## **Foreward**

ASBESTOS SURVEY REPORT FOR HALTWHISTLE PRIMARY ACADEMY, PARK AVENUE, HALTWHISTLE, NORTHUMBERLAND, NE49 9BA

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





Control of Asbestos Regulations 2012

**Asbestos Register for** 

# Haltwhistle Primary Academy, Park Avenue, Haltwhistle, Northumberland, NE49 9BA



UPRN: - 21-39567

TF Ref:

Location of register:-

Premises Manager / Samo: - Tenant

Date: 25 June 2025

Contact Numbers List: -

Caroline Bage Asbestos Manager – 07557 938966

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# Plan of Building and Samples Location

(Item 1)	Ref: 21-39567-1 – Debris to floor adjacent doorway (Area 3/Loft Space 3) – Removed May 2022
(Item 2)	Ref: Presumed – Pipes (Gaskets) (Area 4/Loft Space 4) – Low Risk
(Item 3)	Ref: 21-39567-2 – Packers below steel joists within brick wall
(	(Encapsulated May 2022) (Area 7/Loft Space 7) – Very Low Risk
(Item 4)	Ref: 21-39567-4 – Floor screed (Area 8/Classroom) – No Risk
(Item 5)	Ref: 21-39567-4 – Floor screed (Area 9/Classroom 2) – No Risk
(Item 6)	Ref: 21-39567-4 – Floor screed (Area 15/Library and Cupboard) – No Risk
(Item 7)	Ref: 21-39567-5 – Floor screed (Area 16/Classroom 3 and Cupboard) –
(101117)	No Risk
(Item 8)	Ref: 21-39567-5 – Floor screed (Area 16/Classroom 3 and Cupboard) –
(	No Risk
(Item 9)	Ref: 21-39567-5 – Floor screed (Area 17/Classroom 4 and Cupboard) –
(non o)	No Risk
(Item 10)	Ref: 21-39567-6 – Floor screed (Area 32/Classroom 7 and Cupboard) –
(101110)	No Risk
(Item 11)	Ref: 21-39567-6 - Floor screed (Area 33/Classroom 8 and Cupboard) –
	No Risk
(Item 12)	Ref: 21-39567-6 – Floor screed (Area 34/Library 2 and Cupboard) – No
	Risk
(Item 13)	Ref: 21-39567-7 – Floor adhesive (Area 41/Classroom 9) – Low Risk
(Item 10) (Item 14)	Ref: 21-39567-8 – Blue floor screed (Area 60/Cupboard understairs 2) –
	No Risk
(Item 15)	
(Item 15) (Item 16)	Ref: 21-39567-9 – Ceiling (Ara 62/Pastoral Office) – No Risk
(Item 15) (Item 16)	Ref: 21-39567-9 – Ceiling (Ara 62/Pastoral Office) – No Risk Ref: 21-39567-10 – Electrical equipment, redundant cartridge fuses (Area
(Item 16)	Ref: 21-39567-9 – Ceiling (Ara 62/Pastoral Office) – No Risk Ref: 21-39567-10 – Electrical equipment, redundant cartridge fuses (Area 64/Electric meter cupboard) – No Risk
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(Item 16) (Item 17) (Item 18) (Item 19) (Item 20)	Ref: 21-39567-9 – Ceiling (Ara 62/Pastoral Office) – No Risk Ref: 21-39567-10 – Electrical equipment, redundant cartridge fuses (Area 64/Electric meter cupboard) – No Risk Ref: 21-39567-11 – Floor tiles and adhesive (Area 82/Medical Room) – Low Risk Ref: 21-39567-12 – Floor tiles and adhesive (Area 84/Store) – Low Risk Ref: 21-39567-13 – Textured coated ceiling (Area 84/Store) – Low Risk Ref: 21-39567-14 – Sink pad (Area 87/Kitchen) – No Risk Ref: 21-39567-15 – Gaskets to underside of Portland sinks (Area 87/Kitchen) – Medium Risk Ref: 21-39567-16 – Composite gasket to gas main flange (Area
(Item 16) (Item 17) (Item 18) (Item 19) (Item 20) (Item 21) (Item 22)	Ref: 21-39567-9 – Ceiling (Ara 62/Pastoral Office) – No Risk Ref: 21-39567-10 – Electrical equipment, redundant cartridge fuses (Area 64/Electric meter cupboard) – No Risk Ref: 21-39567-11 – Floor tiles and adhesive (Area 82/Medical Room) – Low Risk Ref: 21-39567-12 – Floor tiles and adhesive (Area 84/Store) – Low Risk Ref: 21-39567-13 – Textured coated ceiling (Area 87/Kitchen) – Low Risk Ref: 21-39567-14 – Sink pad (Area 87/Kitchen) – No Risk Ref: 21-39567-15 – Gaskets to underside of Portland sinks (Area 87/Kitchen) – Medium Risk Ref: 21-39567-16 – Composite gasket to gas main flange (Area 90/Kitchen Store) – Low Risk
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(Item 16) (Item 17) (Item 18) (Item 19) (Item 20) (Item 21) (Item 22) (Item 23) (Item 24)	Ref: 21-39567-9 – Ceiling (Ara 62/Pastoral Office) – No Risk Ref: 21-39567-10 – Electrical equipment, redundant cartridge fuses (Area 64/Electric meter cupboard) – No Risk Ref: 21-39567-11 – Floor tiles and adhesive (Area 82/Medical Room) – Low Risk Ref: 21-39567-12 – Floor tiles and adhesive (Area 84/Store) – Low Risk Ref: 21-39567-13 – Textured coated ceiling (Area 87/Kitchen) – Low Risk Ref: 21-39567-14 – Sink pad (Area 87/Kitchen) – No Risk Ref: 21-39567-15 – Gaskets to underside of Portland sinks (Area 87/Kitchen) – Medium Risk Ref: 21-39567-16 – Composite gasket to gas main flange (Area 90/Kitchen Store) – Low Risk Ref: 21-39567-17 – Floor tiles and adhesive (Area 96/Drying Store) – No Risk Ref: 21-39567-18 – Infill panels to top of wall (Area 104/Garage 1) – No Risk
