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RIVERSIDE

ASBESTOS REFURBISHMENT SURVEY REPORT

J330513

FOR: Reading Borough Council (Corporate)
AT: Reading Town Hall, Blagrove Street, Reading



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Section 1: Executive Summary

Address:
Reading Town Hall
Blagrove Street
Reading

Survey Type: Refurbishment



Summary Statement:

This report is for a Refurbishment Survey carried out at Reading Town Hall, Blagrove Street, Reading, RG1 1QH. The site survey was completed on the 06/02/2025.

0 location(s) were not accessed with details provided in the table at the end of this section.

3 locations have been reported as containing asbestos, including 3 locations presumed or strongly presumed to contain asbestos.

The materials found include: Asbestos Textiles/Paper

The surveyor has identified the following actions:

- 0 material(s) require restricted access and removal as soon as is practicable
- 0 material(s) require removal, encapsulation or repair as soon as is practicable
- 3 material(s) should be removed prior to demolition or refurbishment
- 0 material(s) should be incorporated into the management plan until removal
- 0 material(s) need to be managed with no immediate attention
- 0 item(s) need to be treated as containing asbestos until proven otherwise
- 0 location(s) require access to be arranged

Survey Scope:

R&D to specific areas of the roof to allow for roof works. Client to highlight where to be surveyed.

Locations found to contain asbestos:

Location
Reading Town Hall E.01 - Roof 11
Reading Town Hall E.02 - Gutter between Roof 16 & Roof 17
Reading Town Hall E.03 - Roof 20

– Table ends –

Locations containing asbestos with a material assessment score of 6 or greater:

Location	Sample No.	Item	Product	Action
No asbestos was found with a material assessment score of 6 or greater				

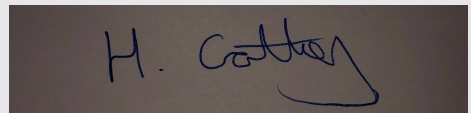
– Table ends –

Locations which were not accessed:

Location	Reason For Not Accessing
All locations within the scope of the survey were accessed	

– Table ends –

Section 2: Contact Details & Authorisation

Client Details	Instructing Party
Reading Borough Council (Corporate) Corporate Maintenance Civic Offices Bridge Street Reading Contact: Sarah Jolly Tel: N/A Email: Sarah.Jolly@reading.gov.uk	Reading Borough Council (Corporate) Corporate Maintenance Civic Offices Bridge Street Reading Contact: Sarah Jolly Tel: N/A Email: Sarah.Jolly@reading.gov.uk
Site Address	Report Author
Reading Town Hall Blagrove Street Reading RG1 1QH Contact: Tel:	Riverside Environmental Services Ltd Unit 12 Whiffens Farm Clement Street Hextable Kent BR8 7PQ Contact: Jonathan Francis Tel: 01322 875 730 Email: info@riverside-es.com
Report Details	Surveyors
Survey Date: 5 Feb 2025 to 6 Feb 2025 Report Date: 13 Feb 2025 Issue No: 1	Report authorised by: Lead Surveyor: Harry Cottey  Assistant Surveyor:

Section 3: Introduction

The survey and the subsequent written report were carried out in accordance with Asbestos: The Survey Guide (HSG:264). They also meet the requirements stated in ISO 17020 and implemented in Riverside Environmental Services Ltd's Quality Manual.

Riverside Environmental Services Ltd is a UKAS accredited inspection body (No. 296) and a UKAS accredited testing laboratory (No. 4087).

3.1 Scope of works

This is a refurbishment survey report written to facilitate the refurbishment of the area identified in this section.

This type of survey is used to locate and describe, so far as is reasonably practicable, all asbestos containing materials (ACMs) in the building and will by its nature involve the partial destruction of the buildings fabric so that access can be gained to all areas. A full sampling programme is undertaken to identify possible ACMs and estimate the extent of those reported.

The objective of this survey report is to identify, so far as is reasonably practicable, the location, extent, product type and composition of ACMs within the fabric of the building, prior to the buildings major refurbishment or demolition.

Survey Scope:

R&D to specific areas of the roof to allow for roof works. Client to highlight where to be surveyed.

3.1.1 Description, type, age and construction of the building(s) included in the survey

Building Description: Commercial

Building Age: Circa late 1800s

Building Construction: Sampling survey to roof as directed by the client on site

3.1.2 Agreed Exclusions

None.

