SITE survey. APP

SITE SURVEY REPORT

Asbestos Register and Management Review

Prepared for	Kettering Community Halls Trust
Date	17 Sep 2026
Site	Elmhurst Community Centre, Kettering
Prepared by	A. Kowalczyk

FORM

Asbestos Register and Management Review

1. Record details and scope

Project	Elmhurst Community Centre, Kettering: asbestos register annual review (completed example)
Site or premises address	Elmhurst Community Centre, Rockingham Road, Kettering
Client or organisation	Kettering Community Halls Trust
Record date	17 Sep 2026
Person completing the record	A. Kowalczyk

This is a management record, not an asbestos survey, sampling method or clearance certificate. An uninspected area must not be recorded as asbestos-free.

Regulation 4 of the Control of Asbestos Regulations 2012 (the duty to manage) requires the dutyholder for non-domestic premises to find out whether asbestos is present, presume materials contain asbestos unless there is strong evidence they do not, keep an up to date written record of their location and condition, assess the risk, prepare and act on a plan to manage it, review and monitor the plan at regular intervals, and give the information to anyone liable to disturb the materials. HSE guidance HSG227 (A comprehensive guide to managing asbestos in premises) covers the management plan and HSG264 (Asbestos: the survey guide) covers surveys and the material assessment. The register is a live record informed by survey evidence. Confirm that the duty to manage applies to the premises.

2. Evidence and dutyholder

Dutyholder or management contact	Kettering Community Halls Trust, facilities manager J. Ormerod
Survey report reference, date and surveyor	Management survey KCH-AMS-2023, 14 March 2023, Midshires Asbestos Surveys Ltd
Survey scope and areas not accessed	Management survey of all rooms, ceiling voids above the main hall and the boiler room. Roof void over the kitchen not accessed in 2023, hatch screwed shut.
Management plan reference and revision	Asbestos management plan KCH-AMP rev 4

3. Materials register

Material or location 1: Boiler room, ceiling panels above the boiler, item ref A03

Exact location and item reference	Boiler room, ceiling panels above the boiler, item ref A03
Evidence status	Known asbestos

Survey or sample result reference	Sample S03 in KCH-AMS-2023, amosite
Material description, extent and accessibility	Insulating board ceiling panels above the boiler, above head height.
Extent: length (m)	3
Extent: width or height (m)	2
Extent: area (m²)	6
Condition observation and observation date	Painted and intact, one corner chipped where a cable was fixed. Seen 2026-09-17.

Material assessment. Copy the four scores from the survey report. They follow the material assessment in HSE guidance HSG264: product type, extent of damage, surface treatment and asbestos type. The assessment is the surveyor's; this register does not replace it, and it leaves out the priority assessment, which looks at how the area is used.

Product type score	2: insulating board, millboard, textiles, gaskets, rope, paper
Extent of damage score	1: low damage, scratches or broken edges
Surface treatment score	1: enclosed sprays and lagging, sealed board, cement sheet
Asbestos type score	2: amphibole other than crocidolite, such as amosite
Material assessment score	6
Potential to release fibres	Low
Management controls and restrictions	Room locked, warning label on the door. No fixing to the ceiling. Chipped corner to be assessed by a licensed contractor.
Competent person responsible for review	A. Kowalczyk

Photos of the material



Material or location 2: Boiler room, low level heating pipes along the rear wall, item ref A04

Exact location and item reference	Boiler room, low level heating pipes along the rear wall, item ref A04
Evidence status	Presumed asbestos
Survey or sample result reference	Not sampled in KCH-AMS-2023: presumed
Material description, extent and accessibility	Pipe lagging on two flow and return pipes, painted, at knee height.
Extent: length (m)	4.5
Condition observation and observation date	Paint broken and lagging cracked at one bend, no debris on the floor. Seen 2026-09-17.

Material assessment. Copy the four scores from the survey report. They follow the material assessment in HSE guidance HSG264: product type, extent of damage, surface treatment and asbestos type. The assessment is the surveyor's; this register does not replace it, and it leaves out the priority assessment, which looks at how the area is used.

