

## **Foreword**

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 by the Client 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.

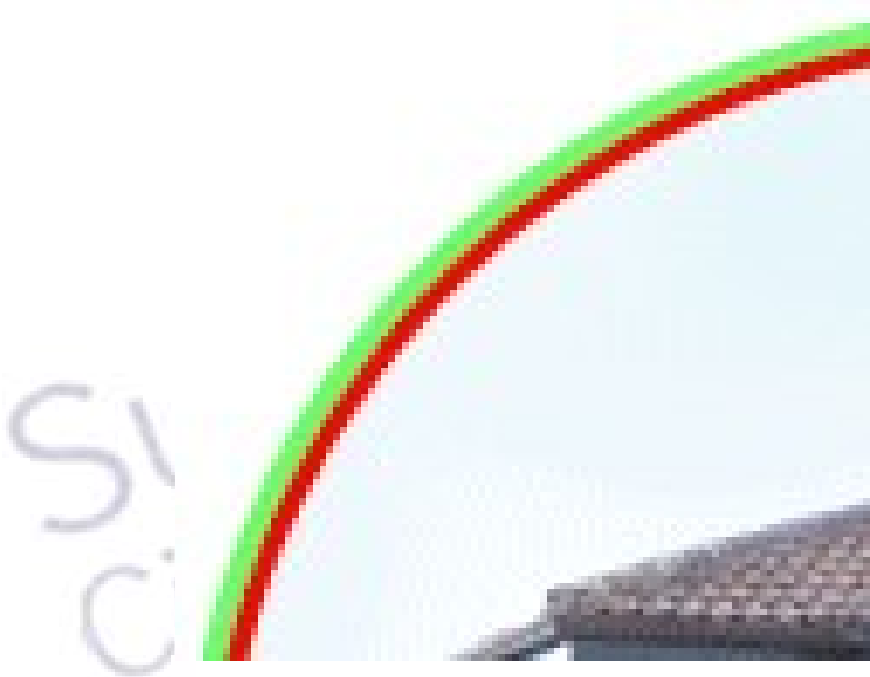
Yours sincerely,

Paul Davies  
Assistant Director of Business and Property Services



*Control of Asbestos  
Regulations 2012*

**Asbestos Register for  
Bernard Gilpin Primary**



**UPRN: - 2904099**

**TF Ref: SCH010**

**Location of register:-**

**Premises Manager / Samo: - Tenant**

**Date: 21 February 2023**

**Contact Numbers List: -**

**Caroline Bage Asbestos Manager – 07557 938966**

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## Plan of Building and Samples Location

