

Foreward

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

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,

Neil Guthrie
Director of Development and Property

Sunderland
City Council

Sunderland City Council

*Control of Asbestos
Regulations 2012*

Asbestos Register for

Bexhill Academy, Town End Farm, SR5 4PJ



UPRN: - J257687

TF Ref:

Location of register:-

Premises Manager / Samo: - Tenant

Date: 30 July 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	NZ001636	Ceiling tile – solid within ceiling void and corridor	Reception/Entrance Hall including corridor G/002	No Risk
2	NZ001637	Floor nosing to stairs	Reception/Entrance Hall including corridor G/002	No Risk
3	NZ001638	Floor tile with adhesive under carpet	Reception/Entrance Hall including corridor G/002	No Risk
4	As NZ001654	Shelving putty to shelving above radiator	Reception/Entrance Hall including corridor G/002	No Risk
5	As NZ001636	Ceiling tile – solid	Corridor to Kitchen G/005	No Risk
6	NZ001639	Floor tile with adhesive	Corridor to Kitchen G/005	No Risk
7	As NZ001639	Floor tile with adhesive	Cupboard Cleaners G/006	No Risk
8	Presumed	Pipework Gasket too deeply recessed to sample	Cupboard Cleaners G/006	Very Low Risk
9	As NZ001636	Ceiling tile – solid to Kitchen servery	Kitchen including servery G/007	No Risk
10	NZ001640	Pipework gasket to sink waste pipework	Kitchen including servery G/007	Very Low Risk
11	NZ001641	Under sink mat paint	Kitchen including servery G/007	No Risk
12	NZ001642	Bunny burner internal lining	Toilets Staff G/008	Very Low Risk
13	NZ001643	Bunny burner flue pipes	Toilets Staff G/008	Very Low Risk
14	As NZ001636	Ceiling tile – solid	Toilets Staff G/008	No Risk
15	NZ001644	Ceiling tile - solid	Staff Room Kitchen G/009	No Risk
16	As NZ001644	Ceiling tile - solid	Store Room Dry Kitchen G/010	No Risk
17	NZ001645	Floor tile with adhesive light brown	Store Room Dry Kitchen G/010	No Risk
18	As NZ001644	Ceiling tile - solid	Store Room Veg Kitchen G/011	No Risk
19	As NZ001645	Floor tile with adhesive light brown	Store Room Veg Kitchen G/011	No Risk
20	NZ001646	Under sink mat	Classroom G/014	No Risk
21	As NZ001646	Under sink mat	Classroom G/015	No Risk
22	As NZ001644	Ceiling tile – solid within ceiling void	Corridor G/016	No Risk
23	Presumed	Pipework Gasket to pipework within boxing too deeply	Toilets Staff G/018	Very Low Risk



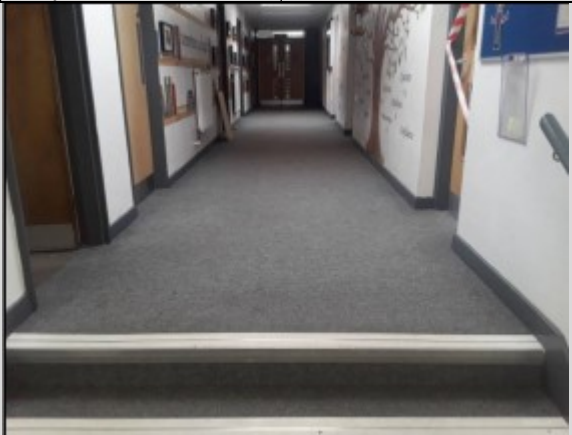
		recessed to sample		
24	As NZ001647	Floor adhesive under raised floor	Cupboard Store G/021	Very Low Risk
25	NZ001647	Floor adhesive	Cupboard Store G/022	Very Low Risk
26	As NZ001647	Floor adhesive under carpet	Office G/033	Very Low Risk
27	Presumed	Pipework Gasket within ceiling void too deeply recessed to sample	Store Room G/045	Very Low Risk
28	AS NZ001646	Under sink mat	Classroom G/050	No Risk
29	As NZ001644	Ceiling tile – solid	Caretakers Room G/054	No Risk
30	As NZ001644	Ceiling tile – solid within ceiling void	Classroom G/055	No Risk
31	NZ001648	Damp proof course to door frame	Store room adjacent boiler room within male toilet G/060	No Risk
32	NZ001649	Ceiling shuttering to left hand and front/rear walls on top of brickwork	Store room adjacent boiler room within male toilet G/060	Very Low Risk
33	As NZ001644	Ceiling tile – solid	Corridor G/064	No Risk
34	Presumed	Pipework gasket too deeply recessed to sample	Corridor G/064	Very Low Risk
35	Presumed	Under sink mat sink unit blocked in presumed to be present	Corridor G/064	Very Low Risk
36	NZ001651	Floor tile with adhesive under modern flooring and stairwell	Corridor including staircase G/068	Very Low Risk
37	NZ001652	Floor nosing to stairs	Corridor including staircase G/068	Very Low Risk
38	NZ001653	Under sink mat	Classroom G/069	No Risk
39	As NZ001651	Floor tile with adhesive under modern flooring and stairwell	Cloakroom under staircase G/071	Very Low Risk
40	NZ001654	Shelving putty to shelving above radiator	Cloakroom under staircase G/071	No Risk
41	As NZ001653	Under sink mat	Classroom G/072	No Risk
42	As NZ001653	Under sink mat	Classroom G/073	No Risk
43	As NZ001651	Floor tile with adhesive under modern flooring and stairwell	Corridor including staircase G/075	Very Low Risk
44	As	Floor nosing to stairs	Corridor including	Very Low Risk

