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## Birmingham City Laboratories

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## Premises asbestos register and management plan

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<b>Management Plan No</b>	D-11109	<b>Plan Issue Date</b>	30 May 2025
<b>Client Name &amp; Address</b>	Property Services Place, Prosperity & Sustainability Directorate Birmingham City Council PO Box 16255 Birmingham B2 2WT	<b>Site Address</b>	Mole Street Depot, Mole Street, Birmingham, B11 1XA
<b>Order Placed By</b>	Phil Andrews	<b>Instruction Date</b>	12/03/2025

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## Section 1: Introduction

This premises asbestos register and management plan has been designed with the sole purpose of managing the risk of exposure from asbestos containing materials (ACMs) that have been identified or presumed as present on these premises. This will help to ensure that so far as is reasonably practicable no one either occupying or working on the premises can come to any harm from those ACMs. It is an integral part of Birmingham City Council's strategy for compliance of all current health and safety legislation regarding asbestos.

**The Control of Asbestos Regulations 2012<sup>1</sup>** require that the "duty holder" identifies the location and condition of asbestos materials in any non-domestic premises, and appropriately manages the risk of exposure to those asbestos materials of anyone who occupies the premises or may work on the fabric of the premises. Non-domestic premises can include industrial or commercial buildings such as factories, warehouses, offices and shops; as well as public buildings such as hospitals, schools, libraries, leisure centres and churches. The requirements of the regulations also cover the 'common parts' of multi-occupancy domestic premises, such as purpose-built flats or houses converted into flats. The common parts of such premises could include foyers, corridors, lifts, staircases, shared gardens and garages.

The "duty holder" is defined as the person or organisation that has, by virtue of a contract or tenancy, an obligation of any extent in relation to the maintenance or repair of non-domestic premises. Where there is no such contract or tenancy, then the requirements are placed on those that have control of that part of the non-domestic premises or control of access or egress to those premises.

The duty holder must ensure that a suitable and sufficient assessment is carried out to determine whether asbestos is or is liable to be present within the premises. Where the assessment shows that asbestos is or is liable to be present within the premises, the duty holder must ensure that:-

- a) a determination of the risk from that asbestos is made;
- b) a written plan identifying those parts of the premises concerned is prepared; and
- c) the measures which are to be taken for managing the risk of exposure to asbestos are specified in a written plan. (**The Asbestos Management Plan**)

Asbestos containing materials were used extensively within the United Kingdom throughout the mid to late 20<sup>th</sup> century, and could have been used during the construction or refurbishment of premises right up until the year 2000, when the import and use of asbestos was prohibited. The first step of managing exposure to asbestos is to identify the location of any asbestos materials, to assess their condition and to create a record containing all relevant details on the location, condition and extent of the identified asbestos materials. This formal record is frequently referred to as an asbestos register. Although not a legal requirement, the best way of identifying the location of asbestos in a premise and to compile a register is to carry out an asbestos survey. An asbestos Management survey is described as the 'standard survey' with an objective of identifying the location of asbestos containing materials which could foreseeably be disturbed during the normal occupation of a premises, and during simple or routine maintenance activities. The asbestos Management survey does not, nor is it intended to, identify all of the asbestos in a premises. Asbestos may be contained within areas which would never be exposed unless work is carried out that disturbs the fabric of the building, and therefore an asbestos Management survey will unlikely be adequate should significant refurbishment or demolition be planned. In such circumstances the asbestos information held for the premises should be further supported through an asbestos Refurbishment or Demolition survey.

If your premises does not have an asbestos register then it must be presumed that any materials, except those that are obviously not asbestos (metal, wood, stone, glass or brick), contain asbestos until it has been sampled to confirm that it is or is not asbestos.

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<sup>1</sup> Regulation 4 The duty to manage asbestos in non-domestic premises

Unless specifically requested not to do so, an asbestos survey report will contain a numerical risk assessment for each identified or presumed ACM that is compiled by the surveyor at the time of the survey. This assessment is known as the **material assessment** and takes into account the physical characteristics of each asbestos material and assesses the likelihood that the material may release airborne asbestos fibres should it be disturbed.

