

Foreward

ASBESTOS SURVEY REPORT FOR BLOCK 4 EDWARD THOMPSON SITE, RICHMOND STREET, SUNDERLAND, SR5 1BQ

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: 07557 938966.

Yours sincerely,

Paul Davies
Assistant Director of Business and Property Services



Sunderland
City Council

Sunderland City Council

Control of Asbestos Regulations 2012

Asbestos Register for Block 4 Edward Thompson Site, Richmond Street, Sunderland, SR5 1BQ



UPRN: - 22-47234

TF Ref:

Location of register:-

Premises Manager / Samo: - Tenant

Date: 19 July 2023

Contact Numbers List: -

Caroline Bage Asbestos Manager – 07557 938966

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Plan of Building and Samples Location

- (Item 1) Ref: 22-47234-12 – Floor - Vinyl to stairs (Vinyl) (Area: 1 Corridor and Stairs) – No Risk
- (Item 2) Ref: 22-47234-13 – Floor - Stair nosing's (Composite) (Area: 1 Corridor and Stairs) – Low Risk
- (Item 3) Ref: 22-47234-2 – Floor (Tiles & adhesive) (Area: 1 Corridor and Stairs) – No Risk
- (Item 4) Ref: 22-47234-14 – Floor (Tiles & adhesive) (Area: 2 Office 1) – No Risk
- (Item 5) Ref: 22-47234-4 – Window – Packers to sill (Bitumen) (Area: 2 Office 1) – No Risk
- (Item 6) Ref: 22-47234-14 – Floor (Tiles & adhesive) (Area: 3 Office 2) – No Risk
- (Item 7) Ref: 22-47234-14 – Floor (Tiles & adhesive) (Area: 4 WC & Lobby) – No Risk
- (Item 8) Ref: 22-47234-15 – Walls – Ceramic (Tiles & adhesive) (Area: 4 WC & Lobby) – No Risk
- (Item 9) Ref: 22-47234-16 – Pipes (Gaskets) (Area: 4 WC & Lobby) – No Risk
- (Item 10) Ref: 22-47234-4 – Window – Packers to sill (Bitumen) (Area: 4 WC & Lobby) – No Risk
- (Item 11) Ref: 22-47234-15 – Walls – Ceramic tile adhesive (adhesive) (Area: 5 WC & Lobby 2) – No Risk
- (Item 12) Ref: 22-47234-17 – Floor (Tiles & adhesive) (Area: 5 WC & Lobby 2) – No Risk
- (Item 13) Ref: 22-47234-14 – Floor (Tiles & adhesive) (Area: 6 WC & Lobby 3) – No Risk
- (Item 14) Ref: 22-47234-15 – Walls – Ceramic tiles (adhesive) (Area: 6 WC & Lobby 3) – No Risk
- (Item 15) Ref: 22-47234-1 – Ceiling – ceiling tiles (Insulating board) (Area: 7 Office 3) – No Risk
- (Item 16) Ref: 22-47234-1 – Ceiling – ceiling tiles (Insulating board) (Area: 7 Office 3) – No Risk
- (Item 17) Ref: 22-47234-2 – Floor (Tiles & adhesive) (Area: 7 Office 3) – No Risk
- (Item 18) Ref: 22-47234-3 – Door – Panel to corridor door (Insulating board) (Area: 7 Office 3) – Low Risk
- (Item 19) Ref: 22-47234-4 – Window – Packers to sill (Bitumen) (Area: 7 Office 3) – No Risk
- (Item 20) Ref: 22-47234-5 – Floor (Tiles & adhesive) (Area: 8 Store) – Very Low Risk
- (Item 21) Ref: 22-47234-6 – Damp proof course to walls around goods lift (Bitumen) (Area: 8 Store) – No Risk
- (Item 22) Ref: Presumed – Electrical equipment – pad with MEM switch (Textile) (Area: 10 Office 4) – Low Risk
- (Item 23) Ref: 22-47234-4 – Window – Packers to sill (Bitumen) (Area: 12 Workshop) – No Risk
- (Item 24) Ref: 22-47234-8 – Walls – Wall panels to riser 12B (Insulating board) (Area: 12 Workshop) – Low Risk
- (Item 25) Ref: 22-47234-10 – Soil pipe – loose fill to top knuckle joint (Insulation) (Area: 13 Office 8) – Medium Risk

