

Foreward

ASBESTOS SURVEY REPORT FOR COLUMBIA COMMUNITY ASSOCIATION,
OXCLOSE ROAD, WASHINGTON, NE38 8ND.

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,

Paul Davies
Assistant Director of Business and Property Services



Sunderland City Council

Control of Asbestos Regulations 2012

Asbestos Register for Columbia CA, Oxclose Road, Washington, NE38 8ND



UPRN: - 416024

TF Ref:

Location of register:-

Premises Manager / Samo: - Tenant

Date: 06 January 2023

Contact Numbers List: -

Caroline Bage Asbestos Manager – 07557938966

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Plan of Building and Samples Location

- (Item 1) Ref: 416024-1 – Subfloor (0/002 Playroom) – No Risk
- (Item 2) Ref: 416024-2 – Lining to cupboard (0/003 Office) – No Risk
- (Item 3) Ref: 416024-3 – Gasket to redundant water tank (0/004 Corridor void above) – No Risk
- (Item 4) Ref: 416024-4 – Floor covering (0/006 Cleaning cupboard) – No Risk
- (Item 5) Ref: 416024-5 – Adhesive to floor (0/006 Cleaning cupboard) – No Risk
- (Item 6) Ref: 416024-6 – Debris to wall (0/011 Boiler Room) – Low Risk
- (Item 7) Ref: Presumed – Electrics (0/011 Boiler Room) – Very Low Risk
- (Item 8) Ref: 416024-7 – Panels behind radiators (0/012 Hall) – Low Risk
- (Item 9) Ref: 416024-8 – Floor covering (0/013 Store) – No Risk
- (Item 10) Ref: Presume – Telecommunication cowls (External) – Very Low Risk
- (Item 11) Ref: 416024-9 – Flue cowl (External) – Very Low Risk
- (Item 12) Ref: 22-42203-1 Debris from Roof lining (Air raid shelter/main room) – No Risk
- (Item 13) Ref: 22-42203-2 – Soil pipe sealant within joints (Air raid shelter/main room) – No Risk
- (Item 14) Ref: 22-42203-1- flat roof lining (Air raid shelter/External) – No Risk
- (Item 15) Ref: 22-51008-3 – Radiator knobs (Corridor/Area 2) – No Risk
- (Item 16) Ref: 22-51008-1 – Blue vinyl tiles below modern vinyl and carpet (Community Room/Area 3) – No Risk
- (Item 17) Ref: 22-51008-3 – Radiator knobs (Community Room/Area 3) – No Risk
- (Item 18) Ref: 22-51008-2 – Brown sheet vinyl (IT Room/Area 4) – No Risk
- (Item 19) Ref: 22-51008-3 – Radiator knobs (IT Room/Area 4) – No Risk
- (Item 20) Ref: 22-51008-2 – Brown sheet vinyl (Emergency Lighting Room/Area 5) – No Risk
- (Item 21) Ref: 22-51008-3 – Radiator knobs (Hall/Area 7) – No Risk
- (Item 22) Ref: 22-51008-3 – Radiator knobs (Kitchen/Area 12) – No Risk
- (Item 23) Ref: 22-51008-5 – Walls behind ceramic tiles (Kitchen/Area 12) – No Risk
- (Item 24) Ref: 22-51008-3 – Radiator knobs (Office/Area 15) – No Risk
- (Item 25) Ref: 22-51008-6 – Brown sheet vinyl below carpet (Office/Area 15) – No Risk
- (Item 26) Ref: 22-51008-7 – Damp proof course (External/Area 16) – No Risk
- (Item 27) Ref: 22-51008-8 – Soil pipe joint capping (External/Area 16) – No Risk

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

Photographs of Areas Sampled

Item 1 Ref: 416024-1



The subfloor in the playroom (Rm 0/002) does not contain asbestos.

Item 2 Ref: 416024-2



The lining to cupboard in the office (Rm 0/003) does not contain asbestos.

