Management Survey
For



Ranworth Tourist Information Centre, Farm Lane, The Staithe, Ranworth, Norfolk, , NR13 6HY

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1.0 Executive summary:

The tables within this section are a brief summary of the survey results only. It is strongly recommended that all parties familiarise themselves with the full content of the survey findings including any recommended actions & surveyors comments prior to acting on its content. Full details of the findings can be found within the Survey Data Sheets in Appendix 2. For a quick reference to determine if any asbestos containing materials (ACMs) are present within a particular area, turn to Appendix 5, Plans at the back of the report where sample reference points & any highlighted areas of ACMs can be utilised & cross referenced with the survey results. Brief details of each area/location that has been subjected to inspection can be found in Appendix 3, Areas Surveyed.

Any asbestos containing materials that have been identified during the Management Survey inspection will be categorized below in order according to the initial Material Risk Assessment made by Asbestos Survey Solutions Ltd.

HIGH RISK MATERIALS - SCORES 10+

Any asbestos materials in poor condition, or asbestos debris/contamination that has been identified whilst undertaking the survey inspection will be listed in the table below. Where these items have been identified it is recommended that risk assessment(s) are undertaken to ensure that Regulation 4, Regulation 10, Regulation 11, and Regulation 16 of the Control of Asbestos Regulations 2012 are complied with.

Item No	Building	Floor	Room	Sample No (S,SP,P,As)	Item	Material	Risk assessment Score	Recommendations
There were no results found.								

MEDIUM RISK MATERIALS - SCORES 7-9

Any asbestos containing materials that are considered to be medium risk or are unsealed or damaged that have been identified whilst undertaking the survey inspection will be listed in the table below. Where these items have been identified it is recommended that remedial work to repair, seal or remove these materials is undertaken as a priority.

Item No	Building	Floor	Room	Sample No (S,SP,P,As)	Item	Material	Risk assessment Score	Recommendations
There were no results found.								

LOW RISK MATERIALS - SCORES 1-6

Any asbestos containing materials that have been identified as low risk or very low risk will be listed in the table below. Where these material have been identified a management policy and plan will need to be implemented to manage these materials safely. The materials require labelling (where practical) and the condition re-inspected/assessd at 6 - 12 monthly intervals.

Item No	Building	Floor	Room	Sample No (S,SP,P,As)	Item	Material	Risk assessment Score	Recommendations
There were no results found.								

1.0 Executive summary:

PRESUMED ASBESTOS/NO ACCESS AREAS & LIMITATIONS

In accordance with HSG 264: *Asbestos, the survey guide*, survey protocols decree that any areas (or items) where full access could not be obtained must by default be `presumed' to contain asbestos until proven otherwise. The management plan / policy will need to identify that these areas / items require inspection prior to disturbance in order to confirm or refute the possible presence of asbestos.

Any specific rooms or areas where access could not be obtained are listed in the table below along with any older plant & electrical items or building components that the surveyor is familiar with that are known to contain, (or possibly) contain asbestos parts & components:

Item Number	Building	Floor	Sample No (S,SP,P,As)	Room/Area	Recommendation
There were no results found.					

In addition to any identified no access areas / items as listed in the above table, it is possible that further unidentified asbestos containing materials (ACMs) may still be present within certain areas of the building/s that would have necessitated excessive damage to floors, decorations, fixtures & fittings by gaining access for inspection. Due to the inherent restrictions of undertaking a non-destructive survey inspection, it is therefore possible that some of the following limitations & no access areas may also have been encountered whilst undertaking the survey inspection:

- Plant & electrical installations have been subjected to external inspections only & have not been opened up for inspection unless specified otherwise
- No access is obtained within any bricked in voids & cavities
- No inspection access is obtained above & behind `fixed' ceilings & false walls that would cause excessive damage by opening up for inspection (e.g. plasterboard / walls & ceilings)
- No access is obtained within any `sealed' boxing or riser voids (without screw fixings)
- The survey has not taken account of any `concealed' textured coatings that may contain asbestos or other asbestos materials that have been boarded over or plastered over.
- Inspection access will be limited or may not have been obtained beneath any fitted carpets, sheet floorings or other floor coverings
- The survey has not taken account of any `concealed' asbestos containing bituminous damp courses (if present)
- Inspection within the loft/roof void/s was localised & limited to observations made from the access hatch as no safe walkways were present above the fragile ceilings & joists
- Inspections beneath glassfibre insulation & other insulation materials will be inherently localised & limited

General Inspection limitations

It should be noted that visual inspection of surface materials, behind surface materials (example; plasterboard) & inspection within voids (where possible) was by nature localised & limited & all similar areas & adjacent surface materials deemed to be of the same composition. Full inspection would have required the individual inspection of every square foot, & every linier meter of surface materials within the premises & the complete removal & dismantling of all walls, floors & ceilings to inspect within the void areas which was clearly not practical.

Considerations Regarding No Access

In order to comply with the Asbestos Regulations and to manage any known or unidentified asbestos containing materials within the premises, the management system should include a system whereby all visiting contractors are made aware of the presence of identified asbestos materials **and** the possible presence of asbestos within any areas where inspection access could not be obtained. Furthermore; due to the inherent restrictions of a non-destructive Management Survey, prior to any building works or major refurbishment works a Pre-Demolition / Refurbishment Survey must be undertaken. It may be that only localised intrusive inspection is required within areas of the building that have not undergone full inspection but this should be undertaken none the less.