- (Item 26) Ref: 22-47234-2 – Floor (Tiles & adhesive) (Area: 13 Office 8) – No Risk
- (Item 27) Ref: 22-47234-9 – Roof – roof felt (Bitumen) (Area: 13 Office 8) – No Risk
- (Item 28) Ref: 22-47234-2 – Floor (Tiles & adhesive) (Area: 14 Store 2) – No Risk
- (Item 29) Ref: 22-47234-10 – Soil pipe – loose fill to top knuckle joint to x2 soil pipes (Insulation) (Area: 15 Lab) – Medium Risk
- (Item 30) Ref: 22-47234-2 – Floor (Tiles & adhesive) (Area: 15 Lab) – No Risk
- (Item 31) Ref: 22-47234-11 – Floor (Tiles & adhesive) (Area: 16 Corridor) – No Risk
- (Item 32) Ref: 22-47234-3 – Door – Panel to corridor door (Insulating board) (Area: 16 Corridor) – Low Risk
- (Item 33) Ref: 22-47234-11 – Floor (Tiles & adhesive) (Area: 17 Office 5) – No Risk
- (Item 34) Ref: 22-47234-11 – Floor (Tiles & adhesive) (Area: 18 Office 6) – No Risk
- (Item 35) Ref: 22-47234-11 – Floor (Tiles & adhesive) (Area: 19 Office 7) – No Risk
- (Item 36) Ref: 22-47234-3 – Door – Panel to x2 doors (Insulating board) (Area: 19 Office 7) – Low Risk
- (Item 37) Ref: 22-47234-18 – Vessels (Gaskets) (Area: 20 Main Workshop) – Low Risk
- (Item 38) Ref: 22-47234-19 – Flue – Loose fill to flue ceiling penetration (Insulation) (Area: 20 Main Workshop) – Low Risk
- (Item 39) Ref: 22-47234-20 – Door (Insulating board) (Area: 20 Main Workshop) – Low Risk
- (Item 40) Ref: 22-47234-21 – Electrical Equipment – Flash guards to electrics (Textile) (Area: 20 Main Workshop) – Low Risk
- (Item 41) Ref: 22-47234-22 – Door – Panels within x2 red doors (Insulating board) (Area: 20 Main Workshop) – Low Risk
- (Item 42) Ref: 22-47234-24 – Infill panels (Insulating board) (Area: 20 Main Workshop) – Low Risk
- (Item 43) Ref: 22-47234-23 – Other – Debris to cupboard (Insulation) (Area: 23 Store 2) – No Risk
- (Item 44) Ref: 22-47234-22 – Door – Panels within door (Insulating board) (Area: 24 Entrance Lobby) – Low Risk
- (Item 45) Ref: 22-47234-25 – Floor - Vinyl (Vinyl) (Area: 24 Entrance Lobby) – No Risk
- (Item 46) Ref: 22-47234-26 – Other – Loose lying gasket (gasket) (Area: 25 Cupboard - understairs) – Removed on reinspection survey
- (Item 47) Ref: 22-47234-22 – Door (Insulating board) (Area: 26 Garage) – Low Risk
- (Item 48) Ref: 22-47234-21 – Electrical Equipment – residues to fuse holders (Textile) (Area: 27 Workshop 2) – Low Risk
- (Item 49) Ref: 22-47234-27 – Electrical Equipment – fuse cartridges (Textile) (Area: 27 Workshop 2) – Low Risk
- (Item 50) Ref: 22-47234-27 – Electrical Equipment – fuse cartridges (Textile) (Area: 27 Workshop 2) – Removed on reinspection survey
- (Item 51) Ref: 22-47234-28 – Loose panels behind dust extraction (Cement) (Area: 27 Workshop 2) – Very Low Risk
- (Item 52) Ref: 22-47234-20 – Door (Insulating board) (Area: 28 Fire Exit) – Low Risk
- (Item 53) Ref: 22-47234-29 – Window – Damp proof course below sill (Bitumen) (Area: 28 Fire Exit) – No Risk
- (Item 54) Ref: 22-47234-30 – Walls – render to walls (Render) (Area: 30 External) – No Risk

- (Item 55) Ref: 22-47234-31 – Damp proof course to walls (Bitumen) (Area: 30 External) – No Risk
- (Item 56) Ref: 22-47234-32 – Windows – Window frame sealant between concrete and metal frames (Mastic) (Area: 30 External) – Very Low Risk
- (Item 57) Ref: 22-47234-33 – Windows – Glazing putty (Putty) (Area: 30 External) – No Risk
- (Item 58) Ref: Presumed – Flue (Cement) (Area: 30 External) - Low Risk
- (Item 59) Ref: 22-47234-8 –Walls – wall panels to riser 12A (Insulating board) (Area: 12A Riser) – Low Risk
- (Item 60) Ref: 22-47234-8 –Floor – Broken insulating board panels within riser (Insulating board) (Area: 12A Riser) – Low 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.