The material assessment is compiled by following a scoring algorithm<sup>2</sup> resulting in asbestos materials being categorised as follows:

Material assessment score:	Risk category:
10 and above	High risk
Between 7 and 9	Medium risk
5 and 6	Low risk
4 and below	Very low risk

Although the material assessment will immediately highlight the high risk materials, it does not necessarily follow that those materials with the highest material assessment should be given priority for remedial action. Priorities for remedial action should be finalised following the completion of a second assessment which is known as the **priority assessment**. This is also a numerical assessment and focusses on the likelihood of someone being exposed to the asbestos materials, by considering criteria including:

- a) the activities undertaken in the areas containing the asbestos;
- b) the location, accessibility and extent of the asbestos materials;
- c) the levels and frequency of occupancy;
- d) the types and frequency of any maintenance activities undertaken.

The legal responsibility for the compilation and review of the priority assessment falls with the duty holder, as they are considered to have the requisite knowledge of the occupancy and use of their premises, to enable an accurate assessment to be carried out.

However in some circumstances (e.g. where the duty holder may not actually occupy the premises), the priority assessment may be compiled by occupants of the premises who will have the knowledge and experience of the day-to-day operations of the premises, and who will be required to co-operate and assist the duty holder with their legal obligations. A tool is provided on BESS to aid the undertaking of the [priority risk assessment](#).

The combination of the material and priority assessments will determine a total risk score for each asbestos material which will then assist with the compilation of an action plan. This action plan will enable the appropriate allocation of financial budgets, so that only those asbestos materials that present a risk of exposure to the occupants of the premises are prioritised for removal or repair.

If there are any queries regarding the implementation or maintenance of this asbestos register and management plan then please seek advice from Birmingham City Laboratories: [asbestos@birmingham.gov.uk](mailto:asbestos@birmingham.gov.uk) or on 0121 303 9300.

<sup>2</sup> Appendix 4 Material Assessment Algorithm (HSG264) The Survey Guide; HMSO

**Section 2: Site details and responsibilities**
**Name and address of the premises:**

Mole Street Depot, Mole Street, Birmingham, B11 1XA

**Responsible persons:**

In order to ensure that this premises asbestos register and management plan achieves its objectives of controlling exposure to asbestos, all persons who occupy the premises and those directly involved in the implementation and maintenance of the plan should be fully aware of their responsibilities, and have received suitable instruction and training to enable them to adequately and competently undertake their role.

**All individuals in the premises are responsible for:**

- Taking reasonable care for the health and safety of themselves and others who may be affected by their action (or lack of action) at work;
- Ensuring that they co-operate with the requirements of this premises asbestos register and management plan, and ultimately the duty holder to assist them to comply with their duties to manage exposure to asbestos;
- Reporting any suspected asbestos containing materials or damage to asbestos containing materials to the Local Responsible Person;
- Ensuring that any activities observed which may result in damage to suspected asbestos containing materials are ceased until an appropriate assessment has been carried out;

**The Local Responsible Person will be responsible for:**

- Formally accepting their responsibility to implement and maintain the requirements of this premises asbestos register and management plan;
- Assembling and maintaining a suitably trained and competent premises compliance team including the appointment of deputies, to implement and maintain this premises asbestos register and management plan;
- Ensuring that the contents of this premises asbestos register and management plan is appropriately disseminated to all members of staff who work in or around the premises;
- Ensuring that the contents of this premises asbestos register and management plan is appropriately communicated to and understood by all contractors or visitors who may disturb asbestos containing materials within the premises;
- Ensuring that any work which may disturb the fabric of the building(s) has been appropriately verified and permitted, and that the asbestos risk has been considered;
- Ensuring that information and updates relevant to asbestos management is regularly included in staff meetings;

**The deputies to the Local Responsible Person(s) will be responsible for:**

- Deputising for the Local Responsible Person in their absence;
- Formally accepting their responsibility to maintain the requirements of this premises asbestos register and management plan;
- Undertaking duties relevant to the implementation and maintenance of this premises asbestos register and management plan as delegated to them by the Local Responsible Person;

	Name and designation:	Signature:	Date:
<b>Name, designation and signature of the person who produced this premises asbestos register and management plan</b>	Simon Wills Asbestos Project Manager. Birmingham City Laboratories		30.05.2025
<b>Name, designation and signature of the Local Responsible Person</b> <i>The Local Responsible Person is the person in day to day control of the premises (e.g. Head Teacher, Site Manager). He/she <b>must</b> sign to show that they are aware of their responsibilities and the contents of the register and management plan</i>	Diane Cartwright Office Manager Equans		
<b>Name, designation and signature of the deputies to the Local Responsible Person(s)</b>	Stephen Sheridan Asset Management & Repairs Team Place Directorate Mole Street Centre		