Product type score	3: pipe or boiler lagging, sprayed coating, loose fill
Extent of damage score	2: medium damage, some loose fibres
Surface treatment score	2: unsealed board, or encapsulated lagging and sprays
Asbestos type score	3: crocidolite, or presumed and not sampled
Material assessment score	10
Potential to release fibres	High
Management controls and restrictions	Room locked and the area below the bend cordoned off. Licensed contractor booked. Nobody to work on or near the pipes until the lagging has been dealt with.
Competent person responsible for review	A. Kowalczyk

Photos of the material



Material or location 3: Detached garage block behind the car park, corrugated roof sheets, item ref A07

Exact location and item reference	Detached garage block behind the car park, corrugated roof sheets, item ref A07
Position on site	Garage block, north side of the car park · 52.401930, -0.731220 (SP 86417 78970, ±7 m)
Evidence status	Presumed asbestos
Survey or sample result reference	Not sampled: presumed asbestos cement from age and appearance
Material description, extent and accessibility	Corrugated cement roof sheets over three garages.
Extent: length (m)	5.9

Extent: length (m): measuring photo



Extent: width or height (m)	5.5
Extent: area (m²)	32.5
Condition observation and observation date	Weathered with moss, sheets intact, no broken edges seen from the ground. Seen 2026-09-17.

Material assessment. Copy the four scores from the survey report. They follow the material assessment in HSE guidance HSG264: product type, extent of damage, surface treatment and asbestos type. The assessment is the surveyor's; this register does not replace it, and it leaves out the priority assessment, which looks at how the area is used.

Product type score	1: reinforced composite, such as asbestos cement, vinyl tiles, textured coating
Extent of damage score	1: low damage, scratches or broken edges
Surface treatment score	1: enclosed sprays and lagging, sealed board, cement sheet
Asbestos type score	3: crocidolite, or presumed and not sampled
Material assessment score	6
Potential to release fibres	Low
Management controls and restrictions	No access to the roof: fragile roof warning signs on the garage fronts. No drilling or pressure washing.
Competent person responsible for review	A. Kowalczyk

Photos of the material



Known asbestos	1
Presumed asbestos	2
Information unresolved	0
Materials scoring 10 or more	1

Materials scoring 7 to 9	0

A material with a high score needs prompt management action: the controls and actions should say what is being done, by whom and when.

4. Management review

Changes in condition, occupancy or planned work	New hirer running a children's club in the main hall from October. Kitchen refit planned for spring 2027.
How affected workers and contractors receive current information	Register held at reception and shown to every contractor before work, who signs the contractor log. Hirers told about the hall ceiling in the hire agreement.
Controls for areas with missing or incomplete information	Kitchen roof void presumed to contain asbestos. A refurbishment survey must be done before the kitchen refit.
Planned management review date	17 Sep 2027
Days to planned review	365
Reason for review timing and responsible person	Annual review under the management plan, or sooner if a material is damaged or work is planned. Facilities manager J. Ormerod.

5. Actions and review

Are further actions required?	Yes

Further action 1: Licensed contractor to remove the damaged lagging on the boiler room pipes, item A04, and clear the area.

Action and evidence reference	Licensed contractor to remove the damaged lagging on the boiler room pipes, item A04, and clear the area.
Person responsible	J. Ormerod
Target date	8 Oct 2026
Action status	In progress

Further action 2: Licensed contractor to assess the chipped corner of the boiler room ceiling panel A03.

Action and evidence reference	Licensed contractor to assess the chipped corner of the boiler room ceiling panel A03.
Person responsible	J. Ormerod
Target date	15 Oct 2026
Action status	Open

Further action 3: Commission a refurbishment survey of the kitchen including the roof void before the 2027 refit.

Action and evidence reference	Commission a refurbishment survey of the kitchen including the roof void before the 2027 refit.
Person responsible	J. Ormerod
Target date	31 Jan 2027
Action status	Open

Further action 4: Add the hall ceiling note to the new hirer's agreement.

Action and evidence reference	Add the hall ceiling note to the new hirer's agreement.
Person responsible	Centre administrator
Target date	30 Sep 2026
Action status	Completed
Completion evidence	Agreement signed on 2026-09-24 with the note included.
Actions still open	3
Outstanding limitations and information to pass on	Visual review only, no materials disturbed or sampled. Kitchen roof void unresolved.
Record status	Further work needed
Reviewed by	J. Ormerod
Review date	18 Sep 2026
Author signature	

> Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.