

## **Foreward**

ASBESTOS SURVEY REPORT FOR WESSINGTON PRIMARY SCHOOL  
LANERCOST, WASHINGTON, TYNE AND WEAR, NE38 7QA.

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 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: 07557938966.

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

**Wessington Primary School, Washington,  
NE38 7QA**



**UPRN: - 20-28462**

**TF Ref:**

**Location of register:-**

**Premises Manager / Samo: - Tenant**

**Date: 22 August 2024**

**Contact Numbers List: -**

**Caroline Bage Asbestos Manager – 07557938966**

Wessington Primary School Last updated 22/08/2024 V.2.0

## Contents

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

### Appendices

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

## Plan of Building and Samples Location

- (Item 1) Ref: 20-28462-2 – Ceiling (Area 1/Nursery Classroom) – No Risk
- (Item 2) Ref: 20-28462-3 – Gaskets (Area 1/Nursery Classroom) – No Risk
- (Item 3) Ref: 20-28462-2 – Ceiling (Area 7/Shower) – No Risk
- (Item 4) Ref: 20-28462-2 – Ceiling (Area 8/Kitchen and Cupboard) – No Risk
- (Item 5) Ref: 20-28462-2 – Ceiling (Area 9/Toilet) – No Risk
- (Item 6) Ref: 20-28462-2 – Ceiling (Area 10/Staff Toilet) – No Risk
- (Item 7) Ref: 20-28462-2 – Ceiling (Area 11/Quiet Room) – No Risk
- (Item 8) Ref: 20-28462-2 – Ceiling (Area 12/Corridor) – No Risk
- (Item 9) Ref: 20-28462-2 – Ceiling (Area 13/Store) – No Risk
- (Item 10) Ref: 20-28462-4 - Floor tiles and adhesive (Area 13/Store) – No Risk
- (Item 11) Ref: 20-28462-2 – Ceiling (Area 14/Corridor) – No Risk
- (Item 12) Ref: 20-28462-5 – Gasket (Area 14/Corridor ceiling void) – No Risk
- (Item 13) Ref: 20-28462-6 – Floor (Area 18/Disabled toilet) – No Risk
- (Item 14) Ref: 20-28462-6 – Floor (Area 19/Toilet) – No Risk
- (Item 15) Ref: 20-28462-1 – Floor (Area 1b/Cupboard) – Very Low Risk
- (Item 16) Ref: 20-28462-2 – Ceiling (Area 1b/Cupboard) – No Risk
- (Item 17) Ref: 20-28462-7 – Ceiling (Area 28/Corridor) – No Risk
- (Item 18) Ref: 20-28462-7 – Ceiling (Area 29/Toilet) – No Risk
- (Item 19) Ref: 20-28462-7 – Ceiling (Area 30/Toilet) – No Risk
- (Item 20) Ref: 20-28462-6 – Floor (Area 35/Cupboard) – No Risk
- (Item 21) Ref: 20-28462-7 – Ceiling (Area 36/Corridor) – No Risk
- (Item 22) Ref: 20-28462-7 – Ceiling (Area 42/Classroom and cupboard) – No Risk
- (Item 23) Ref: 20-28462-8 – Electrical equipment (Area 46/Electric meter cupboard) – No Risk
- (Item 24) Ref: 20-28462-9 – Cable intrusion sleeve (Area 46/Electric meter cupboard) – No Risk
- (Item 25) Ref: 20-28462-10 – Sink pad (Area 60/Reprographic Room) – No Risk
- (Item 26) Ref: 20-28462-11 – Floor (Area 70/Staff room and kitchen) – No Risk
- (Item 27) Ref: 20-28462-12 – Floor (Area 72/Corridor) – No Risk
- (Item 28) Ref: 20-28462-7 – Ceiling (Area 73/Toilet) – No Risk
- (Item 29) Ref: 20-28462-7 – Ceiling (Area 79/Toilet) – No Risk
- (Item 30) Ref: 20-28462-14 – Sink pad (Area 83/Kitchen) – No Risk
- (Item 31) Ref: 20-28462-15 – Toilet Cistern (Area 86/WC) – Low Risk
- (Item 32) Ref: 20-28462-16 – Flanges throughout gaskets (Area 103/Boiler Room) – No Risk
- (Item 33) Ref: 20-28462-17 – Debris to floor (Area 103/Boiler Room) – No Risk
- (Item 34) Ref: 20-28462-17 – Ceiling (Area 103/Boiler Room) – No Risk
- (Item 35) Ref: 20-28462-7 – Felt debris (Area 103/Boiler Room) – No Risk
- (Item 36) Ref: 20-28462-18 – Ceiling (Area 104/External Store) – No Risk
- (Item 37) Ref: 20-28462-19 – Sealant to glass panes (Area 105/Tank Room) – Very Low Risk
- (Item 38) Ref: 20-28462-20 – Gaskets (Area 105/Tank Room) – No Risk
- (Item 39) Ref: 20-28462-22 – Gaskets (Area 105/Tank Room) – No Risk