	NZ001652		staircase G/075	
45	NZ001655	Wall coating to stairwell	Corridor including staircase G/075	No Risk
46	As NZ001651	Floor tile with adhesive under modern flooring	Hub/Network room under staircase G/076	Very Low Risk
47	As NZ001654	Shelving putty to shelving above radiator	Hub/Network room under staircase G/076	No Risk
48	As NZ001655	Wall coating to stairwell	Hub/Network room under staircase G/076	No Risk
49	NZ001656	Pipework Gaskets	Office G/077	No Risk
50	As NZ001653	Under sink mat	Classroom G/078	No Risk
51	NZ001657	Ceiling tile – solid	Office Headteachers G/080	No Risk
52	As NZ001657	Ceiling tile – solid	Office Family Liaison Officer G/081	No Risk
53	As NZ001657	Ceiling tile – solid	Room Conference G/082	No Risk
54	As NZ001657	Ceiling tile – solid	Room Conference G/083	No Risk
55	NZ001658	Pipework Gasket Gas inlet pipework top flange	Room Gas inlet G/084	No Risk
56	NZ001659	Floor tile with adhesive	Cupboard store G/093	No Risk
57	NZ001650	Ceiling void ceiling above	Tank Room 1/001	Low Risk
58	As NZ001650	Debris from flue install to upper and lower tank	Tank Room 1/001	Low Risk
59	As NZ001655	Wall coating	Landing 1/002	No Risk
60	As NZ001653	Under sink mat	Classroom 1/004	No Risk
61	As NZ001653	Under sink mat	Classroom 1/006	No Risk
62	As NZ001653	Under sink mat	Classroom 1/007	No Risk
63	As NZ001653	Under sink mat	Classroom 1/009	No Risk
64	As NZ001655	Wall coating	Landing 1/010	No Risk
65	NZ001660	Damp proof course	External E/001	No Risk
66	As NZ001662	Floor tile jointing to entrance steps	External E/001	No Risk
67	NZ001663	Door seal gasket remnants under modern putty to window header panels – all door and windows	External E/001	Very Low Risk
68	As NZ001643	Bunny Burner Flue pipe	External E/001	Very Low Risk
69	NZ001661	Wall coating	Store Room E/002	No Risk


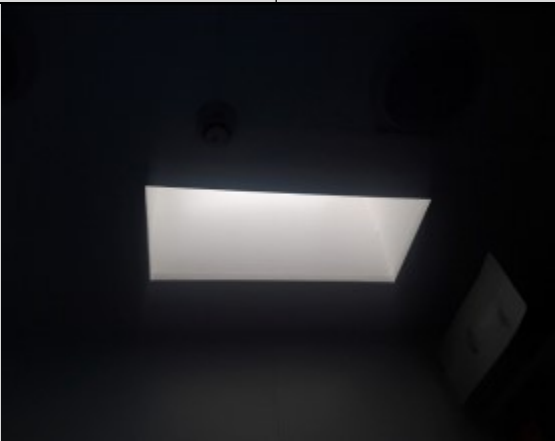

70	NZ001662	Floor tile jointing	Store Room E/002	No Risk
71	As NZ001662	Floor tile jointing	Boiler Room Small E/004	No Risk
72	As NZ001648	Damp proof course to door and window frame	Boiler Room E/005	No Risk
73	NZ001664	Debris/residue to entrance wall	Boiler Room E/005	Very Low Risk
74	NZ001665	Debris/residue to tank wall	Boiler Room E/005	Very Low Risk
75	NZ001666	Debris/residue to electrical services wall	Boiler Room E/005	Very Low Risk
76	NZ001667	Debris/residue to boiler wall	Boiler Room E/005	Very Low Risk
77	NZ001668	Debris/residue to floor	Boiler Room E/005	Medium Risk
78	NZ001669	Debris/residue to ceiling	Boiler Room E/005	Low Risk
79	NZ001670	Pipework gaskets to gas pipework	Boiler Room E/005	No Risk
80	NZ001671	Pipework gaskets to pipework	Boiler Room E/005	No Risk
81	TL001059	Ceiling void residue to walls	Toilets Female G/039	No Risk
82	As TL001059	Ceiling void residue to walls	Entrance Hall/Foyer/Lobby G/040	No Risk
83	As TL001059	Ceiling void residue to walls	Toilets Male G/041	No Risk
84	TL001060	Ceiling tile solid	Boiler Room Small E/004	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	NZ001636	Ceiling tile – solid within ceiling void and corridor	Reception/Entrance Hall including corridor G/002	No Risk
				