Photographs of Areas Sampled

Item 1 Ref: 22-47234-12



The floor - vinyl to stairs (vinyl)
(Area: 1 Corridor and Stairs)
does not contain asbestos.

Item 2 Ref: 22-47234-13



The floor - stair nosing's
(composite) (area: 1 corridor
and stairs) contains asbestos.

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

Item 3 Ref: 22-47234-2



The floor (tiles & adhesive)
(area: 1 corridor and stairs)
does not contain asbestos.

Photographs of Areas Sampled (Cont)

Item 4 Ref: 22-47234-14



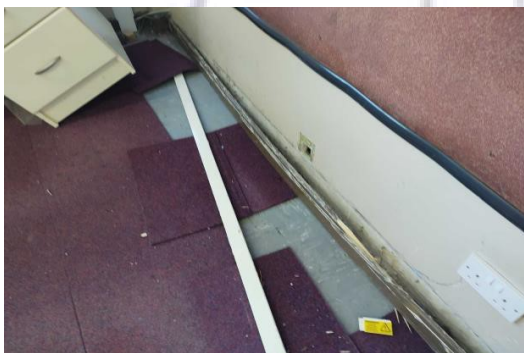
The floor (tiles & adhesive)
(area: 2 office 1) does not
contain asbestos.

Item 5 Ref: 22-47234-4



The window – packers to sill
(bitumen) (area: 2 office 1)
does not contain asbestos.

Item 6 Ref: 22-47234-14



The floor (tiles & adhesive)
(area: 3 office 2) does not
contain asbestos.

Photographs of Areas Sampled (Cont)

Item 7 Ref: 22-47234-14



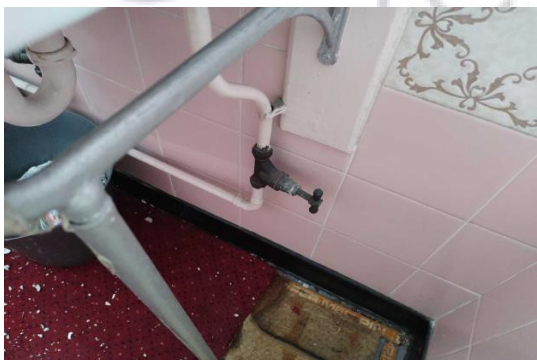
The floor (tiles & adhesive) (area: 4 wc & lobby) does not contain asbestos.

Item 8 Ref: 22-47234-15



The walls – ceramic (tiles & adhesive) (area: 4 wc & lobby) does not contain asbestos.

Item 9 Ref: 22-47234-16



The pipes (gaskets) (area: 4 wc & lobby) do not contain asbestos.

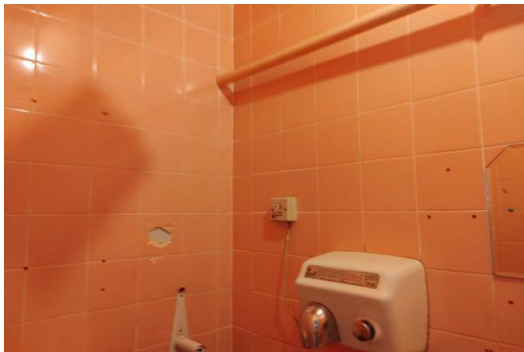
Photographs of Areas Sampled (Cont)

Item 10 Ref: 22-47234-4



The window – packers to sill (bitumen) (area: 4 wc & lobby) does not contain asbestos.

Item 11 Ref: 22-47234-15



The walls – ceramic tile adhesive (adhesive) (area: 5 wc & lobby 2) do not contain asbestos.

Item 12 Ref: 22-47234-17



The floor (tiles & adhesive) (area: 5 wc & lobby 2) does not contain asbestos.

Photographs of Areas Sampled (Cont)

Item 13 Ref: 22-47234-14



The floor (tiles & adhesive) (area: 6 wc & lobby 3) does not contain asbestos.

Item 14 Ref: 22-47234-15



The walls – ceramic tiles (adhesive) (area: 6 wc & lobby 3) do not contain asbestos.

Item 15 Ref: 22-47234-1



The ceiling – ceiling tiles (insulating board) (area: 7 office 3) does not contain asbestos.