Section 4: Included Areas

Text in red = a sample found or presumed to contain asbestos.

Text in blue = a sample not found to contain asbestos.

Location	Notes
E.01 Roof 11 Reading Town Hall	Sampling survey Presumptive sample2: Access point 1 Presumptive sample3: Access point 2 TU000507: Bituminous layer to roof Presumptive sample15: Textiles to skylights TU000506: Bottom layer to roof –ends–
E.02 Gutter between Roof 16 & Roof 17 Reading Town Hall	Sampling survey Presumptive sample6: Access point 3 TU000508: Bituminous layer to roof Presumptive sample16: Textiles to skylight –ends–
E.03 Roof 20 Reading Town Hall	Sampling survey Presumptive sample10: Access point 4 TU000509: Bituminous layer to roof Presumptive sample14: Gaskets to pipework –ends–

– Table ends –

Section 5: Survey Summary Table

Sample number	Location	Item	Product type	Extent of damage	Surface treatment	Asbestos type	Accessibility	Sample type	Material assessment score	Approx quantity	Action
TU000506	Reading Town Hall E.01 - Roof 11	Bottom layer to roof	Reinforced Composite	Low Damage	Unsealed AIB, textiles, encapsulated insulation.	No Asbestos Detected	D	S	0	1no.	No Further Action Required
Presumptive Sample 2	Reading Town Hall E.01 - Roof 11	Access point 1	Not applicable (No detected)	Good Condition	Completely Sealed	No asbestos detected	D	P	0	N/A	No Further Action Required
Presumptive Sample 3	Reading Town Hall E.01 - Roof 11	Access point 2	Not applicable (No detected)	Good Condition	Completely Sealed	No asbestos detected	D	P	0	N/A	No Further Action Required
TU000507	Reading Town Hall E.01 - Roof 11	Bituminous layer to roof	Well-Bound Material	Low Damage	Completely Sealed	No Asbestos Detected	D	S	0	1no.	No Further Action Required
Presumptive Sample 15	Reading Town Hall E.01 - Roof 11	Textiles to skylights	Asbestos Textiles/Paper	Good Condition	Unsealed AIB, textiles, encapsulated insulation.	Chrysotile	D	P	5	Unknown	Remove prior to demolition or refurbishment
Presumptive Sample 6	Reading Town Hall E.02 - Gutter between Roof 16 & Roof 17	Access point 3	Not applicable (No detected)	Good Condition	Completely Sealed	No asbestos detected	D	P	0	N/A	No Further Action Required
TU000508	Reading Town Hall E.02 - Gutter between Roof 16 & Roof 17	Bituminous layer to roof	Well-Bound Material	Low Damage	Completely Sealed	No Asbestos Detected	D	S	0	1no.	No Further Action Required

Sample number	Location	Item	Product type	Extent of damage	Surface treatment	Asbestos type	Accessibility	Sample type	Material assessment score	Approx quantity	Action
Presumptive Sample 16	Reading Town Hall E.02 - Gutter between Roof 16 & Roof 17	Textiles to skylight	Asbestos Textiles/Paper	Good Condition	Unsealed AIB, textiles, encapsulated insulation.	Chrysotile	D	P	5	Unknown	Remove prior to demolition or refurbishment
Presumptive Sample 10	Reading Town Hall E.03 - Roof 20	Access point 4	Not applicable (No detected)	Good Condition	Completely Sealed	No asbestos detected	D	P	0	N/A	No Further Action Required
TU000509	Reading Town Hall E.03 - Roof 20	Bituminous layer to roof	Well-Bound Material	Low Damage	Completely Sealed	No Asbestos Detected	D	S	0	1no.	No Further Action Required
Presumptive Sample 14	Reading Town Hall E.03 - Roof 20	Gaskets to pipework	Asbestos Textiles/Paper	Good Condition	Surface Sealed	Chrysotile	D	P	4	2no.	Remove prior to demolition or refurbishment

- Table ends -

¹Accessibility

E=Easy accessibility: accessible from ground level, M=Medium accessibility: accessible from a step or similar, D=Difficult accessibility: accessible only with access equipment

²Sample type

S=Sampled, P=Presumed, SP=Strongly Presumed

VC(n)=Visually Consistent, the sample number with which it has been visually consisted with is shown in brackets.

Section 6: Sample Photo Sheets

In this section you will find information on the locations sampled.

