

## **Foreward**

ASBESTOS SURVEY REPORT FOR TOWN END ACADEMY, TOWN END FARM, SUNDERLAND, SR5 4NX

I have enclosed for your information and retention the most recent asbestos survey (Management) which applies to the property stated above. The purpose of the survey is to identify as far as possible, the materials containing asbestos fibres in your property.

The attached report is divided in sections so as to give as much information as possible, a basic reference section for use by premises managers and a more detailed report for use by contractors on site etc.

### **Plan of the Building and Sample Locations**

This contains a plan of the building and identifies where asbestos samples have been taken from.

### **Photographs of Areas Sampled**

This section contains photographs of all the areas where samples were taken. These photographs can be used when carrying out the periodic inspections to see if there has been any change or deterioration in its condition.

### **Survey Information**

This section contains the survey information as printed from the central database held at Land and Property. It describes the type of asbestos present, its location, condition etc. Contractors should be shown this section along with the others when they are shown the register prior to starting any work.

### **Priority Risk Assessments**

This section contains assessments which have been created using information from the survey and information on your property. This assessment helps to determine how often periodic checks on any asbestos need to be carried out by your Samo.

### **5 Simple Steps to Asbestos Management**

This section details procedures for managing asbestos in your property. It gives guidance on the register, the inspections, any planned work and what to do when contractors arrive on site.

### **Commonly asked Questions**

This section covers questions most commonly asked and can be referred to as/when the need arises.

The building has been surveyed as comprehensively as possible, all potentially fibrous materials have been examined and where necessary analysed by competent UKAS accredited analysts and the findings of both recorded in the report.

This report is an important document and must be referred to before any building works are carried out. The report must be kept with your handbook and the checklists completed on a regular basis. You will be reminded when your specific checklists are due for submission.

### **Information for Employees Working in Premises where Asbestos Containing Materials Exist.**

Asbestos is made up of fibrous materials, which are flexible, mechanically strong and resistant to stretching, heat and chemicals. As a consequence asbestos has been used extensively in buildings. Examples of asbestos containing materials found in buildings include exterior asbestos cement cladding; gutters and pipes; fireproof sprays on structural steel joists; insulation boards in service ducts and wall partitions; ceiling and floor tiles and pipe and boiler lagging.

Asbestos containing products can produce very small fibrous dust particles, which can not be seen by the naked eye. It is only when these fibres become airborne, due to damage, deterioration, disturbance etc, that there is a risk to health.

### **If asbestos is maintained in good condition and is not disturbed or damaged it does not pose a health risk.**

The authority has a management system for ensuring that you are not exposed to asbestos containing materials that are in poor condition and may pose a health risk. This system is based on sound principals laid down by legislation and associated codes of practice and guidance.

It is not appropriate simply to remove all asbestos containing materials in buildings. Asbestos materials that are sound, undamaged and not releasing dust should be left alone. Any disturbance to such materials, however carefully controlled, will release fibres and be counter-productive.

Within the building you occupy, your department has nominated a Site Asbestos Monitoring Officer (SAMO). This individual is responsible for inspecting the asbestos containing materials to ensure they are not in a dangerous condition. Should you have any concerns about suspect materials within your premises you should contact the SAMO.

### **Restrictions on use, distribution and publication of the report**

We accept no responsibility or liability for the consequences of this document being used for purpose other than for which it was commissioned.

To the extent that the document is based on the information available at the time of writing, Sunderland City Council accepts no liability for any consequences should this report be used for any other purpose

If you require any further information regarding the report or its application please contact Caroline Bage, Asbestos Manager on Tel: 07557 938966.

Yours sincerely,

Paul Davies  
Assistant Director of Assurance and Property Services

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*Control of Asbestos  
Regulations 2012*

## **Asbestos Register for**

**Town End Academy, Town End Farm, Sunderland**



**UPRN: - J257692**

**TF Ref:**

**Location of register:-**

**Premises Manager / Samo: - Tenant**

**Date: 28 March 2025**

**Contact Numbers List: -**

**Caroline Bage Asbestos Manager – 07557 938966**

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## Plan of Building and Samples Location

