** use ladders or stepladders:

- where they will not be struck by vehicles, by protecting them with suitable barriers or cones

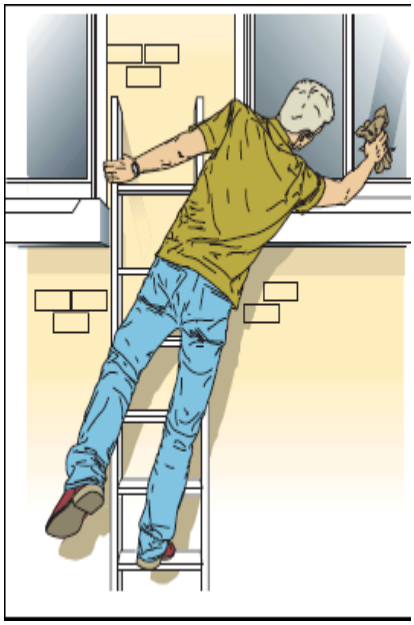
- where they will not be pushed over by other hazards such as doors or windows, by securing doors (not fire exits) and windows where possible. If this is impractical, have a person standing guard at a doorway, or inform building occupants not to open windows until they are told it is safe to do so

- where pedestrians are prevented from walking under them or near them, by using barriers, cones or, as a last resort, a person standing guard at the base

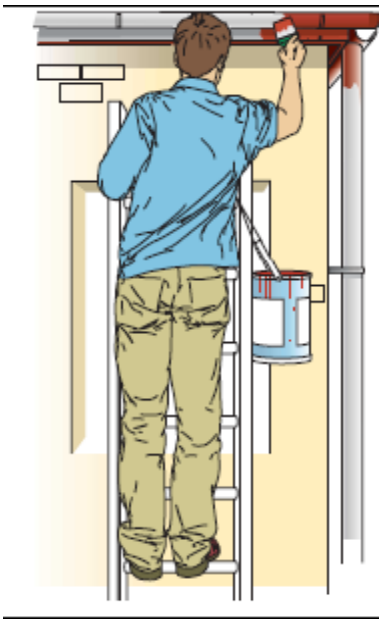
Safety in use – ladders

On a ladder **do not**:

- overload it – you and anything you are carrying should not exceed the highest load stated on the ladder
- overreach - keep your navel inside the stiles and both feet on the same rung throughout the task
- rest ladders against weak upper surfaces e.g. glazing or plastic gutters. Use effective spreader bars instead
- use the top three rungs
- move the ladder while someone is using it
- extend a ladder while standing on the rungs
- slide down the stiles



Overreaching – not maintaining 3 points of contact



Maintaining 3 points of contact

Do:

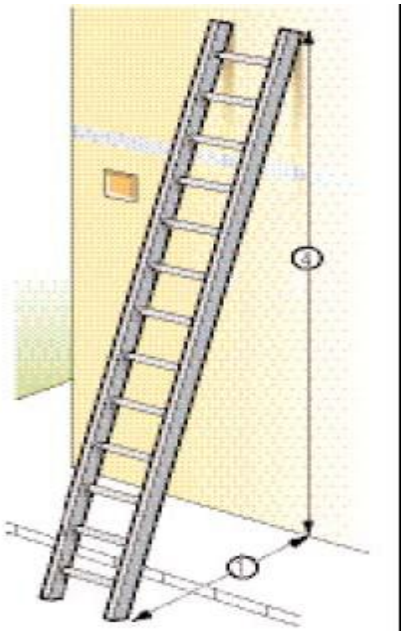
- make sure the ladder rungs are level. This can be judged by the naked eye. Ladders can be levelled using specially designed devices but not by using bits of brick or whatever else is at hand
- check that the weather is suitable - do not use ladders in strong or gusting winds
- wear sensible footwear. Shoes should not have the soles hanging off, have long or dangling laces, or be thick with mud or other slippery contaminants. High heels are also unsuitable!
- check that you are fit. Certain medical conditions or medication, or a fear of heights, could mean that you shouldn't be working at height
- know how to tie a ladder properly

You should also avoid holding items when climbing (for example by using tool belts). If you must carry something you must still have one free hand to grip the ladder. Remember the THREE POINTS OF CONTACT RULE – 2 hands and 1 foot or 2 feet and 1 hand **MUST BE** on the ladder at all times when climbing and descending.

Ladders must be erected at an angle of 75°. To judge the angle use the angle indicator marked on the stiles of some ladders or the 1 in 4 rule (1 unit out for every 4 units up, as shown in Figure 3).

Ladders used for access to another level must be tied and should extend at least 1 metre above the landing point to provide a secure handhold (see Figure 4).

