

## **Foreward**

### ASBESTOS SURVEY REPORT FOR HUDSON ROAD PRIMARY SCHOOL –VILLIERS STREET SOUTH, SUNDERLAND

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: 07557938966.

Yours sincerely,

Neil Guthrie  
Director of Development and Property

Sunderland  
City Council

# Sunderland City Council

*Control of Asbestos  
Regulations 2012*

## **Asbestos Register for Hudson Road Primary School**



**UPRN: - 332593**

**TF Ref: SCH065**

**Location of register:-**

**Premises Manager / Samo: - Tenant**

**Date: 06 July 2026**

**Contact Numbers List: -**

**Caroline Bage Asbestos Manager – 07557938966**

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## Plan of Building and Samples Location

- (Item 1) Ref: 332593-1 Roof felt (Externals Nursery Roof 1) – No Risk
- (Item 2) Ref: 332593-2 Roof felt (Externals Nursery Roof 1) – No Risk
- (Item 3) Ref: As 332593-4 Damp proof course to flashing (Externals Nursery Roof 1) – No Risk
- (Item 4) Ref: 332593-3 Roof felt (Externals Nursery Roof 3) – No Risk
- (Item 5) Ref: 332593-4 Damp proof course to flashing (Externals Nursery Roof 3) – No Risk
- (Item 6) Ref: 332593-7 Roof felt (Externals Nursery Roof 2) – No Risk
- (Item 7) Ref: 332593-5 Roof felt (Externals Nursery Roof 4) – No Risk
- (Item 8) Ref: 332593-6 Insulation below felt (Externals Nursery Roof 4) – No Risk
- (Item 9) Ref: 332593-15 Roof felt (External Nursery Roof 5) – No Risk
- (Item 10) Ref: As 332593-6 Insulation below felt (External Nursery Roof 5) – No Risk
- (Item 11) Ref: 332593-8 Roof felt (External Nursery Roof 6) – No Risk
- (Item 12) Ref: 332593-9 Roof felt (External Nursery Roof 7) – No Risk
- (Item 13) Ref: 332593-10 Roof felt (External Nursery Roof 8) – No Risk
- (Item 14) Ref: 332593-11 Roof felt (External Nursery Roof 9) – No Risk
- (Item 15) Ref: 332593-12 Roof felt (External Nursery Roof 10) – No Risk
- (Item 16) Ref: 332593-13 Roof felt (External Nursery Roof 11) – No Risk
- (Item 17) Ref: 332593-14 Roof felt (External Nursery Roof 12) – No Risk
- (Item 18) Ref: As 343523-13 Floor screed (014/office 074) – No Risk
- (Item 19) Ref: 343523-13 Floor screed (015+106/meeting room) (075+076 now one room) – No Risk
- (Item 20) Ref: 343523-12 Floor screed (024/childcare 087) – No Risk
- (Item 21) Ref: As 343523-12 Floor screed (025/store 084) – No Risk
- (Item 22) Ref: As 343523-12 Floor screed (027/playroom 088) – No Risk
- (Item 23) Ref: As 343523-12 Floor screed (028/kitchen 090) – No Risk
- (Item 24) Ref: 343523-16 Floor covering (031/electric cupboard 064) – Very Low Risk
- (Item 25) Ref: 343523-10 Floor screed (032/corridor 061) – No Risk
- (Item 26) Ref: 192371-3 Remnant debris to former ceiling line (035/corridor-ceiling void) – No Risk
- (Item 27) Ref: 343523-9 Floor screed (038/classroom 059) – No Risk
- (Item 28) Ref: 343523-8 Floor screed (040/classroom 057) – No Risk
- (Item 29) Ref: As 343523-8 Floor screed (042/classroom 054) – No Risk
- (Item 30) Ref: As 343523-9 Floor screed (048/classroom 055) – No Risk
- (Item 31) Ref: 343523-7 Remains of old roof line (048/corridor 060-ceiling void) – No Risk
- (Item 32) Ref: 343523-6 Screed (049/IT Suite 046) – No Risk
- (Item 33) Ref: 343523-8 Floor screed (053/classroom 044) – No Risk
- (Item 34) Ref: 343523-5 Old roof felt (060/corridor 26-ceiling void) – No Risk
- (Item 35) Ref: As 343523-5 Packer to wall at external corner (060/corridor 26-ceiling void) – No Risk
- (Item 36) Ref: As 343523-7 Damp proof course (060/corridor 26-ceiling void) – No Risk
- (Item 37) Ref: 343523-3 Sink pad (064/classroom 23) – No Risk
- (Item 38) Ref: 343523-4 Screed (056/classroom store 24) – No Risk
- (Item 39) Ref: 343523-1 Screed (066/classroom 21) – No Risk
- (Item 40) Ref: As 343523-1 Screed (067/classroom 022) – No Risk
- (Item 41) Ref: 343523-2 Screed (068/classroom) – Very Low Risk