The information here is compiled into useful summaries in 'Section 5: Survey Summary Table' and shown as a plan drawing in 'Appendix V: Site Drawings'.

Sample N°	TU000506		
Location	Reading Town Hall E.01 - Roof 11		
			
Item:	Bottom layer to roof	Identification:	Identified
Approx. Quantity:	1no.	Accessibility:	Difficult
Product Type: See Appendix VII: Glossary of terms	Reinforced Composite		0
Extent of damage:	Low Damage		0
Surface treatment:	Unsealed AIB, textiles, encapsulated insulation.		0
Asbestos type:	No Asbestos Detected		0
		Material Assessment Score:	0
Action:	No Further Action Required		
Comments: Beyond the plywood. Sampled from various locations for reassurance purposes			

Sample N°	Presumptive Sample 2		
Location	Reading Town Hall E.01 - Roof 11		
			
Item:	Access point 1	Identification:	Presumed
Approx. Quantity:	N/A	Accessibility:	Difficult
Product Type: See Appendix VII: Glossary of terms	Not applicable (No detected)		0
Extent of damage:	Good Condition		0
Surface treatment:	Completely Sealed		0
Asbestos type:	No asbestos detected		0
		Material Assessment Score:	0
Action:	No Further Action Required		
Comments:			

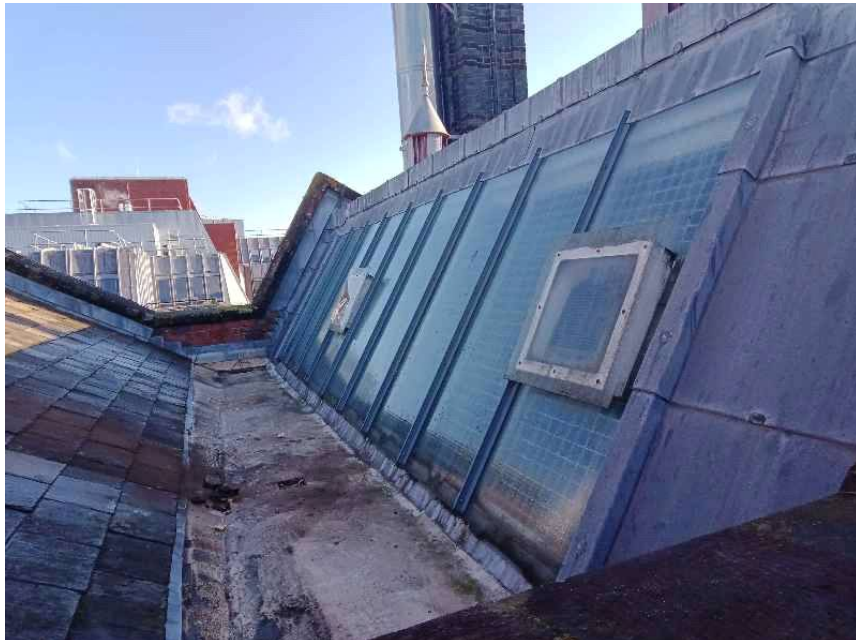
Sample N ^o	Presumptive Sample 3		
Location	Reading Town Hall E.01 - Roof 11		
			
Item:	Access point 2	Identification:	Presumed
Approx. Quantity:	N/A	Accessibility:	Difficult
Product Type: See Appendix VII: Glossary of terms	Not applicable (No detected)		0
Extent of damage:	Good Condition		0
Surface treatment:	Completely Sealed		0
Asbestos type:	No asbestos detected		0
		Material Assessment Score:	0
Action:	No Further Action Required		
Comments:			

Sample N°	TU000507		
Location	Reading Town Hall E.01 - Roof 11		
			
Item:	Bituminous layer to roof	Identification:	Identified
Approx. Quantity:	1no.	Accessibility:	Difficult
Product Type: See Appendix VII: Glossary of terms	Well-Bound Material		0
Extent of damage:	Low Damage		0
Surface treatment:	Completely Sealed		0
Asbestos type:	No Asbestos Detected		0
		Material Assessment Score:	0
Action:	No Further Action Required		
Comments: Sampled for reassurance purposes			