Item No.	Sample Ref.	Area Sampled	Location Name	Inspection Frequency
1	AW005974	Floor lining to steps	Lobby and Corridor G/002	No Risk
2	AW005975	Floor tile remnants under skirting boards on steps	Lobby and Corridor G/002	No Risk
3	AW005976	Floor adhesive below latex screed	Office G/003	No Risk
4	Presumed	Electrical Services – cable braiding/insulation	Store Room G/014	Very Low Risk – 12 monthly
5	Presumed	Floor adhesive beneath screed	Changing Room G/017	Very Low Risk – 12 monthly
6	Presumed	Floor adhesive beneath latex screed	Toilets G/018	Very Low Risk – 12 monthly
7	AW005981	Ceiling void damp proof course within air brick	Store Room G/019	No Risk
8	AW005982	Floor tile adhesive	Corridor G/025	No Risk
9	AW005983	Floor screed	Nursery G/026	No Risk
10	AW005984	Ceiling void remnants of ceiling tiles	Safe Space G/033	No Risk
11	AW006012	Ceiling void roof felt to former flat roof	Stairwell G/059	No Risk
12	AW006013	Wall tile	Lobby G/061	No Risk
13	AW006014	Floor covering	Lobby G/061	No Risk
14	As AW006014	Floor covering	Corridor G/065	No Risk
15	As AW006013	Wall tile	Lobby G/067	No Risk
16	As AW006014	Floor covering	Lobby G/067	No Risk
17	AW006015	Wall tile adhesive	Lobby G/067	No Risk
18	As AW006013	Wall tile	Cupboard under stairs G/068	No Risk
19	As AW006014	Floor covering	Cupboard under stairs G/068	No Risk
20	As AW006014	Floor covering	Porch G/071	No Risk
21	As AW006014	Floor covering	Porch and Cloakroom G/076	No Risk
22	AW006019	Pipework Gaskets	Boiler Room G/083	No Risk
23	AW006020	Floor Debris	Boiler Room G/083	No Risk
24	AW006021	Wall Debris	Boiler Room G/083	Low Risk – 6 monthly
25	AW006022	Ceiling Debris	Boiler Room G/083	Low Risk – 6 monthly
26	AW006023	Debris to electrical conduits	Boiler Room G/083	Low Risk – 6 monthly
27	AW006024	Floor Debris	Boiler Room G/083	No Risk
28	AW006025	Floor Debris	Boiler Room G/083	No Risk
29	AW006026	Pipework Gaskets	Boiler Room G/083	Very Low Risk – 12

				monthly
30	AW006027	Wall cavity damp proof course	Boiler Room G/083	No Risk
31	AW006016	Floor lining to steps	Classroom 1/001	No Risk
32	AW006017	Floor tile to upper area of floor	Classroom 1/001	No Risk
33	As AW006013	Wall tile	Lobby 1/002	No Risk
34	As AW006014	Floor covering	Lobby 1/002	No Risk
35	As AW006013	Wall tile	Stairwell 1/004	No Risk
36	AW006018	Floor screed	Classroom 1/005	No Risk
37	As AW006018	Floor screed	Classroom 1/006	No Risk
38	As AW006013	Wall tile	Lobby 1/007	No Risk
39	As AW006014	Floor covering	Lobby 1/007	No Risk
40	As AW006013	Wall tile	Stairwell 1/008	No Risk
41	As AW006018	Floor screed	Classroom 1/009	No Risk
42	AW005977	Ceiling	Tank Room R/001	Very Low Risk – 12 monthly
43	AW005978	Flue Pipe	Tank Room R/001	Very Low Risk – 12 monthly
44	AW005979	Pipework Gasket	Tank Room R/001	Very Low Risk – 12 monthly
45	AW005980	Damp proof course	Tank Room R/001	No Risk
46	AW006028	Wall cavity damp proof course	External E/001	No Risk


**Please note the survey carried out was non-intrusive and any areas not listed above may not have been accessed or had samples taken, should major refurbishment be planned for the property, further investigation will be required.**

## Photographs of Areas Sampled

1	AW005974	Floor lining to steps	Lobby and Corridor G/002	No Risk
				
2	AW005975	Floor tile remnants under skirting boards on steps	Lobby and Corridor G/002	No Risk
				
3	AW005976	Floor adhesive below latex screed	Office G/003	No Risk
				



**Photographs of Areas Sampled**

4	Presumed	Electrical Services – cable braiding/insulation	Store Room G/014	Very Low Risk – 12 monthly
<b>Photo 1: Wide Angle</b>			<b>Photo 2: Close</b>	
				
5	Presumed	Floor adhesive beneath screed	Changing Room G/017	Very Low Risk – 12 monthly
<b>Photo 1: Wide Angle</b>			<b>Photo 2: Close</b>	
				