- (Item 42) Ref: As 343523-5 Sink pad (088/kitchen 009) – No Risk
- (Item 43) Ref: 343523-11 Floor screed (090/store 003) – No Risk
- (Item 44) Ref: As 343523-11 Floor screed (091/boiler cupboard 004) – No Risk
- (Item 45) Ref: 343523-17 Screed (100/PE store 39) – No Risk
- (Item 46) Ref: 192371-6 Suspended ceiling (103/kitchen 036) – No Risk
- (Item 47) Ref: 343523-18 Sink pad paint (103/kitchen 036) – No Risk
- (Item 48) Ref: 192371-6 Suspended ceiling (111/kitchen office (prev rm106) 034) – No Risk
- (Item 49) Ref: As 192371-6 Suspended ceiling (112/kitchen store (prev rm 107) 035) – No Risk
- (Item 50) Ref: As 192371-6 Suspended ceiling (115/kitchen wc lobby (prev rm 105) 032) – No Risk
- (Item 51) Ref: 343523-19 Sealant to loose lying bulk head on top of tank (110/tank room) – Removed July 2023
- (Item 52) Ref: 343523-20 Roofing felt to old penetration (110/tank room) – No Risk
- (Item 53) Ref: 343523-21 Coating to inside of tank (110/tank room) – No Risk
- (Item 54) Ref: 343523-14 Old mastic to external door of 0/064 (externals) – Very Low Risk
- (Item 55) Ref: 343523-15 Old mastic to external door of 038+040 (externals) – Very Low Risk
- (Item 56) Ref: 343523-23 Paint to concrete slab (externals) – No Risk
- (Item 57) Ref: 343523-22 Old mastic to boiler room door (externals) – Very Low Risk
- (Item 58) Ref: OQ000231 – Column cladding inner layer (Large Room G/002) – No Risk
- (Item 59) Ref: OQ000232 – Ceiling void pipe insulation (Large Room G/002) – No Risk
- (Item 60) Ref: OQ000233 – Under Sink Mat (Kitchen G/003) – No Risk
- (Item 61) Ref: OQ000234 – Ceiling Void Debris (Kitchen G/003) – No Risk
- (Item 62) Ref: OQ000235 – Floor tile (Plant Room G/006) – No Risk
- (Item 63) Ref: OQ000236 – Fire door inner lining (Store Room G/009) – No Risk
- (Item 64) Ref: As OQ000236 – Fire door inner lining (Office G/011) – No Risk
- (Item 65) Ref: OQ000237 – Window putty seal to frame/wall (Outhouse G/013) – No Risk
- (Item 66) Ref: NZ001229 – Debris/Residue to door wall (Boiler Room G/001) – No Risk
- (Item 67) Ref: NZ001230 – Debris/Residue to left hand wall (Boiler Room G/001) – No Risk
- (Item 68) Ref: NZ001231 – Debris/Residue to rear wall behind boilers (Boiler Room G/001) – No Risk
- (Item 69) Ref: NZ001232 – Debris/Residue to right hand wall (Boiler Room G/001) – No Risk
- (Item 70) Ref: NZ001233 – Debris/Residue to floor rear of boilers (Boiler Room G/001) – No Risk
- (Item 71) Ref: NZ001234 – Debris/Residue to floor front of boiler (Boiler Room G/001) – No Risk
- (Item 72) Ref: NZ001235 – Debris/Residue to ceiling (Boiler Room G/001) – No Risk
- (Item 73) Ref: NZ001236 – Boiler insulation rope packing to joints x 4 boilers (Boiler Room G/001) – No Risk
- (Item 74) Ref: NZ001237 – Pipework gaskets to yellow gas pipe (Boiler Room G/001) - Very Low Risk
- (Item 75) Ref: NZ001238 – Pipework gasket to boiler pipework (Boiler Room G/001) – No Risk
- (Item 76) Ref: As NZ001239 – Debris/Residue to pipe hangers below tank room area (Boiler Room G/001) – No Risk
- (Item 77) Ref: NZ001239 – Debris/Residue to wall, ceiling, penetrations and joists (Room Roof access 1/001) – No Risk