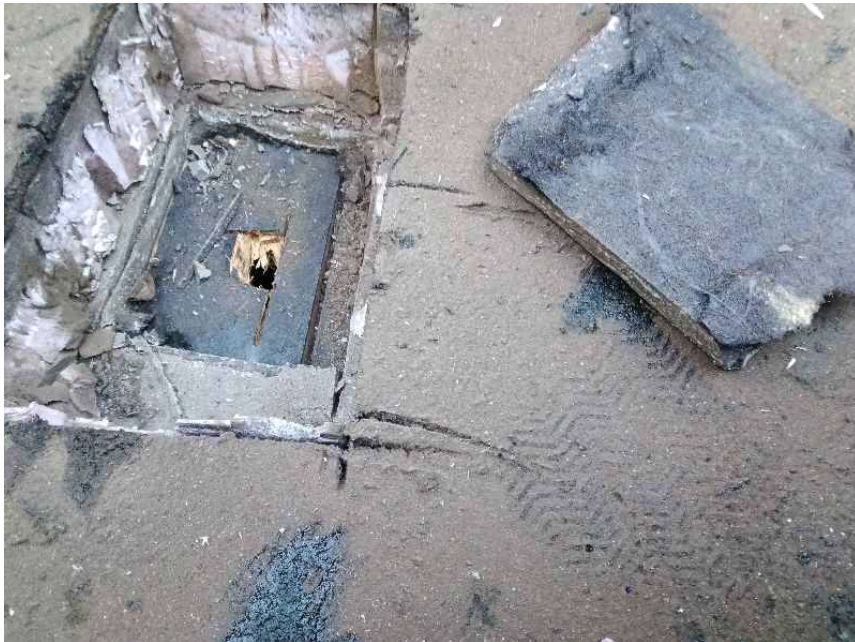
Sample N ^o	Presumptive Sample 15		
Location	Reading Town Hall E.01 - Roof 11		
			
Item:	Textiles to skylights	Identification:	Presumed
Approx. Quantity:	Unknown	Accessibility:	Difficult
Product Type: See Appendix VII: Glossary of terms	Asbestos Textiles/Paper		2
Extent of damage:	Good Condition		0
Surface treatment:	Unsealed AIB, textiles, encapsulated insulation.		2
Asbestos type:	Chrysotile		1
		Material Assessment Score:	5
Action:	Remove prior to demolition or refurbishment		
Comments: Presumed, unable to access without causing irreparable damage. In close proximity to planned works			

Sample N°	Presumptive Sample 6		
Location	Reading Town Hall E.02 - Gutter between Roof 16 & Roof 17		
			
Item:	Access point 3	Identification:	Presumed
Approx. Quantity:	N/A	Accessibility:	Difficult
Product Type: See Appendix VII: Glossary of terms	Not applicable (No detected)		0
Extent of damage:	Good Condition		0
Surface treatment:	Completely Sealed		0
Asbestos type:	No asbestos detected		0
		Material Assessment Score:	0
Action:	No Further Action Required		
Comments:			

Sample N°	TU000508		
Location	Reading Town Hall E.02 - Gutter between Roof 16 & Roof 17		
			
Item:	Bituminous layer to roof	Identification:	Identified
Approx. Quantity:	1no.	Accessibility:	Difficult
Product Type: See Appendix VII: Glossary of terms	Well-Bound Material		0
Extent of damage:	Low Damage		0
Surface treatment:	Completely Sealed		0
Asbestos type:	No Asbestos Detected		0
		Material Assessment Score:	0
Action:	No Further Action Required		
Comments: Sampled for reassurance purposes			

Sample N ^o	Presumptive Sample 16		
Location	Reading Town Hall E.02 - Gutter between Roof 16 & Roof 17		
			
Item:	Textiles to skylight	Identification:	Presumed
Approx. Quantity:	Unknown	Accessibility:	Difficult
Product Type: See Appendix VII: Glossary of terms	Asbestos Textiles/Paper		2
Extent of damage:	Good Condition		0
Surface treatment:	Unsealed AIB, textiles, encapsulated insulation.		2
Asbestos type:	Chrysotile		1
		Material Assessment Score:	5
Action:	Remove prior to demolition or refurbishment		
Comments: Presumed, unable to access without causing irreparable damage. In close proximity to planned works			

Sample N ^o	Presumptive Sample 10		
Location	Reading Town Hall E.03 - Roof 20		
			
Item:	Access point 4	Identification:	Presumed
Approx. Quantity:	N/A	Accessibility:	Difficult
Product Type: See Appendix VII: Glossary of terms	Not applicable (No detected)		0
Extent of damage:	Good Condition		0
Surface treatment:	Completely Sealed		0
Asbestos type:	No asbestos detected		0
		Material Assessment Score:	0
Action:	No Further Action Required		
Comments:			