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(Item 16) (Item 17) (Item 18) (Item 19) (Item 20) (Item 20) (Item 21) (Item 22) (Item 23) (Item 24) (Item 25)	Ref: 21-39567-9 – Ceiling (Ara 62/Pastoral Office) – No Risk Ref: 21-39567-10 – Electrical equipment, redundant cartridge fuses (Area 64/Electric meter cupboard) – No Risk Ref: 21-39567-11 – Floor tiles and adhesive (Area 82/Medical Room) – Low Risk Ref: 21-39567-12 – Floor tiles and adhesive (Area 84/Store) – Low Risk Ref: 21-39567-13 – Textured coated ceiling (Area 87/Kitchen) – Low Risk Ref: 21-39567-14 – Sink pad (Area 87/Kitchen) – No Risk Ref: 21-39567-15 – Gaskets to underside of Portland sinks (Area 87/Kitchen) – Medium Risk Ref: 21-39567-16 – Composite gasket to gas main flange (Area 90/Kitchen Store) – Low Risk Ref: 21-39567-17 – Floor tiles and adhesive (Area 96/Drying Store) – No Risk Ref: 21-39567-18 – Infill panels to top of wall (Area 104/Garage 1) – No Risk Ref: 21-39567-18 – Infill panels to top of wall (Area 105/Garage 2) – No Risk
(Item 16) (Item 17) (Item 18) (Item 19) (Item 20) (Item 21) (Item 22) (Item 23) (Item 24)	Ref: 21-39567-9 – Ceiling (Ara 62/Pastoral Office) – No Risk Ref: 21-39567-10 – Electrical equipment, redundant cartridge fuses (Area 64/Electric meter cupboard) – No Risk Ref: 21-39567-11 – Floor tiles and adhesive (Area 82/Medical Room) – Low Risk Ref: 21-39567-12 – Floor tiles and adhesive (Area 84/Store) – Low Risk Ref: 21-39567-13 – Textured coated ceiling (Area 87/Kitchen) – Low Risk Ref: 21-39567-14 – Sink pad (Area 87/Kitchen) – No Risk Ref: 21-39567-15 – Gaskets to underside of Portland sinks (Area 87/Kitchen) – Medium Risk Ref: 21-39567-16 – Composite gasket to gas main flange (Area 90/Kitchen Store) – Low Risk Ref: 21-39567-17 – Floor tiles and adhesive (Area 96/Drying Store) – No Risk Ref: 21-39567-18 – Infill panels to top of wall (Area 104/Garage 1) – No Risk Ref: 21-39567-18 – Infill panels to top of wall (Area 105/Garage 2) – No Risk Ref: 21-39567-18 – Infill panels to top of wall (Area 106/Garage 3) – No
(Item 16) (Item 17) (Item 18) (Item 19) (Item 20) (Item 20) (Item 21) (Item 22) (Item 23) (Item 24) (Item 25) (Item 26)	Ref: 21-39567-9 – Ceiling (Ara 62/Pastoral Office) – No Risk Ref: 21-39567-10 – Electrical equipment, redundant cartridge fuses (Area 64/Electric meter cupboard) – No Risk Ref: 21-39567-11 – Floor tiles and adhesive (Area 82/Medical Room) – Low Risk Ref: 21-39567-12 – Floor tiles and adhesive (Area 84/Store) – Low Risk Ref: 21-39567-13 – Textured coated ceiling (Area 87/Kitchen) – Low Risk Ref: 21-39567-14 – Sink pad (Area 87/Kitchen) – No Risk Ref: 21-39567-15 – Gaskets to underside of Portland sinks (Area 87/Kitchen) – Medium Risk Ref: 21-39567-16 – Composite gasket to gas main flange (Area 90/Kitchen Store) – Low Risk Ref: 21-39567-17 – Floor tiles and adhesive (Area 96/Drying Store) – No Risk Ref: 21-39567-18 – Infill panels to top of wall (Area 104/Garage 1) – No Risk Ref: 21-39567-18 – Infill panels to top of wall (Area 105/Garage 2) – No Risk Ref: 21-39567-18 – Infill panels to top of wall (Area 106/Garage 3) – No Risk
(Item 16) (Item 17) (Item 18) (Item 19) (Item 20) (Item 20) (Item 21) (Item 22) (Item 23) (Item 24) (Item 25)	Ref: 21-39567-9 – Ceiling (Ara 62/Pastoral Office) – No Risk Ref: 21-39567-10 – Electrical equipment, redundant cartridge fuses (Area 64/Electric meter cupboard) – No Risk Ref: 21-39567-11 – Floor tiles and adhesive (Area 82/Medical Room) – Low Risk Ref: 21-39567-12 – Floor tiles and adhesive (Area 84/Store) – Low Risk Ref: 21-39567-13 – Textured coated ceiling (Area 87/Kitchen) – Low Risk Ref: 21-39567-14 – Sink pad (Area 87/Kitchen) – No Risk Ref: 21-39567-15 – Gaskets to underside of Portland sinks (Area 87/Kitchen) – Medium Risk Ref: 21-39567-16 – Composite gasket to gas main flange (Area 90/Kitchen Store) – Low Risk Ref: 21-39567-17 – Floor tiles and adhesive (Area 96/Drying Store) – No Risk Ref: 21-39567-18 – Infill panels to top of wall (Area 104/Garage 1) – No Risk Ref: 21-39567-18 – Infill panels to top of wall (Area 105/Garage 2) – No Risk Ref: 21-39567-18 – Infill panels to top of wall (Area 106/Garage 3) – No