It is acknowledged that even with complete access demolition surveys, all ACMs may not be identified & this may only become apparent during demolition. Caution should always be taken when dealing with building materials & any suspect materials should be reported and left undisturbed until properly investigated. Prior to any work with suspected asbestos containing materials, an assessment must be undertaken to firstly establish the type of asbestos in order to determine the correct removal procedures & any subsequent removal works undertaken in accordance with L143: *Managing & working with asbestos*

Due to the inherent limitations as detailed above, Asbestos Survey Solutions Ltd cannot be held responsible for any unidentified asbestos containing materials within areas of the building that have not been fully opened up for inspection whilst undertaking the survey investigation.

SURVEY SCOPE

The survey involved undertaking a non-intrusive/non-destructive inspection as defined in HSG 264, Asbestos, the survey guide. The survey scope included all internal & external areas of the building/s as detailed within the survey drawings where inspection access could be obtained utilising standard survey ladders up to 3 meters & observations & assessment made from ground level regarding any high-level areas. Plant & electrical items (e.g. heaters & boilers, fuse / distribution boards etc.) were subjected to external inspection only & were not dismantled or opened up for inspection.

Building Notes:

Tourist Information Centre

The building is single storey & is attached to an adjoining property via the roof. The pitched roof comprises clay pantiles. The elevations comprise brickwork, wood & glazing. The age of the building is not known.

2.0 Contract Review:

Name and address of site:	Ranworth Tourist Information Centre, Farm Lane, The Staithe, Ranworth, Norfolk,		
Name and address of client:	The Broads Authority, Yare House, 62 - 64 Thorpe Road, Norwich, Norfolk		
Client contact:	Danny Wilken		
Type of survey:	Management Survey (with MA only)		
Date of survey:	15 Dec 2025		
Report Revision Number:	1		
TEAMS internal job number:	J001274		
Lead surveyor[s]:	Shaun Applegate	Signature:	
Technically reviewed by:	Shaun Applegate	Signature:	
Report issue date:	18 Dec 2025		

3.0 Introduction/Objectives:

Asbestos Survey Solutions Ltd received an order of confirmation to undertake a Management Survey from The Broads Authority. This order has been accepted on the basis of the original quotation and our terms and conditions of business.

The order relates to a management survey of:

Ranworth Tourist Information Centre
Farm Lane
The Staithe
Ranworth
Norfolk

NR13 6HY

The survey was carried out by Shaun Applegate.

The Type of survey selected / requested by the client was a management survey.

The reason for selecting this survey is to enable the client to manage the risks from retained asbestos in their premesis.

This survey was carried out in accordance with documented in house procedures, which are based on the HSE Guidance document HSG 264.

3.1 Purpose of Survey

The purpose of this Management Survey is to help the duty holder manage asbestos in these premises. It provides sufficient information for an asbestos register to be generated in accordance with HSG 264 so that the duty holder can carry out a risk assessment and prepare a suitable management plan in accordance with regulation of the Control of Asbestos Regulations 2012 (CAR 2012).

3.2 Aim of Survey

The aim of the survey was to;

1. Locate and record the location, extent, and product type as far as reasonably practicable of known or presumed ACM's.
2. Inspect and record information on the accessibility, condition and surface treatment of know or presumed ACM's
3. Determine and record the asbestos type based on sampling or by making a presumption based on product type and appearance

3.0 Introduction/Objectives(Cont): - Type of Survey

3.3 Type of Survey – Management Survey

This management survey is required for the normal occupation and use of the building to ensure continued management of any ACM's in situ, and is the standard survey type.

Its purpose is to locate as far as is reasonably practicable, the presence and extent of any suspect ACM's in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation and to assess their condition.

All areas have been accessed as far as is reasonably practicable. Any areas that it was not possible to access have been presumed to contain asbestos and documented within this report. This survey involved sampling and analysis to comfirm the presence or absence of of asbestos containing materials, however presumptions may have also been used within this report to presume or strongly presume the presence of ACM's.

Management surveys will involve minor intrusive work and some disturbance. The extent of the intrusion will vary between premises and depend on what is reasonably practicable for individual properties eg type of building, nature of construction, etc.

The survey report can be used as a basis to start developing a management plan and prioritise actions, but in itself does not constitute a management plan as required under CAR 2012.

In order for the building occupier under regulation 4 of CAR 2012 they must implement a management policy and plan for confirmed or presumed asbestos containing materials.

This management survey includes a material assessment of the identified or presumed ACM's which relates to their condition and their potential to release fibres. This material assessment will provide the duty holder with an initial guide to the priority for managing ACM's as it will identify those ACM's which will most readily release fibres if they are disturbed.

4.0 Desk Top Review and Survey Planning:

In accordance with HSG 264, *Asbestos, the survey guide*, a desk top study of any information provided by the client should be undertaken prior to the commencement of the on-site physical survey inspection in order to have in place a survey plan / stratergy. Where specific infomration regarding the building has been provided, the survey stratergy has been undertaken acording to the initial study / assesent findings. All survey inspections are undertaken in accordance with Asbestos Survey Solutions Ltd in house procedures & a risk assessment undertaken prior to the commencement of work.

Drawings were not provided & were compiled on site

A decontamination unit was not needed onsite during the survey.

