

Foreward

ASBESTOS SURVEY REPORT FOR HILL VIEW INFANT SCHOOL, 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,

Paul Davies
Assistant Director of Assurance and Property Services

Sunderland
City Council

Sunderland City Council

*Control of Asbestos
Regulations 2012*

Asbestos Register for

HILL VIEW INFANT SCHOOL, SUNDERLAND



UPRN: - 76635

Location of register:-

Premises Manager / Samo: - Tenant

Date: 25 November 2024

Contact Numbers List: -

Caroline Bage Asbestos Manager – 07557 938966

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Plan of Building and Samples Location

Presumed – Gaskets (Rm B/01) (Item 1) - Removed August 2023

As BB000801 – Lino (Rm 0/02) (Item 2) No Risk

AW0834/08 - Floor tiles (Rm 0/16) (Item 3) No Risk

BB000804 – Lino (Rm 0/17) (Item 4) No Risk

Presumed – Flash Guards (Rm 0/24) (Item 5) – Removed 8.7.2013

As BB000791 – Insulation (Rm 0/26) (Item 6) No Risk

AsBB000791 – Insulation (Rm 0/29) (Item 7) No Risk

As BB000802 – Floor tiles (Rm 0/30) (Item 8) No Risk

AW0836/08 – Floor tiles (Rm 0/32) (Item 9) No Risk

As BB000801 – Lino (Rm 0/34) (Item 10) No Risk

BB000801 – Lino (Rm 0/35) (Item 11) No Risk

As BB000791 – Insulation (Rm 0/39) (Item 12) No Risk

As BB000791 – Insulation (Rm 0/42) (Item 13) No Risk

As BB000791 – Insulation (Rm 0/45) (Item 14) No Risk

As BB000791 – Insulation (Rm 0/49) (Item 15) No Risk

As BB000791 – Insulation (Rm 0/51) (Item 16) No Risk

As BB000791 – Insulation (Rm 0/53) (Item 17) No Risk

BB000791- Insulation (Rm 0/55) (Item 18) No Risk

As BB000801 – Lino (Rm 0/75) (Item 19) No Risk

BB000802 – Floor tiles (Rm 0/76) (Item 20) No Risk

As BB000802 – Floor tiles (Rm 0/78) (Item 21) No Risk

As BB000791 – Insulation (Rm 0/83) (Item 22) No Risk

AW0838/08 – Floor tile (Rm 0/84) (Item 23) No Risk

AW0840/08 – Roof (External) (Item 24) No Risk

102516-1 – Plaster to wall (Rm 086/store) (Item 25) No Risk

As 102516-1 – Plaster to wall (Rm 087/Female WC) (Item 26) No Risk

130558-1 – Material from core drilling from the kitchen roof (External) (Item 27)
No Risk

BB001184 – wall material (concrete & mesh) (Rm 01) (Item 28) No Risk

VP003141 – Pink vinyl floor covering (Rm 01/Female WC vestibule) (Item 29) No Risk

VP003142 – Skirting to base of wall (Rm 01/Female WC vestibule) (Item 30) No Risk

As VP003141 - Pink vinyl floor covering (Rm 02/Female WC) (Item 31) No Risk

As VP003142 – Skirting to base of wall (Rm 02/Female WC) (Item 32) No Risk

VP003143 – Toilet Cistern (Rm 02/Female WC) (Item 33) Removed

VP003144 – Toilet Cistern (Rm 02/Female WC) (Item 34) Removed

VP003145 – Toilet seats (Rm 02/Female WC) (Item 35) Removed

VP003146 – Green vinyl floor covering (Rm 03/Children's kitchen) (Item 36) No Risk

VP003147 – Bitumen pads to underside of sink and drainer (Rm 03/Children's kitchen) (Item 37) No Risk

437902-1 – Felt to top of skylights surrounding (0/030 Corridor) (Item 38) – No Risk

437902-2 – Rope packers to skylight adjacent year 2 cloakroom (0/030 Corridor) (Item 39) – Low Risk

437902-4 – Felt to top of skylights surrounding (0/050 Corridor) (Item 40) – No Risk

437902-3 – Rope packers to skylight brackets (0/050 Corridor) (Item 41) – Low Risk

As 437902-4 – Felt to top of skylights surrounding (0/050a Lobby) (Item 42) – No Risk