2	NZ001637	Floor nosing to stairs	Reception/Entrance Hall including corridor G/002	No Risk
				
3	NZ001638	Floor tile with adhesive under carpet	Reception/Entrance Hall including corridor G/002	No Risk
				

Photographs of Areas Sampled (cont.)

4	As NZ001654	Shelving putty to shelving above radiator	Reception/Entrance Hall including corridor G/002	No Risk
				
5	As NZ001636	Ceiling tile – solid	Corridor to Kitchen G/005	No Risk
				
6	NZ001639	Floor tile with adhesive	Corridor to Kitchen G/005	No Risk
				

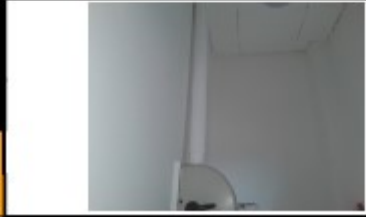



Photographs of Areas Sampled (cont.)

7	As NZ001639	Floor tile with adhesive	Cupboard Cleaners G/006	No Risk
				
8	Presumed	Pipework Gasket too deeply recessed to sample	Cupboard Cleaners G/006	Very Low Risk
<div> <div>Photo 1: Wide Angle</div>  </div> <div> <div>Photo 2: Close-up</div>  </div>				
9	As NZ001636	Ceiling tile – solid to Kitchen servery	Kitchen including servery G/007	No Risk
				


Photographs of Areas Sampled (cont.)

10	NZ001640	Pipework gasket to sink waste pipework	Kitchen including servery G/007	Very Low Risk				
<table><tr><td>Photo 1: Wide Angle</td><td>Photo 2: Close-up</td></tr><tr><td></td><td></td></tr></table>					Photo 1: Wide Angle	Photo 2: Close-up		
Photo 1: Wide Angle	Photo 2: Close-up							
								
11	NZ001641	Under sink mat paint	Kitchen including servery G/007	No Risk				
								
12	NZ001642	Bunny burner internal lining	Toilets Staff G/008	Very Low Risk				
<table><tr><td>Photo 1: Wide Angle</td><td>Photo 2: Close-up</td></tr><tr><td></td><td></td></tr></table>					Photo 1: Wide Angle	Photo 2: Close-up		
Photo 1: Wide Angle	Photo 2: Close-up							
								

Photographs of Areas Sampled (cont.)

13	NZ001643	Bunny burner flue pipes	Toilets Staff G/008	Very Low Risk
<div> <div>Photo 1: Wide Angle</div>  </div> <div> <div>Photo 2: Close-up</div>  </div>				
14	As NZ001636	Ceiling tile – solid	Toilets Staff G/008	No Risk
				
15	NZ001644	Ceiling tile - solid	Staff Room Kitchen G/009	No Risk
				

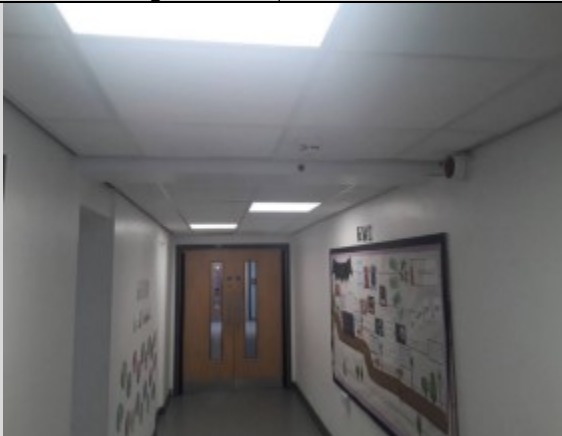
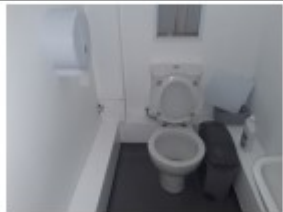