Correct 1 in 4 angle:

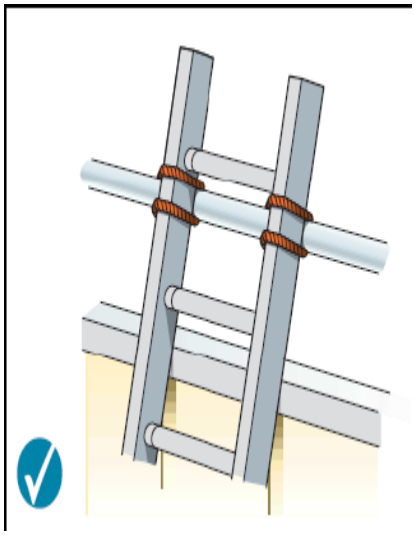


Securing a ladder

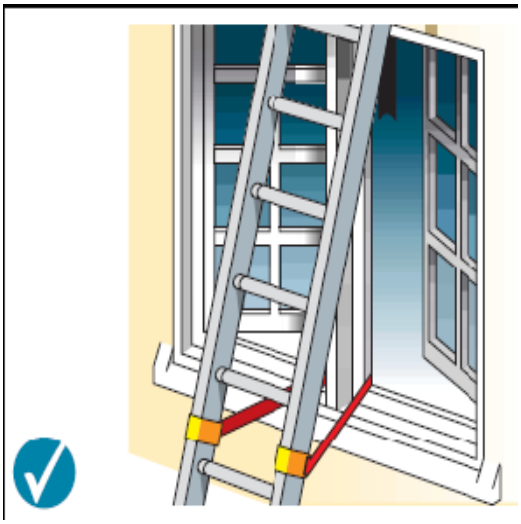
To prevent the ladder slipping away from the wall, or slipping sideways, you must secure it. The options for securing a **ladder** are:

- tie the ladder to a suitable point, making sure both stiles are tied
- where this is not practical, use a safe, unsecured ladder or a ladder supplemented with an effective ladder stability device
- if this is not possible, then securely wedge the ladder e.g. against a wall
- if none of the above can be achieved, foot the ladder. Footing is the last resort and other methods of securing the ladder should be used in preference

If you do have to foot a ladder, be aware that this will not stop a ladder slipping sideways at the top. Individuals footing ladders should apply weight downwards on the ladder by standing on a rung, or by pushing against the ladder stiles (although this is less effective).

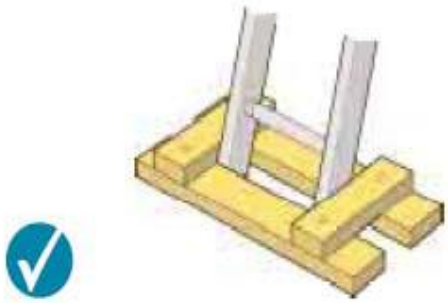


Ladder tied at the top stiles
(correct for working on, but not for access)



Tying part way down

Tying near the base

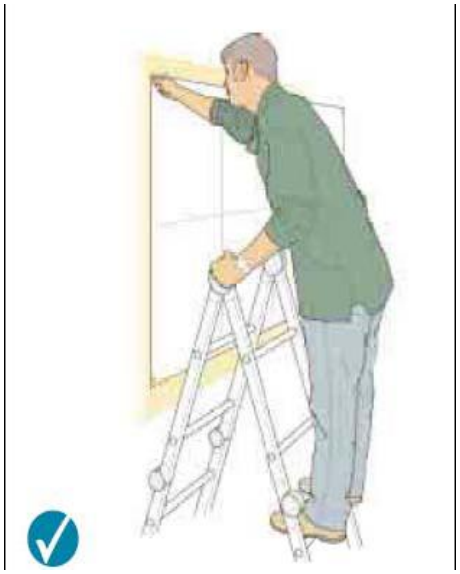


Securing at the base

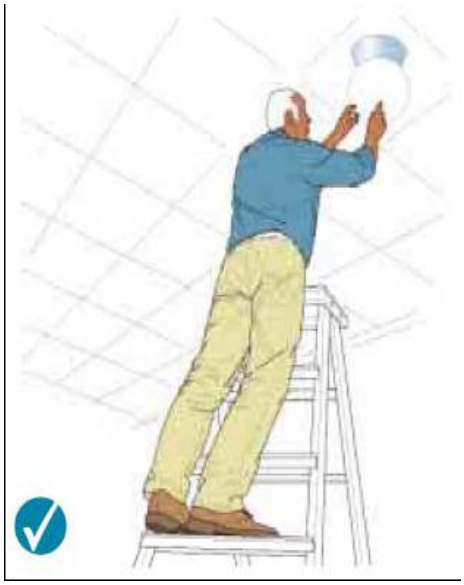
Safety in use – stepladders

On a stepladder **do not:**

- overload it – you and anything you are carrying should not exceed the highest load stated on the stepladder
- use it in locations where the restraint devices cannot be fully opened. Any locking devices must also be engaged
- use the top two steps of a stepladder, unless a suitable handrail is available on the stepladder
- use the top three steps of swing-back or double-sided stepladders, where a step forms the very top of the stepladder



Correct – two clear rungs. Don't work any higher up this type of stepladder.



Correct – 3 clear rungs, do not work any higher on this type of stepladder

When using stepladders, avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete), by having the steps facing the work activity. Where side-on loadings cannot be avoided you should prevent the steps from tipping over, for example by tying the steps to a suitable point, or you should use a more suitable type of access equipment.

