

Foreward

ASBESTOS SURVEY REPORT FOR PENNYWELL EARLY YEARS

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

Sunderland
City Council

Sunderland City Council

Control of Asbestos Regulations 2012

Asbestos Register for Pennywell Early Years



UPRN: - 253789

TF Ref: SCH090

Location of register:-

Premises Manager / Samo: - Tenant

Date: 09 May 2024

Contact Numbers List: -

Caroline Bage Asbestos Manager – 07557 938966

Contents

	<u>Section</u>
• Plan of building and sample locations	1
• Photographs of areas sampled	2
• Survey information	3
• Asbestos Management Plan, Priority Assessments,	4
• Contacts Form, Code of Practice	4
• 5 Simple Steps of Asbestos Management	5
• Commonly asked questions	6

Appendices

• Form 1 – Visitor Register	7
• Form 2 – Periodic Return Checklist and Schedule	8
• Form 3 – Works Notification Form	9
• Form 4 – Registration of All Disturbances	10
• Form 5 – Training Records	11

Plan of Building and Samples Location

BB003030 – Ceiling Tiles (Children’s and adults kitchen store) (item 1) – No risk
BB003031 - Floor tiles (server cupboard) (item 2) – No risk
As BB003031 – Floor tiles (art cupboard) (item 3) – No risk
BB003032 – Floor tiles (Verandah Store) (item 4) – No risk
BB003033 – Sarking Felt (Loft Space 1) (item 5) – No Risk
As BB003033 – Sarking felt (Loft Space 2) (item 6) – No Risk
253789-2 – Sarking (013/Children’s Kitchen – loft void above fixed ceiling)(item 7) –
No Risk
253789-3 – Floor tiles (017/Store)(item 8) – No Risk
253789-1 – Floor tiles (023/Toy Store)(item 9) – No Risk
As 253789-1 – Floor tiles (024/Cupboard)(item 10) – No Risk
253789-4 – Ceiling (036/Boiler Room)(item 11) – No Risk
253789-5 – Gasket (036/Boiler Room) (item12) – No Risk
253789-6 – Millboard (038/Switch Room) (item 13) – No Risk
253789-7 – Mastic (999/Externals) (item14) – No Risk
253789-9 – Sealant to door frame (999/Externals) (item 15) – Very Low Risk

Survey 406969 relates to installation of roller shutters. No samples were taken but no asbestos was detected.

No Access – Live Service Supply – Wall Heater (002/Office)
No Access - Live Service Supply – Wall Heater (003/Training)
No Access - Live Service Supply – Wall Heater (011/Corridor)
No Access - Live Service Supply – Wall Heater (018/Lobby)
No Access – Live Service Supply – “Dunham-Bush” convector heaters (019/Nursery)
Limited Access – Modern Linoleum (022/Main Room)
No Access – Live Service Supply – “Dunham-Bush” convector heaters (022/Main Room)
No Access – Live Service Supply – “Merlin Gerin” Electrics (023/Toy Store)
No Access – Live Service Supply – Convector Heater (023/Toy Store)
Limited Access - Modern Linoleum (025/WC)
No Access – Live Service Supply – “Dunham-Bush” convector heater (026/Corridor/Play Area)
No Access – Void below floor hatch (034/Corridor)
No Access – Live Service Supply – Electrics (037/Battery Room)
No Access – Live Service Supply – Electrics “Ottermill” panels (038/Switch Room)

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 – BB003030

The ceiling panels to the children and adult kitchen store do not contain asbestos



Item 2 – BB003031

Floor tiles to the server cupboard do not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 3 – As BB003031

Floor tiles to the Art cupboard do not contain asbestos



Item 4 – BB003032

The floor tiles to the Verandah store do not contain asbestos



Item 5 - BB003033

Sarking felt to the loft space 1 does not contain asbestos

Photographs of Areas Sampled (Cont)



Item 6 as BB003033

The sarking felt to loft space 2 does not contain asbestos



Item 7: 253789-2

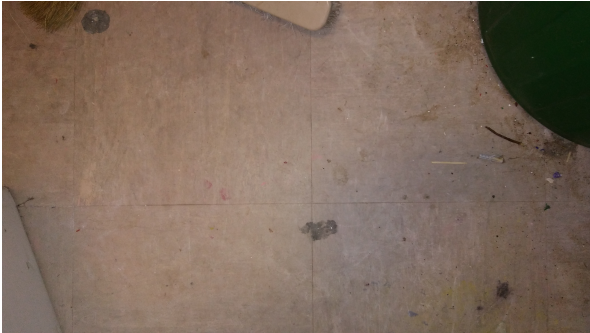
The Sarking felt (013/Children's Kitchen – loft void above fixed ceiling) does not contain asbestos



Item 8: 253789-3

The Floor tiles (017/Store) do not contain asbestos

Photographs of Areas Sampled (Cont)



Item 9: 253789-1

The Floor tiles (023/Toy Store) do not contain asbestos



Item 10: As 253789-1

The Floor tiles (024/Cupboard) do not contain asbestos



Item 11: 253789-4

The Ceiling (036/Boiler Room) does not contain asbestos

Photographs of Areas Sampled (Cont)



Item 12: 253789-5

The Gasket (036/Boiler Room)
does not contain asbestos



Item 13: 253789-6

The Millboard (038/Switch Room)
does not contain asbestos



Item 14: 253789-7

The Mastic (Externals) does not
contain asbestos

Photographs of Areas Sampled (Cont)



Item 15: 253789-9

The Sealant to door frame
(Externals) contains asbestos.

Any changes should be reported
to Property Services.

Sunderland
City Council

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 the Asbestos Management Plan for the Premises. 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 07557938966 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.

Form 2Inspection Schedule

Picture	Location	Risk	Inspection Frequency	Date of return
<i>Item 1</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 2</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 3</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 4</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 5</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 6</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 7</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 8</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 9</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 10</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 11</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 12</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 13</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 14</i>	<i>No asbestos</i>	<i>Is present</i>		
Item 15	Sealant to door frame (999/Externals)	Very Low	12 monthly	25/04/2025

Form 2

Periodic Return

School	
Date of Inspection	
Inspection By (signature)	
Print Name	

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

<u>Ref:</u>	<u>Condition</u> Same/change	<u>Action Required</u> Yes/No	<u>Comments</u>
-------------	---------------------------------	----------------------------------	-----------------

Sunderland
City Council

For Office Use Only

Actions Required	
Actions Completed	
Alterations to Register	