As 437902-4 – Felt to top of skylights surrounding (0/050b Lobby) (Item 43) – No Risk

As 437902-3 – Rope packers to skylight brackets (0/050b Lobby) (Item 44) – Very Low Risk

437902-5 – Flat Roof (External Roof 1) (Item 45) – No Risk

437902-6 – Flat Roof (External Roof 2) (Item 46) – No Risk

437902-7 – Sealant to flashing (External Roof 2) (Item 47) - No Risk

437902-8 – Flat Roof (External Roof 3) (Item 48) – No Risk

437902-9 – Telephone insulation (External Roof 3) (Item 49) – Removed March 2021

437902-10 – Flat Roof (External Roof 4) (Item 50) – No Risk

437902-11 – Flat Roof (External Roof 5) (Item 51) – No Risk

437902-12 – Flat Roof (External Roof 6) (Item 52) – No Risk

437902-13 – Flat Roof (External Roof 7) (Item 53) – No Risk

437902-14 – Flat Roof (External Roof 8) (Item 54) – No Risk

437902-15 – Mastic to downpipe joints (External Roof 8) (Item 55) – No Risk

437902-16 – Flat Roof (External Roof 9) (Item 56) – No Risk

437902-17 – Flat Roof (External Roof 10) (Item 57) – No Risk

437902-18 – Flat Roof (External Roof 11) (Item 58) – No Risk

As 437902-15 – Mastic to downpipe joints (External Roof 11) (Item 59) – No Risk

437902-19 – Flat Roof (External Roof 12) (Item 60) – No Risk

437902-20 – Flat Roof (External Roof 13) (Item 61) – No Risk

As 437902-15 – Mastic to downpipe joints (External Roof 13) (Item 62) – No Risk

437902-21 – Flat Roof (External Roof 14) (Item 63) – No Risk

437902-22 – Flat Roof (External Roof 14) (Item 64) – No Risk

437902-23 – Flat Roof (External Roof 15) (Item 65) – No Risk

437902-24 – Flat Roof (External Roof 15) (Item 66) – No Risk

437902-25 – Flat Roof (External Roof 16) (Item 67) – No Risk

437902-26 – Flat Roof (External Roof 17) (Item 68) – No Risk

437902-27 – Flat Roof (External Roof 18) (Item 69) – No Risk

437902-28 – Flat Roof (External Roof 19) (Item 70) – No Risk

SC17529 – Ceiling board above ceiling tiles (Nursery WC ceiling void/Rm 013) (Item 71) – No Risk

SC17530 – Ceiling board (Corridor 2/022) (Item 72) – No Risk

SC17531 - Ceiling board (Corridor 3/048) (Item 73) – No Risk

SC17532 - Ceiling board (Corridor 4/060) (Item 74) – No Risk

SC17533 - Ceiling board (Corridor 5/075) (Item 75) – No Risk

NO000535 – Debris/Residue to ceiling (Boiler Room Z/001) (Item 76) – No Risk

NO000536 – Debris/Residue to wall redundant pipe area (Boiler Room Z/001) (Item 77) – Medium Risk (removed and encapsulated)
NO000537 – Debris/Residue to wall adjacent to redundant pipe (Boiler Room Z/001) (Item 78) – Medium Risk (removed and encapsulated)
NO000538 – Debris/Residue to flue chimney area (Boiler Room Z/001) (Item 79) – Medium Risk (removed and encapsulated)
NO000539 – Debris/Residue to floor behind boilers (Boiler Room Z/001) (Item 80) – Low Risk (removed and encapsulated)
NO000540 – Pipework Gaskets valve over boiler (Boiler Room Z/001) (Item 81) – No Risk
NO000541 – Pipework Gaskets return flow valve and end stop (Boiler Room Z/001) (Item 82) – No Risk
NO000542 – Pipework Gaskets grunfos pumps (Boiler Room Z/001) (Item 83) – No Risk
NO000543 – Pipework Gaskets front of boiler (Boiler Room Z/001) (Item 84) – No Risk
NO000544 – Boiler sealant at boiler HW outlet (Boiler Room Z/001) (Item 85) – No Risk
Presumed – Pipework gaskets (Switch Room Z/002) (Item 86) – Removed August 2023
NO000545 – Debris/Residue to walls behind redundant pipes (Switch Room Z/002) (Item 87) – Medium Risk (removed and encapsulated)
NO000546 – Debris/Residue to walls behind redundant pipes partially sealed showing signs of deterioration (Switch Room Z/002) (Item 88) – Low Risk (removed and encapsulated)
NO000547 – Debris/Residue to floor (Switch Room Z/002) (Item 89) – Medium Risk (removed and encapsulated)
Presumed – Electrical services cable braiding/insulation (Switch Room Z/002) (Item 90) – Removed August 2023
NO000548 – Pipework gaskets valve over boiler (Room former coal bunker Z/004) (Item 91) – Removed August 2023

