



R B ASBESTOS CONSULTANTS

Asbestos: Surveying | Management | Awareness Training

ASBESTOS MANAGEMENT PLAN & REGISTER ANNUAL INSPECTION

PEOPLE WORKING ON SITE, WHO MAY COME INTO CONTACT WITH OR ARE LIKELY TO DISTURB ASBESTOS, MUST READ THIS DOCUMENT PRIOR TO COMMENCEMENT OF WORKS. THE PERMIT TO WORK FORM (IN APPENDIX 5 OF THIS DOCUMENT) OR THE COMPANY'S OWN PERMIT TO WORK FORM MUST ALSO BE COMPLETED.

TJ HUGHES, 177/178 TERMINUS ROAD, EASTBOURNE, BN21 3NX



AMP NO: R-12589

INSPECTION DATE: 22 JANUARY 2019

SURVEYOR: PAUL GALLAGHER

NEXT INSPECTION DATE: JANUARY 2020

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1.0 What is an Asbestos Management Plan?

An asbestos management plan (AMP) is a site-specific written plan for the maintenance of asbestos containing material (ACM), in a condition that prevents the release of asbestos fibres, to protect employees and contractors on site. It may address the ACM in an entire site or a just a portion of the site facility. Material that is assumed to be asbestos containing by an asbestos surveyor must be included in the asbestos management plan as an ACM, unless the assumed material is sampled and determined not to be ACM.

This asbestos management plan provides information to all employees, visitors and contractors regarding the location, quantity and condition of any ACMs within the site. It also communicates who is responsible for the ACMs, instructions for contractors working within the site and what to do in the event of the asbestos being disturbed.

The asbestos management plan must be reviewed at least annually. If the scope of your intended work on this site is greater than that provided in the original Management asbestos survey, a Refurbishment/Demolition asbestos survey (in accordance with HSG 264) may be required prior to commencement of works.

1.1 Why Manage Asbestos?

Exposure to asbestos containing materials can lead to an asbestos related illness and fatality. Asbestos must be properly managed to prevent people (employees, subcontractors, workers etc.) dying from asbestos related diseases in the future. Workers who carry out building maintenance and repair are particularly at risk. Each year 1000's of people who worked in such trades die from past exposures to asbestos fibres. These workers are still at risk. (Ref. Section 2.0 for Legal Responsibility)

2.0 Legal Responsibility

Regulation 4 of the Control of Asbestos Regulations 2012 states that the dutyholder of a premises (i.e. the person or organisation responsible for maintenance or repair of non-domestic premises, either through a contract or a tenancy agreement or through ownership of premises) has a 'duty to manage' the asbestos in them and to protect anyone using or working in the premises from the risks to health that exposure to asbestos causes.

2.1 Dutyholder Responsibility

The dutyholder must ensure they take steps to determine the location of ACMs on site. Once determined the dutyholder must keep a written record of the locations of the ACMs which is fully accessible to employees, workers, subcontractors etc. The risk of exposure from the ACMs should be assessed regularly (annually at least) and remedial action taken to prevent exposure from fibre release.

The dutyholder or their nominated 'trained person' should oversee the asbestos management plan. The dutyholder or trained person is responsible for ensuring the asbestos register is up to date and that the asbestos management plan is reviewed regularly, reducing the risk of exposure to ACMs to others.

The dutyholder or trained person is responsible for ensuring:

- ACMs are repaired, sealed or removed by an appropriately licensed or trained individual/contractor, if there is a risk of exposure to others due to its condition and location
- Information is made available to those who may come into contact or are likely to disturb ACMs
- Consultation is made to the asbestos register and risk assessments prior to commencement of works by others which may have the potential to bring people into contact with ACMs

2.2 Employees Responsibility

Employees should report any defects to known or suspected ACMs on site to the dutyholder/trained person immediately. The dutyholder/trained person will adopt the correct procedure to deal with the ACM appropriately. The employee should not take steps to deal with the ACM but should adhere to the emergency procedure (ref. Section 9.0) if the ACM had been disturbed.

3.0 Instruction

R B Asbestos Consultants Limited was instructed by Andrea Keegan on behalf of Lewis's Home Retail Ltd, Hughes House, London Road, Liverpool, L3 8JA to carry out the annual inspection of the asbestos management plan of TJ Hughes, 177/178 Terminus Road, Eastbourne, BN21 3NX as per our quotation RQ19-0042.

The AMP includes all internal and external materials, building products, structure, finishes, etc. within the site as identified by the client. Our surveyor referred to the management asbestos survey, report numbers 0818/1683/2590 (undertaken by R B Asbestos Consultants on 26 February 2004, 3 May 2007 & 8 June 2009), and the previous asbestos management plan, report number 11354 (undertaken by R B Asbestos Consultants on 17 January 2018), to complete this asbestos management plan.

The asbestos management plan was written by Paul Gallagher on 22 January 2019 and checked by Greg Byrne on 31 January 2019.

This asbestos management plan is due for re-inspection **January 2020. Please contact R B Asbestos Consultants Ltd on 01282 427672 prior to this date for confirmation of a re-inspection appointment.**

4.0 Communication – Dutyholder/Trained Person

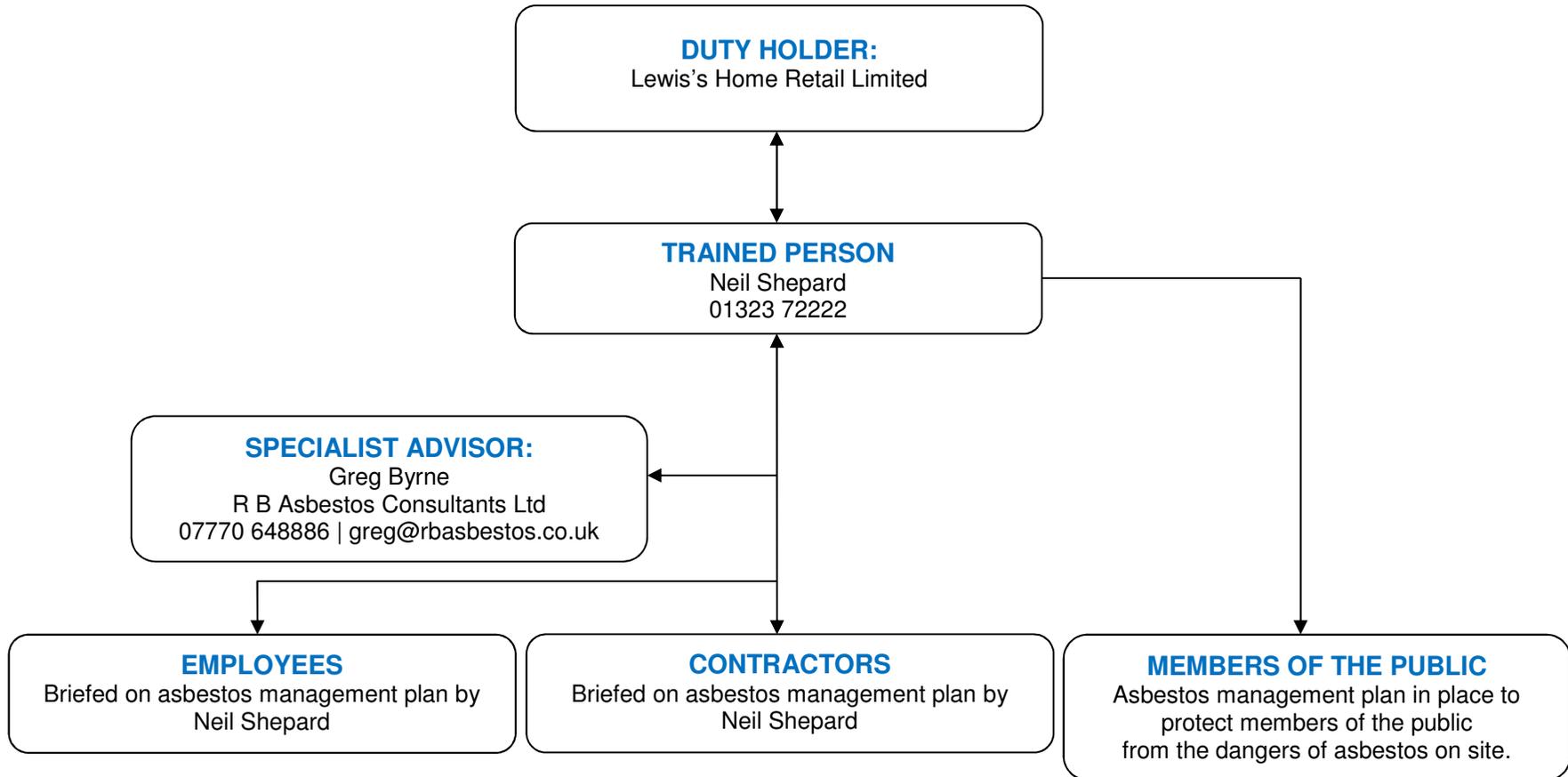
It is the responsibility of the dutyholder/trained person to ensure:

- All staff/contractors etc. are aware of the location of the asbestos survey
- All staff/contractors etc. are aware of the location of asbestos management plan
- All staff/contractors etc. are aware of the location of all ACMs in their work area
- All staff/contractors etc. are aware of the line of communication in the event of an incident regarding asbestos (ref. section 4.1 Communication Chart)
- The effective operation of the Permit to Work System

Your dutyholder responsible for this asbestos management plan is:	Lewis's Home Retail Ltd
Your trained person responsible for this asbestos management plan is:	Neil Shepard
They can be contacted via phone on:	01323 72222
They can be contacted via email on:	N/A
Location of a copy of your asbestos survey:	Main Office
Location of a copy of your asbestos management plan:	Main Office
Specialist Advisor:	R B Asbestos Consultants Ltd 01282 427672
Further comments:	

4.1 Communication Chart

The following chart identifies the lines of communication regarding the asbestos management plan. It outlines the contact details of the dutyholder, trained person and specialist advisor, as well as the responsibility of the dutyholder and trained person to employees, contractors and the general public on site.