Utilities & services were still live at the time of the survey.

Access equipment for working at heights was not required.

The survey did not involve confined space working.

The client did not inform Asbestos Survey Solutions Ltd of any chemical/biological hazards.

5.0 Survey Method

5.1 This survey has been undertaken in accordance with HSG 264 and Asbestos Survey Solutions Ltd in house procedures.

5.2 Where provided, any information provided by the client or their representative will be used to define the scope of the survey

5.3 Photographs of suspected ACM's will be taken at the time of the survey unless the client expressly requests otherwise. Sampling points and suspected ACM's will not be identified with labels unless the client expressly requests otherwise.

5.4 All fibrous materials and item will be included in the survey unless, in the surveyors professional opinion, these items can be excluded (eg. Wood, wallpaper, man-made mineral fibre). Samples of all thermoplastic floor coverings will be taken unless, in the surveyors professional opinion, such items can be excluded. All textured coatings and novel bituminous will be sampled.

5.5 Areas that could not be accessed were presumed to have ACM's present until proven otherwise. Each area requiring further inspection is documented within the Executive summary (Inaccessible areas).

5.6 Materials that could not be accessed and in the surveyors opinion can be dismissed will be presumed to be ACM unless proven otherwise. Materials that are not sampled but, in the surveyors opinion, have a similar appearance, location and function as a previously sampled material will be strongly presumed to be similar to the sampled material.

5.7 The quantity of samples taken may have been minimised by using 'strongly presumed' as defined above. Materials that are 'strongly presumed' to be similar to a material that has already been sampled will be recorded in the comments section of the survey and referenced against the original sampled material.

5.8 Our surveyor has made every attempt to avoid causing damage during the management surveys whilst attempting to identify possible ACM's. Minor repairs will be made and any areas accessed will be left in a safe condition.

5.9 Intrusive damage that is required to gain access to an area/location that is within the scope of the survey will need to have been agreed with the client or the clients representative. Any remedial action will be put in place before such action is attempted. If remedial action cannot be arranged, no attempt to access the area will be made and the reasons recorded. The area/locationwill be presumed to have ACM's present until proven otherwise.

5.10 Non fibrous materials and item known not to contain asbestos (eg Breeze block, plaster, plasterboard plastics and non textured paints) will be excluded from the survey unless the surveyor suspects that these materials have been contaminated with asbestos from other sources or specifically requested by the client.

5.11 Older electrical equipment, which cannot be shown to contain ACM's, will have been presumed to have ACM's present unless, in the surveyors professional opinion, such items can be excluded.

6.0 Exclusions and Caveats:

6.1 The survey was undertaken given the site conditions on the day of the survey ivestigation & was limited to those areas accessed & accessible at the time of the survey.

6.2 The survey report has not taken into account any ground contamination or buried asbestos that may be present on site.

6.3 We have not inspected any areas or surfaces that would require the removal and relocation of carpets, furniture, blinds, curtains, fixtures or fittings.

6.4 We have not inspected any part of the building(s) requiring specialist access equipment other than stepladders. Any requirement for specialist access equipment has been specifically excluded unless otherwise stated.

6.5 We have not reported on concealed spaces which may exist within the fabric of the building where the extent and presence of these is not evident due to inaccessibility or insufficient knowledge of the structure at the time of the survey.

6.6 No responsibility is accepted for the presence of asbestos in voids (underfloor, floor, wall or ceiling) other than those opened up during the investigation.

6.7 Samples have not been taken where the act of sampling would endanger the surveyor or affect the functional integrity of the item concerned. For example; fuses within electrical boxes, gaskets, fire doors, ropes associated with heating, glazing or power plant etc.

6.8 Bulk samples have been taken from all materials which upon visual inspection appeared likely to contain asbestos with the exception of items of bitumen, plastic, resin or rubber which contain asbestos, the thermal and acoustic properties of which are incidental to their main purpose.

6.9 Materials have been referred to as Asbestos Insulating Board or Asbestos cement based upon their asbestos content and visual appearance alone. Density checks on materials have not been carried out unless stated otherwise.

6.10 Inspection of pipe-work has been restricted primarily to the areas where visual inspection could be undertaken without causing damage to any overlaying non-asbestos insulation and is therefore localised and limited. No responsibility is accepted for the presence of asbestos other than where localised inspection has been undertaken. Where it is evident that underlying asbestos debris is present, a detailed inspection, which is outside the scope of this survey, will be required to establish the presence, nature and extent of any asbestos debris.

6.11 Any possible contamination or residue from any previous removal works may not have been undertaken in accordance with the standards of today. The visual identification of asbestos debris that is no longer a part of the matrix of the original product is almost impossible to visually identify & is most prevalent within boiler rooms and beneath non-asbestos laggings. Should any contamination or residue be identified within any plant / boiler rooms to walls and beneath non-asbestos laggings, in order to establish the extent of any remnant / debris or contamination, extensive sampling, air testing and the complete removal of non-asbestos laggings may need to be undertaken which is considered outside of the survey scope.