- (Item 40) Ref: 20-28462-23 – Pipes (Area 106/Boiler Room) – No Risk
- (Item 41) Ref: 20-28462-23 – Debris to walls (Area 106/Boiler Room) – No Risk
- (Item 42) Ref: 20-28462-7 – Felt debris (Area 106/Boiler Room) – No Risk
- (Item 43) Ref: 20-28462-19 – Sealant to glass panes (Area 107/Tank Room) – **Very Low Risk**
- (Item 44) Ref: 20-28462-20 – Gaskets (Area 107/Tank Room) – No Risk
- (Item 45) Ref: 20-28462-2 – Ceiling (Area 108/Boiler Room) – No Risk
- (Item 46) Ref: 20-28462-21 – Sealant to door frame (Store area 104) (Area 109/External) – **Very Low Risk**
- (Item 47) Ref: 20-28462-21 – Sealant to brickwork (Area 109/External) – **Very Low Risk**
- (Item 48) Ref: 20-28462-21 – Sealant to brickwork (Area 109/External) – **Very Low Risk**
- (Item 49) Ref: 20-28462-21 – Sealant to Wooden cladding (Area 109/External) – **Very Low Risk**
- (Item 50) Ref: 20-28462-21 – Sealant to Walls (CAMHS Entrance) (Area 109/External) – **Very Low Risk**
- (Item 51) Ref: 20-28462-21 – Sealant to Walls (Area 109/External) – **Very Low Risk**
- (Item 52) Ref: 20-28462-24 – Damp proof course (Area 109/External) – No Risk
- (Item 53) Ref: 20-28462-7 – Ceiling (Area 71a/Corridor) – No Risk
- (Item 54) Ref: 20-28462-13 – Floor (Area 82a/Store Cupboards) – **Very Low Risk**
- (Item 55) Ref: 20-28462-7 – Ceiling (Area 95a/Kitchen) – No Risk
- (Item 56) Ref: 22-47238-1 – Bitumen roof felt (Area 1/External) – No Risk
- (Item 57) Ref: 22-47238-10 – Bitumen roof felt (Area 1/External) – No Risk
- (Item 58) Ref: 22-47238-11 – Bitumen roof felt (Area 1/External) – No Risk
- (Item 59) Ref: 22-47238-12 – Bitumen roof felt (Area 1/External) – No Risk
- (Item 60) Ref: 22-47238-13 – Ceiling canopy above front entrance (Area 1/External) – No Risk
- (Item 61) Ref: 22-47238-2 – Bitumen roof felt (Area 1/External) – No Risk
- (Item 62) Ref: 22-47238-3 – Bitumen roof felt (Area 1/External) – No Risk
- (Item 63) Ref: 22-47238-4 – Bitumen roof felt (Area 1/External) – No Risk
- (Item 64) Ref: 22-47238-5 – Bitumen roof felt (Area 1/External) – No Risk
- (Item 65) Ref: 22-47238-6 – Bitumen roof felt (Area 1/External) – No Risk
- (Item 66) Ref: 22-47238-7 – Bitumen roof felt (Area 1/External) – No Risk
- (Item 67) Ref: 22-47238-8 – Bitumen roof felt (Area 1/External) – No Risk
- (Item 68) Ref: 22-47238-9 – Bitumen roof felt (Area 1/External) – No Risk
- (Item 69) Ref: 22-53635-1 – Floor beneath ceramic tiles to concrete floor plinth (Area 1: Kitchen) – No Risk
- (Item 70) Ref: NZ001182 – Boxing Vertical (Kitchen G/001) – No Risk
- (Item 71) Ref: NZ001183 – Wall coating to wall and boxing (Kitchen G/001) – No Risk

**Please note the survey carried out was non-intrusive and any areas not listed above may not have been accessed or had samples taken, should**

major refurbishment be planned for the property, further investigation will be required.