- (Item 78) Ref: RO002961 – Adhesive to floor (Reception Reading Room G/01) – No Risk  
(Item 79) Ref: RO002962 – Bitumen screed to floor (Nursery Quiet Room G/02) – No Risk

Survey 409667 refers to refurbishment of ASD unit. No samples were taken however no asbestos was detected.

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

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Limited/No access - further investigation will be required prior to works in these areas:

002/foyer (066) – void above high level ceiling – limited access – reasons of height  
003/library (069) - void above high level ceiling – limited access – reasons of height  
022/community room (083) – Floor covering – limited access – physically restricted space  
– no access below laminate flooring  
031/electric cupboard (064) – Electrics main switch – limited access - live service supply  
033/hall (62) – Void above fixed ceiling – limited access – reasons of height  
033/hall (62) – Void below stage – limited access – damage to decorative surfaces  
075/corridor (29) – Floor void – limited access – reasons of health and safety  
076/disabled wc (28) – Floor void - limited access – reasons of health and safety - part  
under heater  
078/nursery (12) – Floor void - limited access - reasons of health and safety  
079/quiet room & cloaks (13) – Floor void – limited access - reasons of health and safety  
098/hall (030) – Void above fixed ceiling – limited access – reasons of height  
103/kitchen (036) – Cooker hood – limited access – damage to decorative surfaces  
103/kitchen (036) – Electrics – Crabtree – limited access – live service supply  
110/boiler room (065) – Boiler – limited access – live service supply  
113/kitchen store - no access to chemical store – room locked and keys off site

## Photographs of Areas Sampled



### **Item 1 Ref: 332593-1**

The roof felt to Roof 1 (Nursery) does not contain asbestos.



### **Item 2 Ref: 332593-2**

The roof felt to Roof 1 (Nursery) does not contain asbestos.



### **Item 3 Ref: As 3325\*93-4**

The damp proof course to flashing to Roof 1 (Nursery) does not contain asbestos.

**Photographs of Areas Sampled (Cont)**



**Item 4 Ref: 332593-3**

The roof felt to Roof 3 (Nursery) does not contain asbestos.



**Item 5 Ref: 332593-4**

The damp proof course to flashing to Roof 3 (Nursery) does not contain asbestos.



**Item 6 Ref: 332593-7**

The roof felt to Roof 3 (Nursery) does not contain asbestos.

## Photographs of Areas Sampled (Cont)



### **Item 7 Ref: 332593-5**

The roof felt to Roof 4 (Nursery) does not contain asbestos.



### **Item 8 Ref: 332593-6**

The insulation below felt to Roof 4 (Nursery) does not contain asbestos.



### **Item 9 Ref: 332593-15**

The roof felt to Roof 5 (Nursery) does not contain asbestos.

## Photographs of Areas Sampled (Cont)



### **Item 10 Ref: As 332593-6**

The insulation below felt to Roof 5 (Nursery) does not contain asbestos.



### **Item 11 Ref: 332593-8**

The roof felt to Roof 6 (Nursery) does not contain asbestos.



### **Item 12 Ref: 332593-9**

The roof felt to Roof 7 (Nursery) does not contain asbestos.

## Photographs of Areas Sampled (Cont)



### **Item 13 Ref: 332593-10**

The roof felt to Roof 8 (Nursery) does not contain asbestos.



### **Item 14 Ref: 332593-11**

The roof felt to Roof 9 (Nursery) does not contain asbestos.



### **Item 15 Ref: 332593-12**

The roof felt to Roof 10 (Nursery) does not contain asbestos.