Survey Ref: J510682 - Boiler Room environmental clean completed 2012

Please note that asbestos shuttering to the ducts has been found during previous refurbishment works and therefore it should be presumed to be present in all other floor ducts.

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: Presumed

The pipework flange gaskets to the boiler room are strongly presumed to contain asbestos.

Removed August 2023



Item 2 As BB000801

The lino to room 0/02 does not contain asbestos.



Item 3 - Ref: AW0834/08

The beige floor tiles to the store cupboard (Rm 0/16) do not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 4 - Ref: BB000804

The floor tiles to room 17 do not contain asbestos.



Item 5 – Presumed

The flash guards to the fuse box in the corridor (Rm 0/24) were strongly presumed to contain asbestos.

These were removed 8th July 2013.



Item 6 – As BB000791

The insulation board between the old heater and the brick work to the wall in Room 0/26 does not contain asbestos.

Photographs of Areas Sampled (Cont)



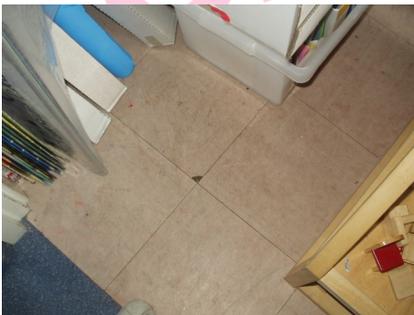
Item 7 – As BB000791

The insulation board between the old heater and the brick work to the wall in Room 0/29 does not contain asbestos.



Item 8 – As BB000802

The floor tiles to room 0/30 do not contain asbestos.



Item 9 – Re: AW0836/08

The floor tiles to room 0/32 do not contain asbestos.

Photographs of Areas Sampled (Cont



Item 10 – As BB000801

The lino to room 0/34 does not contain asbestos.



Item 11 – Ref: BB000801

The lino to room 0/35 does not contain asbestos.



Item 12 – As BB000791

The insulation panel between the heater and the brickwork to the wall in room 0/39 does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 13 – As BB000791

The insulation panel between the heater and the brickwork to the wall in room 0/42 does not contain asbestos.



Item 14 – As BB000791

The insulation panel between the heater and the brickwork to the wall in room 0/45 does not contain asbestos.



Item 15 – As BB000791

The insulation panel between the heater and the brickwork to the wall in room 0/49 does not contain asbestos.

Photographs of Areas Sampled (Cont



Item 16 – As BB000791

The insulation panel between the heater and the brickwork to the wall in room 0/51 does not contain asbestos.



Item 17 – As BB000791

The insulation panel between the heater and the brickwork to the wall in room 0/53 does not contain asbestos.



Item 18 – Ref: BB000791

The insulation panel between the heater and the brickwork to the wall in room 0/55 does not contain asbestos.

Photographs of Areas Sampled (Cont



Item 19 – As BB000801

The lino to room 0/75 does not contain asbestos.



Item 20 – Ref: BB000802

The floor tiles to room 0/76 do not contain asbestos.



Item 21 – As: BB000802

The floor tiles to room 0/78 do not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 22 – As: BB000791

The insulation panel between the heater and the brickwork to the wall in room 0/83 does not contain asbestos.



Item 23 - Ref: AW0838/08

The beige floor tiles to the store room (Rm 0/84) do not contain asbestos.



Item 24 - Ref: AW0840/08

The roof felt to the external of the building does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 25 - Ref: 102516-1

The plaster to wall (Rm 086/store) does not contain asbestos.