Incorrect – steps side on to work activity

Correct – steps facing work activity

Where you cannot maintain a handhold (e.g. putting a box on a shelf), the use of a stepladder will have to be justified by taking into account:

- the height of the task
- a safe handhold still being available on the stepladder
- whether it is light work
- whether it avoids side loading
- whether it avoids overreaching
- whether your feet are fully supported
- whether you can tie the stepladder

Consider tying a **stepladder** where possible and helpful to the task (e.g. side-on working or where two free hands are needed). Stepladders should not be used for access to another level unless they have been designed for this.

Is the ladder or stepladder safe to be used?

You must check that the ladder or stepladder is in a safe condition before using it (a daily pre-use check). As a guide, **only** use ladders or stepladders that:

- have no visible defects
- have a current detailed visual inspection (look for an inspection label)
- are suitable for work use. Use Class 1 or EN 131 ladders or stepladders at work because domestic (Class 3) ones are not normally suitable for use at work
- have been maintained and stored in accordance with the manufacturer's instructions

Also, you must always use a non-conductive ladder or steps for any necessary live electrical work.

Pre-use checks

Look for obvious visual defects before using a ladder or stepladder. Check that:

- all the ladder feet are fitted
- the feet are in good repair (not loose, missing, splitting, excessively worn, secure etc)
- the feet are clean - the feet should be in contact with the ground. Ladder feet should also be checked when moving from soft/dirty ground (e.g. dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (e.g. paving slabs), to ensure the foot material and not the dirt (e.g. soil, embedded stones or swarf) is making contact with the ground
- all the screws, bolts and hinges are secure
- on a stepladder, that the "spreaders" on the ladder can be locked into place
- There are no other obvious signs of damage such as cracks

If you find a problem, DO NOT USE the ladder. It should be repaired (if practicable) or destroyed

Storage

When storing ladders and stepladders, store them in a well ventilated area to prevent sagging and warping. Store straight ladders in flat racks or on wall brackets, don't hand them from the rungs. Store step ladders in the closed, vertical position.

The information in this Guidance is based on the HSE leaflet 'Safe use of ladders and step ladders'.

Lone Working

There are certain circumstances where two staff must always be involved and specifically, that a safe system of work should be followed e.g. working in confined spaces. If you think that the job cannot or should not be done safely alone discuss it with your manager or supervisor prior to starting.

Working alone can involve a number of scenarios. However, the following practical tips will apply to all of these:

- always tell someone, record where you are going, when you are going and your expected time of return
- take a mobile phone with you and ensure that it is charged in case you need to use it
- ensure your manager or colleagues have a record of your mobile telephone number
- keep valuables / cash to a minimum
- maintain regular contact with colleagues or manager

HOME VISITS

When visiting people in their own homes it must always be recognised that you are far more vulnerable than in other situations, due to a number of factors e.g. you are on their territory, you will be less familiar with the surroundings, prior to entering you will not know who is in the property.

When carrying out home visits the following advice must be taken into consideration:

- wherever possible get to know the persons in advance. If in any doubt, discuss the visit with your manager, and if necessary go with another member of staff
- if you are meeting someone unknown to you, check their authenticity before leaving for your appointment
- if possible arrange an initial meeting to take place at the office or a public place to give the opportunity to assess the person
- during visits ensure that your exit is never impeded
- do not enter a property if the person you expect to see is not there
- be alert at all times to signs that a situation is getting out of hand. If you feel that this is happening, make your excuses and leave immediately
- be aware that people may have dogs or other animals in their home and these could be used to intimidate you. Where possible ask for them to be moved to a separate room (an exception may be when a dog is provided as a support for a disability)
- always stay calm and do not return aggression as this may aggravate the situation
- trust your instincts and act on them
- report any conflict or incidents to your manage or supervisor

INTERVIEWING IN OFFICES

There is a potential for violent crime against staff at all times, not least when interviewing or meeting members of the public in offices. The following general advice is given:

- ensure your manager or colleagues have a record of your mobile telephone number
- keep valuables / cash to a minimum
- maintain regular contact with colleagues or your manager
- assess the client prior to the meeting
- notify staff in your department, recording who and where you are interviewing
- ensure that there are always other members of staff available
- if you have any doubts or fears do not interview alone, ask for another member of staff to assist
- be constantly alert to signs of tension, frustration or aggression
- when using any interview room ensure that your exit to the door is not impeded, always seat yourself nearest to the exit
- prior to using an interview room ensure that there are no loose objects available which could be used as weapons
- know how to summon help and ensure this remains accessible

WALKING

Anyone who is on foot should develop a sensible level of awareness to danger that is relevant to the circumstances. The use of a few sensible precautions should minimise risks:

Walking safely

- avoid short cuts through dimly lit or enclosed areas
- after dark keep away from bushes, doorways and alleyways
- tell your manager or colleagues your precise destination and expected time of return
- walk facing oncoming traffic, this avoids a vehicle coasting quietly upon you from behind
- walk confidently and purposefully, avoid sending out signals of fear and vulnerability
- do not wear a personal stereo, it will reduce awareness of your surroundings
- wear sensible footwear, do not wear footwear which may impede your actions if alarmed
- if you think you are being followed, cross the street. If they continue to follow, move to the nearest place with people and call the Police using your mobile phone
- keep your distance if asked for directions

Carrying money and valuables safely

- don't carry more cash than absolutely necessary
- keep wallets/purses in inside pockets
- carry handbags close to the body, on the side away from the kerb
- make sure the fastening on the bag is secure
- if someone grabs you bag or wallet, let it go. Personal safety is paramount