## Photographs of Areas Sampled (Cont)



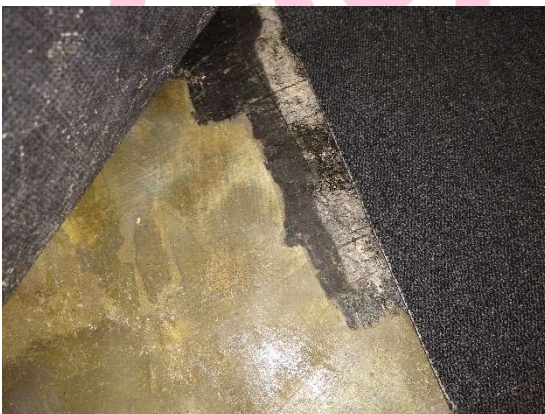
### **Item 16 Ref: 332593-13**

The roof felt to Roof 11 (Nursery) does not contain asbestos.



### **Item 17 Ref: 332593-14**

The roof felt to Roof 12 (Nursery) does not contain asbestos.



### **Item 18 Ref: As 343523-13**

The Floor screed (014/office 074) does not contain asbestos.

## Photographs of Areas Sampled (Cont)



### **Item 19 Ref: 343523-13**

The Floor screed  
(015+106/meeting room)  
(075+076 now one room) does  
not contain asbestos.



### **Item 20 Ref: 343523-12**

The Floor screed  
(024/childcare 087) does not  
contain asbestos.



### **Item 21 Ref: As 343523-12**

The Floor screed (025/store  
084) does not contain  
asbestos.

## Photographs of Areas Sampled (Cont)



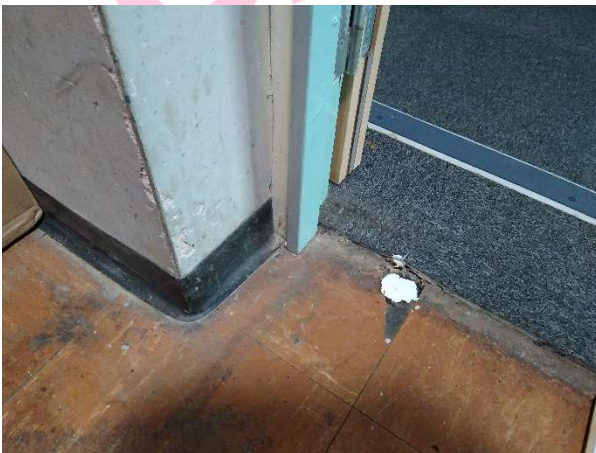
### **Item 22 Ref: As 343523-12**

The Floor screed (027/playroom 088) does not contain asbestos.



### **Item 23 Ref: As 343523-12**

The Floor screed (028/kitchen 090) does not contain asbestos.



### **Item 24 Ref: 343523-16**

The Floor covering (031/electric cupboard 064) contains asbestos.

Any change in appearance should be reported to Property Services.

## Photographs of Areas Sampled (Cont)



### **Item 25 Ref: 343523-10**

The Floor screed (032/corridor 061) does not contain asbestos.



### **Item 26 Ref: 192371-3**

The Remnant debris to former ceiling line (035/corridor-ceiling void) does not contain asbestos.



### **Item 27 Ref: 343523-9**

The Floor screed (038/classroom 059) does not contain asbestos.

**Photographs of Areas Sampled (Cont)**



**Item 28 Ref: 343523-8**

The Floor screed  
(040/classroom 057) does not  
contain asbestos.



**Item 29 Ref: As 343523-8**

The Floor screed  
(042/classroom 054) does not  
contain asbestos.



**Item 30 Ref: As 343523-9**

The Floor screed  
(048/classroom 055) does not  
contain asbestos.

## Photographs of Areas Sampled (Cont)



### **Item 31 Ref: 343523-7**

The Remains of old roof line (048/corridor 060-ceiling void) does not contain asbestos.



### **Item 32 Ref: 343523-6**

The Screed (049/IT Suite 046) does not contain asbestos.



### **Item 33 Ref: 343523-8**

The Floor screed (053/classroom 044) does not contain asbestos.

## Photographs of Areas Sampled (Cont)



### **Item 34 Ref: 343523-7**

The Old roof felt (060/corridor 26-ceiling void) does not contain asbestos.



### **Item 35 Ref: As 343523-5**

The Packer to wall at external corner (060/corridor 26-ceiling void) does not contain asbestos.



### **Item 36 Ref: As 343523-7**

The Damp proof course (060/corridor 26-ceiling void) does not contain asbestos.