(Item 28)	Ref: 21-39567-20 – Gasket to gas main flanges (Area 108/Gas inlet cupboard) – No Risk
(Item 29)	Ref: 21-39567-27 – Door frame sealant (Area 108/Gas inlet cupboard) – Very Low Risk
(Item 30)	Ref: 21-39567-28 – Sink pad to redundant sink (Area 108/Gas inlet cupboard) – No Risk
(Item 31)	Ref: 21-39567-20 – Gasket to gas main pipe (Area 109/Vehicle store) – No Risk
(Item 32)	Ref: 21-39567-20 – Gasket to gas main pipe (Area 110/Boiler Room) – No Risk
(Item 33)	Ref: 21-39567-21 – Residue to wall 2 (Area 110/Boiler Room) – No Risk
(Item 34)	Ref: 21-39567-22 – Residue to chimney breast wall (Encapsulated May 2022) (Area 110/Boiler Room) – Medium Risk
(Item 35)	Ref: 21-39567-23 – Residue to wall on wall 2 adjacent plasterboard wall panel (Encapsulated May 2022) (Area 110/Boiler Room) – Medium Risk
(Item 36)	Ref: 21-39567-24 – Residue to wall 3 (Area 110/Boiler Room) – No Risk
(Item 37)	Ref: 21-39567-25 – Residue to yellow hanging pipe hanger (Area 110/Boiler Room) – Removed May 2022
(Item 38)	Ref: 21-39567-26 – Gasket to flanges (Area 110/Boiler Room) – No Risk
(Item 39)	Ref: 21-39567-20 – Gasket to flange of gas mains pipe (Area 129/External) – No Risk
(Item 40)	Ref: 21-39567-27 – Mastic to outside door of gas inlet cupboard (Area 129/External) – Low Risk
(Item 41)	Ref: 21-39567-29 – Residue to nails to former gable end soffits of Childrens centre (Area 129/External) – No Risk
(Item 42)	Ref: 21-39567-30 – Mastic to quad bike store doors (Area 129/External) – No Risk
(Item 43)	Ref: 21-39567-31 – Capping to soil pipe flanges (Area 129/External) – No Risk
(Item 44)	Ref: 21-39567-31 – Capping to soil pipe flanges (Area 129/External) – No Risk
(Item 45)	Ref: 21-39567-33 – Damp proof course to walls (Area 129/External) – No Risk
(Item 46)	Ref: 21-39567-34 – Glazing putty to metal windows (Area 129/External) – No Risk
(Item 47)	Ref: 21-39567-35 – Window frame sealant (Area 129/External) – Low Risk
(Item 48)	Ref: 21-39567-32 – Roof felt (bitumen) (Area 107/External Store) – 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