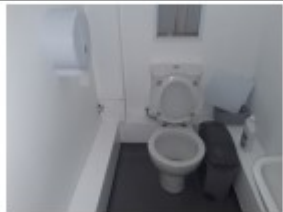

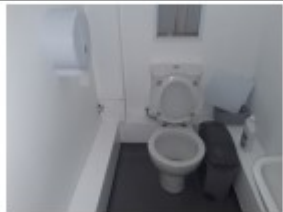

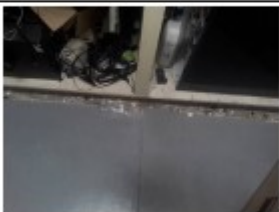

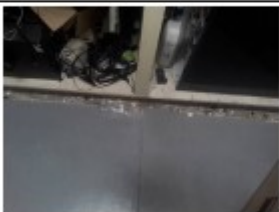

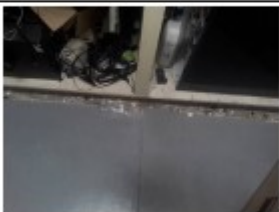

Photographs of Areas Sampled (cont.)

16	As NZ001644	Ceiling tile - solid	Store Room Dry Kitchen G/010	No Risk
				
17	NZ001645	Floor tile with adhesive light brown	Store Room Dry Kitchen G/010	No Risk
				
18	As NZ001644	Ceiling tile - solid	Store Room Veg Kitchen G/011	No Risk
				

Photographs of Areas Sampled (cont.)

19	As NZ001645	Floor tile with adhesive light brown	Store Room Veg Kitchen G/011	No Risk
				
20	NZ001646	Under sink mat	Classroom G/014	No Risk
				
21	As NZ001646	Under sink mat	Classroom G/015	No Risk
				

Photographs of Areas Sampled (cont.)

22	As NZ001644	Ceiling tile – solid within ceiling void	Corridor G/016	No Risk				
								
23	Presumed	Pipework Gasket to pipework within boxing too deeply recessed to sample	Toilets Staff G/018	Very Low Risk				
<table><tr><th>Photo 1: Wide Angle</th><th>Photo 2: Close-up</th></tr><tr><td></td><td></td></tr></table>					Photo 1: Wide Angle	Photo 2: Close-up		
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24	As NZ001647	Floor adhesive under raised floor	Cupboard Store G/021	Very Low Risk				
<table><tr><th>Photo 1: Wide Angle</th><th>Photo 2: Close-up</th></tr><tr><td></td><td></td></tr></table>					Photo 1: Wide Angle	Photo 2: Close-up		
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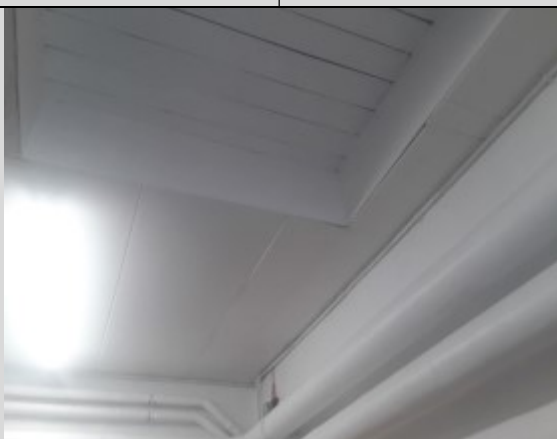
Photographs of Areas Sampled (cont.)

25	NZ001647	Floor adhesive	Cupboard Store G/022	Very Low Risk				
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Photo 1: Wide Angle	Photo 2: Close-up							
								
26	As NZ001647	Floor adhesive under carpet	Office G/033	Very Low Risk				
<table><tr><td>Photo 1: Wide Angle</td><td>Photo 2: Close-up</td></tr><tr><td></td><td></td></tr></table>					Photo 1: Wide Angle	Photo 2: Close-up		
Photo 1: Wide Angle	Photo 2: Close-up							
								
27	Presumed	Pipework Gasket within ceiling void too deeply recessed to sample	Store Room G/045	Very Low Risk				
<table><tr><td>Photo 1: Wide Angle</td><td>Photo 2: Close-up</td></tr><tr><td></td><td></td></tr></table>					Photo 1: Wide Angle	Photo 2: Close-up		
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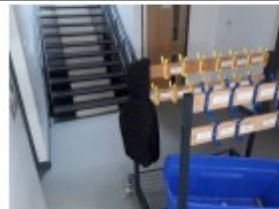

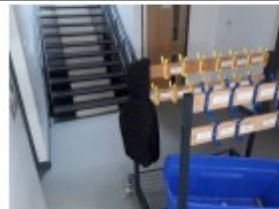

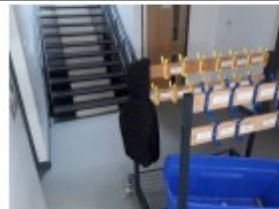

Photographs of Areas Sampled (cont.)