6.12 It is known that certain roofing felts may have been over clad or a mixture of different felts and patches applied over time. Therefore to eradicate incorrect analytical identification and furthermore to eliminate damage, the sampling of roofing felts is not undertaken unless requested. Subsequently all roofing felts should be “presumed” to contain asbestos until known otherwise. It is know that Chrysotile (white asbestos) was used as a component within the production of bituminous roofing felts in the past (up to 1979) and was frequently used in the construction of “built up” flat roofing systems. Roofing felts & bituminous materials that contain asbestos and are in good condition do not easily generate airborne asbestos fibres under foreseeable circumstances. It is however strongly recommended that anyone undertaking roof repairs or who may be likely to disturb any roofing felts should be suitably trained and any works undertaken with these materials conforms with L143 – Managing & working with asbestos.

6.13 Plant & Electrical Items

Plant and electrical items have been subjected to external visual inspections only and have not been dismantled for inspection unless specified otherwise. Due to the known historic use of asbestos materials within certain older plant and electrical items, where the surveyor has encountered these items they will be included within the Data Sheets & Survey Drawings.

6.0 Exclusions and Caveats:

It may be possible that heating engineers / gas engineers / electricians or persons familiar with individual and specific plant and electrical items may be aware of, or have access to information that can confirm that certain plant items and electrical units listed within the report do not contain asbestos.The report and subsequent findings has been compiled utilizing known and current data available at the time the survey was undertaken and no allowance has been made for subsequent amendments thereafter.

Plant Items, Storage Heaters, Electric Motors, Boilers etc.

It is known that asbestos was used within certain older types of storage heaters, boilers, and other older items of plant & machinery. These older plant items may contain small parts and components or asbestos containing materials that cannot be identified without dismantling each unit entirely. Possible ACMs include: thermal insulation, insulation board, rope gaskets, washers, asbestos coated electrical wiring, drive belts, clutch & brake facings, gaiters etc.

Electrical Boxes / Fuse / Distribution Boards

It is known that asbestos was used within old style fuse boards and electrical distribution boards, i.e. fuse-board flash-guards and arc shields, asbestos rope door seals may also be present. Subsequently; due to safety considerations, where isolation of services cannot be definitively verified older electrical units should be “presumed” to contain asbestos until proven otherwise.

Managing `Presumed’ Plant & Electrical Items

In order to `manage’ any presumed plant and electrical items it is recommended that a system is adopted to ensure anyone likely to open up or undertake work on any `presumed’ plant and electrical items are informed of the possible presence of asbestos prior to works in order for them to take appropriate actions and precautions. Should any persons familiar with or have access to information confirming no asbestos to be present the Asbestos Register should be updated accordingly and any supporting documentation kept within the asbestos file.

Removal of `Presumed’ Plant Items

Older `presumed’ plant items that can be removed complete and intact should be removed in accordance with the approved codes of practice (ACOP L143) utilising suitably trained & competent personnel. Should any large plant items that have not been opened up for inspection need to be dismantled in order to facilitate removal, it is strongly recommended that it is undertaken by a specialist licenced contractor under semi controlled conditions.

7.0 Sampling and Analysis:

7.1 The object of bulk sampling is to identify the nature and extent of any visible ACM.

7.2 Bulk sampling is undertaken inline with the recognised safe procedures in order to cause minimal possible nuisance and potential risk to health of the building occupants and visitors. Bulk samples are taken in accordance with documented in house procedures, following guidelines detailed in HSG264 'The Survey Guide' and HSG248 'The Analyst Guide'. The quantity of samples taken will be minimised by using 'strongly presumed'. Materials that are 'strongly presumed ‘to be similar to a material that has already been sampled will be recorded in the comments section of the survey record and referenced against the original sampled material.

7.3 Bulk samples are returned to the appointed bulk analysis laboratory with the appropriate sample / report reference number. Where appropriate; a label will be left on site adjacent to the sample location.

7.4 The label will indicate the sample number and the date taken. This label can be used along with the report for cross reference purposes.

7.5 Bulk sample analysis is carried out in accordance with HSE document HSG 248 ‘The Analysts Guide’ and Asbestos Survey Solutions Ltd Ltd documented in-house methods. Samples are examined under a low magnification stereomicroscope and the fibres teased apart. The fibres are then mounted in liquids of known refractive indices and examined under high magnification using polarised light and dispersion staining in accordance with HSG 248 ‘The Analysts Guide’.

7.6 The bulk sample description and analysis results can be found in Appendix 4 of this report – The analysis certificate.

Key to Analysis Results:

Chrysotile - White Asbestos

Amosite - Brown Asbestos

Crocidolite - Blue Asbestos

Tremolite - Rare Asbestos

Actinolite - Rare Asbestos

Anthophyllite - Rare Asbestos

8.0 Survey Results - Interpretation:

Survey Results

8.1 The results of the survey inspections and sampling undertaken are recorded on the enclosed Survey Data Sheets (appendix 2), Asbestos Register (appendix 1) and Non-Asbestos Material Register (appendix 3).Where asbestos containing material have been identified or presumed to be present then a Material Assessment Algorithm has been calculated as detailed in HSG 264 and reproduced in the table below:

8.2 Within the survey data sheets the individual scores in brackets, for each sample variable, are added together to form the final material risk assessment algorithm score.

8.0 Survey Results - Interpretation (cont):

Material Risk Assessment Algorithm

Product type [or debris from product]

Score	Examples of scores
1	Asbestos reinforced composites [plastics, resins, mastics, roofing felts, vinyl floor tiles, semi- rigid paint, decorative finishes and asbestos cement etc]
2	Asbestos insulating board, mill boards, other low-density boards, textiles, gaskets, ropes and woven materials and asbestos paper.
3	Thermal insulation [e.g. pipe and boiler lagging], sprayed asbestos, loose asbestos, asbestos mattresses and packing.