## Photographs of Areas Sampled (Cont)



### **Item 37 Ref: 343523-3**

The Sink pad (064/classroom 23) does not contain asbestos.



### **Item 38 Ref: 343523-4**

The Screed (056/classroom store 24) does not contain asbestos.

**No image  
available**

### **Item 39 Ref: 343523-1**

The Screed (066/classroom 21) does not contain asbestos.

## Photographs of Areas Sampled (Cont)



### **Item 40 Ref: As 343523-1**

The Screed (067/classroom 022) does not contain asbestos.



### **Item 41 Ref: 343523-2**

The Screed (068/classroom) contains asbestos.

Any change in appearance should be reported to Property Services.



### **Item 42 Ref: As 343523-5**

The Sink pad (088/kitchen 009) does not contain asbestos.

## Photographs of Areas Sampled (Cont)



### **Item 43 Ref: 343523-11**

The Floor screed (090/store 003) does not contain asbestos.



### **Item 44 Ref: As 343523-11**

The Floor screed (091/boiler cupboard 004) does not contain asbestos.



### **Item 45 Ref: 343523-17**

The Screed (100/PE store 39) does not contain asbestos.

Photographs of Areas Sampled (Cont)

**No image  
available**

**Item 46 Ref: 192371-6**

The Suspended ceiling  
(103/kitchen 036) does not  
contain asbestos.



**Item 47 Ref: 343523-18**

The Sink pad paint  
(103/kitchen 036) does not  
contain asbestos.



**Item 48 Ref: 192371-6**

The Suspended ceiling  
(111/kitchen office 034)  
previously room 106 does not  
contain asbestos.

**Photographs of Areas Sampled (Cont)**



**Item 49 Ref: As 192371-6**

The Suspended ceiling  
(112/kitchen store 035)  
previously room 107 does not  
contain asbestos.



**Item 50 Ref: As 192371-6**

The Suspended ceiling  
(115/kitchen wc lobby 032)  
previously room 105 does not  
contain asbestos.



**Item 51 Ref: 343523-19**

The Sealant to loose lying bulk  
head on top of tank (110/tank  
room) contains asbestos.

*Removed July 2023*

## Photographs of Areas Sampled (Cont)



### **Item 52 Ref: 343523-20**

The Roofing felt to old penetration (110/tank room) does not contain asbestos.



### **Item 53 Ref: 343523-21**

The Coating to inside of tank (110/tank room) does not contain asbestos.



### **Item 54 Ref: 343523-14**

The Old mastic to external door of 0/064 (externals) contains asbestos.

Any change in appearance should be reported to Property Services.

## Photographs of Areas Sampled (Cont)



### **Item 55 Ref: 343523-15**

The Old mastic to external door of 038+040 (externals) does contain asbestos.

Any change in appearance should be reported to Property Services.



### **Item 56 Ref: 343523-23**

The Paint to concrete slab (externals) does not contain asbestos.



### **Item 57 Ref: 343523-22**

The Old mastic to boiler room door (externals) does contain asbestos.

Any change in appearance should be reported to Property Services.

## Photographs of Areas Sampled (Cont)



### **Item 58 Ref: OQ000231**

The column cladding – inner layer in the Large Room (Rm G/002) does not contain asbestos.



### **Item 59 Ref: OQ000232**

The ceiling void – pipe insulation in the Large Room (Rm G/002) does not contain asbestos.



### **Item 60 Ref: OQ000233**

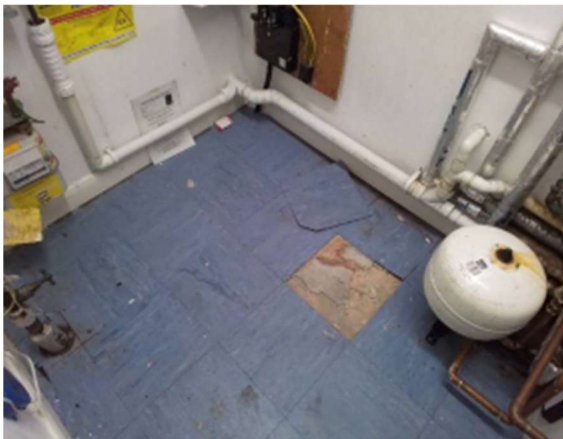
The under sink mat in the Kitchen (Rm G/003) does not contain asbestos.