6	Presumed	Floor adhesive beneath latex screed	Toilets G/018	Very Low Risk – 12 monthly
<b>Photo 1: Wide Angle</b>			<b>Photo 2: Close</b>	
				

## Photographs of Areas Sampled

7	AW005981	Ceiling void damp proof course within air brick	Store Room G/019	No Risk
				
8	AW005982	Floor tile adhesive	Corridor G/025	No Risk
				
9	AW005983	Floor screed	Nursery G/026	No Risk
				


## Photographs of Areas Sampled

10	AW005984	Ceiling void remnants of ceiling tiles	Safe Space G/033	No Risk
				
11	AW006012	Ceiling void roof felt to former flat roof	Stairwell G/059	No Risk
				
12	AW006013	Wall tile	Lobby G/061	No Risk
				

**Photographs of Areas Sampled**

13	AW006014	Floor covering	Lobby G/061	No Risk
				
14	As AW006014	Floor covering	Corridor G/065	No Risk
				
15	As AW006013	Wall tile	Lobby G/067	No Risk
				





## Photographs of Areas Sampled

16	As AW006014	Floor covering	Lobby G/067	No Risk
				
17	AW006015	Wall tile adhesive	Lobby G/067	No Risk
				
18	As AW006013	Wall tile	Cupboard under stairs G/068	No Risk
				


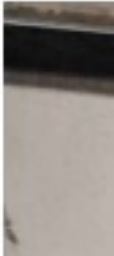


**Photographs of Areas Sampled**

19	As AW006014	Floor covering	Cupboard under stairs G/068	No Risk
				
20	As AW006014	Floor covering	Porch G/071	No Risk
				
21	As AW006014	Floor covering	Porch and Cloakroom G/076	No Risk
				

**Photographs of Areas Sampled**





22	AW006019	Pipework Gaskets	Boiler Room G/083	No Risk
				
23	AW006020	Floor Debris	Boiler Room G/083	No Risk
				
24	AW006021	Wall Debris	Boiler Room G/083	Low Risk – 6 monthly
<b>Photo 1: Wide Angle</b>			<b>Photo 2: Clos</b>	
				

**Photographs of Areas Sampled**

25	AW006022	Ceiling Debris	Boiler Room G/083	Low Risk – 6 monthly
<b>Photo 1: Wide Angle</b>			<b>Photo 2: Clos</b>	
				
26	AW006023	Debris to electrical conduits	Boiler Room G/083	Low Risk – 6 monthly
<b>Photo 1: Wide Angle</b>			<b>Photo 2: Clos</b>	
				
27	AW006024	Floor Debris	Boiler Room G/083	No Risk
				





## Photographs of Areas Sampled

28	AW006025	Floor Debris	Boiler Room G/083	No Risk
				
29	AW006026	Pipework Gaskets	Boiler Room G/083	Very Low Risk – 12 monthly
<b>Photo 1: Wide Angle</b>			<b>Photo 2: Close</b>	
				
30	AW006027	Wall cavity damp proof course	Boiler Room G/083	No Risk
				

## Photographs of Areas Sampled

31	AW006016	Floor lining to steps	Classroom 1/001	No Risk
				
32	AW006017	Floor tile to upper area of floor	Classroom 1/001	No Risk
				
33	As AW006013	Wall tile	Lobby 1/002	No Risk
				





## Photographs of Areas Sampled

34	As AW006014	Floor covering	Lobby 1/002	No Risk
				
35	As AW006013	Wall tile	Stairwell 1/004	No Risk
				
36	AW006018	Floor screed	Classroom 1/005	No Risk
				






## Photographs of Areas Sampled

37	As AW006018	Floor screed	Classroom 1/006	No Risk
				
38	As AW006013	Wall tile	Lobby 1/007	No Risk
				
39	As AW006014	Floor covering	Lobby 1/007	No Risk
				

**Photographs of Areas Sampled**

40	As AW006013	Wall tile	Stairwell 1/008	No Risk
				
41	As AW006018	Floor screed	Classroom 1/009	No Risk
				
42	AW005977	Ceiling	Tank Room R/001	Very Low Risk – 12 monthly
<b>Photo 1: Wide Angle</b>			<b>Photo 2: Close</b>	
				

## Photographs of Areas Sampled

43	AW005978	Flue Pipe	Tank Room R/001	Very Low Risk – 12 monthly
<b>Photo 1: Wide Angle</b>			<b>Photo 2: Close</b>	
				
44	AW005979	Pipework Gasket	Tank Room R/001	Very Low Risk – 12 monthly
<b>Photo 1: Wide Angle</b>			<b>Photo 2: Close</b>	
				