Extent of damage/deterioration

Score	Examples of scores
0	Good condition: no visible damage
1	Low damage: a few scratches or surface marks, broken edges on boards or tiles, etc.
2	Moderate damage: significant breakage of materials or several small areas where material has been damaged exposing fibrous edges.
3	High damage or deterioration of materials, sprays and thermal insulation. Visible asbestos contamination by debris or residues.

Surface treatment

Score	Examples of scores
0	Composite materials containing asbestos, reinforced plastics, resins, vinyl tiles
1	Enclosed sprays or insulation, AIB [with exposed face encapsulated], cement sheets, etc.
2	Unsealed AIB, encapsulated insulation and sprays.
3	Unsealed insulation and sprays.

Asbestos Type

Score	Examples of scores
1	Chrysotile
2	Amphibole asbestos (excluding Crocidolite)
3	Crocidolite

Material Risk Assessment Score

Risk Category	Risk	Score Range	Fibre release potential
A	HIGH	10 and above	High risk with a high potential to release fibres if disturbed
B	MEDIUM	Between 7 and 9	Medium risk with a medium potential to release fibres if disturbed
C	LOW	Between 5 and 6	Low risk with and having low potential to release fibres if disturbed
D	VERY LOW	4 and below	Very low risk with and having very low potential to release fibres if disturbed

9.0 Recommendations:

9.1 To comply with and ensure that the requirements of section 2 & 3 of the Health and Safety at Work Act (as amended) 1974, the Management of Health and Safety at Work Regulations 1999, the Control of Asbestos Regulations 2012 and the Control of Substances Hazardous to Health 2002 are met, the following recommendations should be implemented:

9.2 Undertake suitable and sufficient Risk Assessments of identified asbestos containing materials against normal occupation and maintenance operations, in compliance with Regulations 3 of the Management of Health & Safety at Work Regulations 1999 and Regulation 6 of the Control of Asbestos Regulations 2012.

9.3 The findings of the survey be brought to the attention of those persons who are likely to come in contact with asbestos, in compliance with Section 2 and 3 of the Health and Safety at Work Act (as amended) 1974 and Regulation 10 of the Control of Asbestos Regulations 2012.

9.4 Implement an Asbestos Management Policy, Plan and review process in compliance Regulation 4 of the Control of Asbestos Regulations 2012.

9.5 Instigate regular inspections, to record and update details of retained asbestos containing materials.

9.6 Review the arrangement under the management plan in accordance with regulation 4 of the CAR 2012.

9.7 During the course of the survey it may not have been possible to access all areas of the site. Details of areas requiring further access are identified within the Executive Summary. In accordance with HSG 264, any areas where access was not obtained must be presumed to contain asbestos and treated accordingly until further inspection and analysis of building fabric and services proves otherwise

9.8 Where asbestos debris or asbestos in poor condition has been found it is recommended that access is restricted and or controlled to these areas in accordance with Regulation 11 and Regulation 16 of the Control of Asbestos Regulations 2012.

9.9 If we have identified asbestos materials in poor condition, it is recommended that air monitoring is carried out within a number of areas where asbestos materials have been identified in order to assess airborne fibre levels within adjacent occupied areas in relation to the clearance indicator, as documented by HSG 248 the Analyst Guide.

9.10 All identified asbestos to be appropriately identified and subject to risk assessment, management, and re-inspection at least every 6-12 months or sooner as deemed necessary.

9.11 Site specific recommendations in respect to the location and condition of asbestos materials identified during the course of this inspection are detailed in the Survey Data Sheets and Asbestos register. In considering the management of asbestos materials identified to date, these recommendations should be taken into consideration.

9.12 In accordance with the Control of Asbestos Regulations 2012 the removal of ACM's fall into one of the three categories below:

Licensed Asbestos Removal
Is defined as any work, which is undertaken on a friable asbestos product or which is likely to exceed the control limit of 0.1f/cm3. A licensed asbestos removal contractor must undertake this work and a 14-day notice must be given to the HSE prior to the commencement of the work.

Notifiable Non Licensed Works
If work on an ACM causes the deterioration of the matrix material in which the asbestos fibres are firmly linked, then these works are Notifiable Non Licensed Work (NNLW). Work of this type does not require an asbestos removal licence, but the company undertaking the work must have the following:
-Notification of the work to the relevant enforcing authority prior to the work commencing.
-Medical examinations to assess each worker's state of health to be carried out, before any possible – exposure to asbestos. Then re-examinations every three years.
-Insurance for working with asbestos containing materials.
-A register of work to be kept by the employer for each employee exposed to asbestos.

Non Notifiable Non Licensed work
-Non-Licensed Works Is defined as any work, which involves short, non-continuous maintenance activities, during which only nonfriable materials are removed. It can also involve the removal of non-friable materials for refurbishment purposes. However, work of this type is only applicable where the matrix material in which the asbestos fibres are firmly linked remains intact.
-If a non-licensed contractor is appointed to undertake the removal works on the above materials, the following points must be adhered to:
-All operatives undertaking work on the material must have asbestos awareness training and practical asbestos training.