#### Item 1 Ref: 21-39567-1

The debris to floor adjacent doorway (Area 3/Loft Space 3) contains asbestos.

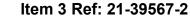
Removed May 2022

#### Item 2 Ref: Presumed



The pipes (Gaskets) (Area 4/Loft Space 4) are presumed to contain asbestos.

Any change in its appearance should be recorded and passed to Property Services.

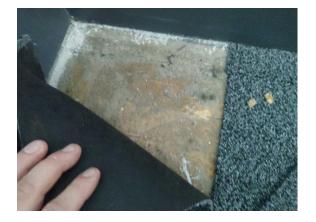


The packers below steel joists within brick wall (Area 7/Loft Space 7) contain asbestos.

Any change in its appearance should be recorded and passed to Property Services.

Encapsulated May 2022 – continue to monitor



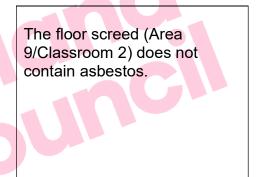


#### Item 4 Ref: 21-39567-4

The floor screed (Area 8/Classroom) does not contain asbestos.

#### Item 5 Ref: 21-39567-4







#### Item 6 Ref: 21-39567-4

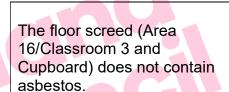
The floor screed (Area 15/Library and Cupboard) does not contain asbestos.



#### Item 7 Ref: 21-39567-5

The floor screed (Area 16/Classroom 3 and Cupboard) does not contain asbestos.





Item 8 Ref: 21-39567-5



## Item 9 Ref: 21-39567-5

The floor screed (Area 17/Classroom 4 and Cupboard) does not contain asbestos.

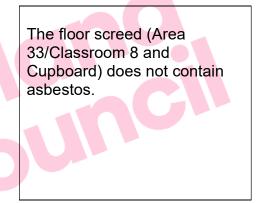


#### Item 10 Ref: 21-39567-6

The floor screed (Area 32/Classroom 7 and Cupboard) does not contain asbestos.

## Item 11 Ref: 21-39567-6





Item 12 Ref: 21-39567-6

The floor screed (Area 34/Library 2 and Cupboard) does not contain asbestos.



#### Item 13 Ref: 21-39567-7

The floor adhesive (Area 41/Classroom 9) contains asbestos.

Any change in its appearance should be recorded and passed to Property Services.

#### Item 14 Ref: 21-39567-8





## Item 15 Ref: 21-39567-9

The ceiling (Area 62/Pastoral Office) does not contain asbestos.

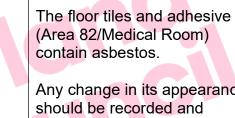
Haltwhistle Primary Academy Last updated 25/06/2025 V.2.0



#### Item 16 Ref: 21-39567-10

The electrical equipment, redundant cartridge fuses (Area 64/Electric meter cupboard) does not contain asbestos.

#### Item 17 Ref: 21-39567-11



Any change in its appearance passed to Property Services.

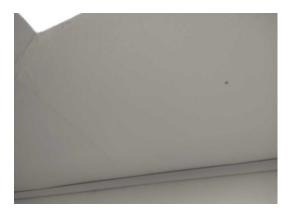
Item 18 Ref: 21-39567-12

The floor tiles and adhesive (Area 84/Store) contain asbestos.