28	AS NZ001646	Under sink mat	Classroom G/050	No Risk
				
29	As NZ001644	Ceiling tile – solid	Caretakers Room G/054	No Risk
				
30	As NZ001644	Ceiling tile – solid within ceiling void	Classroom G/055	No Risk
				

Photographs of Areas Sampled (cont.)

31	NZ001648	Damp proof course to door frame	Store room adjacent boiler room within male toilet G/060	No Risk				
								
32	NZ001649	Ceiling shuttering to left hand and front/rear walls on top of brickwork	Store room adjacent boiler room within male toilet G/060	Very Low Risk				
<table><tr><th>Photo 1: Wide Angle</th><th>Photo 2: Close-up</th></tr><tr><td></td><td></td></tr></table>					Photo 1: Wide Angle	Photo 2: Close-up		
Photo 1: Wide Angle	Photo 2: Close-up							
								
33	As NZ001644	Ceiling tile – solid	Corridor G/064	No Risk				
								

Photographs of Areas Sampled (cont.)

34	Presumed	Pipework gasket too deeply recessed to sample	Corridor G/064	Very Low Risk				
<table><tr><td>Photo 1: Wide Angle</td><td>Photo 2: Close-up</td></tr><tr><td></td><td></td></tr></table>					Photo 1: Wide Angle	Photo 2: Close-up		
Photo 1: Wide Angle	Photo 2: Close-up							
								
35	Presumed	Under sink mat sink unit blocked in presumed to be present	Corridor G/064	Very Low Risk				
<table><tr><td>Photo 1: Wide Angle</td><td>Photo 2: Close-up</td></tr><tr><td></td><td></td></tr></table>					Photo 1: Wide Angle	Photo 2: Close-up		
Photo 1: Wide Angle	Photo 2: Close-up							
								
36	NZ001651	Floor tile with adhesive under modern flooring and stairwell	Corridor including staircase G/068	Very Low Risk				
<table><tr><td>Photo 1: Wide Angle</td><td>Photo 2: Close-up</td></tr><tr><td></td><td></td></tr></table>					Photo 1: Wide Angle	Photo 2: Close-up		
Photo 1: Wide Angle	Photo 2: Close-up							
								

Photographs of Areas Sampled (cont.)

37	NZ001652	Floor nosing to stairs	Corridor including staircase G/068	Very Low Risk				
<table><tr><td>Photo 1: Wide Angle</td><td>Photo 2: Close-up</td></tr><tr><td></td><td></td></tr></table>					Photo 1: Wide Angle	Photo 2: Close-up		
Photo 1: Wide Angle	Photo 2: Close-up							
								
38	NZ001653	Under sink mat	Classroom G/069	No Risk				
								
39	As NZ001651	Floor tile with adhesive under modern flooring and stairwell	Cloakroom under staircase G/071	Very Low Risk				
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Photo 1: Wide Angle	Photo 2: Close-up							
								









Photographs of Areas Sampled (cont.)

40	NZ001654	Shelving putty to shelving above radiator	Cloakroom under staircase G/071	No Risk
				
41	As NZ001653	Under sink mat	Classroom G/072	No Risk
				
42	As NZ001653	Under sink mat	Classroom G/073	No Risk
				




Photographs of Areas Sampled (cont.)

43	As NZ001651	Floor tile with adhesive under modern flooring and stairwell	Corridor including staircase G/075	Very Low Risk				
<table><tr><td>Photo 1: Wide Angle</td><td>Photo 2: Close-up</td></tr><tr><td></td><td></td></tr></table>					Photo 1: Wide Angle	Photo 2: Close-up		
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44	As NZ001652	Floor nosing to stairs	Corridor including staircase G/075	Very Low Risk				
<table><tr><td>Photo 1: Wide Angle</td><td>Photo 2: Close-up</td></tr><tr><td></td><td></td></tr></table>					Photo 1: Wide Angle	Photo 2: Close-up		
Photo 1: Wide Angle	Photo 2: Close-up							
								
45	NZ001655	Wall coating to stairwell	Corridor including staircase G/075	No Risk				
								


Photographs of Areas Sampled (cont.)

46	As NZ001651	Floor tile with adhesive under modern flooring	Hub/Network room under staircase G/076	Very Low Risk				
<table><tr><td>Photo 1: Wide Angle</td><td>Photo 2: Close-up</td></tr><tr><td></td><td></td></tr></table>					Photo 1: Wide Angle	Photo 2: Close-up		
Photo 1: Wide Angle	Photo 2: Close-up							
								
47	As NZ001654	Shelving putty to shelving above radiator	Hub/Network room under staircase G/076	No Risk				
								
48	As NZ001655	Wall coating to stairwell	Hub/Network room under staircase G/076	No Risk				
								

Photographs of Areas Sampled (cont.)