Be on guard with strangers

- be cautious in conversation; don't give away any personal details
- trust your instincts and avoid crowds or groups which may appear threatening
- be wary of stationary vehicles with engines running and people sitting in them
- if a car stops and you are threatened, move away quickly in the opposite direction and use your mobile phone to call for assistance

DRIVING

If you drive, a few sensible precautions will help minimise risks and help to make you more confident:

1) Before you set off

- make sure your vehicle is regularly serviced and check oil and tyres etc. regularly
- ensure you have adequate fuel for the journey
- plan your route
- tell your manager or colleagues your precise destination and expected time of return

2) On the road

- keep bags and other valuables out of sight – even during the journey
- keep doors locked, windows and sunroof closed as much as possible, especially in stop/go traffic
- do not pick-up hitch hikers
- if followed, drive to the nearest police station or concentration of people and call for assistance using your mobile phone

3) Leaving the vehicle

- always lock your vehicle and put anything of value out of sight
- if dark or if it will be dark when returning to your vehicle, park in well lit places, as near to your destination as possible
- wherever possible, use a manned car park
- when parking, reverse your vehicle into a parking space and leave it as close to the exit as you can
- have your keys ready when you return to your vehicle; check the interior for intruders before getting in

4) If you break down

- pull off the road as far as you can and if necessary switch on your hazard warning lights
- if someone offers help and you feel uncertain about them, stay in your vehicle (except on motorway) with the doors locked and use your mobile phone to summon assistance. Do not get into a car with a stranger or try to hitch a lift
- summon assistance using your mobile phone and give precise details of your location

5) If you feel threatened

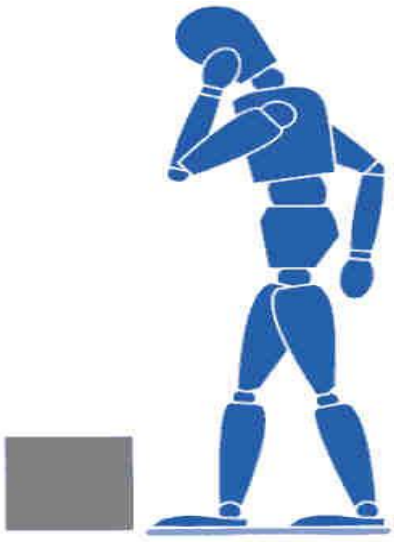
- if you are being followed, drive to a busy place
- if the occupants of a car beside you e.g. at traffic lights or road junction try to attract your attention for any reason, simply ignore them
- if a car travels alongside you at the same speed, slow down and let them pass. If the driver persists, drive to a busy place and call the police
- if a car pulls up in front of you, forcing you to stop, leave the engine running, activate your hazard warning lights and sound your horn continuously. If the driver gets out and approaches you, reverse and get away

Manual Handling

PRINCIPLES OF GOOD HANDLING TECHNIQUE

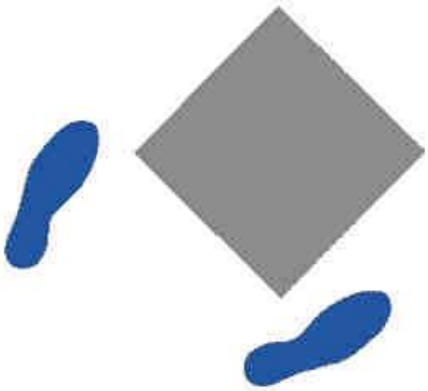
1 Planning

Plan the lift and consider: where the load is to be placed, what are the distances involved, are there any obstructions such as closed doors, is assistance required, and can handling aids or equipment be used?



2 Feet

The feet should be positioned a shoulder width apart, one foot ahead of the other in the direction of the intended movement.



3 Knees

Adopt a good posture for handling with the knees bent (not squat – don't kneel), in order to gain the most effective power from the thigh muscles.

4 Back

The back should be straight (not necessarily vertical, 15 - 20^{o} from vertical is alright) keeping the natural curve of the spine. It may help to tuck in the chin. If necessary, lean forward a little over the load to get a good grip and to keep the centre of gravity over the load.

5 Arms

The arms should be close to the body (nearer the centre of gravity) with the shoulders level and facing the same direction as the hips.

6 Hands

Ensure a firm grip on the load using the roots of the fingers and the palm of the hand. Holding the load this way is also less tiring than keeping the fingers straight.

7 Head

Raise the chin out and up as the lift begins, otherwise this results in round shoulders and a curved spine.

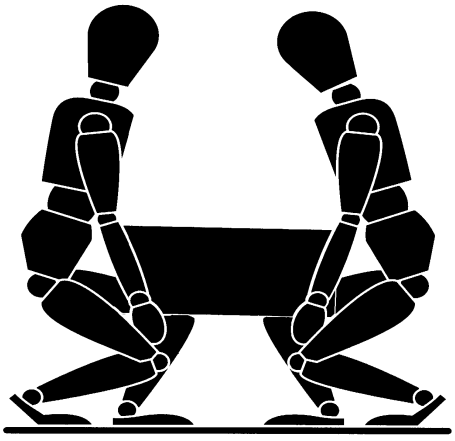
8 Moving the Load

Keep the load as close to the trunk for as long as possible, and where relevant, keep the heaviest side of the load close to the body. Slide the load towards you if required.