9.13 It is recommended that further intrusive investigations and sampling be carried out in accordance with HSG.264, where any major refurbishment, maintenance, installation or similar activity may expose asbestos materials that have remained inaccessible during the survey. This should be as a refurbishment/demolition survey as documented in HSG264.

9.14 The findings of this report should not be solely relied upon in obtaining costs for proposed asbestos abatement work. Any proposed abatement/removal of the asbestos should be undertaken against a detailed specification.

Appendix 1 - Asbestos Register

Item Number	S,P,SP,AS Sample No	Building	Floor	Location /Room /Item	Product Type	Condition	Surface Treatment	Asbestos Type	Quantity	Accessibility	Material Score	Recommendation
There were no results found.												

KEY:

S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Appendix 2 – Survey Data Sheets

Service Type	**Management Survey**		
Report Revision Number	**1**	**Surveyors**	**Shaun Applegate**
TEAMS Job Number	**J001274**	**Survey Date**	**15 Dec 2025**
Site Address:	**Ranworth Tourist Information Centre Farm Lane The Staithe Ranworth Norfolk NR13 6HY**	**Bulk Analysis Laboratory**	**The Broads Authority**
		Sample Analysis Date	**17 Dec 2025**

Survey Data Sheets



Survey Date:		Lead Surveyor	Survey Type	Floor	Analysis
15 Dec 2025		Shaun Applegate	Management Survey	External	No Asbestos Detected
Building		**Room**	**Item**	**Quantity**	
Tourist Information Centre		External, Roof, (See Drawings)	Cement Verge Undercloaking To Roofline	See external entry	
Item Number	**Sample No (S,SP,P,As)**	**Product Type**	**Surface Treatment**	**Condition**	**Accessibility**
1	CD001169 (S)	N/A	N/A	N/A	N/A
Material Risk Score					
N/A					
Recommended action	No further action required				
Surveyor comments	Observed to two areas of the roof. See photo & drawings for reference & orientation. Appears to comprise a modern low density board. Subsequently sampled to confirm this presumption.				



Survey Date:		Lead Surveyor	Survey Type	Floor	Analysis
15 Dec 2025		Shaun Applegate	Management Survey	External	N/A
Building		**Room**	**Item**	**Quantity**	
Tourist Information Centre		External, Elevations, (See Drawings)	Masterboard Panelling To Rear Elevation	N/A	
Item Number	**Sample No (S,SP,P,As)**	**Product Type**	**Surface Treatment**	**Condition**	**Accessibility**
2	Visual (P)	N/A	N/A	N/A	N/A
Material Risk Score					
N/A					
Recommended action	No further action required				
Surveyor comments	See photo & drawings for reference & orientation. Visually identified as Masterboard which is off white in colour & has a smooth side & pitted side & is reinforced with glassfibre. Masterboard is definitively known not to contain asbestos.				

KEY: S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Survey Data Sheets (cont)



Survey Date:		Lead Surveyor	Survey Type	Floor	Analysis
15 Dec 2025		Shaun Applegate	Management Survey	Roof Void	N/A
Building		**Room**	**Item**	**Quantity**	
Tourist Information Centre		Roof Void, RV, (See Drawings)	Fibreboard Panelling .	N/A	
Item Number	**Sample No (S,SP,P,As)**	**Product Type**	**Surface Treatment**	**Condition**	**Accessibility**
3	Visual (P)	N/A	N/A	N/A	N/A
Material Risk Score					
N/A					
Recommended action	No further action required				
Surveyor comments	Bonded to wooden panels, see photo. Definitively known not to contain asbestos.				

KEY: ID/ or S – Sampled, P – Presumed, SP – Strongly Presumed, AS – Cross reference to former sample

Appendix 3 - Areas Surveyed

Building	Floor	Room No	Room Type	Item
Tourist Information Centre	External	Elevations, (See Drawings)	External,	No suspect materials observed. Refer to the Survey Data Sheets regarding the Masterboard panelling to the rear elevation. The elevations comprise brickwork, wood, glazing & Masterboard. No inspection access could be obtained to determine the composition of any concealed damp course.
Tourist Information Centre	External	Roof, (See Drawings)	External,	Refer to the Survey Data Sheets regarding the cement roofline verge undercloaking. The pitched roof comprises clay pantiles. The roofline rainwater catchment system comprises wood & lead.
Tourist Information Centre	Ground Floor	G1, (See Drawings)	Reception,	No suspect materials observed. The ceiling & wall panels are wood. The floor comprises brickwork. The low level convection heater is not deemed to contain asbestos.
Tourist Information Centre	Ground Floor	G2, (See Drawings)	Tea Room,	No suspect materials observed. Wooden ceiling & walls. Brickwork floor. Modern electrical switchgear observed.
Tourist Information Centre	Ground Floor	G3, (See Drawings)	Toilet,	No suspect materials observed. Wooden ceiling & walls. Brickwork floor.
Tourist Information Centre	Roof Void	RV, (See Drawings)	Roof Void,	No suspect materials observed. Refer to the Survey Data Sheets regarding the fibreboard panelling. The roof liner, walls & ceiling comprises wood.