Sunderland  
City Council



## Photographs of Areas Sampled

### **Item 1 Ref: 20-28462-2**



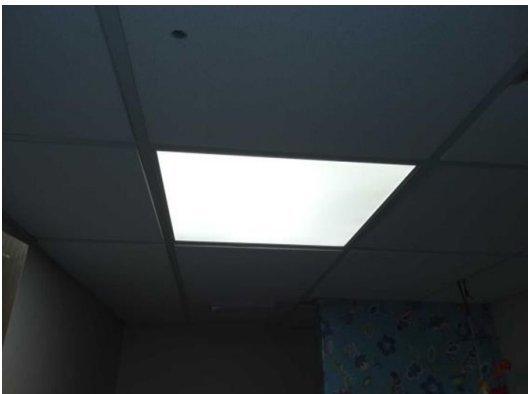
The ceiling (Area 1/Nursery Classroom) does not contain asbestos.

### **Item 2 Ref: 20-28462-3**



The gaskets (Area 1/Nursery Classroom) do not contain asbestos.

### **Item 3 Ref: 20-28462-2**



The ceiling (Area 7/Shower) does not contain asbestos.

**Photographs of Areas Sampled (Cont)**

**Item 4 Ref: 20-28462-2**



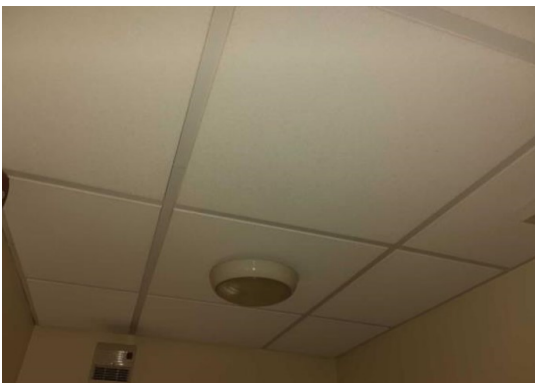
The ceiling (Area 8/Kitchen and Cupboard) does not contain asbestos.

**Item 5 Ref: 20-28462-2**



The ceiling (Area 9/Toilet) does not contain asbestos.

**Item 6 Ref: 20-28462-2**



The ceiling (Area 10/Staff Toilet) does not contain asbestos.

**Photographs of Areas Sampled (Cont)**

**Item 7 Ref: 20-28462-2**



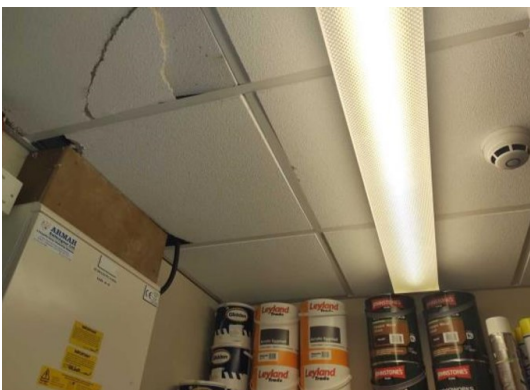
The ceiling (Area 11/Quiet Room) does not contain asbestos.

**Item 8 Ref: 20-28462-2**



The ceiling (Area 12/Corridor) does not contain asbestos.

**Item 9 Ref: 20-28462-2**



The ceiling (Area 13/Store) does not contain asbestos.

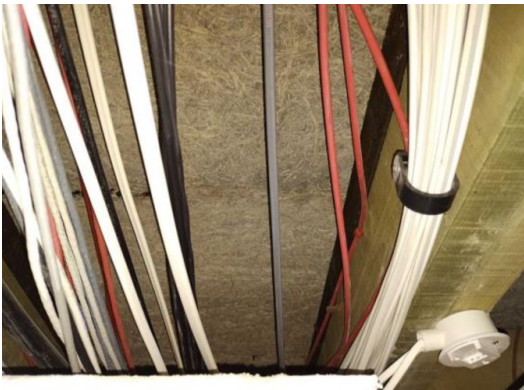
**Photographs of Areas Sampled (Cont)**

**Item 10 Ref: 20-28462-4**



The floor tiles and adhesive (Area 13/Store) does not contain asbestos.