4.2 Communication – Contractors

All contractors working on site must

- read the existing asbestos survey (ref. 4.0 for location of survey report) and consult the asbestos management plan prior to commencement of works
- complete a Permit to Work form to confirm they have read and fully understand the survey report and management system and are provided clearance to commence work
- inform the dutyholder/trained person of any incidents that occur or may have caused disturbance to asbestos (this must be logged on an Incident Report (ref. Appendix 4)
- read and follow the emergency procedure (ref. section 10.0) in the event of asbestos being disturbed or discovering disturbed ACMs

Important Note:

Contractors should be aware that they may have to work in areas that were not accessed in the original asbestos survey. These areas are presumed to contain asbestos until such time that they are surveyed/sampled. You should consult the asbestos survey report before completing any work. If in doubt contact the Specialist Advisor (ref. section 4.0 table).

4.3 Communication – Employees

All employees working on site must

- be familiar where ACMs are located in their work area (as directed by the dutyholder/trained person)
- inform the dutyholder/trained person of any incidents that occur or may have caused disturbance to asbestos (this must be logged on the Incident Report – see Appendix 4)
- read and follow the emergency procedure (ref. sections 10.0) in the event of asbestos being disturbed or discovering disturbed ACMs

5.0 Asbestos Register & Risk Assessment

This asbestos register details the location of asbestos containing materials (ACMs) on site. The ACMs listed originate from a survey, report numbers 0818/1683/2590 (undertaken by R B Asbestos Consultants on 26 February 2004, 3 May 2007 & 8 June 2009), and the previous asbestos management plan, report number 11354 (undertaken by R B Asbestos Consultants on 17 January 2018). However, as this is a working document which must be kept up to date, some of the original ACMs may have been removed and will therefore not be included in the register (please refer to **Appendix 7** for details of removed ACM's, new non-asbestos items sampled or areas now accessed).

Each ACM has its own risk assessment based on a material/priority score and an algorithm that adheres to HSG264. This risk score is simplified to either A: High Risk, B: Medium Risk, C: Low Risk or D: Very Low Risk. The register also includes all areas not accessed for inspection for ACMs by an asbestos surveyor.

This register must be regularly reviewed (at least annually). This asbestos management plan is due for a re-inspection by R B Asbestos Consultants **January 2020**. The dutyholder/trained person should ensure the register is kept up to date especially in the event of alterations to the fabric or structure of the building.

	Location:	Main Staircase (all floors)				Original Survey N ^o :	1683	Original Survey Date:	3 May 2007	
	Description:	Stair noses				AMP Number:	R-12589			
	Sample Number:	SP 1683/001				Date Inspected:	22 January 2019			
	Quantity:	Full staircase				Next Inspection Date:	January 2020			
	Accessibility:	High				Surface Treatment:	Composite materials	Frequency of Use:	Daily	
	Risk Category	C – Low Risk	MRS:	2	PRS:	12	Condition:	Good	Asbestos Type:	SP Chrysotile
	Comments/Actions: Item not labelled. Any remedial or removal works to be undertaken by a trained contractor under CAR 2012									

	Location:	Third Floor - Admin Areas & Stairwell Foyer				Original Survey N ^o :	0818	Original Survey Date:	26 February 2004	
	Description:	Asbestos insulating board AIB (ceiling tiles)				AMP Number:	R-12589			
	Sample Number:	RB0302				Date Inspected:	22 January 2019			
	Quantity:	Approx. 200 m²				Next Inspection Date:	January 2020			
	Accessibility:	Low				Original Survey N ^o :	Sealed	Frequency of Use:	Daily	
	Risk Category	C – Low Risk	MRS:	5	PRS:	13	Condition:	Good	Asbestos Type:	Amosite
	Comments/Actions: Item labelled. Any remedial or removal works to be undertaken by a licensed contractor under CAR 2012									

THE DUTYHOLDER/TRAINED PERSON SHOULD ENSURE ANY WORK UNDERTAKEN BY A LICENSED/TRAINED CONTRACTOR ON ACMs WITHIN THE SITE IS RECORDED IN THIS REGISTER AND THAT THE FOLLOWING FORM IS COMPLETED IN APPENDIX 1: ACMs REPAIRED/REMOVED

Asbestos Register & Risk Assessments

	Location:	Third Floor Ceiling/Roof Void- Roof Space over Male Toilet				Original Survey N°:	0818	Original Survey Date:	26 February 2004	
	Description:	Asbestos insulation board (AIB) cladding between metal sheet as a boarding product				AMP Number:	R-12589			
	Sample Number:	RB0305				Date Inspected:	22 January 2019			
	Quantity:	Walls to Lift Motor Room (all walls)				Next Inspection Date:	January 2020			
	Accessibility:	Low				Surface Treatment:	Sealed	Frequency of Use:	Monthly	
	Risk Category	C – Low Risk	MRS	5	PRS	9	Condition:	Low	Asbestos Type:	Amosite
	Comments/Actions:	Manage. Any remedial or removal works to be undertaken by a licensed contractor under CAR 2012								

	Location:	Third Floor Ceiling/Roof Void- Roof Space over Male Toilet				Original Survey N°:	0818	Original Survey Date:	26 February 2004	
	Description:	Asbestos insulation residue				AMP Number:	R-12589			
	Sample Number:	RB0306				Date Inspected:	22 January 2019			
	Quantity:	Various small amounts				Next Inspection Date:	January 2020			
	Accessibility:	Low				Surface Treatment:	Unsealed	Frequency of Use:	Infrequent	
	Risk Category	B – Medium Risk	MRS	12	PRS	14	Condition:	High damage	Asbestos Type:	Chrysotile
	Comments/Actions:	Material is present in small amounts around area of pipe area should undergo decontamination. No access without appropriate PPE Item labelled. Any remedial or removal works to be undertaken by a licensed contractor under CAR 2012								

	Location:	Third Floor – (Old) Ladies Toilet Stores				Original Survey N°:	0818	Original Survey Date:	26 February 2004	
	Description:	Thermoplastic floor tiles				AMP Number:	R-12589			
	Sample Number:	RB0307				Date Inspected:	22 January 2019			
	Quantity:	Approx. 30 m ²				Next Inspection Date:	January 2020			
	Accessibility:	Low				Surface Treatment:	Composite materials	Frequency of Use:	Weekly	
	Risk Category	D – Very Low Risk	MRS	2	PRS	6	Condition:	Good	Asbestos Type:	Chrysotile
	Comments/Actions:	Any remedial or removal works to be undertaken by a trained contractor under CAR 2012 Item labelled. Small repair required to damaged area <1 m²								

THE DUTYHOLDER/TRAINED PERSON SHOULD ENSURE ANY WORK UNDERTAKEN BY A LICENSED/TRAINED CONTRACTOR ON ACMS WITHIN THE SITE IS RECORDED IN THIS REGISTER AND THAT THE FOLLOWING FORM IS COMPLETED IN APPENDIX 1: ACMS REPAIRED/REMOVED

Asbestos Register & Risk Assessments

	Location:	Third Floor – (Old) Ladies Toilet Stores				Original Survey N°:	0818	Original Survey Date:	26 February 2004	
	Description:	Asbestos insulation board (AIB) to doors and walls to fireproof cabinet				AMP Number:	R-12589			
	Sample Number:	SP RB0307A				Date Inspected:	22 January 2019			
	Quantity:	As seen				Next Inspection Date:	January 2020			
	Accessibility:	Medium				Surface Treatment:	Covered	Frequency of Use:	Monthly	
	Risk Category	B – Medium Risk	MRS	7	PRS	15	Condition:	Low	Asbestos Type:	SP Crocidolite
	Comments/Actions: Item labelled. Strongly presumed present as material visible on internal face of doors. Keep doors closed. Any remedial or removal works to be undertaken by a licensed contractor under CAR 2012									