1



Item 26 - Ref: As 102516-

The plaster to wall (Rm 087/Female WC) does not contain asbestos.

No image provided

Item 27 - Ref: 130558-1

The Material from core drilling from the kitchen roof (External) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 28 - Ref: BB001184

The wall material (concrete & mesh) (Rm 01) does not contain asbestos.



Item 29 - Ref: VP003141

The Pink vinyl floor covering (Rm 01/Female WC vestibule) does not contain asbestos.



Item 30 - Ref: VP003142

The Skirting to base of wall (Rm 01/Female WC vestibule) does not contain asbestos.

Photographs of Areas Sampled (Cont)

VP003141



Item 31 - Ref: As

The Pink vinyl floor covering (Rm 02/Female WC) does not contain asbestos.

VP003142



Item 32 - Ref: As

The Skirting to base of wall (Rm 02/Female WC) does not contain asbestos.



Item 33 - Ref: VP003143

The Toilet Cistern (Rm 02/Female WC) contains asbestos.

Removed

Photographs of Areas Sampled (Cont)



Item 34 - Ref: VP003144

The Toilet Cistern (Rm 02/Female WC) contains asbestos.

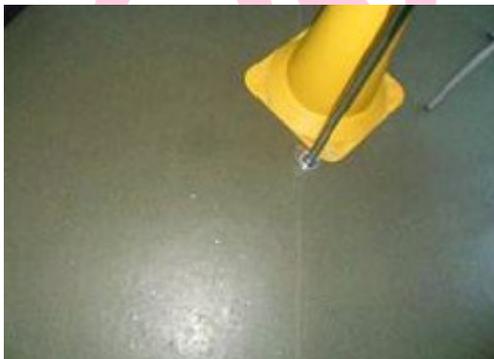
Removed



Item 35 - Ref: VP003145

The Toilet seats (Rm 02/Female WC) contains asbestos.

Removed



Item 36 - Ref: VP003146

The Green vinyl floor covering (Rm 03/Children's kitchen) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 37 - Ref: VP003146

The Bitumen pads to underside of sink and drainer (Rm 03/Children's kitchen) does not contain asbestos.



Item 38 Ref: 437902-1

The felt to top of skylights surrounding (0/030 Corridor) does not contain asbestos.



Item 39 Ref: 437902-2

The rope packers to skylight adjacent year 2 cloakroom (0/030 Corridor) contain asbestos.

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

Photographs of Areas Sampled (Cont)

Item 40 Ref: 437902-4



The felt to top of skylights surrounding (0/050 Corridor) does not contain asbestos.

Item 41 Ref: 437902-3



The rope packers to skylight brackets (0/050 Corridor) contain asbestos.

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

Item 42 Ref: As 437902-4



The felt to top of skylights surrounding (0/050a Lobby) does not contain asbestos.

Photographs of Areas Sampled (Cont)

Item 43 Ref: As 437902-4



The felt to top of skylights surrounding (0/050b Lobby) does not contain asbestos.

Item 44 Ref: As 437902-3



The rope packers to skylight brackets (0/050b Lobby) contain asbestos.

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

Item 45 Ref: 437902-5



The flat roof (External Roof 1) does not contain asbestos.

Photographs of Areas Sampled (Cont)

Item 46 Ref: 437902-6



The flat roof (External Roof 2) does not contain asbestos.

Item 47 Ref: 437902-7



The sealant to flashing (External Roof 2) does not contain asbestos.

Item 48 Ref: 437902-8



The flat roof (External Roof 3) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 49 Ref: 437902-9

The telephone insulation (External Roof 3) contains asbestos.

Removed March 2021



Item 50 Ref: 437902-10

The flat roof (External Roof 4) does not contain asbestos.



Item 51 Ref: 437902-11

The flat roof (External Roof 5) does not contain asbestos.

Photographs of Areas Sampled (Cont)

Item 52 Ref: 437902-12



The flat roof (External Roof 6) does not contain asbestos.

Item 53 Ref: 437902-13



The flat roof (External Roof 7) does not contain asbestos.

Item 54 Ref: 437902-14



The flat roof (External Roof 8) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 55 Ref: 437902-15

The mastic to downpipe joints (External Roof 8) does not contain asbestos.



Item 56 Ref: 437902-16

The flat roof (External Roof 9) does not contain asbestos.