- Lift smoothly
- Move the feet not the trunk when turning to the side i.e. don't twist.
- Put the load down and then slide the load into the required position if necessary.

9 Team handling

Handling by two or more people may make possible an operation that is beyond the capability of one person or reduce the risk of injury to a solo handler.



Additional difficulties may arise if team members impede each other's vision or movement, or if the load offers insufficient good handholds. This can occur particularly with compact loads which force the handlers to work close together or where the space available for movement is limited.

When lifting loads at or near floor level is unavoidable, it is preferable to use handling techniques which allow the use of relatively strong leg muscles rather than those of the back, provided the load is small enough to be held close to the trunk. In addition, if the task includes lifting to shoulder height, allow the handlers to change hand grip. Bear in mind however, that such techniques impose heavy forces on the knees and hip joints which must carry both the weight of the load and the weight of the rest of the body.

The closeness of the load to the body can also be influenced by foot placement. The elimination of obstacles which need to be reached over or into will permit the handler's feet to be placed beneath or adjacent to the load before beginning the manual handling operation.

Safe Use of Stepladders

This guidance is to help you:

- know when to use a stepladder
- decide how to go about selecting the right sort of stepladder for the particular job
- understand how to use it
- know how to look after it
- take sensible safety precautions

When is a stepladder the most suitable access equipment?

As a guide, **only** use a stepladder:

- in one position for a maximum of 30 minutes
- for 'light work' - they are not suitable for strenuous or heavy work. If a task involves you carrying more than 10 kg (a bucket of something) up the stepladder it will need to be justified by a detailed manual handling assessment
- where a handhold is available on the stepladder
- where you can maintain three points of contact (hands and feet) at the working position

On **stepladders** where a handhold is not practicable you will need to consider whether it is safe to work or not.

Is it a safe place to use a stepladder?

As a guide, **only** use a stepladder:

- on firm ground or spread the load (e.g. use a board)
- on level ground - for stepladders refer to the manufacturer's instructions
- on clean, solid surfaces (paving slabs, floors etc). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination

Never stand stepladders on moveable objects, such as pallets, bricks, stacks of paper or boxes etc. If the stepladder won't reach, you need to use a more suitable type of access equipment.

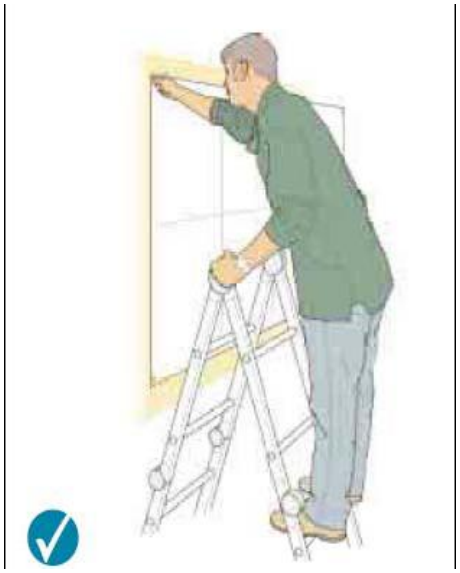
You should **only** use stepladders:

- where they will not be struck by vehicles, by protecting them with suitable barriers or cones
- where they will not be pushed over by other hazards such as doors or windows, by securing doors (not fire exits) and windows where possible. If this is impractical, have a person standing guard at a doorway, or inform building occupants not to open windows until they are told it is safe to do so
- where pedestrians are prevented from walking under them or near them, by using barriers, cones or, as a last resort, a person standing guard at the base

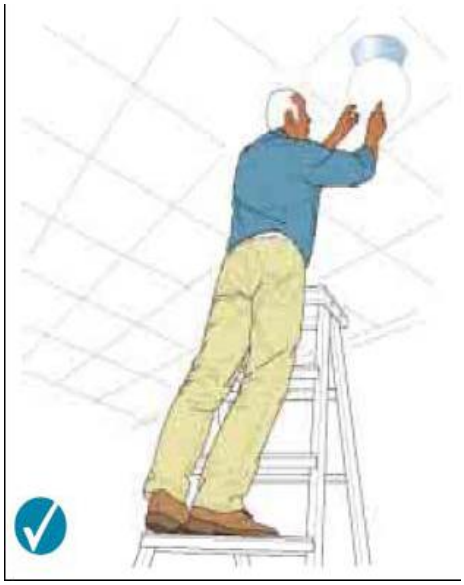
Safety in use – stepladders

On a stepladder **do not:**

- overload it – you and anything you are carrying should not exceed the highest load stated on the stepladder
- use it in locations where the restraint devices cannot be fully opened. Any locking devices must also be engaged
- use the top two steps of a stepladder, unless a suitable handrail is available on the stepladder
- use the top three steps of swing-back or double-sided stepladders, where a step forms the very top of the stepladder



Correct – two clear rungs. Don't work any higher up this type of stepladder.