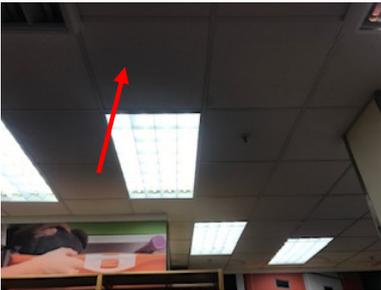
	Location:	Second Floor - Lift (Basement to Second Floor)				Original Survey N°:	11354	Original Survey Date:	17 January 2018	
	Description:	Asbestos insulation board AIB Panels to lift doors				AMP Number:	R-12589			
	Sample Number:	11355/003				Date Inspected:	22 January 2019			
	Quantity:	X 8 doors				Next Inspection Date:	January 2020			
	Accessibility:	High				Surface Treatment:	Painted	Frequency of Use:	Daily	
	Risk Category	C Low Risk	MRS	6	PRS	9	Condition:	Historic Low damage	Asbestos Type:	Amosite
	Comments/Actions: Item not labelled. Manage or Remove. Any remedial or removal works to be undertaken by a licensed contractor under CAR 2012									

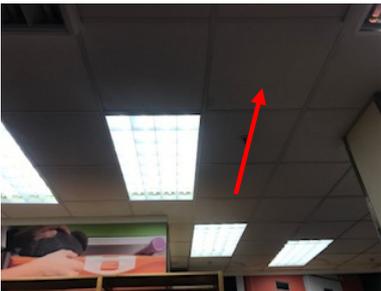
	Location:	Second Floor Ceiling Void - Long Stock Room off Main Stock Room				Original Survey N°:	0818	Original Survey Date:	26 February 2004	
	Description:	Asbestos insulating board (AIB) above windows as seen (unsealed)				AMP Number:	R-12589			
	Sample Number:	RB0308				Date Inspected:	22 January 2019			
	Quantity:	Approx. 100 m ²				Next Inspection Date:	January 2020			
	Accessibility:	Low				Surface Treatment:	Unsealed	Frequency of Use:	Daily	
	Risk Category	C Low Risk	MRS	7	PRS	13	Condition:	Medium damage	Asbestos Type:	Amosite
	Comments/Actions: Item labelled. Now covered by false ceiling. Any remedial or removal works to be undertaken by a licensed contractor under CAR 2012									

THE DUTYHOLDER/TRAINED PERSON SHOULD ENSURE ANY WORK UNDERTAKEN BY A LICENSED/TRAINED CONTRACTOR ON ACMS WITHIN THE SITE IS RECORDED IN THIS REGISTER AND THAT THE FOLLOWING FORM IS COMPLETED IN APPENDIX 1: ACMS REPAIRED/REMOVED

Asbestos Register & Risk Assessments

	Location:	Second Floor				Original Survey N°:	0818	Original Survey Date:	26 February 2004	
	Description:	To main food serving areas				AMP Number:	R-12589			
	Sample Number:	LA1				Date Inspected:	22 January 2019			
	Quantity:					Next Inspection Date:	January 2020			
	Accessibility:	Limited access				Surface Treatment:		Frequency of Use:		
	Risk Category		MRS		PRS		Condition:		Asbestos Type:	
	Comments/Actions:									
	Proceed with caution may contain asbestos									

	Location:	First Floor - Children's Clothes Area				Original Survey N°:	0818	Original Survey Date:	26 February 2004	
	Description:	Asbestos insulating board (AIB) in ceiling space				AMP Number:	R-12589			
	Sample Number:	RB0309				Date Inspected:	22 January 2019			
	Quantity:	Boarding in ceiling space				Next Inspection Date:	January 2020			
	Accessibility:	Low				Surface Treatment:	Unsealed	Frequency of Use:	Monthly	
	Risk Category	C – Low Risk	MRS	8	PRS	12	Condition:	Low damage	Asbestos Type:	Amosite
	Comments/Actions:									
	Was not safe to sample material near customers. Assume as asbestos until further investigation is possible. Risk score assumes tiles remain in situ Any remedial or removal works to be undertaken by a licensed contractor under CAR 2012 No access during this visit due to customers present.									

	Location:	First Floor (See plan)				Original Survey N°:	0818	Original Survey Date:	26 February 2004	
	Description:	Asbestos insulating board (AIB) residue				AMP Number:	R-12589			
	Sample Number:	RB0310				Date Inspected:	22 January 2019			
	Quantity:	Unknown				Next Inspection Date:	January 2020			
	Accessibility:	Low				Surface Treatment:	Unsealed	Frequency of Use:	Monthly	
	Risk Category	B – Medium Risk	MRS	10	PRS	14	Condition:	High damage	Asbestos Type:	Amosite
	Comments/Actions:									
	Material is present in false ceiling near children's clothes. Full extent is unknown as sample point above Any remedial or removal works to be undertaken by a licensed contractor under CAR 2012 No access during this visit due to customers present.									

THE DUTYHOLDER/TRAINED PERSON SHOULD ENSURE ANY WORK UNDERTAKEN BY A LICENSED/TRAINED CONTRACTOR ON ACMS WITHIN THE SITE IS RECORDED IN THIS REGISTER AND THAT THE FOLLOWING FORM IS COMPLETED IN APPENDIX 1: ACMS REPAIRED/REMOVED

Asbestos Register & Risk Assessments

	Location:	Ground Floor – to room off loading bay				Original Survey N°:	0818	Original Survey Date:	26 February 2004		
	Description:	Electrical unit (behind boxes)				AMP Number:	R-12589				
	Sample Number:	NA8				Date Inspected:	22 January 2019				
	Quantity:					Next Inspection Date:	January 2020				
	Accessibility:	No access				Surface Treatment:			Frequency of Use:		
	Risk Category		MRS		PRS		Condition:			Asbestos Type:	
	Comments/Actions:										
	Proceed with caution may contain asbestos										

	Location:	Basement				Original Survey N°:	0818	Original Survey Date:	26 February 2004		
	Description:	Sub station				AMP Number:	R-12589				
	Sample Number:	NA9				Date Inspected:	22 January 2019				
	Quantity:					Next Inspection Date:	January 2020				
	Accessibility:	No access – no keys on site				Surface Treatment:			Frequency of Use:		
	Risk Category		MRS		PRS		Condition:			Asbestos Type:	
	Comments/Actions:										
	Proceed with caution may contain asbestos										

	Location:	Basement - Boiler Room & adjacent Ventilation Machinery Room				Original Survey N°:	0818	Original Survey Date:	26 February 2004	
	Description:	Asbestos lagging residue				AMP Number:	R-12589			
	Sample Number:	RB0311				Date Inspected:	22 January 2019			
	Quantity:	48 m ² and 36 m ²				Next Inspection Date:	January 2020			
	Accessibility:	Low				Surface Treatment:	Unsealed	Frequency of Use:	6 Monthly	
	Risk Category	B – Medium Risk	MRS	12	PRS	16	Condition:	High damage	Asbestos Type:	Chrysotile
	Comments/Actions:									
	Item labelled: Any remedial or removal works to be undertaken by a licensed contractor under CAR 2012. Not accessed this visit due to buckets catching water. No access without appropriate PPE									

THE DUTYHOLDER/TRAINED PERSON SHOULD ENSURE ANY WORK UNDERTAKEN BY A LICENSED/TRAINED CONTRACTOR ON ACMS WITHIN THE SITE IS RECORDED IN THIS REGISTER AND THAT THE FOLLOWING FORM IS COMPLETED IN APPENDIX 1: ACMS REPAIRED/REMOVED

Asbestos Register & Risk Assessments

	Location:	Basement Boiler Room rear of boiler				Original Survey N°:	26 February 2004	Original Survey Date:	26 February 2004	
	Description:	Asbestos cement flue				AMP Number:	R-12589			
	Sample Number:	RB0312				Date Inspected:	22 January 2019			
	Quantity:	Flue length unknown				Next Inspection Date:	January 2020			
	Accessibility:	Low				Surface Treatment:	Unsealed	Frequency of Use:	6 Monthly	
	Risk Category	B – Medium Risk	MRS	12	PRS	16	Condition:	High damage	Asbestos Type:	Chrysotile
	Comments/Actions: Any remedial or removal works to be undertaken by a licensed contractor under CAR 2012. Not accessed this visit due to buckets catching water. No access without appropriate PPE									

	Location:	Basement Boiler Room				Original Survey N°:	11354	Original Survey Date:	17 January 2018	
	Description:	Gasket to boiler				AMP Number:	R-12589			
	Sample Number:	11354/001				Date Inspected:	22 January 2019			
	Quantity:	X 2				Next Inspection Date:	January 2020			
	Accessibility:	Low				Surface Treatment:	Covered	Frequency of Use:	6 Monthly	
	Risk Category	D – Very Low risk	MRS	4	PRS	8	Condition:	High damage	Asbestos Type:	Chrysotile
	Comments/Actions: Item not labelled. Any remedial or removal works to be undertaken by a trained contractor under CAR 2012 Not accessed this visit due to buckets catching water.									