Any change in its appearance should be recorded and passed to Property Services.



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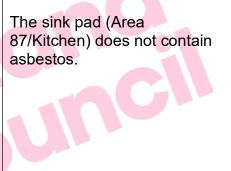
#### Item 19 Ref: 21-39567-13

The textured coated ceiling (Area 87/Kitchen) contains asbestos.

Any change in its appearance should be recorded and passed to Property Services.

#### Item 20 Ref: 21-39567-14





Item 21 Ref: 21-39567-15

The gaskets to underside of Portland sinks (Area 87/Kitchen) contain asbestos.

Any change in its appearance should be recorded and passed to Property Services.





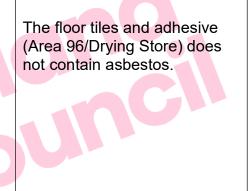
#### Item 22 Ref: 21-39567-16

The composite gasket to gas main flange (Area 90/Kitchen Store) contains asbestos.

Any change in its appearance should be recorded and passed to Property Services.

#### Item 23 Ref: 21-39567-17





Item 24 Ref: 21-39567-18

The infill panels to top of wall (Area 104/Garage 1) do not contain asbestos.

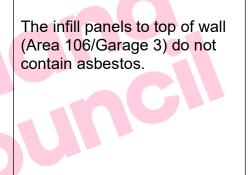


#### Item 25 Ref: 21-39567-18

The infill panels to top of wall (Area 105/Garage 2) do not contain asbestos.

#### Item 26 Ref: 21-39567-18





Item 27 Ref: 21-39567-19

The damp proof sheeting behind wood cladding to walls (Area 107/External Store) does not contain asbestos.

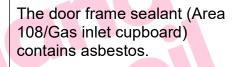




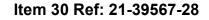
#### Item 28 Ref: 21-39567-20

The gasket to gas main flanges (Area 108/Gas inlet cupboard) does not contain asbestos.

#### Item 29 Ref: 21-39567-27



Any change in its appearance should be recorded and passed to Property Services.



The sink pad to redundant sink (Area 108/Gas inlet cupboard) does not contain asbestos.



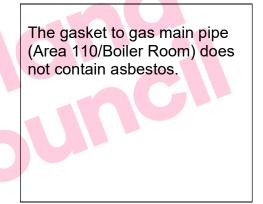


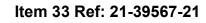
#### Item 31 Ref: 21-39567-20

The gasket to gas main pipe (Area 109/Vehicle store) does not contain asbestos.

#### Item 32 Ref: 21-39567-20







The residue to wall 2 (Area 110/Boiler Room) does not contain asbestos.





#### Item 34 Ref: 21-39567-22

The residue to chimney breast wall (Area 110/Boiler Room) contains asbestos.

Any change in its appearance should be recorded and passed to Property Services.

Encapsulated May 2022 – continue to monitor

#### Item 35 Ref: 21-39567-23

The residue to wall on wall 2 adjacent plasterboard wall panel (Area 110/Boiler Room) contains asbestos.

Any change in its appearance should be recorded and passed to Property Services.

Encapsulated May 2022 – continue to monitor

Item 36 Ref: 21-39567-24

The residue to wall 3 (Area 110/Boiler Room) does not contain asbestos.





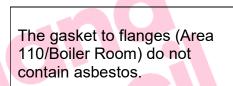


#### Item 37 Ref: 21-39567-25

The residue to yellow hanging pipe hanger (Area 110/Boiler Room) contains asbestos.

Removed May 2022





Item 38 Ref: 21-39567-26

#### Item 39 Ref: 21-39567-20

The gasket to flange of gas mains pipe (Area 129/ External) does not contain asbestos.





#### Item 40 Ref: 21-39567-27

The mastic to outside door of gas inlet cupboard (Area 129/External) contains asbestos.

Any change in its appearance should be recorded and passed to Property Services.

#### Item 41 Ref: 21-39567-29



The residue to nails to former gable end soffits of Children's centre (Area 129/External) does not contain asbestos.



#### Item 42 Ref: 21-39567-30

The mastic to quad bike store doors (Area 129/External) does not contain asbestos.

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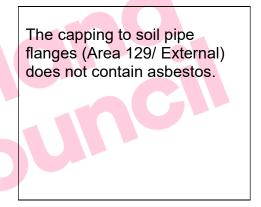


#### Item 43 Ref: 21-39567-31

The capping to soil pipe flanges (Area 129/ External) does not contain asbestos.