Correct – 3 clear rungs, do not work any higher on this type of stepladder

When using stepladders, avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete), by having the steps facing the work activity. Where side-on loadings cannot be avoided you should prevent the steps from tipping over, for example by tying the steps to a suitable point, or you should use a more suitable type of access equipment.

Incorrect – steps side on to work activity

Correct – steps facing work activity

Where you cannot maintain a handhold (e.g. putting a box on a shelf), the use of a stepladder will have to be justified by taking into account:

- the height of the task
- a safe handhold still being available on the stepladder
- whether it is light work
- whether it avoids side loading
- whether it avoids overreaching
- whether your feet are fully supported
- whether you can tie the stepladder

Consider tying a **stepladder** where possible and helpful to the task (e.g. side-on working or where two free hands are needed). Stepladders should not be used for access to another level unless they have been designed for this.

Is the stepladder safe to be used?

You must check that the stepladder is in a safe condition before using it (a daily pre-use check). As a guide, **only** use stepladders that:

- have no visible defects
- are suitable for work use - use Class 1 or EN 131 stepladders at work because domestic (Class 3) ones are not normally suitable for use at work
- have been maintained and stored in accordance with the manufacturer's instructions

Also, you must always use a non-conductive stepladder for any necessary live electrical work.

Pre-use checks

Look for obvious visual defects before using a stepladder. Check that:

- all the feet are fitted
- the feet are in good repair (not loose, missing, splitting, excessively worn, secure etc)
- the feet are clean - the feet should be in contact with the ground
- all the screws, bolts and hinges are secure
- on a stepladder, that the "spreaders" on the ladder can be locked into place
- there are no other obvious signs of damage such as cracks

If you find a problem DO NOT USE the stepladder. It should be repaired (if practicable) or destroyed.

Storage

Store step ladders in the closed, vertical position.

The information in this Guidance is based on the HSE leaflet 'Safe use of ladders and step ladders'

Work At Height

Work at Height means work in any place from which a person can fall and includes work at ground level where there is the potential to fall below ground level such as into excavations, manholes, pits etc.

Work at height usually involves the use of specialised work equipment such as:

- scaffolds including fixed and mobile systems
- mobile elevated working platforms
- edge protection and barriers around leading edges
- suspended equipment such as cradles and Boatswain's Chairs
- ladders, crawling ladders, stepladders and trestles

Permanent staircases, raised walkways and high level work areas are NOT deemed to be work at height if they have appropriate balustrades, guard-rails, parapet walls etc. to prevent falls unless work is being done which raises the person sufficiently for them to fall. The potential hazards relating to falls from a height are usually quite obvious and can be found in most work places.

There are many hazardous situations which could result in falls from a height such as:

- unprotected elevated workplaces such as flat roofs, gantries, walkways etc
- fragile surfaces such as pitched roofs, skylights on flat roofs etc
- unprotected openings such as manholes, excavations, shafts, pits etc
- use of unsuitable equipment such as chairs, tables, ladders etc
- use of unstable equipment such as ladders, stepladders, mobile tower etc
- failure to wear or use fall arrest equipment

TYPES OF PROTECTION

Permanent protection

This forms part of the permanent fall protection measures of the building or structure and should be designed to an appropriate standard; preventing personnel falling from a height. In some older buildings this protection maybe below the current standard or the original protection has been altered or destroyed over time making it unsuitable for its intended purpose. If you intend to use existing fall protection (e.g. edge protection around a flat roof) or permanent access arrangements you must:

- check existing arrangements meet relevant fall protection standards (e.g. 950mm high with suitable mid-rail and toe-boards to prevent people and objects falling)
- ensure suitable access exists such as suitable staircase, secure fixed ladder set at the correct angle with suitable handholds or vertical ladder with hoops etc

If the permanent protection is not adequate you will need to consider temporary protection.

Temporary protection

Examples of temporary protection include:

- proprietary edge protection installed around flat roofs and other elevated positions
- conventional scaffolding boarded out with suitable guard-rails and toe-boards
- tower scaffolding properly boarded out with suitable guardrails and toe-boards
- mobile elevated working platforms such as Cherry Pickers, Scissor Lifts etc
- purposely designed platforms properly attached to Forklift trucks
- suspended cradles with suitable guard-rails and toe-boards

Proprietary edge protection

Proprietary edge protection is also regarded as temporary edge protection and should be installed where the design of the roof does not provide suitable permanent edge protection.

The equipment must be properly installed to provide an effective barrier and the top of the guard rail or other similar means of protection must extend at least 950mm above the working surface and any opening or gap must not exceeding 470mm. Toe-boards should also be fitted where necessary to prevent material falling off the edge.

Conventional scaffold

All types of conventional scaffolding must be erected or installed by competent and trained personnel. Alterations or modifications must not be made unless authorised by a competent person. All scaffolding must be erected on firm ground or from a suitable structure capable of supporting the total load and fitted with suitable guard rails (950mm high) with an intermediate rail 450mm high and toe-boards to prevent material falling off. Suitable access should also be provided to reach the working platform and those erecting or dismantling the scaffold should wear and use adequate fall arrest equipment.