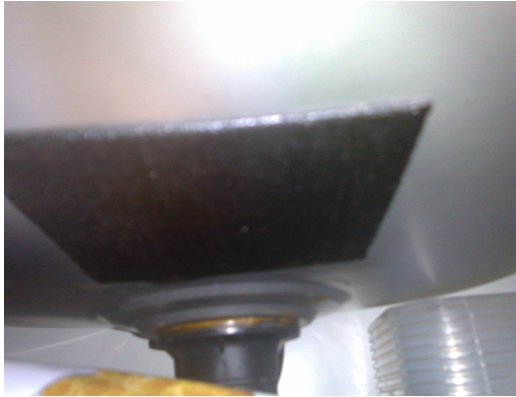
DB09/3011 – Sink Pad (Reception Kitchen 3) (Item 1) - No Risk  
DB09/3012 – Sink Pad (Classroom Lobby 5) (Item 2) - No Risk  
DB09/3013 – Sink Pad (Classroom Lobby 15) (Item 3) - No Risk  
DB09/3014 – Sink Pad (Classroom Lobby 28) (Item 4) - No Risk  
DB09/3015 – Sink Pad (Classroom Lobby 37) (Item 5) - No Risk  
DB09/3016 – Sink Pad (Classroom Lobby 46) (Item 6) - No Risk  
DB09/3017 – Sink Pad (Staffroom Kitchen 63) (Item 7) - No Risk  
DB09/3018 – Sink Pad (Kitchen 66) (Item 8) - No Risk  
DB09/3019 – Ceiling (Boiler House) (Item 9) - No Risk  
*DB09/3020 – Pipe Gasket (Boiler Room) (Item 10) - Removed Summer 2014*  
MBA09-1129 – Suspended Ceiling Tiles (Reception classroom 1 & 2) (Item 11) - No Risk  
MBA09/1130 – Insulation panels (Reception classroom 1 & 2) (Item 12) - No Risk  
52897-1 – Sealant to joints in metal duckwork (017/boys WC – void above suspended ceiling) (Item 13) – No Risk  
As 52897-1 – Sealant to joints in metal duckwork (023/girls WC – void above suspended ceiling) (Item 14) – No Risk  
As 52897-1 – Sealant to joints in metal duckwork (024/corridor and lobby – void above suspended ceiling) (Item 15) – No Risk  
As 52897-1 – Sealant to joints in metal duckwork (027/practical classroom – void above suspended ceiling) (Item 16) – No Risk  
As 52897-1 – Sealant to joints in metal duckwork (032/caretakers store – void above suspended ceiling) (Item 17) – No Risk  
As 52897-1 – Sealant to joints in metal duckwork (034/boys WC – void above suspended ceiling) (Item 18) – No Risk  
As 52897-1 – Sealant to joints in metal duckwork (035/girls WC – void above suspended ceiling) (Item 19) – No Risk  
As 52897-1 – Sealant to joints in metal duckwork (047/girls WC – void above suspended ceiling) (Item 20) – No Risk  
As 52897-1 – Sealant to joints in metal duckwork (048/boys WC – void above suspended ceiling) (Item 21) – No Risk  
As 52897-1 – Sealant to joints in metal duckwork (055/classroom 1 – void above suspended ceiling) (Item 22) – No Risk  
As 52897-1 – Sealant to joints in metal duckwork (061/boys changing and lobby – void above suspended ceiling) (Item 23) – No Risk  
As 52897-1 – Sealant to joints in metal duckwork (063/girls changing WC – void above suspended ceiling) (Item 24) – No Risk  
As 52897-1 – Sealant to joints in metal duckwork (064/girls changing and lobby – void above suspended ceiling) (Item 25) – No Risk  
As 52897-1 – Sealant to joints in metal duckwork (068/servery – void above suspended ceiling) (Item 26) – No Risk  
50830-1 – ceiling (01/Boiler room including mezzanine floor) (Item 27) – No Risk  
As 50830-1 – panels to boiler flue ceiling penetrations (01/Boiler room including mezzanine floor) (Item 28) – No Risk  
50830-3 – debris to wall on right hand side adjacent door (01/Boiler room including mezzanine floor) (Item 29) – No Risk

As 50830-1 – ceiling (02/electrical intake room) (Item 30) – No Risk  
NZ000134 – Ceiling (Boiler Room) (Item 31) – No Risk  
NZ000135 - Flue pipe red mastic to joints (Boiler Room) (Item 32) – No Risk

**Please note the survey carried out was non-intrusive. Should major refurbishment be planned for the property, further investigation will be required.**

  
Sunderland  
City Council

## Photographs of Areas Sampled



### **Item 1 Ref: DB09/3011**

The sink pad in Reception Kitchen 3 does not contain asbestos



### **Item 2 - Ref: DB09/3012**

The sink pad in Classroom Lobby 5 does not contain asbestos.



### **Item 3 - Ref: DB09/3013**

The sink pad in Classroom Lobby 15 does not contain asbestos.



**Photographs of Areas Sampled (Cont)**



**Item 4 - Ref: DB09/3014**

The sink pad in Classroom Lobby 28 does not contain asbestos



**Item 5 - Ref: DB09/3015**

The sink pad in Classroom Lobby 37 does not contain asbestos.



**Item 6 - Ref: BB09/3016**

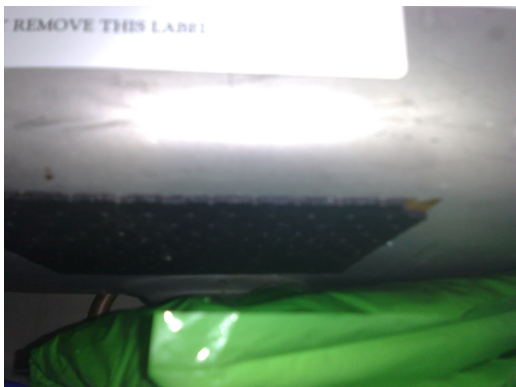
The sink pad in Classroom Lobby 46 does not contain asbestos.

**Photographs of Areas Sampled (Cont)**



**Item 7 - Ref: DB09/3017**

The sink pad in Staffroom Kitchen 63 does not contain asbestos.