Item 3 Ref: 416024-3



The gasket to redundant water tank in the void above corridor (Rm 0/004) does not contain asbestos.

Photographs of Areas Sampled

Item 4 Ref: 416024-4



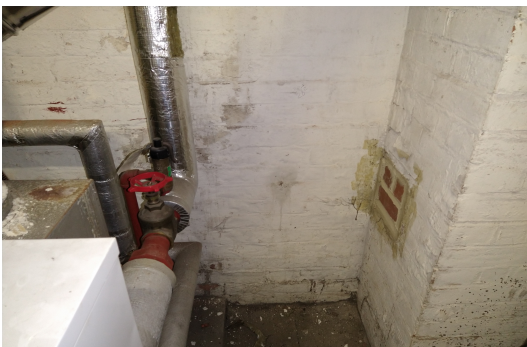
The floor covering in the cleaning cupboard (Rm 0/006) does not contain asbestos.

Item 5 Ref: 416024-5



The adhesive to floor in the cleaners cupboard (Rm 0/006) does not contain asbestos.

Item 6 Ref: 416024-6



The debris to the wall in the boiler room (Rm 0/011) does contain asbestos. This has been encapsulated previously however any change in appearance should be reported to Property Services.

Photographs of Areas Sampled

Item 7 Ref: Presumed



The electrics in the boiler room (Rm 0/011) are presumed to contain asbestos.

Further investigation is required if works are planned. Any change in appearance should be reported to Property Services.

Item 8 Ref: 416024-7



The panels behind the radiators in the hall (Rm 0/012) contain asbestos.

Any change in appearance should be reported to Property Services.

Item 9 Ref: 416024-8



The floor covering in the store (Rm 0/013) does not contain asbestos.

Photographs of Areas Sampled

Item 10 Ref: Presumed



The telecommunication cowlings externally are presumed to contain asbestos.

Further investigation is required if works are planned. Any change in appearance should be reported to Property Services.

Item 11 Ref: 416024-9



The flue cowl externally contain asbestos.

Any change in appearance should be reported to Property Services.

Item 12 Ref: 22-42203-1



The debris from roof lining to the floor in the main room of the air raid shelter does not contain asbestos.

Photographs of Areas Sampled

Item 13 Ref: 22-42203-2



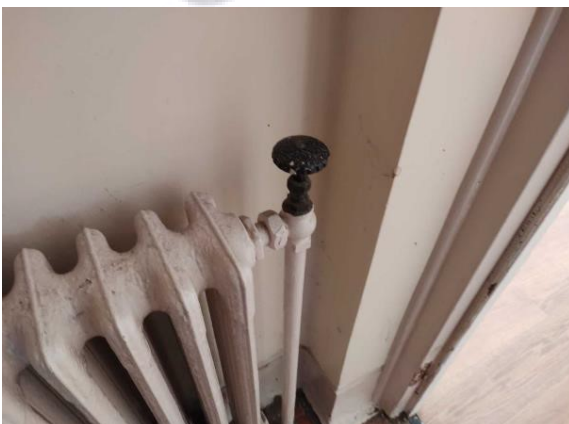
The sealant within joints to the soil pipe in the main room of the air raid shelter does not contain asbestos.

Item 14 Ref: 22-42203-1



The flat roof lining to the roof (External) of the air raid shelter does not contain asbestos.

Item 15 Ref: 22-51008-3



The radiator knobs (Corridor/Area 2) do not contain asbestos.

Photographs of Areas Sampled

Item 16 Ref: 22-51008-1



The blue vinyl tiles below modern vinyl and carpet (Community Room/Area 3) do not contain asbestos.

Item 17 Ref: 22-51008-3



The radiator knobs (Community Room/Area 3) do not contain asbestos.

Item 18 Ref: 22-51008-2



The brown sheet vinyl (IT Room/Area 4) does not contain asbestos.