49	NZ001656	Pipework Gaskets	Office G/077	No Risk
				
50	As NZ001653	Under sink mat	Classroom G/078	No Risk
				
51	NZ001657	Ceiling tile – solid	Office Headteachers G/080	No Risk
				









Photographs of Areas Sampled (cont.)

52	As NZ001657	Ceiling tile – solid	Office Family Liaison Officer G/081	No Risk
				
53	As NZ001657	Ceiling tile – solid	Room Conference G/082	No Risk
				
54	As NZ001657	Ceiling tile – solid	Room Conference G/083	No Risk
				


Photographs of Areas Sampled (cont.)

55	NZ001658	Pipework Gasket Gas inlet pipework top flange	Room Gas inlet G/084	No Risk								
												
56	NZ001659	Floor tile with adhesive	Cupboard store G/093	No Risk								
												
57	NZ001650	Ceiling void ceiling above	Tank Room 1/001	Low Risk								
<table><tr><th colspan="2">Photo 1: Wide Angle</th><th colspan="2">Photo 2: Close-up</th></tr><tr><td colspan="2"></td><td colspan="2"></td></tr></table>					Photo 1: Wide Angle		Photo 2: Close-up					
Photo 1: Wide Angle		Photo 2: Close-up										
												

Photographs of Areas Sampled (cont.)

58	As NZ001650	Debris from flue install to upper and lower tank	Tank Room 1/001	Low Risk				
<table><tr><td>Photo 1: Wide Angle</td><td>Photo 2: Close-up</td></tr><tr><td></td><td></td></tr></table>					Photo 1: Wide Angle	Photo 2: Close-up		
Photo 1: Wide Angle	Photo 2: Close-up							
								
59	As NZ001655	Wall coating	Landing 1/002	No Risk				
								
60	As NZ001653	Under sink mat	Classroom 1/004	No Risk				
								

Photographs of Areas Sampled (cont.)

61	As NZ001653	Under sink mat	Classroom 1/006	No Risk
				
62	As NZ001653	Under sink mat	Classroom 1/007	No Risk
				
63	As NZ001653	Under sink mat	Classroom 1/009	No Risk
				


Photographs of Areas Sampled (cont.)

64	As NZ001655	Wall coating	Landing 1/010	No Risk
				
65	NZ001660	Damp proof course	External E/001	No Risk
				
66	As NZ001662	Floor tile jointing to entrance steps	External E/001	No Risk
				

Photographs of Areas Sampled (cont.)

67	NZ001663	Door seal gasket remnants under modern putty to window header panels – all door and windows	External E/001	Very Low Risk				
<table><tr><td>Photo 1: Wide Angle</td><td>Photo 2: Close-up</td></tr><tr><td></td><td></td></tr></table>					Photo 1: Wide Angle	Photo 2: Close-up		
Photo 1: Wide Angle	Photo 2: Close-up							
								
68	As NZ001643	Bunny Burner Flue pipe	External E/001	Very Low Risk				
<table><tr><td>Photo 1: Wide Angle</td><td>Photo 2: Close-up</td></tr><tr><td></td><td></td></tr></table>					Photo 1: Wide Angle	Photo 2: Close-up		
Photo 1: Wide Angle	Photo 2: Close-up							
								
69	NZ001661	Wall coating	Store Room E/002	No Risk				
								

Photographs of Areas Sampled (cont.)

70	NZ001662	Floor tile jointing	Store Room E/002	No Risk
				
71	As NZ001662	Floor tile jointing	Boiler Room Small E/004	No Risk
				
72	As NZ001648	Damp proof course to door and window frame	Boiler Room E/005	No Risk
				




Photographs of Areas Sampled (cont.)

73	NZ001664	Debris/residue to entrance wall	Boiler Room E/005	Very Low Risk				
<table><tr><td>Photo 1: Wide Angle</td><td>Photo 2: Close-up</td></tr><tr><td></td><td></td></tr></table>					Photo 1: Wide Angle	Photo 2: Close-up		
Photo 1: Wide Angle	Photo 2: Close-up							
								
74	NZ001665	Debris/residue to tank wall	Boiler Room E/005	Very Low Risk				
<table><tr><td>Photo 1: Wide Angle</td><td>Photo 2: Close-up</td></tr><tr><td></td><td></td></tr></table>					Photo 1: Wide Angle	Photo 2: Close-up		
Photo 1: Wide Angle	Photo 2: Close-up							
								
75	NZ001666	Debris/residue to electrical services wall	Boiler Room E/005	Very Low Risk				
<table><tr><td>Photo 1: Wide Angle</td><td>Photo 2: Close-up</td></tr><tr><td></td><td></td></tr></table>					Photo 1: Wide Angle	Photo 2: Close-up		
Photo 1: Wide Angle	Photo 2: Close-up							
								

Photographs of Areas Sampled (cont.)