## Photographs of Areas Sampled (Cont)



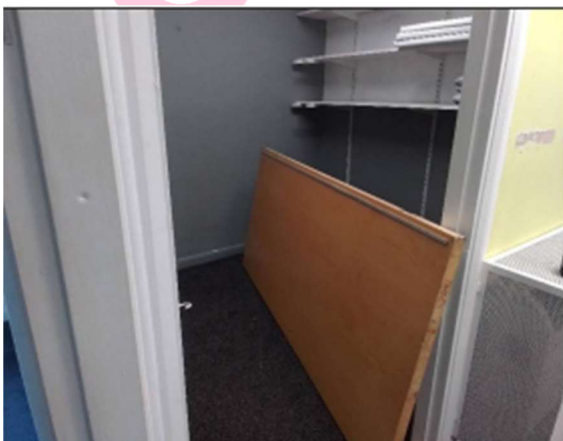
### **Item 61 Ref: OQ000234**

The ceiling void - debris in the Kitchen (Rm G/003) does not contain asbestos.



### **Item 62 Ref: OQ000235**

The floor tile in the Plant Room (Rm G/006) does not contain asbestos.



### **Item 63 Ref: OQ000236**

The door – firedoor/inner lining – sampled via pre existing holes in the Store Room (Rm G/009) does not contain asbestos.

## Photographs of Areas Sampled (Cont)



### **Item 64 Ref: As OQ000236**

The door – fire door/inner lining in the Office (Rm G/011) does not contain asbestos.



### **Item 65 Ref: OQ000237**

The window putty/seal to frame/wall in the Outhouse (Rm G/013) does not contain asbestos.



### **Item 66 Ref: NZ001229**

The debris/residue to door wall in the Boiler Room (G/001) does not contain asbestos.

## Photographs of Areas Sampled (Cont)



### **Item 67 Ref: NZ001230**

The debris/residue to left hand wall in the Boiler Room (G/001) does not contain asbestos.



### **Item 68 Ref: NZ001231**

The debris/residue to rear wall behind boilers in the Boiler Room (G/001) does not contain asbestos.



### **Item 69 Ref: NZ001232**

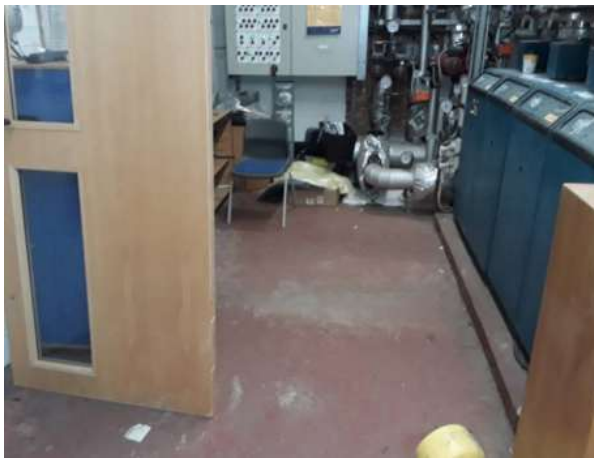
The debris/residue to the right hand wall in the Boiler Room (G/001) does not contain asbestos.

## Photographs of Areas Sampled (Cont)



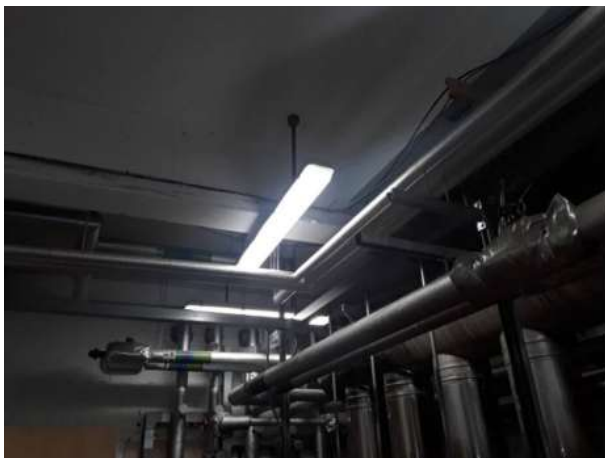
### **Item 70 Ref: NZ001233**

The debris/residue to floor rear of boilers in the Boiler Room (G/001) does not contain asbestos.