Item 57 Ref: 437902-17

The flat roof (External Roof 10) does not contain asbestos.

Photographs of Areas Sampled (Cont)

Item 58 Ref: 437902-18



The flat roof (External Roof 11) does not contain asbestos.

Item 59 Ref: As 437902-15



The mastic to downpipe joints (External Roof 11) does not contain asbestos.

Item 60 Ref: 437902-19



The flat roof (External Roof 12) does not contain asbestos.

Photographs of Areas Sampled (Cont)

Item 61 Ref: 437902-20



The flat roof (External Roof 13) does not contain asbestos.

Item 62 Ref: As 437902-15



The mastic to downpipe joints (External Roof 13) does not contain asbestos.

Item 63 Ref: 437902-21



The flat roof (External Roof 14) does not contain asbestos.

Photographs of Areas Sampled (Cont)

Item 64 Ref: 437902-22



The flat roof (External Roof 14) does not contain asbestos.

Item 65 Ref: 437902-23



The flat roof (External Roof 15) does not contain asbestos.

Item 66 Ref: 437902-24



The flat roof (External Roof 15) does not contain asbestos.

Photographs of Areas Sampled (Cont)

Item 67 Ref: 437902-25



The flat roof (External Roof 16) does not contain asbestos.

Item 68 Ref: 437902-26



The flat roof (External Roof 17) does not contain asbestos.

Item 69 Ref: 437902-27



The flat roof (External Roof 18) does not contain asbestos.

Photographs of Areas Sampled (Cont)

Item 70 Ref: 437902-28



The flat roof (External Roof 19) does not contain asbestos.

Item 71 Ref: SC17529



The ceiling board above ceiling tiles (Nursery WC ceiling void/Rm 013) does not contain asbestos.

Item 72 Ref: SC17530



The ceiling board (Corridor 2/022) does not contain asbestos.

Photographs of Areas Sampled (Cont)

Item 73 Ref: SC17531



The ceiling board (Corridor 3/048) does not contain asbestos.

Item 74 Ref: SC17532



The ceiling board (Corridor 4/060) does not contain asbestos.

Item 75 Ref: SC17533



The ceiling board (Corridor 5/075) does not contain asbestos.

Photographs of Areas Sampled (Cont)

Item 76 Ref: NO000535



The debris/residue to the ceiling in the Boiler Room Z/001 does not contain asbestos.

Item 77 Ref: NO000536



The debris/residue to wall redundant pipe area in the Boiler Room Z/001 does contain asbestos.

Environmental clean carried out August 2023. Any change in appearance notify Property Services.

Item 78 Ref: NO000537



The debris/residue to wall adjacent to redundant pipe area in the Boiler Room Z/001 does contain asbestos.

Environmental clean carried out August 2023. Any change in appearance notify Property Services.

Photographs of Areas Sampled (Cont)



Item 79 Ref: NO000538

The debris/residue to flue chimney in the Boiler Room Z/001 does contain asbestos.

Environmental clean carried out August 2023. Any change in appearance notify Property Services.



Item 80 Ref: NO000539

The debris/residue to floor behind boilers in the Boiler Room Z/001 does contain asbestos.

Environmental clean carried out August 2023. Any change in appearance notify Property Services.



Item 81 Ref: NO000540

The pipework gaskets valve over boiler in the Boiler Room Z/001 does not contain asbestos.

Photographs of Areas Sampled (Cont)

Item 82 Ref: NO00541



The pipework gaskets return flow valve and end stop in the Boiler Room Z/001 does not contain asbestos.

Item 83 Ref: NO00542



The pipework gaskets grunfos pumps in the Boiler Room Z/001 does not contain asbestos.

Item 84 Ref: NO000543



The pipework gasket on front of boiler in Boiler Room Z/001 does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 85 Ref: NO000544

The boiler sealant at boiler HW outlet in the Boiler Room Z/001 does not contain asbestos.



Item 86 Ref: Presumed

The pipework gaskets in the switch room Z/002 are presumed to contain asbestos.

Removed August 2023



Item 87 Ref: NO00545

The debris/residue to walls behind redundant pipes in the switch room Z/002 does contain asbestos.

Environmental clean carried out August 2023. Any change in appearance notify Property Services.