**Item 11 Ref: 20-28462-2**



The ceiling (Area 14/Corridor) does not contain asbestos.

**Item 12 Ref: 20-28462-5**



The gasket (Area 14/Corridor ceiling void) does not contain asbestos.

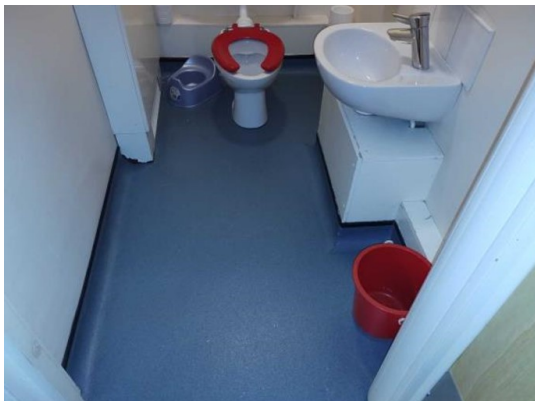
**Photographs of Areas Sampled (Cont)**

**Item 13 Ref: 20-28462-6**



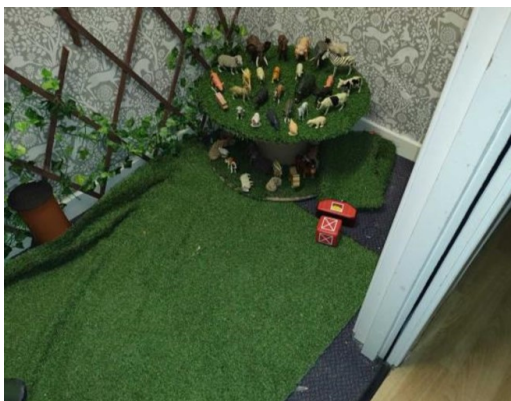
The floor (Area 18/Disabled toilet) does not contain asbestos.

**Item 14 Ref: 20-28462-6**



The floor (Area 19/Toilet) does not contain asbestos.

**Item 15 Ref: 20-28462-1**



The floor (Area 1b/Cupboard) contains asbestos.

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

**Photographs of Areas Sampled (Cont)**

**Item 16 Ref: 20-28462-2**



The ceiling (Area 1b/Cupboard) does not contain asbestos.

**Item 17 Ref: 20-28462-7**



The ceiling (Area 28/Corridor) does not contain asbestos.

**Item 18 Ref: 20-28462-7**



The ceiling (Area 29/Toilet) does not contain asbestos.

**Photographs of Areas Sampled (Cont)**

**Item 19 Ref: 20-28462-7**



The ceiling (Area 30/Toilet) does not contain asbestos.

**Item 20 Ref: 20-28462-6**



The floor (Area 35/Cupboard) does not contain asbestos.

**Item 21 Ref: 20-28462-7**



The ceiling (Area 36/Corridor) does not contain asbestos.

**Photographs of Areas Sampled (Cont)**

**Item 22 Ref: 20-28462-7**



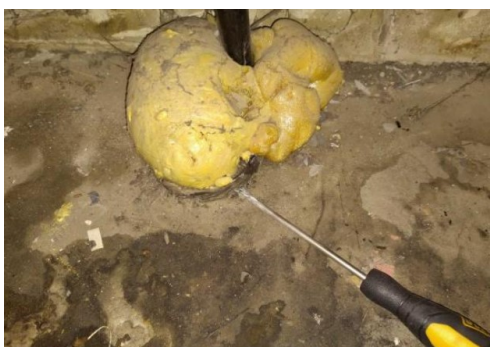
The ceiling (Area 42/Classroom and cupboard) does not contain asbestos.

**Item 23 Ref: 20-28462-8**



The electrical equipment (Area 46/Electric meter cupboard) does not contain asbestos.

**Item 24 Ref: 20-28462-9**



The cable intrusion sleeve (Area 46/Electric meter cupboard) does not contain asbestos.