### **Item 71 Ref: NZ001234**

The debris/residue to floor front of boilers in the Boiler Room (G/001) does not contain asbestos.



### **Item 72 Ref: NZ001235**

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

## Photographs of Areas Sampled (Cont)



### **Item 73 Ref: NZ001236**

The boiler insulation rope packing to joints x 4 boilers in the Boiler Room (G/001) does not contain asbestos.



### **Item 74 Ref: NZ001237**

The pipework gaskets to yellow gas pipe in the Boiler Room (G/001) does contain asbestos.

Any change in appearance should be reported to Property Services.



### **Item 75 Ref: NZ001238**

The pipework gaskets to boiler pipework in the Boiler Room (G/001) does not contain asbestos.

## Photographs of Areas Sampled (Cont)



### **Item 76 Ref: As NZ001239**

The debris/residue to pipe hangers below tank room area in the Boiler Room (G/001) does not contain asbestos.



### **Item 77 Ref: NZ001239**

The debris/residue to wall, ceiling penetrations and joists in the Boiler Room (G/001) does not contain asbestos.



### **Item 78 Ref: RO002961**

The adhesive to the floor in the Reception Reading Room (G/001) does not contain asbestos.

**Photographs of Areas Sampled (Cont)**



**Item 79 Ref: RO002962**

The bitumen screed to the floor in Nursery Quiet Room (G/002) does not contain asbestos.

**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 your site specific emergency procedures. However, as a minimum:

- Seal the area off completely. (Lock the area off if possible and post a notice on the door, "No access - Contact ..... " )
- If there is any air movement systems within the premises, shut it off.
- Contact the Asbestos Manager on 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
<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>		
<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>		
<b>Item 24</b>	<b>Floor covering (031/electric cupboard 064)</b>	<b>Very Low</b>	<b>12 monthly</b>	<b>04.09.2026</b>
<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>No asbestos</i>	<i>Is present</i>		
<i>Item 34</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 35</i>	<i>No asbestos</i>	<i>Is present</i>		

Item 36	No asbestos	Is present		
Item 37	No asbestos	Is present		
Item 38	No asbestos	Is present		
Item 39	No asbestos	Is present		
Item 40	No asbestos	Is present		
<b>Item 41</b>	<b>Screed (068/classroom)</b>	<b>Very Low</b>	<b>12 monthly</b>	<b>04.09.2026</b>
Item 42	No asbestos	Is present		
Item 43	No asbestos	Is present		
Item 44	No asbestos	Is present		
Item 45	No asbestos	Is present		
Item 46	No asbestos	Is present		
Item 47	No asbestos	Is present		
Item 48	No asbestos	Is present		
Item 49	No asbestos	Is present		
Item 50	No asbestos	Is present		
Item 51	Sealant to loose lying bulk head on top of tank (110/tank room)	Very Low		Removed July 2023
Item 52	No asbestos	Is present		
Item 53	No asbestos	Is present		
<b>Item 54</b>	<b>Old mastic to external door of 0/064 (externals)</b>	<b>Very Low</b>	<b>12 monthly</b>	<b>04.09.2026</b>
<b>Item 55</b>	<b>Old mastic to external door of 038+040 (externals)</b>	<b>Very Low</b>	<b>12 monthly</b>	<b>04.09.2026</b>
Item 56	No asbestos	Is present		
<b>Item 57</b>	<b>Old mastic to boiler room door (externals)</b>	<b>Very Low</b>	<b>12 monthly</b>	<b>04.09.2026</b>
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		
	No asbestos	Is present		
Item 72	No asbestos	Is present		
Item 73	No asbestos	Is present		
<b>Item 74</b>	<b>Pipework gaskets to yellow gas pipe (Boiler Room G/001)</b>	<b>Very Low</b>	<b>12 monthly</b>	<b>04.09.2026</b>
Item 75	No asbestos	Is present		
Item 76	No asbestos	Is present		
Item 77	No asbestos	Is present		
Item 78	No asbestos	Is present		
Item 79	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</u> <u>no/Ref:</u>	<u>Condition</u> Same/change	<u>Action</u> <u>Required</u> Yes/No	<u>Asbestos Sticker</u> <u>Displayed</u> Yes/No	<u>Comments</u>
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### For Office Use Only

Actions Required	
Actions Completed	
Alterations to Register	