

## **Foreward**

### ASBESTOS SURVEY REPORT FOR RYHOPE INFANT SCHOOL ACADEMY, SUNDERLAND

I have enclosed for your information and retention the most recent asbestos survey (type 2/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 tenants 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

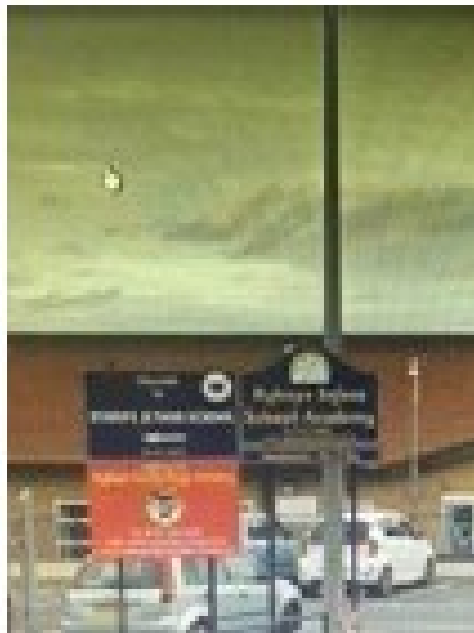
Sunderland  
City Council

# Sunderland City Council

*Control of Asbestos  
Regulations 2012*

**Asbestos Register for**

**RYHOPE INFANT SCHOOL ACADEMY, SUNDERLAND**



**UPRN: - J019842**

**Location of register:-**

**Premises Manager / Samo: - Tenant                      Date: 24 June 2026**

**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**

AQ000013 – Floor screed (Rm 0/01 Front Entrance Lobby)(Item 1) No Risk  
AQ000014 – Floor tiles and adhesive (Rm 0/03 Reception Office and Cupboard)  
(Item 2) No Risk  
As AQ000014 – Floor tiles and adhesive (Rm 0/04 Managers Office and  
Cupboard) (Item 3) No Risk  
AQ000015 – Wall tile adhesive (Rm 0/10 Meeting Room WC) (Item 4) No Risk  
AQ000016 – Sink Pad (Rm 0/12 Training Room) (Item 5) No Risk  
AQ000018 – Insulating Board (Rm 0/13 Corridor) (Item 6) No Risk  
As AQ000014 – Floor tiles and adhesive (Rm 0/17 Reception Base 1&2) (Item 7)  
No Risk  
AQ000019 – Floor tiles and adhesive (Rm 0/21 Nursery Service Rooms) (Item 8)  
No Risk  
As AQ000019 – Floor tiles and adhesive (Rm 0/30 Classroom & Cupboard) (Item  
9) No Risk  
AQ000020 - Floor tiles and adhesive (Rm 0/35 Nurture Room and Cupboard)  
(Item 10) No Risk  
AQ000021 – Sink Pads (Rm 0/36 Year 2 Classroom & Cupboard) (Item 11) No  
Risk  
AQ000022 – Insulating Board (Rm 0/44 Corridor) (Item 12) No Risk  
AQ000023 – Insulating Board (Rm 99/01 Electrical Room) (Item 13) No Risk  
AQ000024 – Insulating Board (Rm 99/02 Plant Room) (Item 14) No Risk  
AQ000025 – Gaskets (Rm 99/02 Plant Room) (Item 15) - (only 2 gaskets were  
removed 20.6.18) – Very Low Risk  
AQ000026 – Boiler Gaskets (Rm 99/02 Plant Room) (Item 16) No Risk  
AQ000027 – Under Cloaking (Rm 99/03 Externals) (Item 17) No Risk  
AN000953 – Water tank coating (Tank Room) (Item 20) No Risk  
AN000954 – Adhesive below lino (Entrance Lobby) (Item 21) No Risk  
As AN000954 – Adhesive beneath floor screed (Main Reception) (Item 22) No  
Risk  
AN000955 – Screed beneath wood flooring (Main Reception) (Item 23) No Risk  
DP002540 – Core sample (Rm 0/30 Classroom) (Item 24) No Risk  
DP002543 – Bitumen screed below modern lino and modern screed (Room 0/36  
Creative) (Item 25) No Risk  
DP002542 – Vinyl tiles and adhesive (Room 0/36a Creative Store) (Item 26) No  
Risk  
DP002537 – Core sample wall to toilet (Room 0/21 Interview Room) (Item 27) No  
Risk  
DP002538 – Grout to ceramic tiles (Room 0/21a Disabled Toilet) (Item 28) No  
Risk  
DP002539 – Screed below quarry tiles (Room 0/21a Disabled Toilet) (Item 29)  
No Risk

*The following items were not sampled however Item 28 and 29 on survey ref J019842 refers to this:*