<b>Section 4: Records of asbestos containing materials</b>	
<p><b>What records are available regarding the presence of ACMs within the premises?</b></p> <p>Examples of records are those in relation to sampling, asbestos survey reports, specifications, analytical certification and removal or remediation records of contractors.</p> <p>Records can be held in hardcopy or electronic format, but all records should be retained.</p> <p>If there is no premises asbestos register and management plan, arrangements should be in place to ensure that before any activities commence that may disturb the fabric of the premises, materials that may be damaged are either presumed to contain asbestos or assessed for possible asbestos content which is likely to include sampling the material.</p> <p>Appendix C of this document is a record sheet (record of inspection of the premises asbestos register) that those carrying out work on these premises must sign before commencing work.</p>	<p>The following asbestos records are available for these premises:</p> <p>List asbestos surveys by surveying company / project number / survey type / date completed Birmingham City Laboratories/ D-11066/ management/ 07.04.2025</p> <p>See also, Mole Street Housing Office: Birmingham City Laboratories/ D-05898/ management/ 11.06.2020. Birmingham City Laboratories/ D-01848/ management/ 03.02.2017. Birmingham City Laboratories/ 04H 9131/ Type 2/ 25.04.2005.</p> <p>List asbestos removal/remediation records by company / project number / locations and materials involved / date completed No works identified.</p> <p>List other records e.g. bulk sampling, clearance certificates etc. No other records identified.</p> <p>The records are held hardcopy and electronic format.</p> <p>The records are held in electronic format by Birmingham City Laboratories. A further copy is kept on Birmingham City Council's <b>Computer Aided Facility Management</b> database (CAFM).</p>
<p><b>Where in the premises are the records held?</b></p>	<p>The asbestos records are stored in the following location:</p> <p>Hardcopy records are retained on site in the Site Manager's Office.</p> <p>Electronically held records will be retained by Birmingham City Laboratories and on CAFM.</p>
<p><b>Who is responsible for holding and maintaining these records?</b></p>	<p>Birmingham City Laboratories are responsible for holding and maintaining the asbestos records for these premises.</p> <p>Records are kept on behalf of Philip Andrews MRICS, Property Services, Place, Prosperity &amp; Sustainability Directorate, Birmingham City Council PO Box 16255 Birmingham B2 2WT</p>

**Section 5: Monitoring the condition of asbestos containing materials**

**State the arrangements for monitoring identified and presumed ACMs in order to ensure that they remain in good condition and that there is no increased risk of disturbance.**

*The condition of all known or presumed ACMs should be routinely monitored so that they are maintained in good condition. The time between inspections of materials can vary and may depend on the location of the ACMs and the activities or occupancy levels within the building; however ACMs should be inspected at least every twelve months. Some materials may need to be checked more frequently (e.g. asbestos insulating board panels in well used circulation areas), where the assessment indicates that there is a likelihood of disturbance.*

All members of staff are briefed on the location and description of asbestos containing materials (ACMs) within these premises; particularly those which may potentially be disturbed during normal occupancy.

All staff are requested to report any concerns or potentially damaged ACMs to the Local Responsible Person (or their deputies) immediately upon discovery.

Visitors or contractors who may disturb the fabric of the building(s) during their time on the premises will be inducted as to the contents of the premises asbestos register before they will be allowed to commence their activities. They are also requested to report any potentially damaged ACMs to the Local Responsible Person (or their deputies) immediately upon discovery.

As a minimum the contents and accuracy of the premises asbestos register will be assessed every 12 months when the locations of and the condition of ACMs will be subject to review. Following the completion of this re-inspection of the premises, the asbestos register and management action plan will be revised as necessary.

The details of each inspection will be recorded within Appendix B.