45	AW005980	Damp proof course	Tank Room R/001	No Risk
				

**Photographs of Areas Sampled**

46	AW006028	Wall cavity damp proof course	External E/001	No Risk
				

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## Five Simple Steps to Asbestos Management

Each property has a nominated site asbestos monitoring officer (SAMO). The SAMO is responsible for maintaining this register and ensuring all necessary personnel are aware of the register including all maintenance, construction and service installers; undertaking periodic inspections and liaising with the Departmental Asbestos Co-ordinator and the Asbestos Manager in Property Services as necessary.

The SAMO's role is very important but this guide is hoped to ensure the requirements are easy and simple to follow.

### Step 1 – Receiving the Register

The SAMO is the tenant.

And the person is responsible for the register, where it is located and that it is kept up to date.

The register contains a plan of the premises and a photographic schedule of where the asbestos is and what risk is associated.

The SAMO must make all employees aware of the locations and should let any contractors entering the building view the register before any work is started.

### Step 2 – Periodic Inspections

The SAMO must look at the locations photographed and compare the asbestos now to when the photograph was taken and complete the checklist attached (Form 2).

The checklists are to be completed periodically in accordance with the schedule attached.

Should the SAMO come across some asbestos which has been disturbed, whether during refurbishment works or during the normal course of wear and tear, they should complete Form 4 as far as possible and contact Property Services for advice and remedial action.

In the meantime, they should ensure that access to the area containing the disturbed or damaged asbestos is prohibited until Property Services has made recommendations.

### Step 3 – Planned Work

All planned works that may disturb or danger any asbestos indicated, should be reported to Property Services using form 3 at least 21 days before the work is due to commence.



#### Step 4 – Contractors on Site

If a contractor arrives on site, the SAMO must :

- a. Make sure they read/view the register
- b. Get contractor to sign register to say he has read it (Form1).
- c. Get confirmation from the contractor that proposed works will not disturb any asbestos areas.
- d. If area is disturbed that was not identified in Register, advise Property Services immediately and complete Form 4.

#### Step 5 – Monitoring the Register

On completion of work get contractor to sign to say they didn't disturb any areas.

If alterations have occurred details should be forwarded to Property Services.

If you, as SAMO, are to leave your post, please notify your Departmental Co-ordinator to appoint another person and notify Property Services and the front of your register.

In the event of an exposure of asbestos, please refer to your site specific emergency procedures. However, as a minimum:

- Seal the area off completely. (Lock the area off if possible and post a notice on the door, "No access - Contact ..... " )
- If there is any air movement systems within the premises, shut it off.
- Contact the Asbestos Manager on 07557 938966 immediately. Who will arrange for any remedial works / air monitoring.
- Start to complete the "Registration of Disturbances" form, which is in your register (Section 10 in the new style register).

Once the remedial works have been carried out and a clear air test certificate has been issued. Access to the area can be re-opened.

In the event that you are unable to contact the Asbestos Manager, please contact the Civic Centre on 520 5555 and ask for assistance from a building surveyor. Out of hours ring the City Alarm and Emergency Control room on 553 1999.

Central Safety can be contacted on 561 2311.

**In the event of a fire (or drill), the asbestos register must be taken outside to show the emergency services.**

## Commonly Asked Questions.

- **How often should SAMO's undertake inspections of asbestos containing materials?**  
The Asbestos Manager will inform the SAMO of how often the inspections should be undertaken.
- **What should a SAMO do if the asbestos containing materials are disturbed or damaged?**  
The SAMO should prohibit access to the areas until the Asbestos Manager in Property Services has been contacted and given recommendations.
- **Can employees put up decorations onto asbestos containing materials?**  
No decorations should be attached to asbestos containing materials. However, it is understood that some decoration is already attached to asbestos containing materials and these should be left in place.
- **Can a room with asbestos containing materials in the ceiling and wall be painted?**  
Yes, as long as the material is not rubbed or sanded down, as this may result in the release of asbestos fibres.
- **Why isn't all asbestos containing materials removed from buildings?**  
Because it is safer to leave asbestos containing materials in good condition in buildings. Removing the materials will result in a greater risk to health because of the consequential release of fibres.
- **When will asbestos containing material be removed from my building?**  
Asbestos containing materials will be removed if work involves the disturbance of the material e.g. during the refurbishment or dismantling of part of the building or structure.
- **What should a SAMO do if he/she has had no training in use of the register?**  
The SAMO should ring the Departmental Co-ordinator who will arrange training.