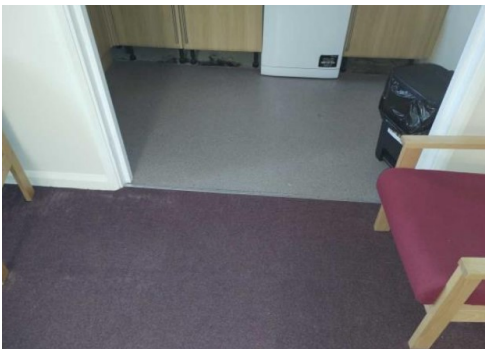
**Photographs of Areas Sampled (Cont)**

**Item 25 Ref: 20-28462-10**



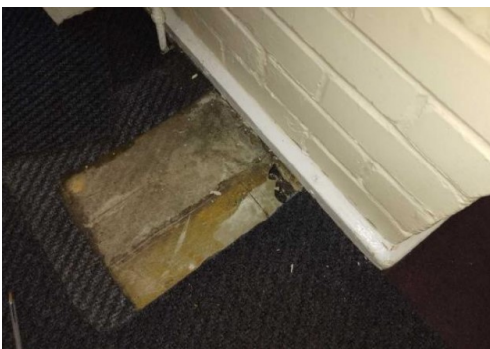
The sink pad (Area 60/Reprographic Room) does not contain asbestos.

**Item 26 Ref: 20-28462-11**



The floor (Area 70/Staff room and kitchen) does not contain asbestos.

**Item 27 Ref: 20-28462-12**



The floor (Area 72/Corridor) does not contain asbestos.

**Photographs of Areas Sampled (Cont)**

**Item 28 Ref: 20-28462-7**



The ceiling (Area 73/Toilet) does not contain asbestos.

**Item 29 Ref: 20-28462-7**



The ceiling (Area 79/Toilet) does not contain asbestos.

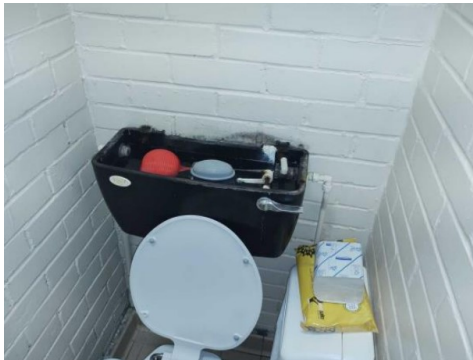
**Item 30 Ref: 20-28462-14**



The sink pad (Area 83/Kitchen) does not contain asbestos.

**Photographs of Areas Sampled (Cont)**

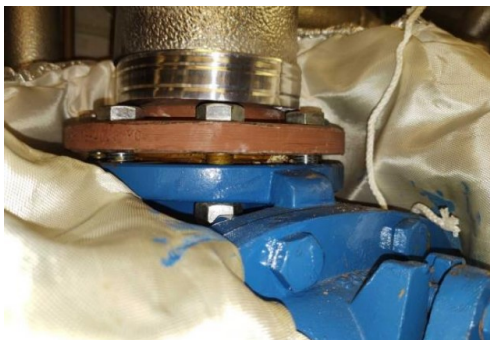
**Item 31 Ref: 20-28462-15**



The toilet cistern (Area 86/WC) contains asbestos.

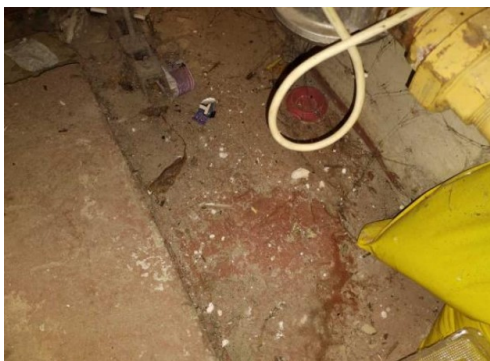
Any change in its appearance should be recorded and passed to Property Services.

**Item 32 Ref: 20-28462-16**



The flanges throughout gaskets (Area 103/Boiler Room) do not contain asbestos.

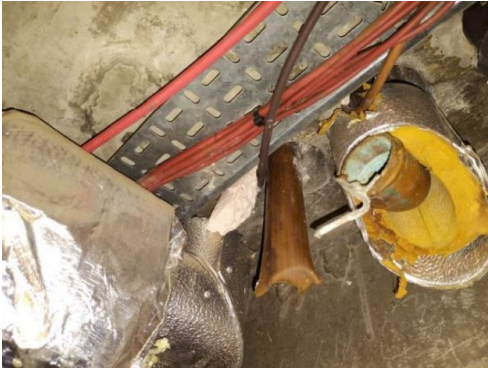
**Item 33 Ref: 20-28462-17**



The debris to floor (Area 103/Boiler Room) does not contain asbestos.