**Item 8 - Ref: Sample 08**

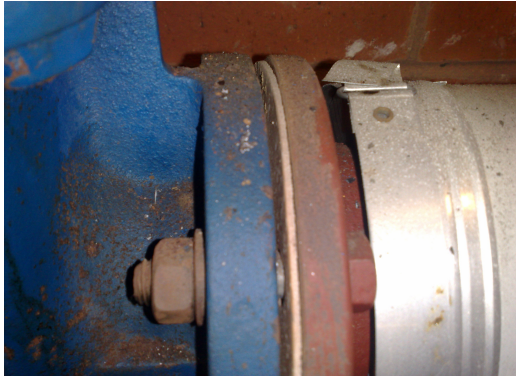
The sink Pad in Kitchen 66 does not contain asbestos.



**Item 9 - Ref: DB09/3019**

The ceiling Panels in the Boiler House 76 do not contain asbestos.

Photographs of Areas Sampled (Cont)



**Item 10 - Ref: DB09/3020**

The pipe gaskets in Boiler House (Room 76) contained asbestos.

*This was removed during boiler refurbishment in Summer 2014.*

**No image provided**

**Item 11 - Ref: MBA09-1129**

The Suspended ceiling tiles in Reception classroom 1 & 2 do not contain asbestos.

**No image provided**

**Item 12 - Ref: MBA09-1130**

The insulation panels in Reception classroom 1 & 2 do not contain asbestos.

**Photographs of Areas Sampled (Cont)**



**Item 13 - Ref: 52897-1**

The Sealant to joints in metal duckwork in room 017/boys WC (void above suspended ceiling) does not contain asbestos.



**Item 14 - Ref: As 52897-1**

The Sealant to joints in metal duckwork in room 023/girls WC (void above suspended ceiling) does not contain asbestos.



**Item 15 - Ref: As 52897-1**

The Sealant to joints in metal duckwork in room 024/corridor and lobby (void above suspended ceiling) does not contain asbestos.

## Photographs of Areas Sampled (Cont)



### **Item 16 - Ref: As 52897-1**

The Sealant to joints in metal duckwork in room 027/ practical classroom (void above suspended ceiling) does not contain asbestos.



### **Item 17 - Ref: As 52897-1**

The Sealant to joints in metal duckwork in room 032/ caretakers store (void above suspended ceiling) does not contain asbestos.



### **Item 18 - Ref: As 52897-1**

The Sealant to joints in metal duckwork in room 034/boys WC (void above suspended ceiling) does not contain asbestos.

**Photographs of Areas Sampled (Cont)**



**Item 19 - Ref: As 52897-1**

The Sealant to joints in metal duckwork in room 035/girls WC (void above suspended ceiling) does not contain asbestos.



**Item 20 - Ref: As 52897-1**

The Sealant to joints in metal duckwork in room 047/girls WC (void above suspended ceiling) does not contain asbestos.



**Item 21 - Ref: As 52897-1**

The Sealant to joints in metal duckwork in room 048/boys WC (void above suspended ceiling) does not contain asbestos.

## Photographs of Areas Sampled (Cont)



### **Item 22 - Ref: As 52897-1**

The Sealant to joints in metal duckwork in room 055/ classroom 1 (void above suspended ceiling) does not contain asbestos.



### **Item 23 - Ref: As 52897-1**

The Sealant to joints in metal duckwork in room 061/boys changing and lobby (void above suspended ceiling) does not contain asbestos.



### **Item 24 - Ref: As 52897-1**

The Sealant to joints in metal duckwork in room 063/girls changing WC (void above suspended ceiling) does not contain asbestos.

**Photographs of Areas Sampled (Cont)**



**Item 25 - Ref: As 52897-1**

The Sealant to joints in metal duckwork in room 064/girls changing and lobby (void above suspended ceiling) does not contain asbestos.



**Item 26 - Ref: As 52897-1**

The Sealant to joints in metal duckwork in room 068/servery (void above suspended ceiling) does not contain asbestos.



**Item 27 - Ref: 50830-1**

The ceiling in room 01/Boiler room including the mezzanine floor does not contain asbestos.

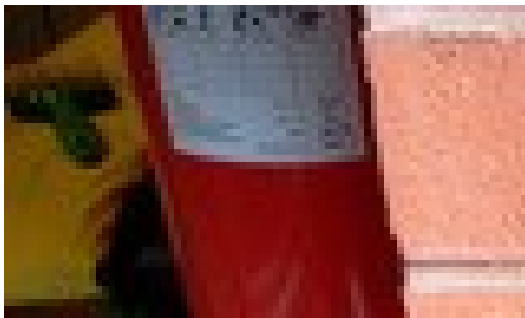


**Photographs of Areas Sampled (Cont)**



**Item 28 - Ref: As 50830-1**

The panels to boiler flue ceiling penetrations in room 01/Boiler room including the mezzanine floor does not contain asbestos.