Photographs of Areas Sampled (Cont)

Item 88 Ref: NO000546



The debris/residue to walls behind redundant pipes partially sealed showing signs of deterioration in the switch room Z/002 does contain asbestos.

Environmental clean carried out August 2023. Any change in appearance notify Property Services.

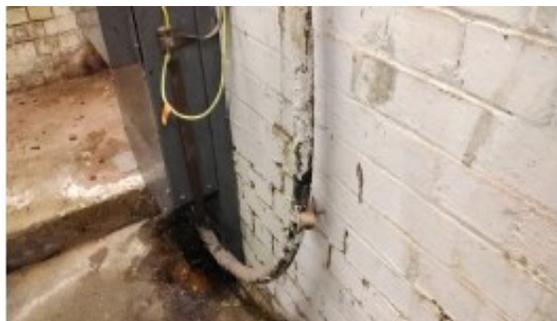
Item 89 Ref: NO000547



The debris/residue floor in the switch room Z/002 does contain asbestos.

Environmental clean carried out August 2023. Any change in appearance notify Property Services.

Item 90 Ref: Presumed



The electrical services cable braiding/insulation in the switch room Z/002 is presumed to contain asbestos.

Removed August 2023

Photographs of Areas Sampled (Cont)

Item 91 Ref: NO000548



The pipework gaskets valve over boiler in the form coal bunker Z/004 does contain asbestos.

Removed August 2023

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 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 2Inspection Schedule

Picture	Location	Risk	Inspection Frequency	Date of return
<i>Item 1</i>	<i>Gaskets - Rm B/01</i>	<i>Low</i>		<i>Removed Aug 2023</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>Flash guards – Rm 0/75</i>	<i>Very Low</i>		<i>Removed 08.07.13</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>		
<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>		
<i>Item 33</i>	<i>Toilet Cistern (Rm 02/ Female WC)</i>			<i>Removed</i>
<i>Item 34</i>	<i>Toilet Cistern (Rm 02/</i>			<i>Removed</i>

	Female WC)			
Item 35	Toilet seats (Rm 02/ Female WC)			Removed
Item 36	No asbestos	Is present		
Item 37	No asbestos	Is present		
Item 38	No asbestos	Is present		
Item 39	Rope packers to skylight adjacent year 2 cloakroom	Low Risk	6 monthly	24/02/2025
Item 40	No asbestos	Is present		
Item 41	Rope packers to skylight brackets (0/050 Corridor)	Low Risk	6 monthly	24/02/2025
Item 42	No asbestos	Is present		
Item 43	No asbestos	Is present		
Item 44	Rope packers to skylight brackets (0/050b Lobby)	Very Low Risk	12 monthly	24/02/2025
Item 45	No asbestos	Is present		
Item 46	No asbestos	Is present		
Item 47	No asbestos	Is present		
Item 48	No asbestos	Is present		
Item 49	Telephone insulation (External Roof 3)	Very Low Risk	12 monthly	Removed March 2021
Item 50	No asbestos	Is present		
Item 51	No asbestos	Is present		
Item 52	No asbestos	Is present		
Item 53	No asbestos	Is present		
Item 54	No asbestos	Is present		
Item 55	No asbestos	Is present		
Item 56	No asbestos	Is present		
Item 57	No asbestos	Is present		
Item 58	No asbestos	Is present		
Item 59	No asbestos	Is present		
Item 60	No asbestos	Is present		
Item 61	No asbestos	Is present		
Item 62	No asbestos	Is present		
Item 63	No asbestos	Is present		
Item 64	No asbestos	Is present		
Item 65	No asbestos	Is present		