## INSPECTION SCHEDULE

## FORM 2

Item No.	Area Sampled	Location Name	Inspection Frequency	Date of Return	Condition Same/change	Action Required Y/N	Comments
1	Floor lining to steps	Lobby and Corridor G/002	No Risk – N/A				
2	Floor tile remnants under skirting boards on steps	Lobby and Corridor G/002	No Risk – N/A				
3	Floor adhesive below latex screed	Office G/003	No Risk – N/A				
4	Electrical Services – cable braiding/insulation	Store Room G/014	Very Low Risk – 12 monthly	19/08/2025			
5	Floor adhesive beneath screed	Changing Room G/017	Very Low Risk – 12 monthly	19/08/2025			
6	Floor adhesive beneath latex screed	Toilets G/018	Very Low Risk – 12 monthly	19/08/2025			
7	Ceiling void damp proof course within air brick	Store Room G/019	No Risk – N/A				
8	Floor tile adhesive	Corridor G/025	No Risk – N/A				
9	Floor screed	Nursery G/026	No Risk – N/A				
10	Ceiling void remnants of ceiling tiles	Safe Space G/033	No Risk – N/A				
11	Ceiling void roof felt to former flat roof	Stairwell G/059	No Risk – N/A				
12	Wall tile	Lobby G/061	No Risk – N/A				
13	Floor covering	Lobby G/061	No Risk – N/A				
14	Floor covering	Corridor G/065	No Risk – N/A				
15	Wall tile	Lobby G/067	No Risk – N/A				
16	Floor covering	Lobby G/067	No Risk – N/A				
17	Wall tile adhesive	Lobby G/067	No Risk – N/A				

18	Wall tile	Cupboard under stairs G/068	No Risk – N/A				
19	Floor covering	Cupboard under stairs G/068	No Risk – N/A				
20	Floor covering	Porch G/071	No Risk – N/A				
21	Floor covering	Porch and Cloakroom G/076	No Risk – N/A				
22	Pipework Gaskets	Boiler Room G/083	No Risk – N/A				
23	Floor Debris	Boiler Room G/083	No Risk – N/A				
24	Wall Debris	Boiler Room G/083	Low Risk – 6 monthly	19/08/2025			
25	Ceiling Debris	Boiler Room G/083	Low Risk – 6 monthly	19/08/2025			
26	Debris to electrical conduits	Boiler Room G/083	Low Risk – 6 monthly	19/08/2025			
27	Floor Debris	Boiler Room G/083	No Risk – N/A				
28	Floor Debris	Boiler Room G/083	No Risk – N/A				
29	Pipework Gaskets	Boiler Room G/083	Very Low Risk – 12 monthly	19/08/2025			
30	Wall cavity damp proof course	Boiler Room G/083	No Risk – N/A				
31	Floor lining to steps	Classroom 1/001	No Risk – N/A				
32	Floor tile to upper area of floor	Classroom 1/001	No Risk – N/A				
33	Wall tile	Lobby 1/002	No Risk – N/A				
34	Floor covering	Lobby 1/002	No Risk – N/A				
35	Wall tile	Stairwell 1/004	No Risk – N/A				
36	Floor screed	Classroom 1/005	No Risk – N/A				
37	Floor screed	Classroom 1/006	No Risk – N/A				
38	Wall tile	Lobby 1/007	No Risk – N/A				
39	Floor covering	Lobby 1/007	No Risk – N/A				

40	Wall tile	Stairwell 1/008	No Risk – N/A				
41	Floor screed	Classroom 1/009	No Risk – N/A				
42	Ceiling	Tank Room R/001	Very Low Risk – 12 monthly	19/08/2025			
43	Flue Pipe	Tank Room R/001	Very Low Risk – 12 monthly	19/08/2025			
44	Pipework Gasket	Tank Room R/001	Very Low Risk – 12 monthly	19/08/2025			
45	Damp proof course	Tank Room R/001	No Risk – N/A				
46	Wall cavity damp proof course	External E/001	No Risk – N/A				

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**Good Practice Guidance:**

- Take photographs of ACMs for each inspection and store for future reference
- Compare previous photographs with current condition state to determine whether there has been any deterioration the last inspection
- Replace missing/damaged asbestos labels/stickers

**Comments:**

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School/Site:	
Date of inspection:	
Inspected by (signature):	
Print Name:	