**Item 29 - Ref: 50830-3**

The debris to wall on right hand side adjacent door in room 01/Boiler room including the mezzanine floor does not contain asbestos.



**Item 30 - Ref: As 50830-1**

The ceiling in room 02/ electrical intake room does not contain asbestos.

**Photographs of Areas Sampled (Cont)**



**Item 31 - Ref: NZ000134**

The ceiling in Room 01/Boiler room does not contain asbestos.



**Item 32 - Ref: NZ000135**

The flue pipe red mastic to joints in room 01/Boiler room 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 schools specific 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 0191 561 2712 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
<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>		
Item 10	Gaskets (Boiler Room 76	Very Low		Removed Summer 2014
<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>		
<i>Item 15</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 16</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 17</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 18</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 19</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 20</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 21</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 22</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 23</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 24</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 25</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 26</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 27</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 28</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 29</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 30</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 31</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 32</i>	<i>No asbestos</i>	<i>Is present</i>		



**Form 2**

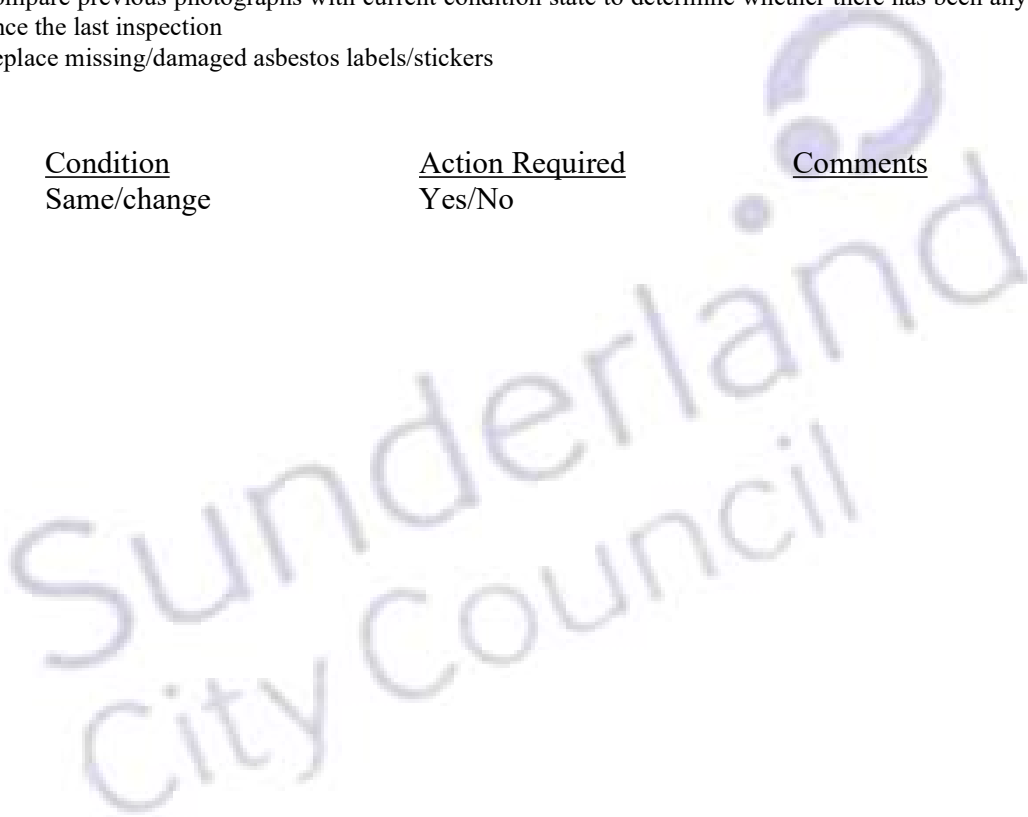
Periodic Return

<b>School</b>	
<b>Date of Inspection</b>	
<b>Inspection By (signature)</b>	
<b>Print Name</b>	

**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

Ref:                      Condition                      Action Required                      Comments  
Same/change                      Yes/No



**For Office Use Only**

<b>Actions Required</b>	
<b>Actions Completed</b>	
<b>Alterations to Register</b>	