	Location:	Basement Boiler Room				Original Survey N°:	11354	Original Survey Date:	17 January 2018	
	Description:	Panel to door				AMP Number:	R-12589			
	Sample Number:	SP 11354/002				Date Inspected:	22 January 2019			
	Quantity:	X 1				Next Inspection Date:	January 2020			
	Accessibility:	Low				Surface Treatment:	Covered	Frequency of Use:	6 Monthly	
	Risk Category	C – Low risk	MRS	5	PRS	9	Condition:	Good	Asbestos Type:	SP Crocidolite
	Comments/Actions: Item labelled. Any remedial or removal works to be undertaken by a trained contractor under CAR 2012									

THE DUTYHOLDER/TRAINED PERSON SHOULD ENSURE ANY WORK UNDERTAKEN BY A LICENSED/TRAINED CONTRACTOR ON ACMS WITHIN THE SITE IS RECORDED IN THIS REGISTER AND THAT THE FOLLOWING FORM IS COMPLETED IN APPENDIX 1: ACMS REPAIRED/REMOVED

Asbestos Register & Risk Assessments

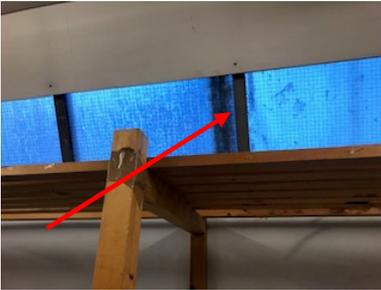
	Location:	Basement Boiler Room				Original Survey N°:	11354	Original Survey Date:	17 January 2018		
	Description:	Gasket to pipe flanges				AMP Number:	R-12589				
	Sample Number:	SP 11354/003				Date Inspected:	22 January 2019				
	Quantity:	All				Next Inspection Date:	January 2020				
	Accessibility:	Low				Surface Treatment:	Covered	Frequency of Use:	6 Monthly		
	Risk Category	D – Very Low risk	MRS	4	PRS	8	Condition:	Low damage	Asbestos Type:	SP Crocidolite	
Comments/Actions: Item labelled. Any remedial or removal works to be undertaken by a trained contractor under CAR 2012 Not accessed this visit due to buckets catching water.											

	Location:	Throughout Building – Removed from Canteen				Original Survey N°:	2590	Original Survey Date:	8 June 2009		
	Description:	ACM's to fuse boxes				AMP Number:	R-12589				
	Sample Number:	RB02590/001				Date Inspected:	22 January 2019				
	Quantity:	Unknown				Next Inspection Date:	January 2020				
	Accessibility:	Inaccessible				Surface Treatment:	Covered	Frequency of Use:	6 Monthly		
	Risk Category	D – Very Low Risk	MRS	2	PRS	3	Condition:	Good	Asbestos Type:	Assumed Chrysotile	
Comments/Actions: Any remedial or removal works to be undertaken by a trained contractor under CAR 2012. Item labelled.											

	Location:	Basement Store (adjacent Sub Station)				Original Survey N°:	0818	Original Survey Date:	26 February 2004		
	Description:	Asbestos cement (AC) ceiling				AMP Number:	R-12589				
	Sample Number:	SP 8046/001				Date Inspected:	22 January 2019				
	Quantity:	12 m ²				Next Inspection Date:	January 2020				
	Accessibility:	Low				Surface Treatment:	Unsealed	Frequency of Use:	Low		
	Risk Category	C	MRS	6	PRS	10	Condition:	Good	Asbestos Type:	SP Crocidolite	
Comments/Actions: Seal due to hole cut in to material. Any remedial or removal works to be undertaken by a trained contractor under CAR 2012. Item labelled on door. Unable to access due to stored items.											

THE DUTYHOLDER/TRAINED PERSON SHOULD ENSURE ANY WORK UNDERTAKEN BY A LICENSED/TRAINED CONTRACTOR ON ACMs WITHIN THE SITE IS RECORDED IN THIS REGISTER AND THAT THE FOLLOWING FORM IS COMPLETED IN APPENDIX 1: ACMs REPAIRED/REMOVED

Asbestos Register & Risk Assessments

	Location:	External roof				Original Survey N°:	9990	Original Survey Date:	26 January 2017	
	Description:	Gasket seals to roof windows				AMP Number:	R-12589			
	Sample Number:	SP 9990/001				Date Inspected:	22 January 2019			
	Quantity:	All				Next Inspection Date:	January 2020			
	Accessibility:	Low				Surface Treatment:	Covered	Frequency of Use:	Annually	
	Risk Category	D – Very Low	MRS	5	PRS	8	Condition:	Good	Asbestos Type:	SP Crocidolite
	Comments/Actions: Any remedial or removal works to be undertaken by a trained contractor under CAR 2012. Item not labelled.									

	Location:	Throughout Building				Original Survey N°:	0818	Original Survey Date:	26 February 2004	
	Description:	To covered pillars and bulkheads				AMP Number:	R-12589			
	Sample Number:	NA2				Date Inspected:	22 January 2019			
	Quantity:					Next Inspection Date:	January 2020			
	Accessibility:	No access				Surface Treatment:		Frequency of Use:		
	Risk Category		MRS		PRS		Condition:		Asbestos Type:	
	Comments/Actions: Proceed with caution may contain asbestos									

	Location:	Throughout Building				Original Survey N°:	0818	Original Survey Date:	26 February 2004	
	Description:	To lift shaft & within escalator housing (internal aspects)				AMP Number:	R-12589			
	Sample Number:	NA3				Date Inspected:	22 January 2019			
	Quantity:					Next Inspection Date:	January 2020			
	Accessibility:	No access				Surface Treatment:		Frequency of Use:		
	Risk Category		MRS		PRS		Condition:		Asbestos Type:	
	Comments/Actions: Proceed with caution may contain asbestos									

THE DUTYHOLDER/TRAINED PERSON SHOULD ENSURE ANY WORK UNDERTAKEN BY A LICENSED/TRAINED CONTRACTOR ON ACMS WITHIN THE SITE IS RECORDED IN THIS REGISTER AND THAT THE FOLLOWING FORM IS COMPLETED IN APPENDIX 1: ACMS REPAIRED/REMOVED

Asbestos Register & Risk Assessments

	Location:	Throughout Building			Original Survey N°:	0818	Original Survey Date:	26 February 2004	
	Description:	Behind general fittings and claddings to walls and pillars			AMP Number:	R-12589			
	Sample Number:	NA4			Date Inspected:	22 January 2019			
	Quantity:				Next Inspection Date:	January 2020			
	Accessibility:	No access			Surface Treatment:		Frequency of Use:		
	Risk Category		MRS		PRS	Condition:		Asbestos Type:	
	Comments/Actions:								
	Proceed with caution may contain asbestos								

	Location:	Throughout Building			Original Survey N°:	0818	Original Survey Date:	26 February 2004	
	Description:	Within ceiling voids and shop front canopy			AMP Number:	R-12589			
	Sample Number:	NA5			Date Inspected:	22 January 2019			
	Quantity:				Next Inspection Date:	January 2020			
	Accessibility:	Limited access			Surface Treatment:		Frequency of Use:		
	Risk Category		MRS		PRS	Condition:		Asbestos Type:	
	Comments/Actions:								
	Proceed with caution may contain asbestos								

	Location:	See below			Original Survey N°:	0818	Original Survey Date:	26 February 2004	
	Description:	To ceiling space directly over dome above restaurant. Ceiling space area to side was accessed near toilet area only			AMP Number:	R-12589			
	Sample Number:	NA6			Date Inspected:	22 January 2019			
	Quantity:				Next Inspection Date:	January 2020			
	Accessibility:	No access			Surface Treatment:		Frequency of Use:		
	Risk Category		MRS		PRS	Condition:		Asbestos Type:	
	Comments/Actions:								
	Proceed with caution may contain asbestos								

THE DUTYHOLDER/TRAINED PERSON SHOULD ENSURE ANY WORK UNDERTAKEN BY A LICENSED/TRAINED CONTRACTOR ON ACMS WITHIN THE SITE IS RECORDED IN THIS REGISTER AND THAT THE FOLLOWING FORM IS COMPLETED IN APPENDIX 1: ACMS REPAIRED/REMOVED