Appendix 4 – Analysis Certificates

ATHENA ENVIRONMENTAL SOLUTIONS LTD
SUITE 3, SOPWITH HOUSE, HURRICANE WAY,
WICKFORD, ESSEX, SS11 8YU
Tel: 01268 761 171
Email: info@athena-env.co.uk

COMPANY REG NUMBER: 07376951
REGISTERED ADDRESS: AS ABOVE

UKAS TESTING
4696

CERTIFICATE OF IDENTIFICATION OF ASBESTOS FIBRES

CERTIFICATE NUMBER: ATH/25/12/1185 **DATE SAMPLED**: 15/12/25 **DATE RECEIVED**: 16/12/25 **DATE ANALYSED**: 16/12/25 **DATE ISSUED:** 16/12/25 **SAMPLES OBTAINED BY**: DELIVERED **NUMBER OF SAMPLES**: 1	**SITE ADDRESS**: RANWORTH TOURIST INFORMATION CENTRE, FARM LANE, THE STAITHE, RANWORTH, NORFOLK, NR13 6HY **SITE REFERENCE**: N/A **CLIENT:** ASBESTOS SURVEY SOLUTIONS LTD **CLIENT ADDRESS:** THE UNION BUILDING, 51-59 ROSE LANE, NORWICH, NORFOLK, NR1 1BY **PHONE NUMBER:** 01603 784784		
ANALYST NAME & SIGNATURE:	SAM SKINNER – LABORATORY ANALYST	**AUTHORISER NAME & SIGNATURE:**	Keil Hampton - Office Manager
COMMENTS:			

RESULTS

SAMPLE NUMBER	CLIENT NUMBER	SAMPLE LOCATION	FIBRE TYPE DETECTED	COMMENTS
1	ITEM-1-CD-1169	EXTERNAL ROOF/VERGE UNDERCLOAKING	NADIS	INSULATION BOARD

KEY: CHRYSOTILE (WHITE ASBESTOS) - CROCIDOLITE (BLUE ASBESTOS) – AMOSITE (BROWN ASBESTOS)
NADIS (NO ASBESTOS DETECTED IN SAMPLE) - TREMOLITE, ANTHOPHYLLITE & ACTINOLITE (LESS COMMON ASBESTOS FIBRE TYPES)

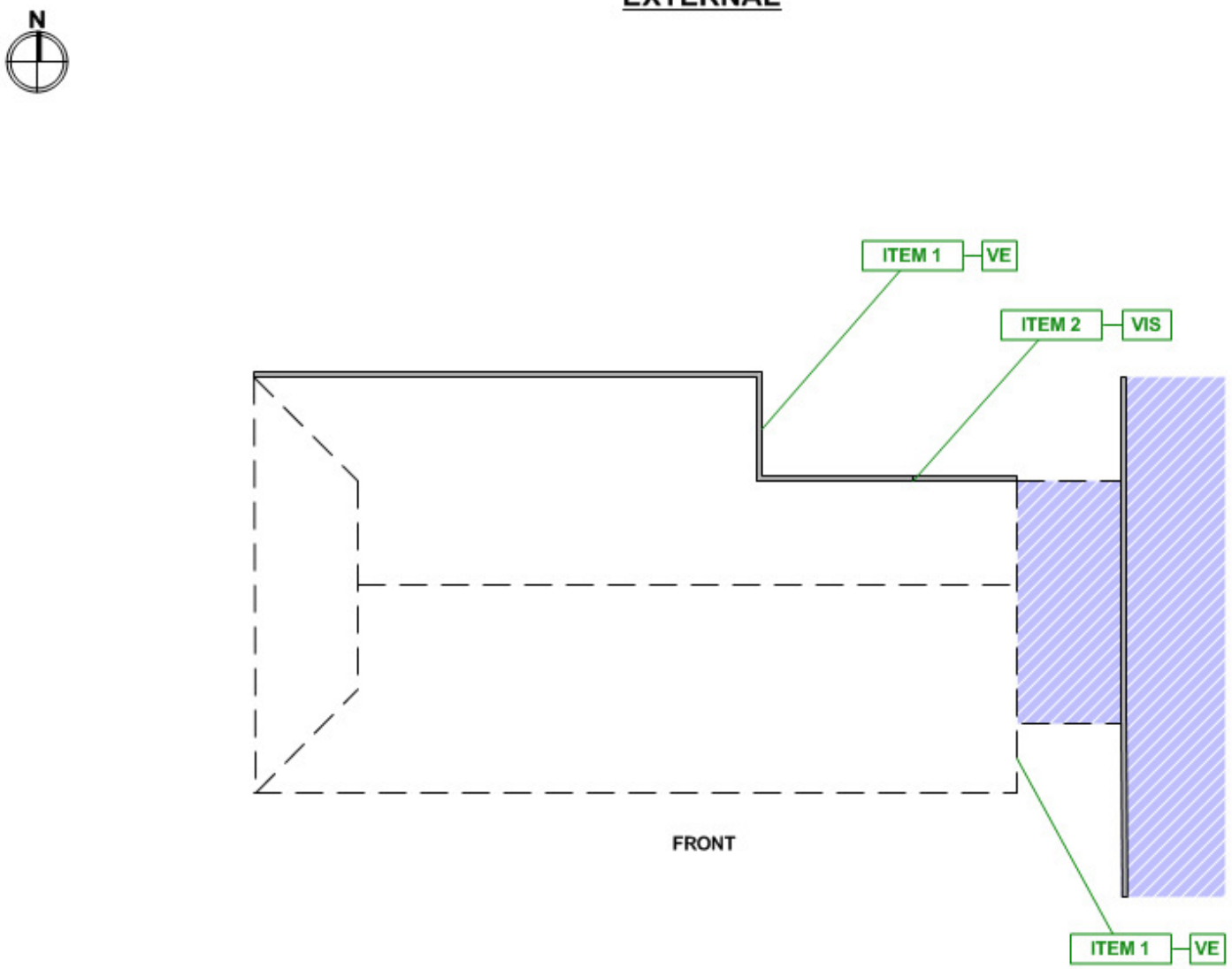
Note: When a trace of asbestos fibres are reported this represents only one or two fibres identified during PLM analysis.
Note: The material type reported is an opinion of the analyst only and does not form part of the ATHENA UKAS accreditation.
Note: Samples will be kept for a minimum of 6 months and all records and reports pertaining to the analysis archived for a minimum of 5 years.
Note: This Certificate of Identification of Asbestos Fibres can only be reproduced in full unless written approval from Athena has been obtained.
Note: If the sample condition or size is deemed unacceptable or unsatisfactory by the analyst, the client will be contacted.
Note: The results relate only to the items tested.
Note: All samples are analysed at the Athena Laboratory, Suite 3 Sopwith House, Sopwith Crescent, Wickford, Essex, SS11 8YU
Note: The results apply to the sample as received.