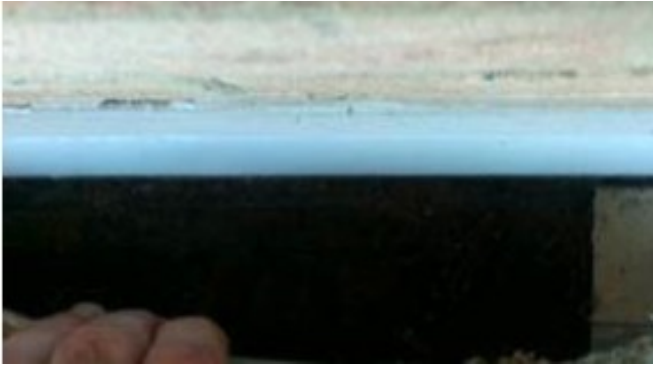
Ceiling Void (Rm 1/01 Main Hall) (Item 18) – No Risk

Heater Boxing (Rm0/02 Main Reception) (Item 19) – 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.**

Sunderland  
City Council

## Photographs of Areas Sampled



### **Item 1 Ref: AQ000013**

Floor screed (Rm 0/01 Front Entrance Lobby) does not contain asbestos



### **Item 2 Ref: AQ000014**

Floor tiles and adhesive (Rm 0/03 Reception Office and Cupboard) do not contain asbestos.



### **Item 3 Ref: As AQ000014**

Floor tiles and adhesive (Rm 0/04 Managers Office and Cupboard) do not contain asbestos

## Photographs of Areas Sampled (Cont)



**Item 4 Ref: AQ000015**

Wall tile adhesive (Rm 0/10 Meeting Room WC) does not contain asbestos



**Item 5 Ref: AQ000016**

Sink Pad (Rm 0/12 Training Room) does not contain asbestos



**Item 6 Ref: AQ000018**

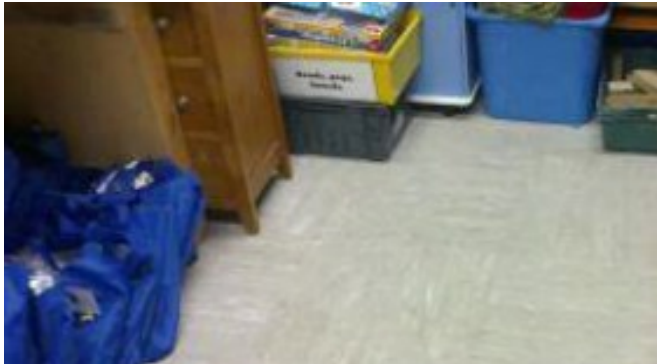
Insulating Board (Rm 0/13 Corridor) does not contain asbestos

**Photographs of Areas Sampled (Cont)**



**Item 7 Ref: As AQ000014**

Floor tiles and adhesive (Rm 0/17 Reception Base 1&2) do not contain asbestos.



**Item 8 Ref: AQ000019**

Floor tiles and adhesive (Rm 0/21 Nursery Service Rooms) do not contain asbestos.



**Item 9 Ref: As AQ000019**

Floor tiles and adhesive (Rm 0/30 Classroom & Cupboard) do not contain asbestos.

## Photographs of Areas Sampled (Cont)



### **Item 10 Ref: AQ000020**

Floor tiles and adhesive (Rm 0/35 Nurture Room and Cupboard) do not contain asbestos



### **Item 11 Ref: AQ000021**

Sink Pads (Rm 0/36 Year 2 Classroom & Cupboard) do not contain asbestos.



### **Item 12 Ref: AQ000022**

Insulating Board (Rm 0/44 Corridor) does not contain asbestos.

## Photographs of Areas Sampled (Cont)



### **Item 13 Ref: AQ000023**

Insulating Board (Rm 99/01  
Electrical Room) does not  
contain asbestos.



### **Item 14 Ref: AQ000024**

Insulating Board (Rm 99/02  
Plant Room) does not contain  
asbestos.



### **Item 15 Ref: AQ000025**

Gaskets (Rm 99/02 Plant Room)  
contain asbestos.

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

*(2 of the gaskets were removed  
20.6.18)*

## Photographs of Areas Sampled (Cont)



### **Item 16 Ref: AQ000026**

Boiler Gaskets (Rm 99/02 Plant Room) do not contain asbestos.



### **Item 17 Ref: AQ000027**

Under Cloaking (Rm 99/03 Externals) does not contain asbestos.

No Image Available

### **Item 18 – No Ref**

Ceiling Void (Rm 1/01 Main Hall)

*The item was not sampled however Item 28 on survey ref J019842 refers to this, the analyst has noted this is wood.*

**Photographs of Areas Sampled (Cont).**

No Image Available

**Item 19 – No Ref**

Heater Boxing (Rm0/02 Main Reception)

*The item was not sampled however Item 29 on survey ref J019842 refers to this, the analyst has noted this is foam.*



**Item 20 Ref: AN000953**

The coating to the water tank in the mezzanine tank room does not contain asbestos.