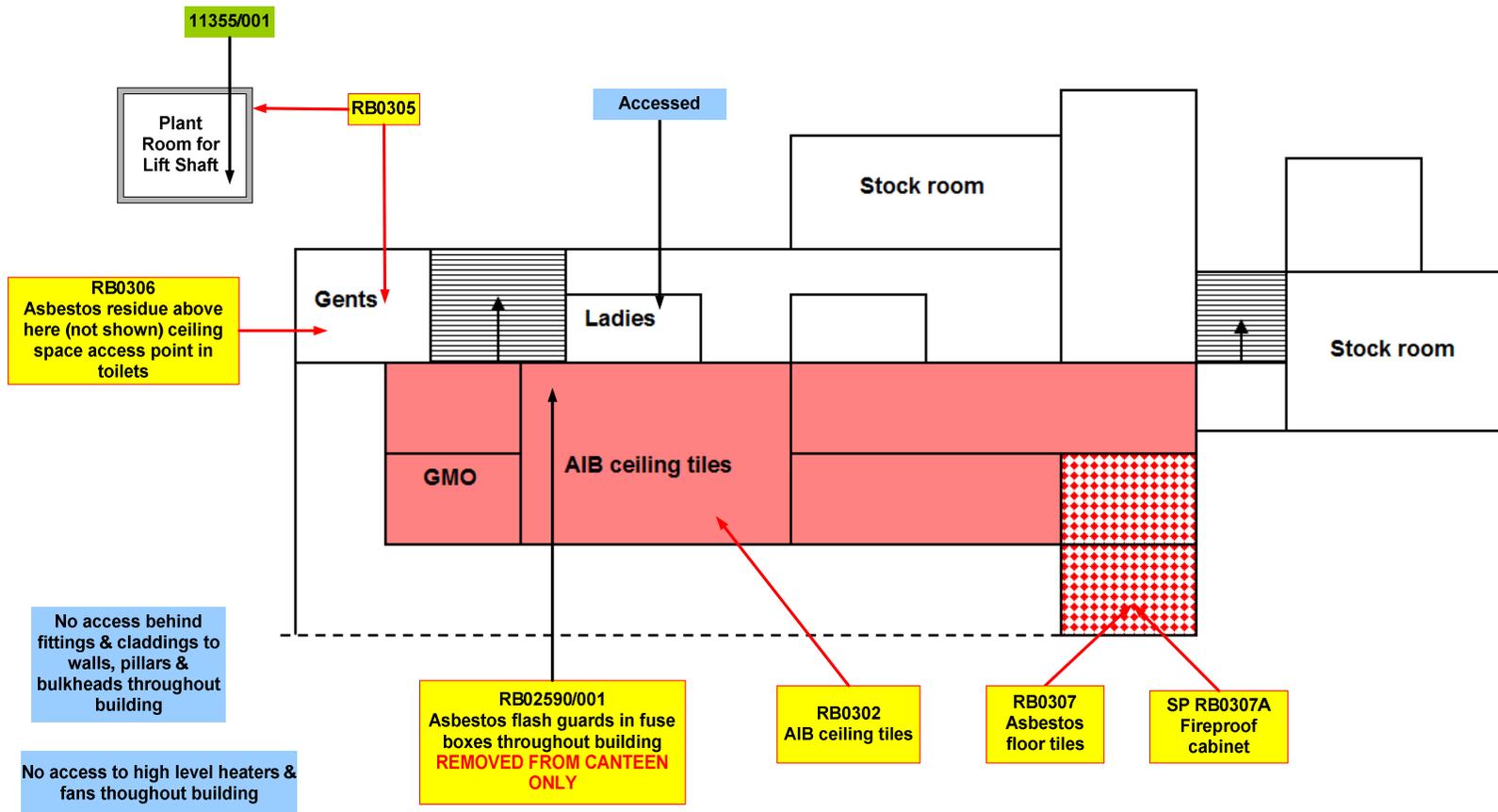
Asbestos Register & Risk Assessments

	Location:	Throughout Store				Original Survey N°:	0818	Original Survey Date:	26 February 2004	
	Description:	Within high level heaters and fans (internal aspects)				AMP Number:	R-12589			
	Sample Number:	NA7				Date Inspected:	22 January 2019			
	Quantity:					Next Inspection Date:	January 2020			
	Accessibility:	No access				Surface Treatment:		Frequency of Use:		
	Risk Category		MRS		PRS		Condition:		Asbestos Type:	
	Comments/Actions:									
	Proceed with caution may contain asbestos									

THE DUTYHOLDER/TRAINED PERSON SHOULD ENSURE ANY WORK UNDERTAKEN BY A LICENSED/TRAINED CONTRACTOR ON ACMS WITHIN THE SITE IS RECORDED IN THIS REGISTER AND THAT THE FOLLOWING FORM IS COMPLETED IN APPENDIX 1: ACMS REPAIRED/REMOVED