Photographs of Areas Sampled (Cont)

Item 16 Ref: 22-47234-1



The ceiling – ceiling tiles (insulating board) (area: 7 office 3) does not contain asbestos.

Item 17 Ref: 22-47234-2



The floor (tiles & adhesive) (area: 7 office 3) does not contain asbestos.

Item 18 Ref: 22-47234-3



The door – panel to corridor door (insulating board) (area: 7 office 3) contains asbestos.

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

Photographs of Areas Sampled (Cont)

Item 19 Ref: 22-47234-4



The window – packers to sill (bitumen) (area: 7 office 3) does not contain asbestos.

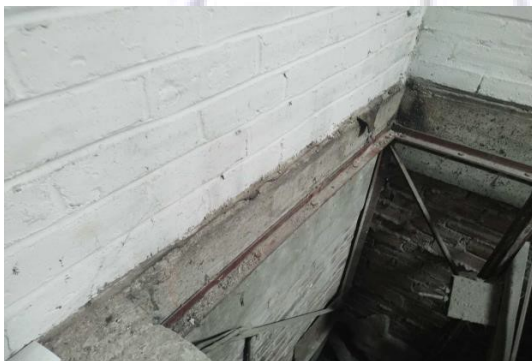
Item 20 Ref: 22-47234-5



The floor (tiles & adhesive) (area: 8 store) contains asbestos.

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

Item 21 Ref: 22-47234-6



The damp proof course to walls around goods lift (bitumen) (area: 8 store) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 22 Ref: Presumed

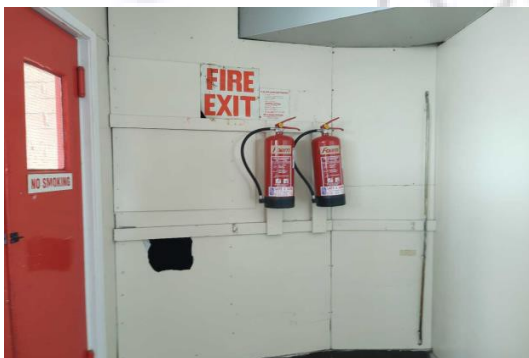
The electrical equipment – pad with mem switch (textile) (area: 10 Office 4) is presumed to contain asbestos.

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



Item 23 Ref: 22-47234-4

The window – packers to sill (bitumen) (area: 12 workshop) does not contain asbestos.



Item 24 Ref: 22-47234-8

The walls – wall panels to riser 12b (insulating board) (area: 12 workshop) contain asbestos.

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

Photographs of Areas Sampled (Cont)

Item 25 Ref: 22-47234-10



The soil pipe – loose fill to top knuckle joint (insulation) (area: 13 office 8) contains asbestos.

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

Item 26 Ref: 22-47234-2



The floor (tiles & adhesive) (area: 13 office 8) does not contain asbestos.

Item 27 Ref: 22-47234-9



The roof – roof felt (bitumen) (area: 13 office 8) does not contain asbestos.

Photographs of Areas Sampled (Cont)

Item 28 Ref: 22-47234-2



The floor (tiles & adhesive)
(area: 14 store 2) does not
contain asbestos.

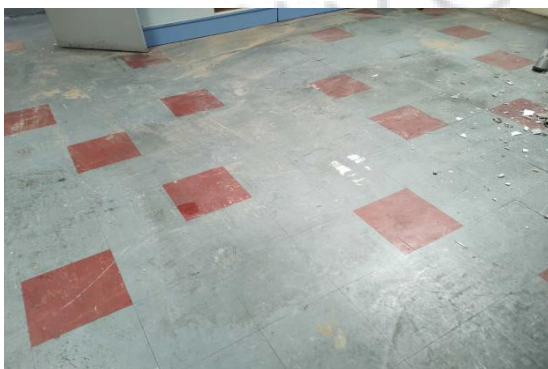
Item 29 Ref: 22-47234-10



The soil pipe – loose fill to top
knuckle joint to x2 soil pipes
(insulation) (area: 15 lab)
contains asbestos.

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

Item 30 Ref: 22-47234-2



The floor (tiles & adhesive)
(area: 15 lab) does not contain
asbestos.

Photographs of Areas Sampled (Cont)

Item 31 Ref: 22-47234-11



The floor (tiles & adhesive)
(area: 16 corridor) does not
contain asbestos.

Item 32 Ref: 22-47234-3



The door – panel to corridor
door (insulating board) (area:
16 corridor) contains
asbestos.