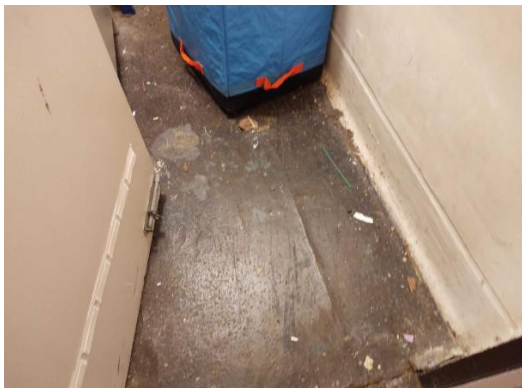
Photographs of Areas Sampled

Item 19 Ref: 22-51008-3



The radiator knobs (IT Room/Area 4) do not contain asbestos.

Item 20 Ref: 22-51008-2



The brown sheet vinyl (Emergency Lighting Room/Area 5) does not contain asbestos.

Item 21 Ref: 22-51008-3



The brown sheet vinyl (Hall/Area 7) does not contain asbestos.

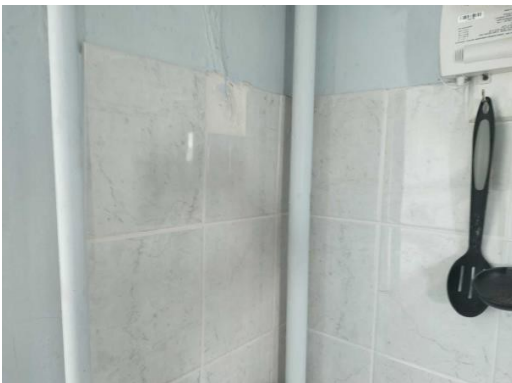
Photographs of Areas Sampled

Item 22 Ref: 22-51008-3



The radiator knobs (Kitchen/Area 12) do not contain asbestos.

Item 23 Ref: 22-51008-5



The walls behind ceramic tiles (Kitchen/Area 12) do not contain asbestos.

Item 24 Ref: 22-51008-3



The radiator knobs (Office/Area 15) do not contain asbestos.

Photographs of Areas Sampled

Item 25 Ref: 22-51008-6



The brown sheet vinyl below carpet (Office/Area 15) does not contain asbestos.

Item 26 Ref: 22-51008-7



The damp proof course (External/Area 16) does not contain asbestos.

Item 27 Ref: 22-51008-8



The soil pipe joint capping (External/Area 16) 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
Item 1	No asbestos	Is present		
Item 2	No asbestos	Is present		
Item 3	No asbestos	Is present		
Item 4	No asbestos	Is present		
Item 5	No asbestos	Is present		
Item 6	Debris to wall (0/011 Boiler Room)	Low Risk	6 monthly	26/06/2023
Item 7	Electrics (0/011 Boiler Room)	Very Low Risk	12 monthly	26/6/2023
Item 8	Panels behind radiators (0/012 Hall)	Low Risk	6 monthly	26/06/2023
Item 9	No asbestos	Is present		
Item 10	Telecommunication cowls (External)	Very Low Risk	12 monthly	26/6/2023
Item 11	Flue cowl (External)	Very Low Risk	12 monthly	26/6/2023
Item 12	No asbestos	Is present		
Item 13	No asbestos	Is present		
Item 14	No asbestos	Is present		
Item 15	No asbestos	Is present		
Item 16	No asbestos	Is present		
Item 17	No asbestos	Is present		
Item 18	No asbestos	Is present		
Item 19	No asbestos	Is present		
Item 20	No asbestos	Is present		
Item 21	No asbestos	Is present		
Item 22	No asbestos	Is present		
Item 23	No asbestos	Is present		
Item 24	No asbestos	Is present		
Item 25	No asbestos	Is present		
Item 26	No asbestos	Is present		
Item 27	No asbestos	Is present		

Form 2

Periodic Return

School/Site	
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

<u>Ref:</u>	<u>Condition</u> Same/change	<u>Action Required</u> Yes/No	<u>Comments</u>
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For Office Use Only

Actions Required	
Actions Completed	
Alterations to Register	