6.0 Location of ACMs (Plans)

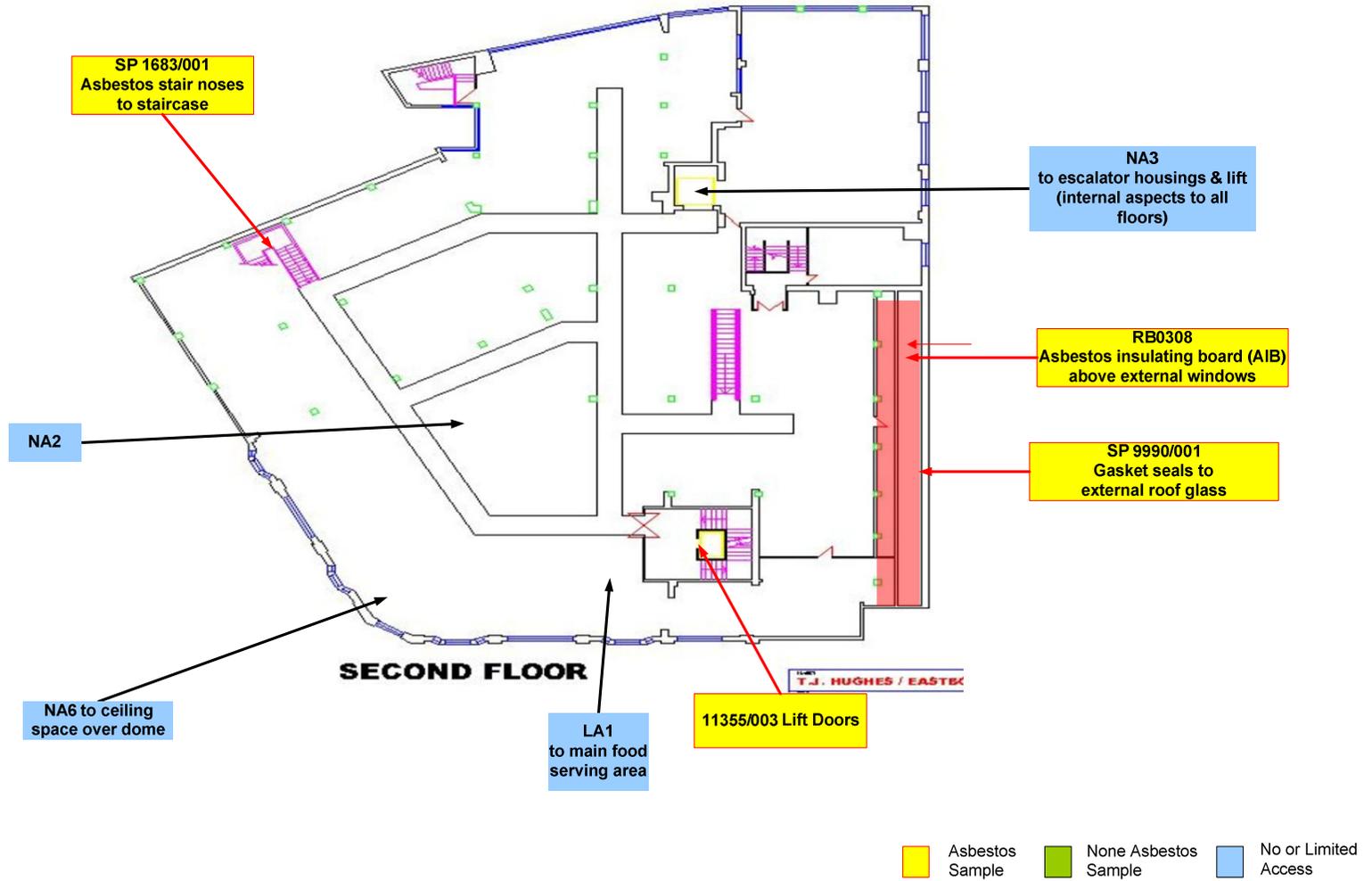
THIRD FLOOR



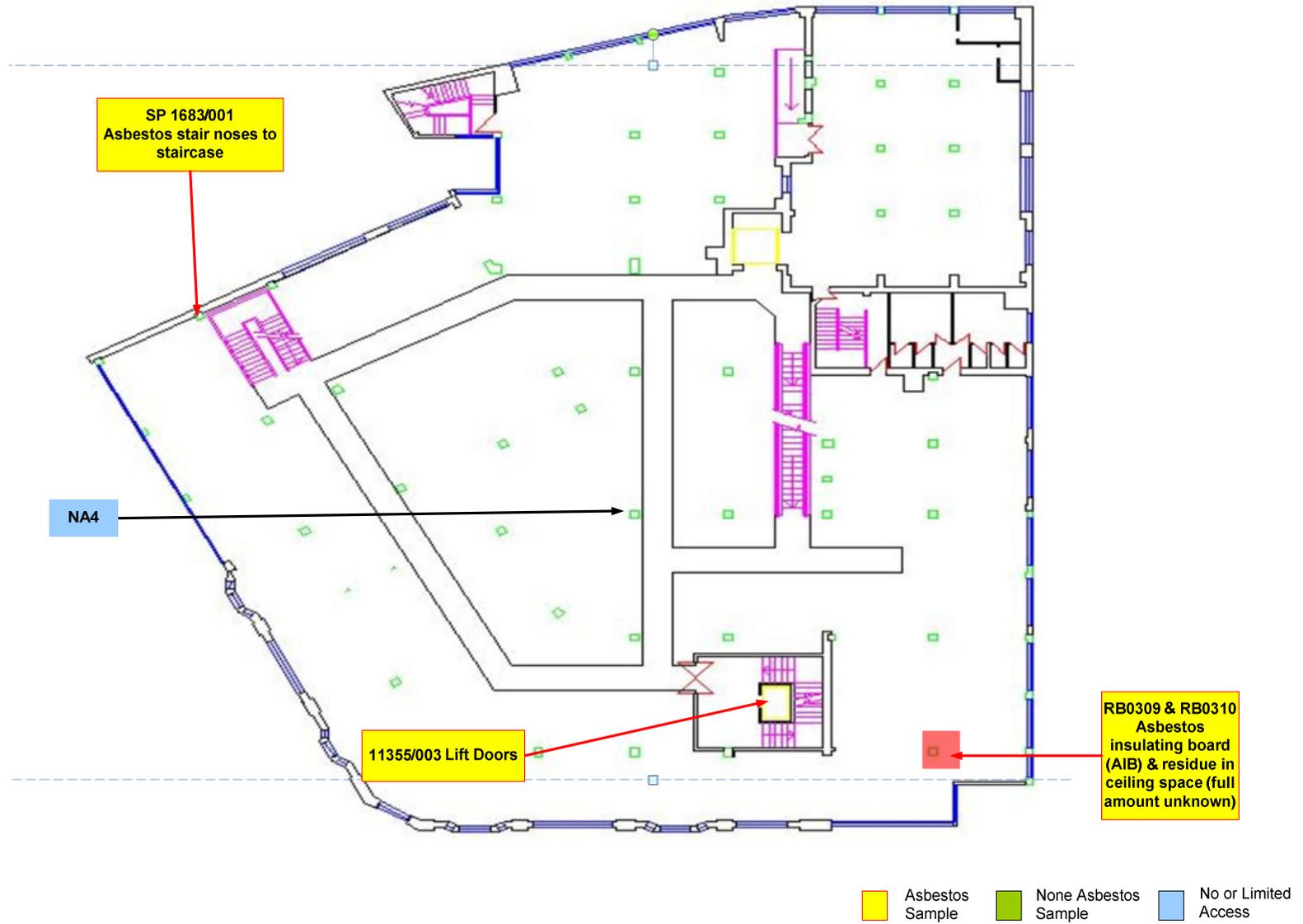
Plans not to scale

- Asbestos Sample
- None Asbestos Sample
- No or Limited Access

SECOND FLOOR

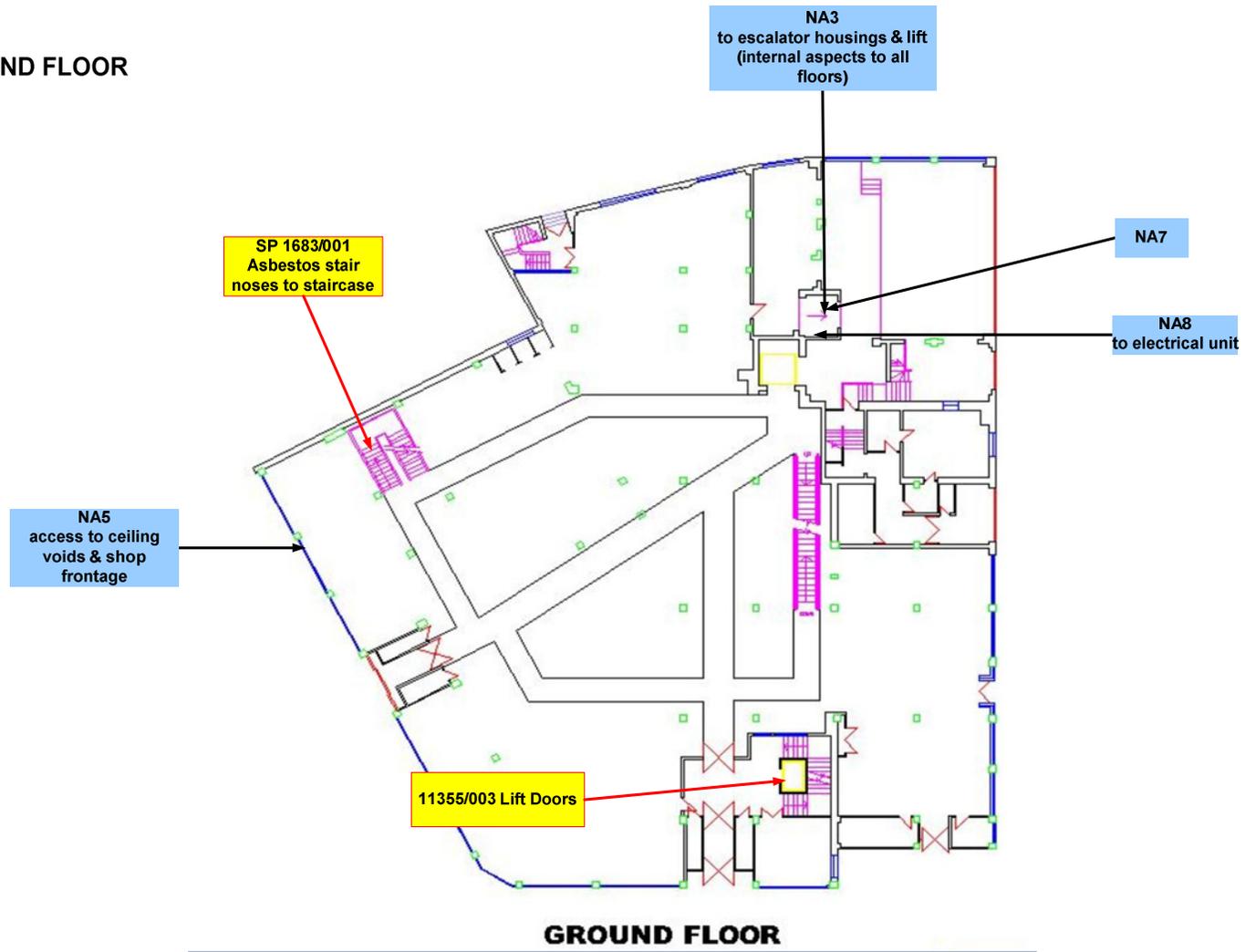


FIRST FLOOR



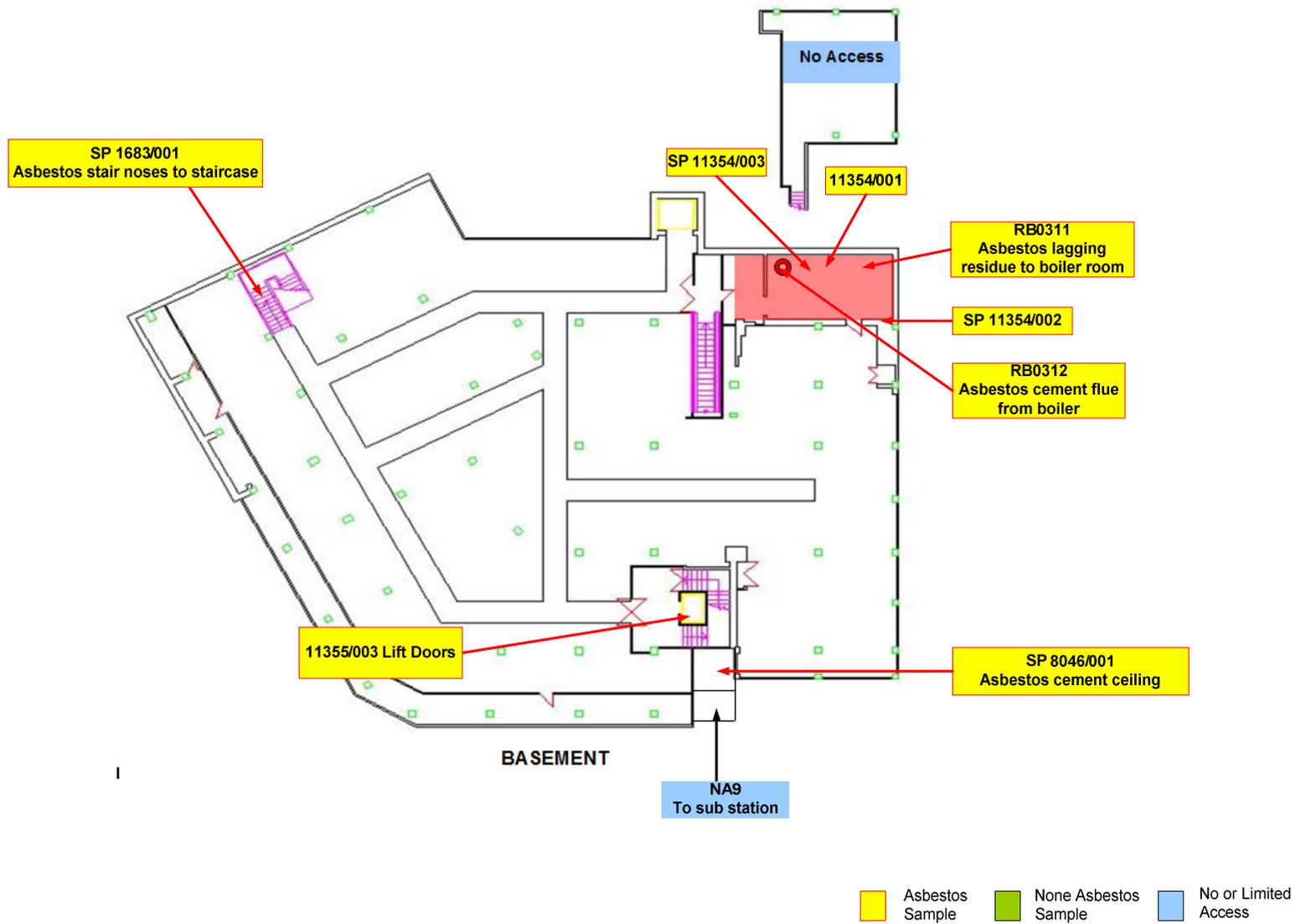
Locations of ACMs (Plans continued)