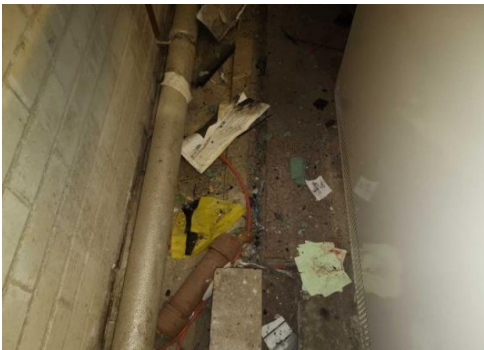
**Photographs of Areas Sampled (Cont)**

**Item 34 Ref: 20-28462-17**



The ceiling (Area 103/Boiler Room) does not contain asbestos.

**Item 35 Ref: 20-28462-7**



The felt debris (Area 103/Boiler Room) does not contain asbestos.

**Item 36 Ref: 20-28462-18**



The ceiling (Area 104/External Store) does not contain asbestos.

**Photographs of Areas Sampled (Cont)**

**Item 37 Ref: 20-28462-19**



The sealant to glass panes (Area 105/Tank Room) contains asbestos.

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

**Item 38 Ref: 20-28462-20**



The gaskets (Area 105/Tank Room) do not contain asbestos.

**Item 39 Ref: 20-28462-22**



The gaskets (Area 105/Tank Room) do not contain asbestos.

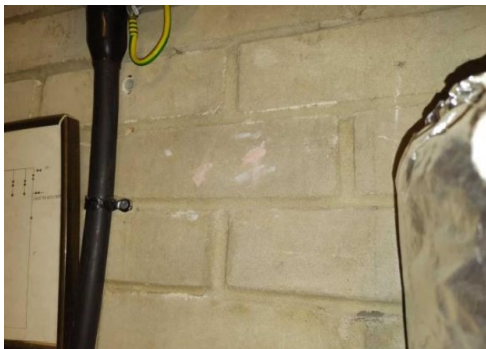
**Photographs of Areas Sampled (Cont)**

**Item 40 Ref: 20-28462-23**



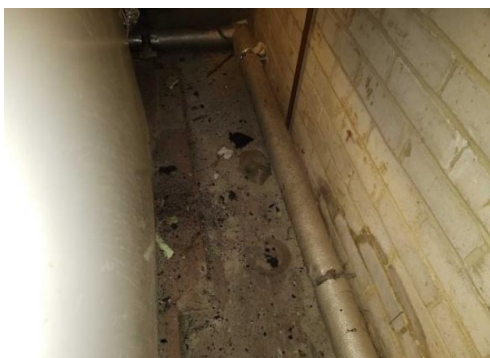
The pipes (Area 106/Boiler Room) do not contain asbestos.

**Item 41 Ref: 20-28462-23**



The debris to walls (Area 106/Boiler Room) does not contain asbestos.

**Item 42 Ref: 20-28462-7**



The felt debris (Area 106/Boiler Room) does not contain asbestos.

**Photographs of Areas Sampled (Cont)**

**Item 43 Ref: 20-28462-19**



The sealant to glass panes (Area 107/Tank Room) contains asbestos.

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

**Item 44 Ref: 20-28462-20**



The gaskets (Area 107/Tank Room) do not contain asbestos.

**Item 45 Ref: 20-28462-2**



The ceiling (Area 108/Boiler Room) does not contain asbestos.

**Photographs of Areas Sampled (Cont)**

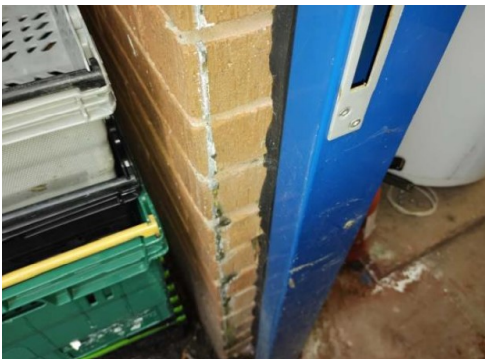
**Item 46 Ref: 20-28462-21**



The sealant to door frame (Store area 104) (Area 109/External) contains asbestos.