76	NZ001667	Debris/residue to boiler wall	Boiler Room E/005	Very Low Risk				
<table><tr><td>Photo 1: Wide Angle</td><td>Photo 2: Close-up</td></tr><tr><td></td><td></td></tr></table>					Photo 1: Wide Angle	Photo 2: Close-up		
Photo 1: Wide Angle	Photo 2: Close-up							
								
77	NZ001668	Debris/residue to floor	Boiler Room E/005	Medium Risk				
<table><tr><td>Photo 1: Wide Angle</td><td>Photo 2: Close-up</td></tr><tr><td></td><td></td></tr></table>					Photo 1: Wide Angle	Photo 2: Close-up		
Photo 1: Wide Angle	Photo 2: Close-up							
								
78	NZ001669	Debris/residue to ceiling	Boiler Room E/005	Low Risk				
<table><tr><td>Photo 1: Wide Angle</td><td>Photo 2: Close-up</td></tr><tr><td></td><td></td></tr></table>					Photo 1: Wide Angle	Photo 2: Close-up		
Photo 1: Wide Angle	Photo 2: Close-up							
								

Photographs of Areas Sampled (cont.)

79	NZ001670	Pipework gaskets to gas pipework	Boiler Room E/005	No Risk
				
80	NZ001671	Pipework gaskets to pipework	Boiler Room E/005	No Risk
				
81	TL001059	Ceiling void residue to walls	Toilets Female G/039	No Risk
				

Photographs of Areas Sampled (cont.)

82	As TL001059	Ceiling void residue to walls	Entrance Hall/Foyer/Lobby G/040	No Risk
				
83	As TL001059	Ceiling void residue to walls	Toilets Male G/041	No Risk
				
84	TL001060	Ceiling tile solid	Boiler Room Small E/004	No Risk
				

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	Ceiling tile – solid within ceiling void and corridor	Reception/Entrance Hall including corridor G/002	N/A				
2	Floor nosing to stairs	Reception/Entrance Hall including corridor G/002	N/A				
3	Floor tile with adhesive under carpet	Reception/Entrance Hall including corridor G/002	N/A				
4	Shelving putty to shelving above radiator	Reception/Entrance Hall including corridor G/002	N/A				
5	Ceiling tile – solid	Corridor to Kitchen G/005	N/A				
6	Floor tile with adhesive	Corridor to Kitchen G/005	N/A				
7	Floor tile with adhesive	Cupboard Cleaners G/006	N/A				
8	Pipework Gasket too deeply recessed to sample	Cupboard Cleaners G/006	Very Low Risk – 12 monthly	29/07/2026			
9	Ceiling tile – solid to Kitchen servery	Kitchen including servery G/007	N/A				
10	Pipework gasket to sink waste pipework	Kitchen including servery G/007	Very Low Risk – 12 monthly	29/07/2026			
11	Under sink mat paint	Kitchen including servery G/007	N/A				
12	Bunny burner internal lining	Toilets Staff G/008	Very Low Risk – 12 monthly	29/07/2026			
13	Bunny burner flue pipes	Toilets Staff G/008	Very Low Risk – 12 monthly	29/07/2026			

14	Ceiling tile – solid	Toilets Staff G/008	N/A				
15	Ceiling tile - solid	Staff Room Kitchen G/009	N/A				
16	Ceiling tile - solid	Store Room Dry Kitchen G/010	N/A				
17	Floor tile with adhesive light brown	Store Room Dry Kitchen G/010	N/A				
18	Ceiling tile - solid	Store Room Veg Kitchen G/011	N/A				
19	Floor tile with adhesive light brown	Store Room Veg Kitchen G/011	N/A				
20	Under sink mat	Classroom G/014	N/A				
21	Under sink mat	Classroom G/015	N/A				
22	Ceiling tile – solid within ceiling void	Corridor G/016	N/A				
23	Pipework Gasket to pipework within boxing too deeply recessed to sample	Toilets Staff G/018	Very Low Risk – 12 monthly	29/07/2026			
24	Floor adhesive under raised floor	Cupboard Store G/021	Very Low Risk – 12 monthly	29/07/2026			
25	Floor adhesive	Cupboard Store G/022	Very Low Risk – 12 monthly	29/07/2026			
26	Floor adhesive under carpet	Office G/033	Very Low Risk – 12 monthly	29/07/2026			
27	Pipework Gasket within ceiling void too deeply recessed to sample	Store Room G/045	Very Low Risk – 12 monthly	29/07/2026			
28	Under sink mat	Classroom G/050	N/A				
29	Ceiling tile – solid	Caretakers Room G/054	N/A				
30	Ceiling tile – solid within ceiling void	Classroom G/055	N/A				
31	Damp proof course	Store room adjacent	N/A				

