

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.

HSE describes the register as a live record of known and presumed asbestos-containing materials, informed by survey evidence and used as part of the management plan. The plan records how risks will be managed and how information is given to people who may disturb materials. 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, about 6 m ² , above head height.

Condition observation and observation date	Painted and intact, one corner chipped where a cable was fixed. Seen 2026-09-17.
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

Existing evidence or safely obtained photos; do not disturb material**Material or location 2: Main hall, textured coating to the ceiling, item ref A07**

Exact location and item reference	Main hall, textured coating to the ceiling, item ref A07
Evidence status	Known asbestos
Survey or sample result reference	Sample S07 in KCH-AMS-2023, chrysotile
Material description, extent and accessibility	Textured coating over the whole hall ceiling, about 180 m ² .
Condition observation and observation date	Good. No cracking or damage seen from floor level. Seen 2026-09-17.
Management controls and restrictions	Labelled in the register. No drilling or fixings into the ceiling. Hirers told not to attach decorations to it.
Competent person responsible for review	A. Kowalczyk

Material or location 3: Kitchen roof void, item ref P01

Exact location and item reference	Kitchen roof void, item ref P01
Evidence status	Information unresolved
Material description, extent and accessibility	Not accessed in the 2023 survey. Contents unknown.

Management controls and restrictions	Presumed to contain asbestos until surveyed. Hatch kept screwed shut, no work in the void.
Competent person responsible for review	A. Kowalczyk

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
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
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Further action 1: 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 2: 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 3: 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.
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	

A. Kowalczyk

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