Sample N°	TU000509		
Location	Reading Town Hall E.03 - Roof 20		
			
Item:	Bituminous layer to roof	Identification:	Identified
Approx. Quantity:	1no.	Accessibility:	Difficult
Product Type: See Appendix VII: Glossary of terms	Well-Bound Material		0
Extent of damage:	Low Damage		0
Surface treatment:	Completely Sealed		0
Asbestos type:	No Asbestos Detected		0
		Material Assessment Score:	0
Action:	No Further Action Required		
Comments: Sampled for reassurance purposes			

Sample N°	Presumptive Sample 14		
Location	Reading Town Hall E.03 - Roof 20		
			
Item:	Gaskets to pipework	Identification:	Presumed
Approx. Quantity:	2no.	Accessibility:	Difficult
Product Type: See Appendix VII: Glossary of terms	Asbestos Textiles/Paper		2
Extent of damage:	Good Condition		0
Surface treatment:	Surface Sealed		1
Asbestos type:	Chrysotile		1
		Material Assessment Score:	4
Action:	Remove prior to demolition or refurbishment		
Comments: Present to foil faced MMMF insulated pipework. In close proximity to planned works			

Section 7: Appendices

I – Survey Techniques

Each floor, room and area was systematically inspected for suspect materials thought or known to contain asbestos. Where such materials were encountered their location, extent and composition were recorded.

Where materials of a similar nature exist to those previously sampled (and a reasoned argument can be made that their composition is likely to be identical) further physical sampling was not undertaken.

Photographs were taken of all sample locations, unless otherwise stated.

The analysis of suspected ACMs was undertaken by a UKAS accredited laboratory using the analytical method detailed in HSG248, Appendix 2 - Asbestos: The analysts' guide for sampling, analysis and clearance procedures.

II – Survey Caveat

This survey report is not a bill of quantities

III – Survey Notes

This report has been written with reference to the various guidance notes etc issued and current at the date of this report. It describes circumstances at the site on the date the investigation took place.

Where similar items exist in the building, only one or two samples have been taken to ascertain the material content. It was assumed that similar products were of the same material.

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

The drawings in the report are not to scale and are illustrative only to indicate approximate locations. The descriptions used are for location identification purposes.

All the recommendations described in this report are based upon assumptions made after consideration of: the type of material, condition of the material, its location, analysis result and the use of the area in which it was found. However, statutory authorities or others could require amendments based on: local knowledge, changes in legislation, changes in use or other relevant conditions or criteria.

Samples taken from floor tiles (or similar material) may include a bitumen adhesive as part of the sample. It is known that some proprietary brands of bitumen have an asbestos content and this will be included as an integral part of the bulk sample unless otherwise stated.

Where materials not identified in this survey are uncovered, we recommend that they are sampled by a competent person and analysed in a laboratory accredited by UKAS for the analysis of asbestos in bulk materials.

IV – Certificates of Bulk Analysis

Please find in this section the bulk analysis certificates generated at our UKAS accredited laboratory.

Asbestos Bulk Identification Certificate

Date of receipt of sample(s): 7 Feb 2025		Sampled by ¹ : Harry Cottey, Riverside Environmental Services	
Site Address: Reading Town Hall, Blagrove Street, Reading		Client: Reading Borough Council (Corporate)	
		Client Address: Corporate Maintenance, Civic Offices, Bridge Street, Reading	
Location of analysis: Unit 6 Whiffens Farm, Clement Street, Hextable, Kent, BR8 7PQ			
Job No: J330513		Certificate No: J330513	Issue No ³ : 1

Sample N ^o	Date of Analysis	Location	Sample Description	Material Description ²	Asbestos Type
TU000506	10.02.25	E.01	Bottom layer to roof	Reinforced Composite	No Asbestos Detected
TU000507	10.02.25	E.01	Bituminous layer to roof	Well-Bound Material	No Asbestos Detected
TU000508	10.02.25	E.02	Bituminous layer to roof	Well-Bound Material	No Asbestos Detected
TU000509	10.02.25	E.03	Bituminous layer to roof	Well-Bound Material	No Asbestos Detected