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

Item 33 Ref: 22-47234-11



The floor (tiles & adhesive)
(area: 17 office 5) does not
contain asbestos.

Photographs of Areas Sampled (Cont)

Item 34 Ref: 22-47234-11



The floor (tiles & adhesive) (area: 18 office 6) does not contain asbestos.

Item 35 Ref: 22-47234-11



The floor (tiles & adhesive) (area: 19 office 7) does not contain asbestos.

Item 36 Ref: 22-47234-3



The door – panel to x2 doors (insulating board) (area: 19 office 7) contains asbestos.

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

Photographs of Areas Sampled (Cont)

Item 37 Ref: 22-47234-18



The vessels (gaskets) (area: 20 main workshop) contain asbestos.

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

Item 38 Ref: 22-47234-18



The flue – loose fill to flue ceiling penetration (insulation) (area: 20 main workshop) contains asbestos.

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

Item 39 Ref: 22-47234-20



The door (insulating board) (area: 20 main workshop) contains asbestos.

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

Photographs of Areas Sampled (Cont)

Item 40 Ref: 22-47234-21



The electrical equipment – flash guards to electrics (textile) (area: 20 main workshop) contains asbestos.

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

Item 41 Ref: 22-47234-22



The door – panels within x2 red doors (insulating board) (area: 20 main workshop) contains asbestos.

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

Item 42 Ref: 22-47234-24



The infill panels (insulating board) (area: 20 main workshop) contain asbestos.

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

Photographs of Areas Sampled (Cont)

Item 43 Ref: 22-47234-23



The debris to cupboard (insulation) (area: 23 store 2) does not contain asbestos.

Item 44 Ref: 22-47234-22



The door – panels within door (insulating board) (area: 24 entrance lobby) contains asbestos.

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

Item 45 Ref: 22-47234-25



The floor - vinyl (vinyl) (area: 24 entrance lobby) does not contain asbestos.

Photographs of Areas Sampled (Cont)

Item 46 Ref: 22-47234-26



The loose lying gasket (gasket) (area: 25 cupboard - understairs) contains asbestos.

Removed on reinspection survey.

Item 47 Ref: 22-47234-22



The door (insulating board) (area: 26 garage) contains asbestos.

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

Item 48 Ref: 22-47234-21



The electrical equipment – residues to fuse holders (textile) (area: 27 workshop 2) contains asbestos.

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

Photographs of Areas Sampled (Cont)

Item 49 Ref: 22-47234-27



The electrical equipment – fuse cartridges (textile) (area: 27 workshop 2) contains asbestos.

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

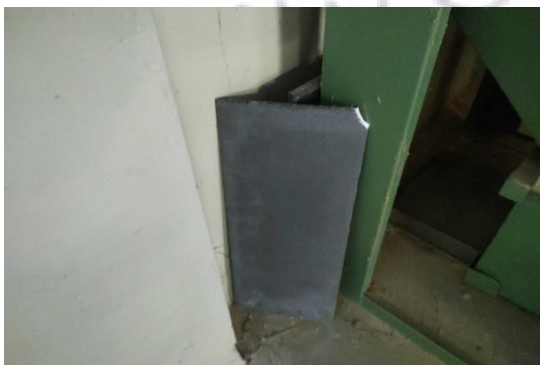
Item 50 Ref: 22-47234-27



The electrical equipment – fuse cartridges (textile) (area: 27 workshop 2) contains asbestos.

Removed on reinspection survey.

Item 51 Ref: 22-47234-28



The loose panels behind dust extraction (cement) (area: 27 workshop 2) contain asbestos.

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

Photographs of Areas Sampled (Cont)

Item 52 Ref: 22-47234-20



The door (insulating board) (area: 28 fire exit) contains asbestos.

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

Item 53 Ref: 22-47234-29



The window – damp proof course below sill (bitumen) (area: 28 fire exit) does not contain asbestos.

Item 54 Ref: 22-47234-30



The walls – render to walls (render) (area: 30 external) do not contain asbestos.

Photographs of Areas Sampled (Cont)

Item 55 Ref: 22-47234-31



The damp proof course to walls (bitumen) (area: 30 external) does not contain asbestos.

Item 56 Ref: 22-47234-32



The windows – window frame sealant between concrete and metal frames (mastic) (area: 30 external) contain asbestos.

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

Item 57 Ref: 22-47234-33



The windows – glazing putty (putty) (area: 30 external) do not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 58 Ref: Presumed

The flue (cement) (area: 30 external) is presumed to contain asbestos.