**The Birmingham City Laboratories Asbestos Team will be contacted for advice and to arrange for the re-inspection of ACMs.**

**What are the arrangements for ensuring that identified and presumed ACMs are properly and safely remediated or removed whenever necessary?**

**Note:**

*The requirement to remediate or remove any ACMs must be notified to the Birmingham City Laboratories Asbestos Team. All relevant records and documentation including plans of work and certificates of re-occupation must be retained.*

*Any work on ACMs must only be carried out by a contractor who is trained and competent to carry out the task. Advice regarding appointment of contractors is available from Birmingham City Laboratories.*

*Please seek advice from Birmingham City Laboratories Asbestos Team at [asbestos@birmingham.gov.uk](mailto:asbestos@birmingham.gov.uk) or on 0121 303 9300, should you have any queries or require any assistance.*

***In all instances*** where ACMs are identified as requiring any form of remediation or removal, advice shall be sought from the **Birmingham City Laboratories Asbestos Team**, who holds a register of suitably approved and competent asbestos contractor organisations.

Whenever ACMs are remediated or removed this will prompt a review of the accuracy of information within the asbestos register, as the condition of materials may be improved or materials may have been completely removed. Records including contractor RAMS and clearance certification should always be consulted to ensure that ACMs remaining from a remediation or removal project are captured within the asbestos register.

**The Birmingham City Laboratories Asbestos Team will be contacted for advice on ensuring that asbestos register information is updated appropriately.**

**Section 6: Communicating and sharing information regarding ACMs**

All staff (permanent or temporary) should be made aware of the location of all ACMs that it is foreseeable they could encounter during their normal activities within the premises. They must also be made aware of the procedure for reporting damage discovered to these or any suspect materials.

Any individual or organisation working in or on the premises (e.g. contractors), whose work could foreseeably disturb the fabric of the building(s), **must** be made aware of the location of all ACMs that they could encounter or disturb during the course of their work. They should be requested to confirm that they have read and understood the contents of the asbestos register and that their work will not disturb any ACMs and to complete appendix C of this document.

***NB – due consideration must also be given to the routes to and from the work area(s) which may be used for the transportation of equipment that may disturb ACMs.***

**State how this information will be given to staff occupying the premises and how they should report any damage to potential ACMs they discover.**

Any visitors or contractors who may disturb the fabric of the building(s) during their activities and time on the premises, shall be inducted as to the contents of the premises asbestos register before they will be allowed to commence their activities on this site. Asbestos survey or sampling records will also be consulted as appropriate, to ensure that they are aware of the location of any ACMs within the areas that they will occupy during their activities, along with any routes to and from these area(s) which may also contain ACMs.

Diane Cartwright, Office Manager, will be responsible for ensuring that visitors or contractors are appropriately inducted on the contents of the asbestos register for this premises.

Staff are instructed to ensure that no visitors or contractors enter the premises to work on the fabric of the building(s) prior to the necessary inductions.

The visitor or contractor representatives will be requested to verify their understanding and acceptance of the contents of the asbestos register and to confirm this verification by signature within Appendix C of this document. Should anyone refuse to complete and sign this document then they will not be allowed to commence with their activities.

**If there are any concerns regarding the adequacy of the asbestos information works shall not be allowed to commence, and advice shall be sought from the Birmingham City Laboratories Asbestos Team.**

**State what management procedures are in place to control construction, maintenance or refurbishment activities.**

The Local Responsible Person shall ensure that there are adequate deputies assigned and available to ensure the appropriate execution of this premises asbestos register and management plan, particularly in the absence of the Local Responsible Person.

<p><b>What is the procedure for ensuring visiting contractors and others consult the asbestos register and management plan prior to commencing work?</b></p> <p><i>It is suggested that the contractor has written permission from the duty holder (or authorised representative) before work begins, that confirms the contractor understands the premises asbestos procedures.</i></p>	<p>The following procedures are utilised for the identification of ACMs within these premises:</p> <p>All members of staff occupying the premises and any visitors or contractors who may disturb the fabric of these building(s) are made aware of these identification procedures during their site induction.</p>
<p><b>Do these management procedures allow for the absence of key premises personnel?</b></p>	<p>The Local Responsible Person shall ensure that there are adequate deputies assigned and available to ensure the appropriate execution of this premises asbestos register and management plan, particularly in the absence of the Local Responsible Person.</p>
<p><b>Are any procedures utilised which assist with the identification of known ACMs?</b></p> <p><i>An example of such procedures being the use of hazard warning labels or colour coding systems, however they are not essential and may not be appropriate in some locations. The decision to introduce such procedures will in part depend on whether you are confident that communication with your staff and visiting contractors is effective.</i></p>	<p>The following procedures are utilised for the identification of ACMs within these premises:</p> <p>All members of staff occupying the premises and any visitors or contractors who may disturb the fabric of these building(s) are made aware of these identification procedures during their site induction.</p>