Tower scaffolds (both static and mobile)

The erection or dismantling of tower scaffolding should only be carried out by trained personnel and in accordance with the manufacturer's instructions. This type of equipment will provide a safe place of work as long as the following rules are applied. All towers should be erected and used only on firm level surfaces and static towers should be fitted with metal base plates to prevent damage to the standing tubes. The stability of tower scaffolds depend largely on the height to smallest base ratio with the maximum ratios shown below depending on whether it is a static or mobile tower:

- Static tower used internally 4: 1
- Static tower used externally 3.5: 1
- Mobile tower used internally 3.5: 1
- Mobile tower used externally 3: 1

The maximum freestanding height for mobile and static towers is 9.6m and 2m respectively and must conform to the ratios mentioned above. If the scaffold goes over these heights it must be properly secured to a suitable adjacent structure. Any working platform must be fully boarded with adequate

guardrails around the platform (top and mid-rail 950 mm and 450 mm respectively) with suitable toe-boards.

Ideally access should be an integral staircase inside the tower itself. However if vertical ladders are used they should always be fixed on the narrowest side. Never lean ladders against the outside of a tower in case it topples.

Mobile towers

In addition to the precautions mention under tower scaffolds, mobile towers must never be moved with plant, equipment or people on it and should only be moved by pushing or pulling near the base. Wheels must always be locked and where appropriate out-riggers fully extended before allowing personnel to use this equipment.

Mobile elevated working platforms (MEWPs)

MEWPs are the collective name for many types of powered working platforms such as Cherry Pickers, Flying Carpets, Scissor Lifts etc. This type of equipment must only be set up and used by properly trained and competent operators in accordance with the manufacturer's instructions.

Outriggers must be fully extended and lowered onto a firm surface to effectively support the equipment, where appropriate, and the equipment visually checked each time before use.

Since the platform is designed to move under power, care must be taken when used next to overhead or adjacent structures to avoid trapping and where necessary fall arrest equipment should be worn and used if there is a risk of the operator falling from the platform.

Platforms on forklift trucks

Only platforms specifically designed for attachment to Forklift trucks must be used for this purpose and the method of securing the platform to the forks and the operation of the platform must always be in accordance with the manufacturer's instructions.

Suspended cradles

Suspended access equipment includes items such as cradles, cages, suspended platforms etc. All such equipment must be specifically designed for its intended purpose and only trained and authorised personnel must use this type of equipment in accordance with the manufacturer's instructions. Such equipment must be regularly inspected and tested where appropriate.

Temporary protection as part of safe systems of work

This type of solution is usually adopted when the temporary protection mentioned above is not practical. However the options shown below by themselves do not provide a safe place of work and therefore additional precautions need to be considered in terms of establishing a safe system of work. This includes providing appropriate training, instruction and effective supervision to make sure the safe system is adhered to. The safe system may include the provision and use of fall arrest equipment to ensure that if the person undertaking the work does fall any possible injuries are minimized.

Temporary protection, which requires a detailed safe system of work, includes:

- leading edge protection
- roof ladders and crawling boards
- lightweight staging (Youngmans Boards)
- Boatswain's chairs
- abseiling equipment
- leading edge protection

These are movable platforms and barriers to protect personnel from falling when installing floors and roofs etc and are normally used with fall arrest equipment. It is extremely important to ensure there is a clearly defined safe system of work of how such equipment will be used in order to minimize the risk of falling and that the application of the system is closely supervised.

Roof ladders / crawling ladders

These are normally used on pitched roofs for limited short duration work such as fixing loose tiles, capping stones, checking hook bolts etc. More involved work on roofs will require scaffolding and suitable edge protection.

Lightweight staging

Such staging as the name suggests is designed for lightweight use and is commonly called Youngman staging or boards (proprietary name). This equipment is normally placed above and properly secured to suitable fixed supports to form a temporary working platform, which is then used for access or light, short duration work.

It is important to ensure when using this type of equipment that it is adequately supported to take the required load and properly secured to prevent accidental displacement. Guardrails and toe-boards should be securely fitted in order to prevent falls and proper thought and consideration given to erecting and dismantling the staging as part of the overall safe system of work.

Podium or platform steps

These types of steps are superior to step ladders since they provide an integral working platform as part of the steps with suitable guardrails or handholds. Some have the guardrail around all four sides whereas others have the guardrail around three sides allowing the work involving two hands.

The more comprehensive the guardrail system or extensive the handhold the less chance there is falling off and this should be the important criteria when deciding what type of equipment to provide and use.

Nevertheless it is still important to consider stability when using this type of equipment to prevent accidental toppling.

Boatswain's chair

This type of suspended access must only be used where the work is of short duration and other forms of platform are not reasonably practicable. They must only be used by competent persons as part of a detailed safe system of work and appropriate personal protective equipment must be used.

Abseiling equipment

This equipment is used for light work and inspection tasks where the provision of conventional means of access would be difficult or prohibited. It must only be used by competent persons as part of a detailed safe system of work and appropriate personal protective equipment must be used.

Stepladders

Many of the general rules for the safe use of ladders also apply to step ladders. Stepladders should only be used for low-level work.

Treads, hinges, bolts, screws and fixings must be sound and secure and the retaining cords must be of equal length and fully extended when in use. Stepladders must always be placed on a firm level surface with the ladder facing the work and the user should ensure the top of the ladder is not below waist height.