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

**Item 47 Ref: 20-28462-21**



The sealant to brickwork (Area 109/External) contains asbestos.

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

**Item 48 Ref: 20-28462-21**



The sealant to brickwork (Area 109/External) contains asbestos.

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



**Photographs of Areas Sampled (Cont)**

**Item 49 Ref: 20-28462-21**



The sealant to wooden cladding (Area 109/External) contains asbestos.

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

**Item 50 Ref: 20-28462-21**



The sealant to walls (CAMHS Entrance) (Area 109/External) contains asbestos.

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

**Item 51 Ref: 20-28462-21**



The sealant to walls (Area 109/External) contains asbestos.

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

**Photographs of Areas Sampled (Cont)**

**Item 52 Ref: 20-28462-24**



The damp proof course (Area 109/External) does not contain asbestos.

**Item 53 Ref: 20-28462-7**



The ceiling (Area 71a/Corridor) does not contain asbestos.

**Item 54 Ref: 20-28462-13**



The floor (Area 82a/Store Cupboards) contains asbestos.

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

**Photographs of Areas Sampled (Cont)**

**Item 55 Ref: 20-28462-7**



The ceiling (Area 95a/Kitchen) does not contain asbestos.

**Item 56 Ref: 22-47238-1**



The bitumen roof felt (Area 1/External) does not contain asbestos.

**Item 57 Ref: 22-47238-10**



The bitumen roof felt (Area 1/External) does not contain asbestos.

**Photographs of Areas Sampled (Cont)**

**Item 58 Ref: 22-47238-11**



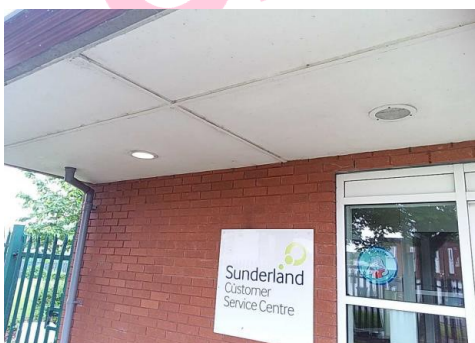
The bitumen roof felt (Area 1/External) does not contain asbestos.

**Item 59 Ref: 22-47238-12**



The bitumen roof felt (Area 1/External) does not contain asbestos.

**Item 60 Ref: 22-47238-13**



The ceiling canopy above front entrance (Area 1/External) does not contain asbestos.

**Photographs of Areas Sampled (Cont)**

**Item 61 Ref: 22-47238-2**



The bitumen roof felt (Area 1/External) does not contain asbestos.

**Item 62 Ref: 22-47238-3**



The bitumen roof felt (Area 1/External) does not contain asbestos.

**Item 63 Ref: 22-47238-4**



The bitumen roof felt (Area 1/External) does not contain asbestos.

**Photographs of Areas Sampled (Cont)**

**Item 64 Ref: 22-47238-5**



The bitumen roof felt (Area 1/External) does not contain asbestos.

**Item 65 Ref: 22-47238-6**



The bitumen roof felt (Area 1/External) does not contain asbestos.

**Item 66 Ref: 22-47238-7**



The bitumen roof felt (Area 1/External) does not contain asbestos.

**Photographs of Areas Sampled (Cont)**

**Item 67 Ref: 22-47238-8**



The bitumen roof felt (Area 1/External) does not contain asbestos.

**Item 68 Ref: 22-47238-9**



The bitumen roof felt (Area 1/External) does not contain asbestos.

**Item 69 Ref: 22-53635-1**



The floor beneath the ceramic tiles to concrete floor plinth (Area 1: Kitchen) does not contain asbestos.

**Photographs of Areas Sampled (Cont)**

**Item 70 Ref: NZ001182**



The vertical boxing in the Kitchen (Room G/001) does not contain asbestos.