**Section 8: Management action plan**

This action plan contains a description of each ACM *that requires attention* (e.g. an asbestos wall lining in a classroom that has been damaged by chairs). A realistic timescale for completion of the action should be indicated, and once completed, the actual date of completion of the action. It is important to remember that there is no requirement to remove ACMs purely because they exist, and appropriate management actions may include introducing safe systems of work to restrict access, locking rooms to prevent any access or (using the example above) over boarding ACMs to prevent access and damage.

Any remediation of asbestos containing materials will necessitate an evaluation of the accuracy of the asbestos register including the material assessment and priority assessment.

*Note: Any remediation or removal of ACMs must be notified to the Birmingham City Laboratories Asbestos Team. All relevant paperwork, including specifications, plans of work and certificates of reoccupation must be retained.*

*Any work on ACMs must only be carried out by a contractor who is trained and competent to carry out the task. Advice regarding appointment of contractors is available from Birmingham City Laboratories Asbestos Team at [asbestos@birmingham.gov.uk](mailto:asbestos@birmingham.gov.uk) or on 0121 303 9300.*

Date	Location & description of the ACM (or survey reference)	Management action	Timescale for completion	Date work completed	Work completed by	Records retained and asbestos register updated?	Recorded by
30.05.2025	Main entrance, loading bay area. Bulk sample reference S010	Restrict access at high level above windows, pending removal of cement debris.	Immediate	Ongoing			<b>S. Wills</b>
30.05.2025	Main entrance, loading bay area. Bulk sample reference S010	Programmed removal of cement debris.	24 months				<b>S. Wills</b>

## Section 9: Emergency procedures

Even with a suitable asbestos management structure and policies and procedures in place, there may be times when these can fail and asbestos materials are inadvertently disturbed as a result. In such circumstances it is important that there is a clear understanding of the process to follow, which will help to ensure that the necessary actions are implemented and the risks associated with the potential release and spread of asbestos are minimised.

Further advice is available from Birmingham City Laboratories Asbestos Team at [asbestos@birmingham.gov.uk](mailto:asbestos@birmingham.gov.uk) or on 0121 303 9300. Other useful contact details including those for out of hours emergencies are as follows:

Birmingham City Laboratories (out of hours): 07766 925026; Birmingham City Council emergency help desk: 303 6425; Birmingham City Council (out of hours): 303 4149; Safety Services: 303 2420

### State what emergency procedures are in place for the site should there be inadvertent damage to asbestos materials.

Even with robust management systems in place there may be occasions where a suspected ACM becomes damaged. It is important in such situations that any individuals concerned try to remain calm and follow a structured process to control and reduce the creation and spread of (potential) asbestos fibres. Following damage to a suspected ACM the following local procedure should be followed:

- 1) The area should be vacated as calmly and efficiently as possible and the room / area locked off to prevent any further access;
- 2) The incident should be reported immediately to the Local Responsible Person or a deputy who will consult the premises asbestos register to verify the asbestos content of the damaged material;
- 3) Should there be any concern or confusion over the information available or over the correct procedures to follow, then advice should be sought immediately from the Birmingham City Laboratories Asbestos Team at: [asbestos@birmingham.gov.uk](mailto:asbestos@birmingham.gov.uk) or on 0121 303 9300.
- 4) No-one should be allowed to enter the room / area until it has been confirmed that it is safe to do so.

**How are these emergency procedures communicated to all of the necessary individuals?**

Even with robust management systems in place there may be occasions where a suspected ACM becomes damaged. It is important in such situations that any individuals concerned try to remain calm and follow a structured process to control and reduce the creation and spread of (potential) asbestos fibres. Following damage to a suspected ACM the following local procedure should be followed:

- 1) The area should be vacated as calmly and efficiently as possible and the room / area locked off to prevent any further access;
- 2) The incident should be reported immediately to the Local Responsible Person or a deputy who will consult the premises asbestos register to verify the asbestos content of the damaged material;
- 3) Should there be any concern or confusion over the information available or over the correct procedures to follow, then advice should be sought immediately from the Birmingham City Laboratories Asbestos Team at: [asbestos@birmingham.gov.uk](mailto:asbestos@birmingham.gov.uk) or on 0121 303 9300.
- 4) No-one should be allowed to enter the room / area until it has been confirmed that it is safe to do so.