	to door frame	boiler room within male toilet G/060					
32	Ceiling shuttering to left hand and front/rear walls on top of brickwork	Store room adjacent boiler room within male toilet G/060	Very Low Risk – 12 monthly	29/07/2026			
33	Ceiling tile – solid	Corridor G/064	N/A				
34	Pipework gasket too deeply recessed to sample	Corridor G/064	Very Low Risk – 12 monthly	29/07/2026			
35	Under sink mat sink unit blocked in presumed to be present	Corridor G/064	Very Low Risk – 12 monthly	29/07/2026			
36	Floor tile with adhesive under modern flooring and stairwell	Corridor including staircase G/068	Very Low Risk – 12 monthly	29/07/2026			
37	Floor nosing to stairs	Corridor including staircase G/068	Very Low Risk – 12 monthly	29/07/2026			
38	Under sink mat	Classroom G/069	N/A				
39	Floor tile with adhesive under modern flooring and stairwell	Cloakroom under staircase G/071	Very Low Risk – 12 monthly	29/07/2026			
40	Shelving putty to shelving above radiator	Cloakroom under staircase G/071	N/A				
41	Under sink mat	Classroom G/072	N/A				
42	Under sink mat	Classroom G/073	N/A				
43	Floor tile with adhesive under modern flooring and stairwell	Corridor including staircase G/075	Very Low Risk – 12 monthly	29/07/2026			
44	Floor nosing to stairs	Corridor including staircase G/075	Very Low Risk – 12 monthly	29/07/2026			

45	Wall coating to stairwell	Corridor including staircase G/075	N/A				
46	Floor tile with adhesive under modern flooring	Hub/Network room under staircase G/076	Very Low Risk – 12 monthly	29/07/2026			
47	Shelving putty to shelving above radiator	Hub/Network room under staircase G/076	N/A				
48	Wall coating to stairwell	Hub/Network room under staircase G/076	N/A				
49	Pipework Gaskets	Office G/077	N/A				
50	Under sink mat	Classroom G/078	N/A				
51	Ceiling tile – solid	Office Headteachers G/080	N/A				
52	Ceiling tile – solid	Office Family Liaison Officer G/081	N/A				
53	Ceiling tile – solid	Room Conference G/082	N/A				
54	Ceiling tile – solid	Room Conference G/083	N/A				
55	Pipework Gasket Gas inlet pipework top flange	Room Gas inlet G/084	N/A				
56	Floor tile with adhesive	Cupboard store G/093	N/A				
57	Ceiling void ceiling above	Tank Room 1/001	Low Risk – 6 monthly	29/01/2026			
58	Debris from flue install to upper and lower tank	Tank Room 1/001	Low Risk – 6 monthly	29/01/2026			
59	Wall coating	Landing 1/002	N/A				
60	Under sink mat	Classroom 1/004	N/A				
61	Under sink mat	Classroom 1/006	N/A				
62	Under sink mat	Classroom 1/007	N/A				
63	Under sink mat	Classroom 1/009	N/A				
64	Wall coating	Landing 1/010	N/A				

65	Damp proof course	External E/001	N/A				
66	Floor tile jointing to entrance steps	External E/001	N/A				
67	Door seal gasket remnants under modern putty to window header panels – all door and windows	External E/001	Very Low Risk – 12 monthly	29/07/2026			
68	Bunny Burner Flue pipe	External E/001	Very Low Risk – 12 monthly	29/07/2026			
69	Wall coating	Store Room E/002	N/A				
70	Floor tile jointing	Store Room E/002	N/A				
71	Floor tile jointing	Boiler Room Small E/004	N/A				
72	Damp proof course to door and window frame	Boiler Room E/005	N/A				
73	Debris/residue to entrance wall	Boiler Room E/005	Very Low Risk – 12 monthly	29/07/2026			
74	Debris/residue to tank wall	Boiler Room E/005	Very Low Risk – 12 monthly	29/07/2026			
75	Debris/residue to electrical services wall	Boiler Room E/005	Very Low Risk – 12 monthly	29/07/2026			
76	Debris/residue to boiler wall	Boiler Room E/005	Very Low Risk – 12 monthly	29/07/2026			
77	Debris/residue to floor	Boiler Room E/005	Medium Risk – 3 monthly	29/10/2025			
78	Debris/residue to ceiling	Boiler Room E/005	Low Risk – 6 monthly	29/01/2026			
79	Pipework gaskets to gas pipework	Boiler Room E/005	N/A				
80	Pipework gaskets to pipework	Boiler Room E/005	N/A				
81	Ceiling void residue	Toilets Female G/039	N/A				

	to walls						
82	Ceiling void residue to walls	Entrance Hall/Foyer/Lobby G/040	N/A				
83	Ceiling void residue to walls	Toilets Male G/041	N/A				
84	Ceiling tile solid	Boiler Room Small E/004	N/A				

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City Council

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:	