**Item 71 Ref: NZ001183**



The wall coating to the wall and boxing in the Kitchen (Room G/001) 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 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>		
<b>Item 15</b>	<b>Floor (Area 1b/Cupboard)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>9/2/2025</b>
<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>		
<b>Item 31</b>	<b>Toilet Cistern (Area 86/WC)</b>	<b>Low Risk</b>	<b>6 monthly</b>	<b>9/02/2025</b>
<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>		

Item 35	No asbestos	Is present		
Item 36	No asbestos	Is present		
<b>Item 37</b>	<b>Sealant to glass panes (Area 105/Tank Room)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>9/2/2024 – no access</b>
Item 38	No asbestos	Is present		
Item 39	No asbestos	Is present		
Item 40	No asbestos	Is present		
Item 41	No asbestos	Is present		
Item 42	No asbestos	Is present		
<b>Item 43</b>	<b>Sealant to glass panes (Area 107/Tank Room)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>9/2/2024 – no access</b>
Item 44	No asbestos	Is present		
Item 45	No asbestos	Is present		
<b>Item 46</b>	<b>Sealant to door frame (Store area 104) (Area 109/External)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>9/2/2025</b>
<b>Item 47</b>	<b>Sealant to brickwork (Area 109/External)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>9/2/2025</b>
<b>Item 48</b>	<b>Sealant to brickwork (Area 109/External)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>9/2/2025</b>
<b>Item 49</b>	<b>Sealant to Wooden cladding (Area 109/External)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>9/2/2025</b>
<b>Item 50</b>	<b>Sealant to Walls (CAMHS Entrance) (Area 109/External)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>9/2/2025</b>
<b>Item 51</b>	<b>Sealant to Walls (Area 109/External)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>9/2/2025</b>
Item 52	No asbestos	Is present		
Item 53	No asbestos	Is present		
<b>Item 54</b>	<b>Floor (Area</b>	<b>Very Low</b>	<b>12 monthly</b>	<b>9/2/2025</b>

	<b>82a/Store Cupboards)</b>	<b>Risk</b>		
<i>Item 55</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 56</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 57</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 58</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 59</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 60</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 61</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 62</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 63</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 64</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 65</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 66</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 67</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 68</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 69</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 70</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 71</i>	<i>No asbestos</i>	<i>Is present</i>		

**Form 2**

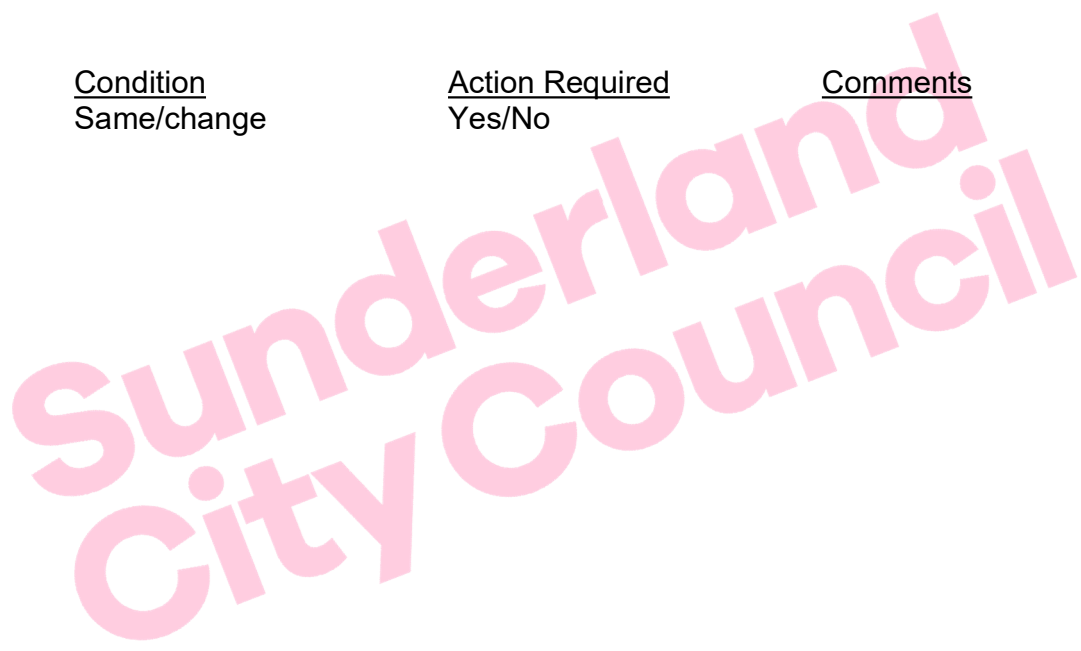
Periodic Return

<b>School/Site</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>	