## Appendix A: Asbestos register

This register contains a record of all ACMs that have been identified or presumed to exist within these premises. The asbestos register must be reviewed and updated routinely, but particularly when works are carried out to remove or improve the condition of ACMs, or when additional ACMs are identified or presumed during sampling or Refurbishment / Demolition surveys (for example). The accuracy of the numerical material and priority assessments should also be reviewed and amended as necessary, for example when the condition of ACMs is improved, is found to have deteriorated or following the change in the usage of a room.

For further advice contact Birmingham City Laboratories Asbestos Team at [asbestos@birmingham.gov.uk](mailto:asbestos@birmingham.gov.uk) or on 0121 303 9300.

Survey no.	Sample no.	Building & floor level	Location name & number	Description	Material assessment score				Priority assessment score				Combined assessment score	Extent of material	Accessibility	Comments / actions
					Product type	Extent of damage	Surface Treatment	Asbestos type	Occupant activity	Likelihood of disturbance	Exposure potential	Maintenance activity				
D-11066	S001	Main building - Ground	Main entrance / loading bay area 01 - 0001	Roof sheets Cement Products	1	0	1	1	1	2	2	1	9	130 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X001	Main building - 1st Floor	Boiler cupboard 28 - 0034	Roof sheets Cement Products	1	0	1	1	1	1	1	1	7	1 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X001	Main building - 1st Floor	Circulation 21 - 0020	Roof sheets Cement Products	1	0	1	1	1	1	2	1	8	20 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X001	Main building - 1st Floor	Circulation 27 - 0028	Roof sheets Cement Products	1	0	1	1	1	1	2	1	8	25 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X001	Main building - 1st Floor	Cleaners cupboard 31 - 0030	Roof sheets Cement Products	1	0	1	1	1	1	1	1	7	5 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X001	Main building - 1st Floor	Cleaners cupboard 31 - 0030	Wall panels Cement Products	1	0	1	1	1	1	1	1	7	6 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X001	Main building - 1st Floor	Gents toilets 34 - 0033	Wall panels Cement Products	1	0	1	1	1	1	1	1	7	1 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X001	Main building - 1st Floor	Gents toilets 34 - 0033	Roof sheets Cement Products	1	0	1	1	1	1	1	1	7	5 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X001	Main building - 1st Floor	Kitchen 32 - 0031	Roof sheets Cement Products	1	0	1	1	1	1	2	1	8	5 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.

Survey no.	Sample no.	Building & floor level	Location name & number	Description	Material assessment score				Priority assessment score				Combined assessment score	Extent of material	Accessibility	Comments / actions
					Product type	Extent of damage	Surface Treatment	Asbestos type	Occupant activity	Likelihood of disturbance	Exposure potential	Maintenance activity				
D-11066	X001	Main building - 1st Floor	Kitchen 32 - 0031	Wall panels Cement Products	1	0	1	1	1	1	2	1	8	6 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X001	Main building - 1st Floor	Ladies toilets 33 - 0032	Wall panels Cement Products	1	0	1	1	1	1	1	1	7	2 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X001	Main building - 1st Floor	Ladies toilets 33 - 0032	Roof sheets Cement Products	1	0	1	1	1	1	1	1	7	5 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X001	Main building - 1st Floor	Main office 19 - 0027	Roof sheets Cement Products	1	0	1	1	1	2	2	1	9	90 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X001	Main building - 1st Floor	Meeting room 25 - 0023	Roof sheets Cement Products	1	0	1	1	1	1	2	1	8	35 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X001	Main building - 1st Floor	Office 20 - 0024	Roof sheets Cement Products	1	0	1	1	1	1	3	1	9	16 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X001	Main building - 1st Floor	Office 20 - 0024	Wall panels Cement Products	1	0	1	1	1	1	3	1	9	3 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X001	Main building - 1st Floor	Office 23 - 0022	Roof sheets Cement Products	1	0	1	1	1	1	3	1	9	16 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X001	Main building - 1st Floor	Office 23 - 0022	Wall panels Cement Products	1	0	1	1	1	1	3	1	9	4 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X001	Main building - 1st Floor	Office 26 - 0021	Roof sheets Cement Products	1	0	1	1	1	1	3	1	9	16 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X001	Main building - 1st Floor	Office 26 - 0021	Wall panels Cement Products	1	0	1	1	1	1	3	1	9	6 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X001	Main building - 1st Floor	Print room 21A - 0025	Roof sheets Cement Products	1	0	1	1	1	1	1	1	7	20 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X001	Main building - 1st Floor	Print room 21A - 0025	Wall panels Cement Products	1	0	1	1	1	1	1	1	7	6 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X001	Main building - 1st Floor	Store room 22 - 0035	Roof sheets Cement Products	1	0	1	1	1	1	1	1	7	2 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.