**Item 21 Ref: AN000954**

The adhesive below the lino in main reception entrance lobby does not contain asbestos.

**Photographs of Areas Sampled (Cont).**



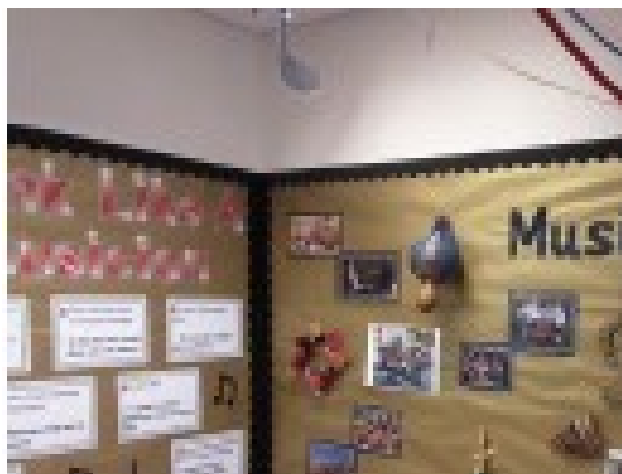
**Item 22 Ref: As AN000954**

The adhesive below the floor screed in main reception does not contain asbestos.



**Item 23 Ref: AN000955**

The screed beneath the wood flooring in main reception does not contain asbestos.



**Item 24 Ref: DP002540**

The core sample for the proposed new doorway in Room 0/030 does not contain asbestos.

**Photographs of Areas Sampled (Cont).**



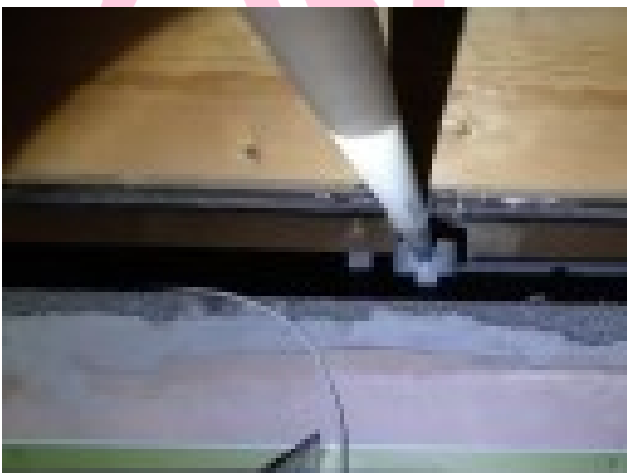
**Item 25 Ref: DP002543**

The bitumen screed below modern lino and modern screed in Room 0/36 does not contain asbestos.



**Item 26 Ref: DP002542**

The vinyl floor tiles and adhesive in Room 0/36a does not contain asbestos.



**Item 27 Ref: DP002537**

The core sample wall to toilet in Room 0/21 does not contain asbestos.

**Photographs of Areas Sampled (Cont).**



**Item 28 Ref: DP002538**

The grout to ceramic tiles (wall to interview room) in Room 0/21a does not contain asbestos.



**Item 29 Ref: DP002539**

The screed below the quarry tiles in Room 0/21a 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 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 site specific emergency procedures in the Asbestos Management Plan. 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 2**Inspection Schedule

Picture	Location	Risk	Inspection Frequency	Date of return
Item 1	No asbestos	Is present		
Item 2	No asbestos	Is present		
Item 3	No asbestos	Is present		
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	No asbestos	Is present		
Item 14	No asbestos	Is present		
<b>Item 15</b>	<b>Gaskets – Rm 99/02 Plant Room</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>20.06.2027</b>
Item 16	No asbestos	Is present		
Item 17	No asbestos	Is present		
Item 18	No asbestos	Is present		
Item 19	No asbestos	Is present		
Item 20	No asbestos	Is present		
Item 21	No asbestos	Is present		
Item 22	No asbestos	Is present		
Item 23	No asbestos	Is 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	No asbestos	Is present		

## Asbestos Form 2 - Periodic Return

Site/Premises/School	
Date of Inspection	
Inspection By (signature)	
Print Name	

***Inspect and advise condition of each individual item – failure to do so will result in periodic inspection returned and asked to complete again***

### 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
- Plant rooms
- Service risers and ducts
- Ceiling voids and underfloor voids
- Boiler rooms, meter cupboards, electrical risers

<u>Item no/Ref:</u>	<u>Condition</u>	<u>Action Required</u>	<u>Asbestos Sticker Displayed</u>	<u>Comments</u>
	Same/change	Yes/No	Yes/No	

### For Office Use Only

Actions Required	
Actions Completed	
Alterations to Register	