#### Item 44 Ref: 21-39567-31





Item 45 Ref: 21-39567-33

The damp proof course to walls (Area 129/External) does not contain asbestos.





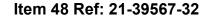
#### Item 46 Ref: 21-39567-34

The glazing putty to metal windows (Area 129/External) does not contain asbestos.

#### Item 47 Ref: 21-39567-35

The window frame sealant (Area 129/External) contains asbestos.

Any change in its appearance should be recorded and passed to Property Services.



The roof felt (bitumen) (Area 107/External Store) does not contain asbestos.



#### 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 liasing 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 <u>least 21 days</u> before the work is due to commence.

#### <u>Step 4 – Contractors on Site</u>

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.

#### <u>Step 5 – Monitoring the Register</u>

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 Coordinator 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

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.

# <u>Form 2</u>

## Inspection Schedule

Picture	Location	Risk	Inspection Frequency	Date of return
Item 1	Debris to floor adjacent doorway (Area 3/Loft Space 3)	Low Risk	6 monthly	Removed May 2022
Item 2	Pipes (Gaskets) (Area 4/Loft Space 4)	Low Risk	6 monthly	22/09/2025
Item 3	Packers below steel joists within brick wall (Area 7/Loft Space 7) (Encapsulated May 2022)	Very Low Risk	12 monthly	22/03/2026
Item 4	No asbestos	Is present		
Item 5	No asbestos 🚄	Is present		
Item 6	No asbestos	Is present		
Item 7	No asbestos	Is present		
Item 8	No asbestos	Is present		
Item 9	No asbestos	Is present		
Item 10	No asbestos	Is present		
Item 11	No asbestos	Is present		
Item 12	No asbestos	Is present		
Item 13	Floor adhesive (Area 41/Classroom 9)	Low Risk	6 monthly	22/09/2025
Item 14	No asbestos	ls present		
Item 15	No asbestos	Is present		
Item 16	No asbestos	ls present		
Item 17	Floor tiles and adhesive (Area 82/Medical Room)	Low Risk	6 monthly	22/09/2025
Item 18	Floor tiles and adhesive (Area 84/Store)	Low Risk	6 monthly	22/09/2025
Item 19	Textured coated ceiling (Area 87/Kitchen)	Low Risk	6 monthly	22/09/2025

Item 20	No asbestos	ls present		
Item 21	Gaskets to underside of Portland sinks (Area 87/Kitchen)	Medium Risk	3 monthly	22/09/2025
Item 22	Composite gasket to gas main flange (Area 90/Kitchen Store)	Low Risk	6 monthly	22/09/2025
ltem 23	No asbestos	ls present		
Item 24	No asbestos	Is present		
Item 25	No asbestos	Is present		
Item 26	No asbestos	Is present		
Item 27	No asbestos	Is present		
Item 28	No asbestos	Is present		
Item 29	Door frame sealant (Area 108/Gas inlet cupboard)	Very Low Risk	12 monthly	22/03/2026
Item 30	No asbestos	Is present		
Item 31	No asbestos	Is present		
Item 32	No asbestos	Is present		
Item 33	No asbestos	Is present		
Item 34	Residue to chimney breast wall (Area 110/Boiler Room) (Encapsulated May 2022)	Medium Risk	3 monthly	22/09/2025
Item 35	Residue to wall on wall 2 adjacent plasterboard wall panel (Area 110/Boiler Room) (Encapsulated May 2022)	Medium Risk	3 monthly	22/09/2025
Item 36	No asbestos	Is present		
			1	1

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	yellow hanging pipe hanger (Area 110/Boiler Room)			May 2022
ltem 38	No asbestos	ls present		
Item 39	No asbestos	Is present		
Item 40	Mastic to outside door of gas inlet cupboard (Area 129/External)	Low Risk	6 monthly	22/09/2025
Item 41	No asbestos	Is present		
Item 42	No asbestos	Is present		
Item 43	No asbestos	Is present		
Item 44	No asbestos	Is present		
Item 45	No asbestos	Is present		
Item 46	No asbestos	Is present		
Item 47	Window frame sealant (Area 129/External)	Low Risk	6 monthly	22/09/2025
Item 48	No asbestos	Is present		
C				

#### Periodic Return

## <u>Form 2</u>

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 since the last inspection
- Replace missing/damaged asbestos labels/stickers



## For Office Use Only

Actions Required	
Actions Completed	
Alterations to Register	