Survey no.	Sample no.	Building & floor level	Location name & number	Description	Material assessment score				Priority assessment score				Combined assessment score	Extent of material	Accessibility	Comments / actions
					Product type	Extent of damage	Surface Treatment	Asbestos type	Occupant activity	Likelihood of disturbance	Exposure potential	Maintenance activity				
D-11066	X001	Main building - 1st Floor	Store room 30 - 0036	Roof sheets Cement Products	1	0	1	1	1	1	1	1	7	10 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X001	Main building - Ground	Main entrance / loading bay area 01 - 0001	Gully / trough Cement Products	1	0	1	1	1	1	2	1	8	10 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X001	Main building - Ground	Main entrance / loading bay area 01 - 0001	Wall panels Cement Products	1	0	1	1	1	1	2	1	8	12 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	S010	Main building - Ground	Main entrance / loading bay area 01 - 0001	Debris above windows Cement Products	1	3	1	1	1	1	2	1	11	2 m <sup>2</sup>	Usually Inaccessible	Restrict access. Remove as planned work.
D-11066	S014	Main building - Ground	Hallway / stairs 08A - 0016	Stair nosing Reinforced composites	1	0	0	1	1	2	2	1	8	13 Items	Routinely Disturbed	Manage & re-inspect on or before 14.03.2026.
D-11066	P015	Main building - Ground	Store room 16 - 0018	No access Presumed Asbestos	-	-	-	-	-	-	-	-	-			Further inspection required prior to accessing.
D-11066	P016	Main building - 1st Floor	Circulation 21 - 0020	Behind boxing Presumed Asbestos	-	-	-	-	-	-	-	-	-			Further inspection required prior to accessing.
D-11066	P017	Main building - 1st Floor	Office 20 - 0024	Behind boxing Presumed Asbestos	-	-	-	-	-	-	-	-	-			Further inspection required prior to accessing.
D-11066	P018	Main building - 1st Floor	Main office 19 - 0027	Internally to safe lining Presumed Asbestos	-	-	-	-	-	-	-	-	-			Further inspection required prior to accessing.
D-11066	P019	Main building - 1st Floor	Office 29 - 0029	Behind boxing Presumed Asbestos	-	-	-	-	-	-	-	-	-			Further inspection required prior to accessing.
D-11066	S002	Main building - Ground	Main entrance / loading bay area 01 - 0001	Flue pipe Cement Products	1	0	1	1	1	1	2	1	8	5 L/M	Occasional Disturbance	Manage & re-inspect on or before 14.03.2026.