GROUND FLOOR



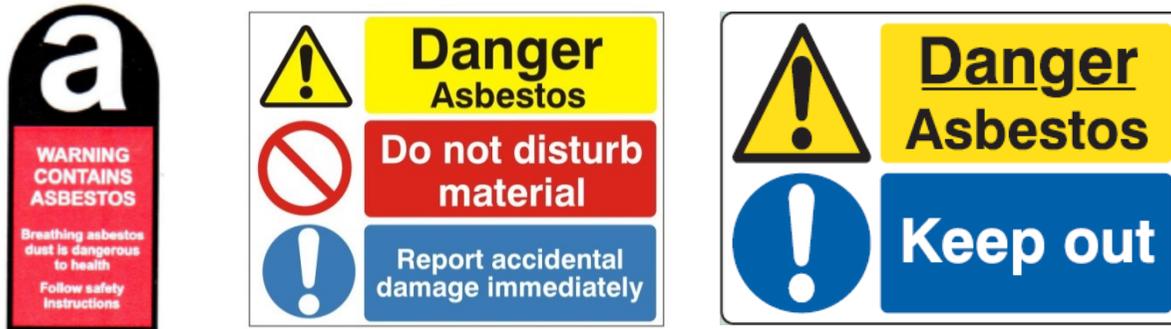
- Asbestos Sample
- None Asbestos Sample
- No or Limited Access

BASEMENT



7.0 Signage & Labelling

Examples of typical asbestos warning labels/signs used on site are shown below. They appear in varying sizes.



Please contact R B Asbestos Consultants Ltd on 01282 427672 if further labels are required.

8.0 Permit to Work

A Permit to Work System is a method of ensuring works on site are conducted in a controlled manner to prevent the accidental disturbance of ACMs.

Prior to anyone performing works that may impact on the fabric or structure of the building they must ascertain if the works will disturb, or potentially disturb any ACMs. If this is the case any tenants, employees, or contractors etc. must obtain a Work Permit from the dutyholder/trained person when either of the following applies:

- the asbestos register has identified or suspects the presence of ACMs in the area of the proposed works
- the area where proposed works are to be conducted has not been fully accessed - **contractors should be aware that they may have to work in areas that were not accessed in the original asbestos survey. These areas are presumed to contain asbestos until such time that they are surveyed/sampled. You should consult the asbestos survey report before completing any work. In this instance a further inspection or a more detailed refurbishment/demolition asbestos survey may be required. If in doubt contact the Specialist Advisor (ref section 4.0 see table).**

If you already have a Permit to Work System in place please ensure tenants, employees, contractors etc. are assessed prior to performing works to the fabric or structure of the building.

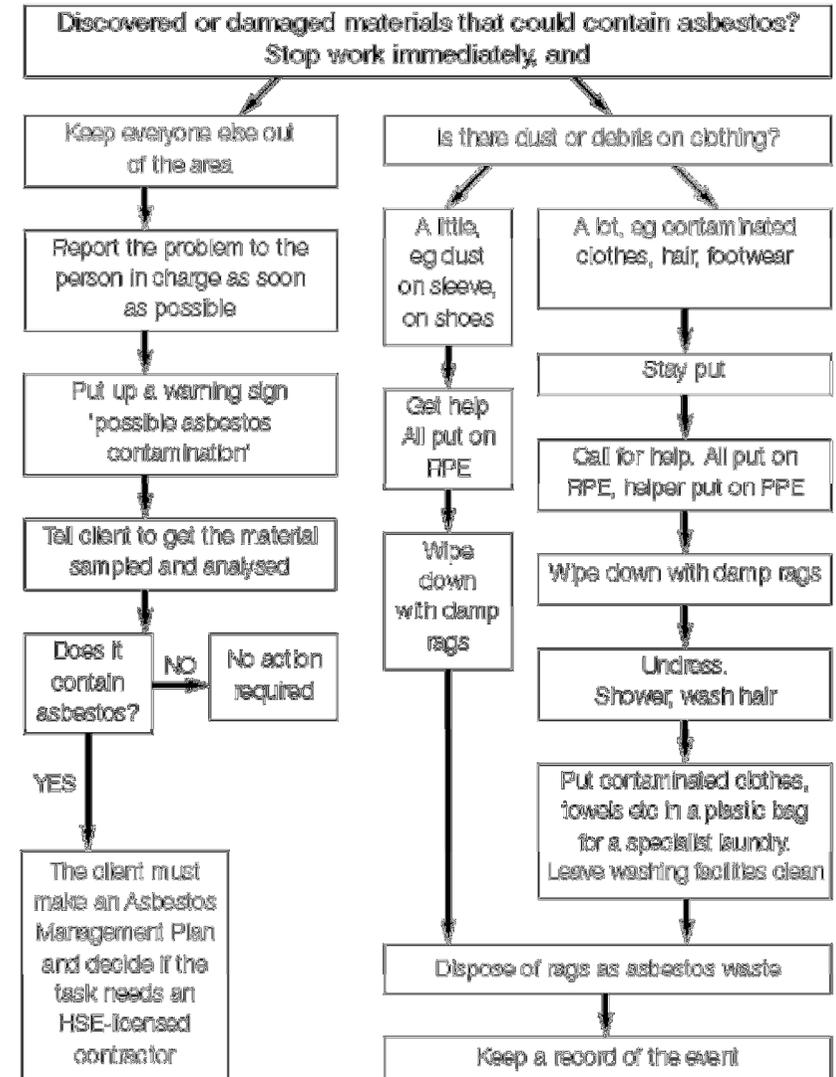
If you do not have a Permit to Work System in place we have created a Permit to Work Form (Appendix 5) for your reference which you may choose to incorporate into your own Permit to Work System as a starting point.

9.0 Emergency Procedure – Damaged or Suspected ACMs

The following procedure should be adopted in the event of asbestos being disturbed or discovering disturbed ACMs to minimise the spread of contamination to other areas:

- Stop work immediately
- Personal decontamination – refer to adjacent HSE Asbestos Essentials EM1 chart
- Isolate the area (where possible)
- Inform **Neil Shepard** (the trained person responsible for the asbestos management plan) on **01323 72222**
- Turn off ventilation, heating and air conditioning equipment
- Dutyholder/trained person to seal off area where possible, lock door, apply a warning sign 'Do not enter'
- Dutyholder/trained person to inform others to stay clear of affected area until further notice
- Dutyholder/trained person to seek professional advice from **R B Asbestos Consultants Ltd** on **01282 427672 or 07770 648 886**
- R B Asbestos Consultants Ltd to provide appropriate risk assessment and control procedures upon investigation of incident
- Record incident on Incident Form (ref. Appendix 4). If RIDDOR is appropriate contact HSE.
- Inform employees/workers etc. when all clear is provided by specialist adviser

HSE Asbestos Essentials EM1 – Personal Decontamination Procedure



10.0 Asbestos Awareness Training

The three main types of asbestos training currently available are as follows:

Asbestos Awareness (Category A)	Non-Licensable Work With Asbestos Including>NNLW (Category B)	Licensable Work With Asbestos (Category C)
Appropriate for those people who do not work on asbestos containing materials however require training to enable them to be aware of the dangers	Training for Non-Licensable Asbestos Work, applicable to operatives who carry out small works on lower risk asbestos containing materials.	Training for Licensable Work With Asbestos is for companies that hold a license issued by HSE that allows them to remove asbestos.

Regulation 10 of the Control of Asbestos Regulations 2012 requires mandatory asbestos awareness training for anyone liable to be exposed to asbestos fibres at work and for those that supervise the workers.

Your dutyholder/trained person should check that employees and contractors have a valid asbestos awareness training certificate prior to commencement of any works on site to minimise the risks of exposure to themselves and others.

The dutyholder/trained person for this site may require additional training to manage asbestos within the property

R B Asbestos Consultants Ltd can provide employees and contractors with IATP asbestos awareness training. Please call 01282 427672 to enquire about a course.

Appendix 1: ACM Removal/Remedial Work(s) Form

If a licensed or trained contractor removes or repairs any of the ACMs within this site **Neil Shepard** must complete the following form and ensure the asbestos register (section 5.0) is amended to reflect these changes. Please contact Greg Byrne from R B Asbestos Consultants Ltd if you are unsure which aspects of the register require change.