Item 66	No asbestos	Is present		
Item 67	No asbestos	Is present		
Item 68	No asbestos	Is present		
Item 69	No asbestos	Is present		
Item 70	No asbestos	Is present		
Item 71	No asbestos	Is present		
Item 72	No asbestos	Is present		
Item 73	No asbestos	Is present		
Item 74	No asbestos	Is present		
Item 75	No asbestos	Is present		
Item 76	No asbestos	Is present		
Item 77	Debris/Residue to wall redundant pipe area (Boiler Room Z/001) (Encapsulated)	Medium	3 monthly	24/02/2025
Item 78	Debris/Residue to wall adjacent to redundant pipe (Boiler Room Z/001) (Encapsulated)	Medium	3 monthly	24/02/2025
Item 79	Debris/Residue to flue chimney area (Boiler Room Z/001) (Encapsulated)	Medium	3 monthly	24/02/2025
Item 80	Debris/Residue to floor behind boilers (Boiler Room Z/001) (Encapsulated)	Low Risk	6 monthly	24/02/2025
Item 81	No asbestos	Is present		
Item 82	No asbestos	Is present		
Item 83	No asbestos	Is present		
Item 84	No asbestos	Is present		
Item 85	No asbestos	Is present		
Item 86	Pipework gaskets (Switch Room Z/002)	Very Low Risk	12 monthly	Removed August 2023
Item 87	Debris/Residue to walls behind redundant pipes (Switch Room Z/002) (Encapsulated)	Medium	3 monthly	24/02/2025

<i>Item 88</i>	<i>Debris/Residue to walls behind redundant pipes partially sealed showing signs of deterioration (Switch Room Z/002) (Encapsulated)</i>	<i>Low Risk</i>	<i>6 monthly</i>	<i>24/02/2025</i>
<i>Item 89</i>	<i>Debris/Residue to floor (Switch Room Z/002)(Encapsulated)</i>	<i>Medium</i>	<i>3 monthly</i>	<i>24/02/2025</i>
<i>Item 90</i>	<i>Electrical services cable braiding/insulation (Switch Room Z/002)</i>	<i>Very Low Risk</i>	<i>12 monthly</i>	<i>Removed August 2023</i>
<i>Item 91</i>	<i>Pipework gaskets valve over boiler (Room former coal bunker Z/004)</i>	<i>Very Low Risk</i>	<i>12 monthly</i>	<i>Removed August 2023</i>

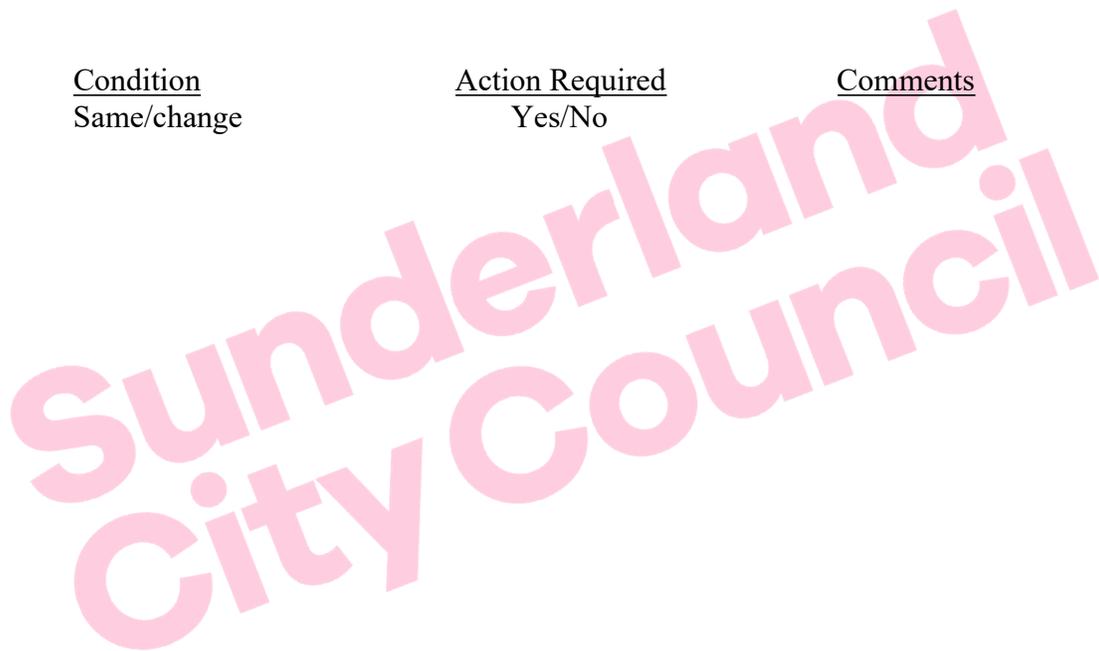
Periodic Return

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

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



For Office Use Only

Actions Required	
Actions Completed	
Alterations to Register	