Survey no.	Sample no.	Building & floor level	Location name & number	Description	Material assessment score				Priority assessment score				Combined assessment score	Extent of material	Accessibility	Comments / actions
					Product type	Extent of damage	Surface Treatment	Asbestos type	Occupant activity	Likelihood of disturbance	Exposure potential	Maintenance activity				
D-11066	P021	Main building - 1st Floor	Ladies toilets 33 - 0032	Behind boxing Presumed Asbestos	-	-	-	-	-	-	-	-	-			Further inspection required prior to accessing.
D-11066	P022	Main building - 1st Floor	Gents toilets 34 - 0033	Behind boxing Presumed Asbestos	-	-	-	-	-	-	-	-	-			Further inspection required prior to accessing.
D-11066	S023	Main building - External	Exterior - 0037	Roof sheets Cement Products	1	1	1	1	1	1	2	1	9	400 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X023	Main building - External	Exterior - 0037	Gully / trough Cement Products	1	1	1	1	1	1	2	1	9	22 L/M	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X023	Main building - External	Exterior - 0037	Wall panels Cement Products	1	1	1	1	1	1	2	1	9	80 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	S025	Main building - External	Exterior - 0037	Soffits Cement Products	1	1	1	1	1	1	2	1	9	80 L/M	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	S026	Main building - External	Exterior - 0037	Soffits Board	1	0	2	2	1	1	2	1	10	45 L/M	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	S027	Main building - External	Exterior - 0037	Soffit above roller shutter Board	1	1	2	2	1	0	2	1	10	2 L/M	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	S028	Main building - External	Exterior - 0037	Damp proofing Bitumen Products	1	0	0	1	1	1	2	1	7	Unk now n	Occasional Disturbance	Manage & re-inspect on or before 14.03.2026.
D-11066	P003	Main building - Ground	Main entrance / loading bay area 01 - 0001	Electrics (older items) Presumed Asbestos	-	-	-	-	-	-	-	-	-			Further inspection required prior to accessing.
D-11066	P032	Stores - Ground	Store 2 37 - 0039	No access Presumed Asbestos	-	-	-	-	-	-	-	-	-			Further inspection required prior to accessing.
D-11066	S033	Stores - External	Exterior - 0040	Roof sheets Cement Products	1	1	1	1	1	1	2	1	9	20 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	X033	Stores - Ground	Store 1 36 - 0038	Roof sheets Cement Products	1	0	1	1	1	1	1	1	7	20 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.
D-11066	S034	Stores - External	Exterior - 0040	Flashing Felt	1	1	0	1	1	1	2	1	8	10 m <sup>2</sup>	Usually Inaccessible	Manage & re-inspect on or before 14.03.2026.

Survey no.	Sample no.	Building & floor level	Location name & number	Description	Material assessment score				Priority assessment score				Combined assessment score	Extent of material	Accessibility	Comments / actions
					Product type	Extent of damage	Surface Treatment	Asbestos type	Occupant activity	Likelihood of disturbance	Exposure potential	Maintenance activity				
D-11066	X034	Stores - Ground	Store 1 36 - 0038	Damp proofing Bitumen Products	1	0	0	1	1	2	2	1	8	Unknown	Occasional Disturbance	Manage & re-inspect on or before 14.03.2026.
D-11066	P037	Stores - External	Exterior - 0040	Side of structure Presumed Asbestos	-	-	-	-	-	-	-	-	-			Further inspection required prior to accessing.
D-11066	P004	Main building - Ground	Office 02 - 0002	Behind boxing Presumed Asbestos	-	-	-	-	-	-	-	-	-			Further inspection required prior to accessing.
D-11066	P005	Main building - Ground	Electrical cupboard 02A - 0003	Electrics Presumed Asbestos	-	-	-	-	-	-	-	-	-			Further inspection required prior to accessing.
D-11066	P009	Main building - Ground	Prayer room 10 - 0009	Behind boxing Presumed Asbestos	-	-	-	-	-	-	-	-	-			Further inspection required prior to accessing.



### Appendix C: Record of inspection of the asbestos register

This record must be completed and signed by all persons intending to carry out any activities (including construction, refurbishment and/or maintenance activities) on these premises, particularly those activities which may disturb the fabric of the building(s). This includes premises staff and voluntary workers. Persons signing this record are verifying that they have consulted the asbestos register (and survey reports if required), prior to starting work in order to ascertain whether or not there are any identified or presumed asbestos containing materials in the areas they intend to work, and that the location and method of working takes full account of any ACMs indicated.

**Work must be stopped immediately** and the premises controller (or other authorised person) informed, should anyone carrying out any work in the premises encounter a suspected asbestos containing material that has not been previously identified and taken full account of.

Work involving the disturbance of ACMs will only be undertaken in compliance of Control of Asbestos Regulations 2012 (CAR). For further advice contact Birmingham City Laboratories Asbestos Team at [asbestos@birmingham.gov.uk](mailto:asbestos@birmingham.gov.uk) or on 0121 303 9300.

Date	Name of company	Description and location of work being undertaken	Name of person(s) who have inspected the asbestos register	Signature(s)