Trestles

All trestles require a firm, level base and must be fully extended before installing the platform. At least the top third of any folding trestle must be above the working platform and the maximum span should not exceed 3m. Guardrails and toe-boards must be erected around the platform to prevent people falling off.

Ladders

Many people fall from ladders while attempting to work as they are primarily designed to provide suitable access and egress. However ladders are sometimes used as a working platform if the other options mentioned above are not reasonable practicable and the work is short duration (a maximum of 15 - 30 minutes work at a single position before it is moved).

At least one handhold must be available and used at all times; any work involving the use of both hands at the same time will require a different type of solution such as those mentioned above e.g. platform with guardrails etc.

Fall arrest equipment

This type of equipment is normally used in conjunction with the temporary protection mentioned above or where there is no other practical solution to prevent falls from a height. Such equipment does not prevent falls; instead it limits the height of the fall provided the equipment is properly installed and used.

Fall arrest equipment comes in various forms such as:

- Full / Chest Harnesses with Lanyards
- Full / Chest Harnesses with Inertia Reels
- Safety Nets
- Full / Chest Harnesses with Lanyard or Inertia Reel

This equipment is only effective if suitable anchor points have been provided to connect the lanyard or Inertia Reel since without the opportunity to connect the equipment the user will simply fall while wearing the equipment. It is therefore essential when selecting this option to ensure that full and proper account is taken of how the equipment will be connected to the structure using anchor bolts, running lines, manlock devices etc.

It is also important to ensure that any anchor point is kept as high as possible and certainly above waist height to prevent the wearer falling any further than is necessary. Anyone expected to wear this equipment must be properly trained in its use and adequate provision made to check the equipment at regular intervals and to store it safely.

Fall restraint equipment must be provided and used when working on equipment that can move, such as window-cleaning cradles. It should, where practicable, be attached to an auxiliary safety rope rather than a main suspension rope or cradle since this will prevent falls in event of failure of the cradle. Fall restraint equipment must be thoroughly inspected both before and after each use particularly the condition of straps, webbing, stitching and ropes.

Safety nets

Nets do not prevent falls but will restrict the fall height minimizing injuries. Nets are normally used in semi-static situations where most of the work is concentrated in one area since the erection of the net itself produces its own risks.

It is also important to ensure the net is fixed in a position close to the work in order to minimize as far as possible the height of the fall and must be wide enough to catch anyone falling into it.

Inspection of protection

Inspection of the protective measures set up to ensure the safety of those affected during the working at height operation is an integral part of the effective management of the system.

Inspections should take place:

- before the equipment or system is used
- during the use of the equipment or system
- after extraordinary incidents, accidents or adverse conditions
- at intervals not exceeding 7 days in the case of scaffolds and other working platforms (including tower scaffolds and MEWPs) used for construction work and from which a person could fall more than 2 metres

Other aspects to consider when working at height are:

- Personal Protective Equipment (PPE) - where there are additional risks such as to the head, feet and hands suit PPE should be provided and worn e.g. safety helmet, foot wear, gloves etc
- falling objects - to prevent falling objects netting, barriers and toe-boards should be used as well as closing off areas below the work. All tools and loose material should be kept in suitable shoulder bags or containers
- fragile surfaces – if anyone does work on or near a fragile surface suitable platforms, coverings, guard rails and the like are provided and used to minimise the risk
- waste removal - to avoid people or material falling consideration should be given to installing purposely designed waste chutes to make handling easier and safer
- emergencies – consider the method of egress in an emergency such as a fire or the need to rescue someone who is ill or falls while wearing a harness etc
- material handling - consider how to best to transport material at a height using suitable mechanical aids to reduce manual handling. It is also important to think about safe storage to prevent it accidentally falling particularly in windy conditions
- mechanical handling - hiring and siting of lifting equipment is extremely important such as cranes in order to avoid the equipment striking or knocking personnel off of working platforms and ladders
- transport - the movement of vehicles and other forms of transport can inadvertently strike working platforms such as ladders, towers etc. and therefore it is important to control any traffic in the area where work at height is being undertaken
- weather conditions - can have a significant effect on safe working at height and therefore steps must be taken to ensure the safe system of work takes fully and proper account of the effect this may have on those undertaking the work

HEALTH AND SAFETY HANDBOOK ACKNOWLEDGEMENT FORM

Please read the notes below and then sign this form.

Clearly, we will do all in our power to ensure the health and safety and welfare of all our staff and we look to our employees to abide by the Health and Safety standards laid down.

We have formulated our Health and Safety at Work Policy as legally required and this handbook informs you of those sections of the Policy which affect you.

You should read the information contained in this Handbook and adhere to the rules at all times.

Please discuss any queries you may have with your employer and sign this form.

I have read the Health and Safety Handbook and understand and accept its contents. I will keep myself informed of its contents.

Signature: _____ Date: _____

Print Name: _____

APPENDIX E

H&S STATEMENT

Liskeard Town Council

HEALTH AND SAFETY POLICY STATEMENT

The Councillors and Officers of Liskeard Town Council recognise that they have a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Town Councils activities, and that managing health and safety is a critical function of its operations.

In order to discharge its responsibilities the Council will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the Councils activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed: **Dated:**

Name: **Position:** **Town Clerk**