Analyst:	Corrigan Maguire	Analyst's Signature:		Date of Issue:	13 Feb 2025
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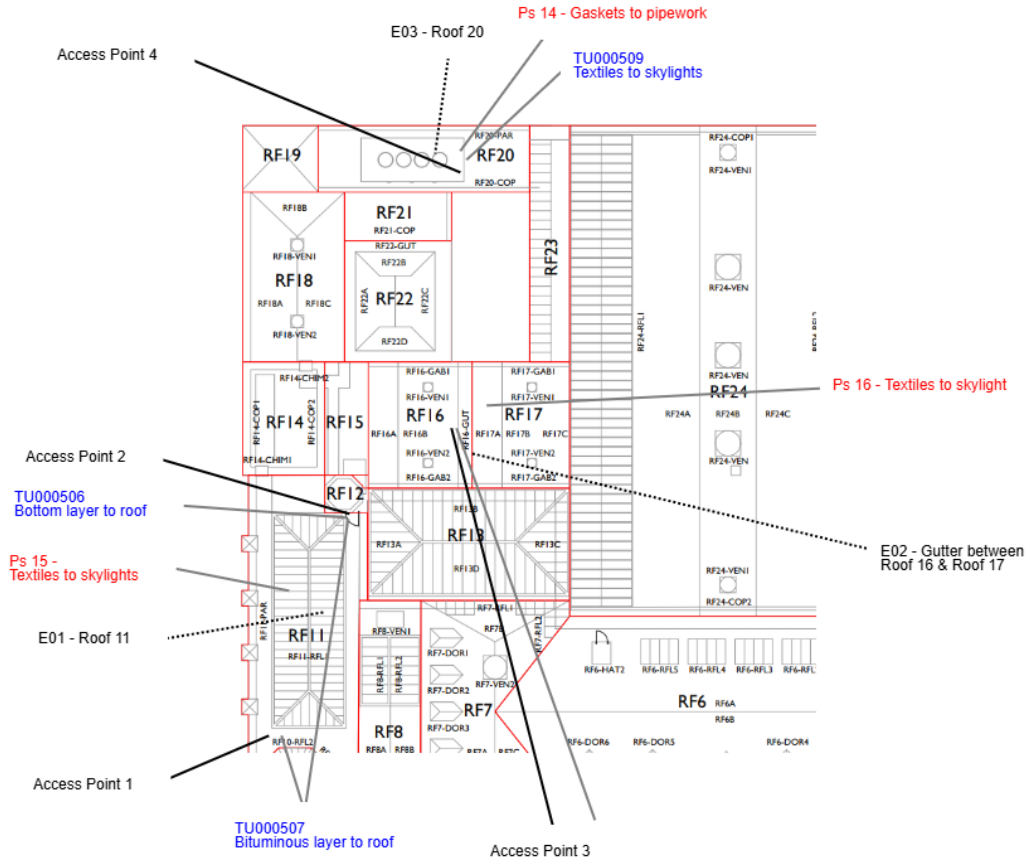
Notes:

- Where the sample was taken by the client Riverside Environmental Services Ltd cannot accept responsibility for the accuracy of any information supplied by the client, specifically the site address and sample description. The sample results only apply to the sample as provided by the client.
 - Material description is an opinion and/or interpretation of the analyst and is therefore outside the scope of our accreditation.
 - An issue number greater than 1 indicates a re-issued certificate which supersedes and replaces any previous issue number.
- Method: The method of analysis is documented in Riverside Environmental Services Ltd quality manual which is accredited by the United Kingdom Accreditation Service to ISO 17025:2017. The method is based upon that method given in HSG 248 Asbestos: The analysts' guide; Appendix 2: Determination of asbestos in bulk materials.

This test report shall not be reproduced except in full, without the written approval of Riverside Environmental Services Ltd.

V – Site Drawings

Please find in this section, drawings of all the areas included in our survey.

			 SITE: Reading Town Hall, Blagrove Street, Reading Location/Area: External - Reading Town Hall Date: 5 Feb 2025 to 6 Feb 2025 Surveyor: Harry Cottey Ref: J330513/D1  0296 Plans must be read in conjunction with the accompanying report
AB000123 Positive Inspection Point AB000123 Negative Inspection Point	AS - a sample which is visually consistent (VC) with a previous sample/s PS - presumptive sample	 Areas Not Accessed  Areas Not Within Scope	Doc 19c Issue 2 Issued by R. Innes on 13 August 2024

VI – What You Need To Do Next

Instructing a company to complete an asbestos survey is only part of the process in fulfilling the duty to manage asbestos (CAR 2012 Regulation 4).