WHO REMOVED/REPAIRED ACM(S)?			
Name:		Occupation:	
Company:		Company address:	
Contact telephone number:		Email address:	

DETAILS OF ACM(S) REMOVAL/REMEDIAL WORK(S)				
Date removed/repared:		Location of ACM:		
Product:		Quantity:		Licensed or trained contractor required:
Description of removal/remedial work(s):				
Who instructed the work(s)?			Was the completion of the work(s) reported to you?	

DOCUMENTATION CHECKS & LOCATION			
Have all the appropriate documents been provided? Tick where applicable and log location of paperwork for reference:			
Method statement		Location of document:	
Risk assessment		Location of document	
ASB5 notification		Location of document	
Waste consignment notes		Location of document	
Clearance air testing		Location of document	
Reassurance air testing		Location of document	
Personal air testing		Location of document	
Have you updated the asbestos register and plans where applicable:			
Comments:			
Name of dutyholder/trained person:	Neil Shepard	Signed:	Date:

Appendix 2: Further Information

The following link directs you to the Control of Asbestos Regulations 2012, specifically Regulation 4: Duty to manage asbestos in non-domestic premises:

<http://www.legislation.gov.uk/uksi/2012/632/regulation/4/made>

The following link directs you to the HSE's website whereby you can download the Approved Code of Practice L143 for free. The ACOP for Regulation 4: Duty to manage asbestos in non-domestic premises starts from page 24:

<http://www.hse.gov.uk/pubns/books/l143.htm>

Appendix 3: Working With/Removing Asbestos

All work with ACMs is controlled by the Control of Asbestos Regulations 2012. The majority of work with ACMs will require a licensed contractor. These organisations are appropriately 'licensed' by the Health & Safety Executive to work with asbestos. Some ACMs are deemed 'lower risk' (such as floor tiles). These ACMs can be worked on by a contractor that is appropriately trained and has undertaken a suitable risk assessment. .

For further information relating to working with or removing asbestos please contact R B Asbestos Consultants Ltd directly on 01282 427672.

Appendix 4: Incident Form

In the event of a disturbance or discovery of an asbestos containing material please complete this form and ensure **Neil Shepard** is notified immediately on **01323 72222**

Location of incident:			
Date & time of incident:		Person involved in incident: (print name):	
Company/Contractor:		Occupation:	
Who instructed you to complete the work?		Who did you report the incident to?	
Incident description: <i>(describe the work you were doing and the suspect materials involved, if you were wearing any protective equipment, extent of damage, who was exposed etc.)</i>		Please describe action taken: <i>(did you have to follow the emergency procedure, was it reported to the dutyholder/trained person etc.)</i>	
What information did you receive prior to commencement of the work regarding the presence of any asbestos in the work area?			
I hereby declare that the statements contained in this incident form are true, to the best of my knowledge, and that no information within my knowledge has been withheld.		Signed:	Date:
Action taken by dutyholder/trained person:			
Name of dutyholder/trained person:	Neil Shepard	Signed:	Date:

Is this a RIDDOR reportable incident? If in doubt please contact the HSE for further guidance or your H&S Consultant

Appendix 5 Permit to Work Form

Please use TJ Hughes' signing in procedure.

TVS Analysis

Unit 821, Birchwood Boulevard, Birchwood, Warrington, Cheshire. WA3 7QZ
 Telephone/Fax: (01925) 811622 E-mail: tvsanalysis@btconnect.com



2684

CERTIFICATE OF ASBESTOS FIBRE IDENTIFICATION.

Customer Name and Address: R B Asbestos Consultants, Unit 2, Empire Business Centre, 2 Empire Way
 Burnley, Lancashire. BB12 6HA.

Site Reference: 11354 – T J Hughes, 177/178 Terminus Road, Eastbourne. BN21 3NX.

Date Received: 19/01/18

Certificate Number: TVS/18/307

Date Analysed: 19/01/18

Analyst: P Sharkey

Sample Number		**Sample Location	*Description of Product	Content
Lab	Customer			
001	11354/001	Boiler Room to Boiler	Gasket	Chrysotile

Approved: Sign:

Date: 19/01/18

(Issued)

Print: N Tully
 (Approved Signatory)

Samples detailed above have been analysed qualitatively for asbestos by polarized light & dispersion staining as described in our in-house procedures (Appendix 1 of our 'Quality Manual Policy and Procedures'), based on the content of HSG 248 Appendix 2. *Description of Product is outside the scope of our UKAS accreditation. **TVS Analysis Ltd accepts no responsibility for errors which may have arisen during sampling or transportation of samples and cannot take responsibility for the accuracy, representative nature and location of samples taken by external customers.

TVS Analysis

Unit 821, Birchwood Boulevard, Birchwood, Warrington, Cheshire. WA3 7QZ
 Telephone/Fax: (01925) 811622 E-mail: tvsanalysis@btconnect.com



CERTIFICATE OF ASBESTOS FIBRE IDENTIFICATION.

Customer Name and Address: R B Asbestos Consultants, Unit 2, Empire Business Centre, 2 Empire Way
 Burnley, Lancashire. BB12 6HA.

Site Reference: 11355 – T J Hughes, 177/178 Terminus Road, Eastbourne. BN21 3NX.

Date Received: 19/01/18

Certificate Number: TVS/18/308

Date Analysed: 19/01/18

Analyst: P Sharkey

Sample Number		**Sample Location	*Description of Product	Content
Lab	Customer			
001	11355/001	R01	Brake Linings	No Asbestos Detected
002	11355/002	R01 Wall Cladding	Insulating Board	No Asbestos Detected
003	11355/003	R01 Panels to Lift Doors	Insulating Board	Amosite

Approved: Sign:

Date: 19/01/18

(Issued)

Print: N Tully
 (Approved Signatory)

Samples detailed above have been analysed qualitatively for asbestos by polarized light & dispersion staining as described in our in-house procedures (Appendix 1 of our 'Quality Manual Policy and Procedures'), based on the content of HSG 248 Appendix 2. *Description of Product is outside the scope of our UKAS accreditation. **TVS Analysis Ltd accepts no responsibility for errors which may have arisen during sampling or transportation of samples and cannot take responsibility for the accuracy, representative nature and location of samples taken by external customers.

Appendix 7 Historic ACM's Removed, Non-Asbestos Samples, No/Limited Access Areas Now Accessed

This section provides a chronological history of any ACM's which have been removed, any non-asbestos samples taken subsequent to the original asbestos survey or areas now accessed which were previously no or limited access.

	Location:	Third Floor - Offices			Original Survey N°:	0818	Original Survey Date:	26 February 2004		
	Description:	To ladies toilets			AMP Number:	11354				
	Sample Number:				Date Inspected:	17 January 2018				
	Quantity:				Next Inspection Date:	N/A				
	Accessibility:	No access – room now accessed NSM			Surface Treatment:		Frequency of Use:			
	Risk Category		MRS		PRS		Condition:		Asbestos Type:	
	Comments/Actions: Solid & plasterboard walls. Floor with modern vinyl floor tiles.									
	Location:	Ground Floor			Original Survey N°:	0818	Original Survey Date:	26 February 2004		
	Description:	To room off loading bay (locked)			AMP Number:	11354				
	Sample Number:	NA8			Date Inspected:	17 January 2018				
	Quantity:				Next Inspection Date:	N/A				
	Accessibility:	No access – room now accessed NSM			Surface Treatment:		Frequency of Use:			
	Risk Category		MRS		PRS		Condition:		Asbestos Type:	
	Comments/Actions: Solid ceiling & floor, solid & plasterboard walls, metal pipework									
	Location:	Lift Shaft			Original Survey N°:	11355	Original Survey Date:	17 January 2018		
	Description:	Brake lining			AMP Number:	11355				
	Sample Number:	11355/001			Date Inspected:	17 January 2018				
	Quantity:	X 1			Next Inspection Date:	N/A				
	Accessibility:	No access – shaft now accessed NSM			Surface Treatment:		Frequency of Use:			
	Risk Category		MRS		PRS		Condition:		Asbestos Type:	
	Comments/Actions: Accessed this visit. Solid ceiling, walls & floor. Timber structure to walls with mesh/cement.									

	Location:	Lift Shaft				Original Survey N°:	11355	Original Survey Date:	17 January 2018	
	Description:	Wall cladding to lift shaft				AMP Number:	11355			
	Sample Number:	11355/002				Date Inspected:	17 January 2018			
	Quantity:					Next Inspection Date:	N/A			
	Accessibility:	No access – shaft now accessed NSM				Surface Treatment:		Frequency of Use:		
	Risk Category		MRS		PRS	Condition:		Asbestos Type:		
	Comments/Actions:									
	Accessed this visit. Solid ceiling, walls & floor.									

	Location:	Removed from Canteen				Original Survey N°:	2590	Original Survey Date:	8 June 2009	
	Description:	ACM's to fuse boxes				AMP Number:	R-12589			
	Sample Number:	RB02590/001				Date Inspected:	22 January 2019			
	Quantity:	Unknown				Next Inspection Date:	January 2020			
	Accessibility:	Inaccessible				Surface Treatment:	Covered	Frequency of Use:	6 Monthly	
	Risk Category	D – Very Low Risk	MRS	2	PRS	3	Condition:	Good	Asbestos Type:	Assumed Chrysotile
	Comments/Actions:									
	REMOVED FROM CANTEEN									