Samples have been analysed to determine the presence of asbestos fibres using Athena Environmental Solutions "in house" method of polarised light microscopy and central stop dispersion staining based on HSG 248. The site address and sample locations are given by the client and Athena are not responsible for the accuracy or competence of these details or of the sampling

Appendix 5 – Plans

NOTE: THE FLOOR PLANS ARE FOR ORIENTATION ONLY AND ARE NOT TO SCALE

EXTERNAL



KEY

Not in Survey Scope

VE = Verge Undercloaking

VIS = Visual Observation

ITEM.... Positive/Sampled ACM

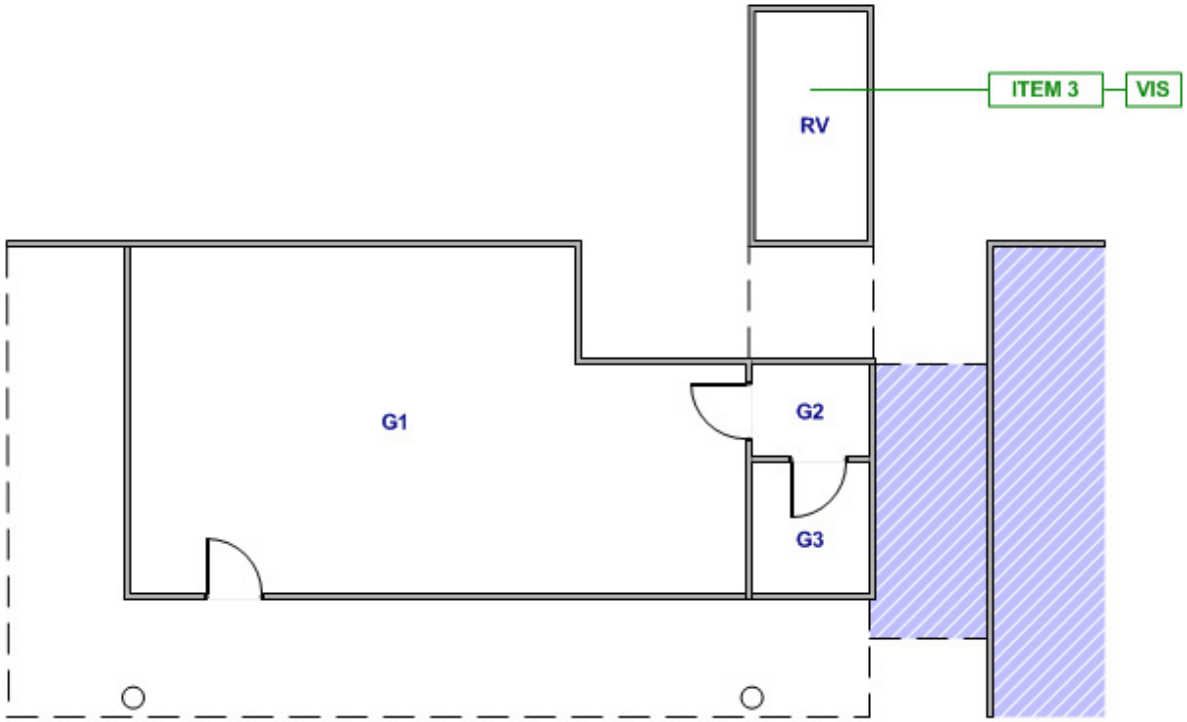
ITEM.... Strongly Presumed ACM

ITEM.... Presumed ACM or No Access

ITEM.... Negative Sample or Non Asbestos

ACM: Asbestos Containing Material

INTERNAL



NOTE: ELECTRCAL INSTALLATIONS HAVE NOT BEEN DISMANTLED FOR INSPECTION

KEY

Not in Survey Scope

VIS = Visual Observation

ITEM.... Positive/Sampled ACM

ITEM.... Strongly Presumed ACM

ITEM.... Presumed ACM or No Access

ITEM.... Negative Sample or Non Asbestos

ACM: Asbestos Containing Material