Please refer to the illustration below for guidance on your next steps:

Step 1 : Complete an Asbestos Survey

You Have Just Completed This Step*

Identify asbestos containing materials (ACMs) within your property. Any ACMs identified must be given a numerical score for: asbestos type, product type, surface treatment and extent of damage/deterioration. These scores are added together to provide a material assessment score for each asbestos containing material identified.

Step 2 : Complete a Priority Assessment

The dutyholder of the building, or their representative, should complete a priority assessment. The priority assessment should consider: the normal occupant activity, human exposure potential, likelihood of disturbance and any likely maintenance activity.

Step 3 : Carry out a risk assessment

The material assessment from Step 1 and priority assessment from Step 2 should be combined to create a risk assessment.

Step 4 : Complete a Management Plan

Using the information gathered during the survey and the findings of the risk assessment, create a management plan which clearly identifies how each ACM will be managed to prevent exposure and then ensure the management plan is implemented.

Step 5 : Review and Monitor

Carry out checks to make sure the management plan is correctly implemented, updated and that the survey is still valid.

Step 6 : Communicate

The final step of the process is to make sure that you are communicating the information on ACMs to all parties which may work with, or disturb them.

VII – Glossary of Terms

ACM	Asbestos containing material.
Actinolite	A mineral in the amphibole group. It is generally not used commercially, but is a common impurity in chrysotile asbestos.
Amosite	A type of asbestos in the amphibole group; it is also known as brown asbestos.
Amphibole	A group of double chain silicate minerals.
Anthophyllite	A type of asbestos in the amphibole group; it is also known as azbolen asbestos. It is generally not used commercially.
ARCA	Trade association for asbestos removal contractors (Asbestos Removal Contractors Association).
Asbestos	The generic name used for a group of naturally occurring mineral silicate fibres of the serpentine and amphibole series, displaying similar physical characteristics, although differing in composition.
Asbestosis	A non-cancerous disease associated with inhalation of asbestos fibres and characterized by scarring of the air-exchange regions of the lungs.
ATaC	Trade association for asbestos consultants (Asbestos Testing and Consultancy).
Bulk sample	A sample of suspected media (e.g. board or dust) is obtained from a site to be analyzed microscopically for asbestos content. Bulk sample analysis can be part of a process to assess the hazard from asbestos at a site.
CAR 2012	Control of Asbestos Regulations 2012.
Carcinogen	Any substance that causes cancer.
Chrysotile	A fibrous member of the serpentine group of minerals. It is the most common form of asbestos used commercially, also referred to as white asbestos.
Crocidolite	A type of asbestos in the amphibole group; it is also known as blue asbestos.
Item	A component found within a location, e.g. a storage heater.
Location	An area such as a room identified within the report, e.g. G.01 (ground floor room 1)
Material Assessment	Assessment of the suspected material for: product type, asbestos type, condition and treatment applied(surface treatment).
Mesothelioma	A malignant tumor of the covering of the lung or the lining of the pleural and abdominal cavity often associated with exposure to asbestos.
Priority Assessment	Assessment of the likelihood that asbestos containing materials (ACMs) will be damaged or disturbed during normal occupancy.
Product Description	Where bulk analysis has been undertaken the bulk analyst's description supersedes all previous product descriptions.
Tremolite	A mineral in the amphibole group. It is generally not used commercially.
UKAS	United Kingdom Accreditation Service.

– Table ends –

We hope that you have found this document helpful.

If you would like any further assistance or support please do not hesitate to contact us.

If you have been impressed with the service you have received so far, we can also be of assistance in other areas including:

CONTACT US

0870 950 0161

info@riverside-es.com
www.riverside-es.com

Asbestos	Legionella	Air Quality
*Surveys *Air Testing - Supervision / Management *Bulk Analysis	- Risk Assessment - Monitoring / Sampling - Consultancy	- Indoor Air Quality - Workplace Exposure Assessments (Aerosols, Biological, Dust, Fumes, Gases, Solvents, etc.)
Environmental Monitoring	Noise	Vibration
Dust, Noise and Vibration	Assessments and Monitoring	Assessments and Monitoring
COSHH	LEV	Training
Assessments and Monitoring	Testing and Consultancy	Asbestos, Legionella and other workplace exposures

*UKAS accredited.



* Previously known as Exor.