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



Item 59 Ref: 22-47234-8

The walls – wall panels to riser 12a (insulating board) (area: 12a riser) contain asbestos.

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



Item 60 Ref: 22-47234-8

The floor – broken insulating board panels within riser (insulating board) (area: 12a riser) contains asbestos.

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

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 07557 938966 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>No asbestos</i>	<i>Is present</i>		
Item 2	stair nosing's (composite) (area:1 corridor and stairs)	Low Risk	6 monthly	13.03.2024
<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>		
Item 18	panel to corridor door (insulating board) (area:7 office 3)	Low Risk	6 monthly	13.03.2024
<i>Item 19</i>	<i>No asbestos</i>	<i>Is present</i>		
Item 20	floor (tiles & adhesive) (area:8 store)	Very Low Risk	12 monthly	13.09.2024
<i>Item 21</i>	<i>No asbestos</i>	<i>Is present</i>		
Item 22	presumed – electrical equipment – pad with mem switch (textile) (area:10 Office 4)	Low Risk	6 monthly	13.03.2024
<i>Item 23</i>	<i>No asbestos</i>	<i>Is present</i>		
Item 24	wall panels to riser 12b	Low Risk	6 monthly	13.03.2024

	(insulating board) (area:12 workshop)			
Item 25	soil pipe – loose fill to top knuckle joint (insulation) (area:13 office 8)	Medium Risk	3 monthly	13.12.2023
<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>		
Item 29	soil pipe – loose fill to top knuckle joint to x2 soil pipes (insulation) (area:15 lab)	Medium Risk	3 monthly	13.12.2023
<i>Item 30</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 31</i>	<i>No asbestos</i>	<i>Is present</i>		
Item 32	panel to corridor door (insulating board) (area:16 corridor)	Low Risk	6 monthly	13.03.2024
<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	panel to x2 doors (insulating board) (area:19 office 7)	Low Risk	6 monthly	13.03.2024
Item 37	vessels (gaskets) (area:20 main workshop)	Low Risk	6 monthly	13.03.2024
Item 38	loose fill to flue ceiling penetration (insulation) (area:20 main workshop)	Low Risk	6 monthly	13.03.2024
Item 39	door (insulating	Low Risk	6 monthly	13.03.2024

	board) (area:20 main workshop)			
Item 40	flash guards to electrics (textile) (area:20 main workshop)	Low Risk	6 monthly	13.03.2024
Item 41	panels within x2 red doors (insulating board) (area:20 main workshop)	Low Risk	6 monthly	13.03.2024
Item 42	infill panels (insulating board) (area:20 main workshop)	Low Risk	6 monthly	13.03.2024
Item 43	No asbestos	Is present		
Item 44	panels within door (insulating board) (area:24 entrance lobby)	Low Risk	6 monthly	13.03.2024
Item 45	No asbestos	Is present		
Item 46	loose lying gasket (gasket) (area:25 cupboard - understairs)	Very Low Risk	12 monthly	13.09.2023 Removed on reinspection survey
Item 47	door (insulating board) (area:26 garage)	Low Risk	6 monthly	13.03.2024
Item 48	residues to fuse holders (textile) (area: 27 workshop 2)	Low Risk	6 monthly	13.03.2024
Item 49	fuse cartridges (textile) (area: 27 workshop 2)	Low Risk	6 monthly	13.03.2024
Item 50	fuse cartridges (textile) (area: 27 workshop 2)	Low Risk	6 monthly	13.03.2023 removed on reinspection survey

Item 51	loose panels behind dust extraction (cement) (area: 27 workshop 2)	Very Low Risk	12 monthly	13.09.2024
Item 52	door (insulating board) (area:28 fire exit)	Low Risk	6 monthly	13.03.2023
<i>Item 53</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 54</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 55</i>	<i>No asbestos</i>	<i>Is present</i>		
Item 56	window frame sealant between concrete & metal frames (mastic) (area: 30 external)	Very Low Risk	12 monthly	13.09.2024
<i>Item 57</i>	<i>No asbestos</i>	<i>Is present</i>		
Item 58	presumed – flue (cement) (area:30 external)	Very Low Risk	6 monthly	13.03.2024
Item 59	wall panels to riser 12a (insulating board) (area: 12a riser)	Low Risk	6 monthly	13.03.2024
Item 60	floor – broken insulating board panels within riser (insulating board) (area: 12a riser)	Low Risk	6 monthly	13.03.2024



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	