

## **Foreward**

ASBESTOS SURVEY REPORT FOR HOUGHTON RACECOURSE COMMUNITY CENTRE, BURDON AVENUE, HOUGHTON LE SPRING.

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

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If you require any further information regarding the report or its application please contact Caroline Bage, Asbestos Manager on Tel: 07557 938966.

Yours sincerely,

Paul Davies  
Assistant Director of Assurance and Property Services

Sunderland  
City Council

# Sunderland City Council

*Control of Asbestos  
Regulations 2012*

**Asbestos Register for**

**HOUGHTON RACECOURSE COMMUNITY CENTRE**



**UPRN: - 181279**

**Location of register:-**

**Premises Manager / Samo: - Tenant**

**Date: 04 February 2025**

**Contact Numbers List: -**

**Caroline Bage Asbestos Manager – 07557 938966**

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## Plan of Building and Samples Location

181279-3 – Toilet cistern (Male WC) (Item 1) – Removed April 2017

As 181279-3 – Toilet cistern (Female WC) (Item 2) – Removed April 2017

181279-1 – Loose insulation (Female WC) (Item 3) – No Risk

AS 181279-1 – Loose insulation (Female WC) (Item 4) – No Risk

181279-2 – Debris to top of canopy (Female WC) (Item 5) – Very Low Risk

181279-4 – Sink Pad (Kitchen) (Item 6) – No Risk

Presumed – Electrics (Kitchen) (Item 7) – Removed confirmed on reinspection survey J152715

181279-7 – Floor tile with bitumen adhesive (Store) (Item 8) – Very Low Risk

181279-8 – Floor covering below floor tile (Store) (Item 9) – Very Low Risk

181279-5 – Textured coating (Lobby) (Item 10) – No Risk

181279-6 – Floor covering below carpet (Lobby) (Item 11) – No Risk

Presumed – Electrics (Lobby) (Item 12) – Removed confirmed on reinspection survey J152715

As 181279-6 – Floor covering below carpet (Computer Room) (Item 13) – No Risk

181279-9 – Mastic in brick reveals (External) (Item 14) – No Risk

181279-10 – Damp proof course (External) (Item 15) – No Risk

181279-11 – Soffit to eaves (External) (Item 16) – Very Low Risk

As 181279-11 – Soffit in main entrance (External) (Item 17) – Very Low Risk

KG000459 – Sarking Roof (Loft void above WC L/01) (Item 18) – No Risk

KG000460 – Insulation floor (Loft void above WC L/01) (Item 19) – No Risk

As KG000458 – Cement debris and panel soffit above entrance (Loft void above WC L/01) (Item 20) – 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: 181279-3**

The toilet cistern in the Male WC (Room 001) contain asbestos.

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

*(Item has been removed April 2017)*



### **Item 2: As 181279-3**

The toilet cistern in the Female WC (Room 003) contain asbestos.

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

*(Item has been removed April 2017)*



### **Item 3 Ref: 181279-1**

The loose insulation in the loft void of the Female WC (Room 003) does not contain asbestos.

## Photographs of Areas Sampled (Cont)



### **Item 4 Ref: As 181279-1**

The loose insulation in the loft void of the Female WC (Room 003) does not contain asbestos.



### **Item 5 Ref: 181279-2**

The debris to the top of the canopy in the loft void of the Female WC (Room 003) contain asbestos.

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



### **Item 6 Ref: 181279-4**

The sink pad in the kitchen (Room 004) does not contain asbestos.



## Photographs of Areas Sampled (Cont)



### **Item 7 Ref: Presumed**

The flash guards in the electric cupboard in the kitchen (Room 004) are presumed to contain asbestos.

*Removed confirmed on reinspection survey J152715*



### **Item 8 Ref: 181279-7**

The floor tiles and adhesive in the Store (Room 007) contain asbestos.

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



### **Item 9 Ref: 181279-8**

The floor covering below the floor tiles in the Store (Room 007) contain asbestos.

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

## Photographs of Areas Sampled (Cont)



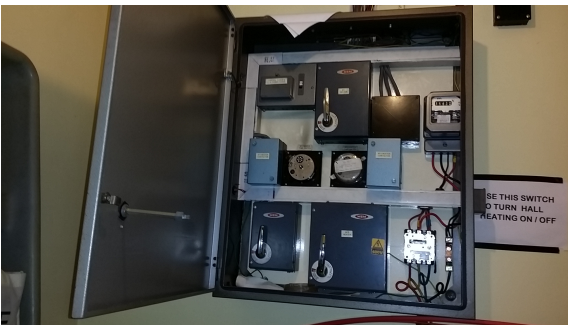
### **Item 10 Ref: 181279-5**

The textured coating in the Lobby (Room 008) does not contain asbestos.



### **Item 11 Ref: 181279-6**

The floor covering below the carpet in the Lobby (Room 008) does not contain asbestos.



### **Item 12 Ref: Presumed**

The Electrics in the Lobby (Room 008) are presumed to contain asbestos.

*Removed confirmed on reinspection survey J152715*

**Photographs of Areas Sampled (Cont)**



**Item 13 Ref: As 181279-6**

The floor covering below the carpet in the Computer Room (Room 009) does not contain asbestos.



**Item 14 Ref: 181279-9**

The mastic in brick reveals (External) does not contain asbestos.



**Item 15 Ref: 181279-10**

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

## Photographs of Areas Sampled (Cont)



### **Item 16 Ref: 181279-11**

The soffit to the eaves (External) does contain asbestos.

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



### **Item 17 Ref: As 181279-11**

The soffit in the main entrance (External) does contain asbestos.

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



### **Item 18 Ref: KG000459**

The sarking roof (Loft void above WC L/01) does not contain asbestos.

## Photographs of Areas Sampled (Cont)



### **Item 19 Ref: KG000460**

The insulation floor in the loft void above WC (L/01) does not contain asbestos.



### **Item 20 Ref: As KG000458**

The cement debris and panel soffit above entrance (Loft void above WC L/01) does contain 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 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	Toilet Cistern- Male WC	Very Low Risk		Removed April 2017
Item 2	Toilet Cistern- Female WC	Very Low Risk		Removed April 2017
Item 3	No asbestos	Is present		
Item 4	No asbestos	Is present		
<b>Item 5</b>	<b>Debris - Female WC</b>	<b>Very Low Risk</b>	<b>12 monthly To be checked by analytical contractor</b>	<b>06.04.2025</b>
Item 6	No asbestos	Is present		
Item 7	Electrics – Kitchen	Low Risk	6 monthly	Removed confirmed on reinspection survey J152715
<b>Item 8</b>	<b>Floor tiles and adhesive – Store</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>06.04.2025</b>
<b>Item 9</b>	<b>Floor covering below tiles – Store</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>06.04.2025</b>
Item 10	No asbestos	Is present		
Item 11	No asbestos	Is present		
Item 12	Electrics – Lobby	Low Risk	6 monthly	Removed confirmed on reinspection survey J152715
Item 13	No asbestos	Is present		
Item 14	No asbestos	Is present		
Item 15	No asbestos	Is present		
<b>Item 16</b>	<b>Soffit to Eaves (External)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>06.04.2025</b>
<b>Item 17</b>	<b>Soffit in Main Entrance (External)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>06.04.2025</b>
Item 18	No asbestos	Is present		
Item 19	No asbestos	Is present		
<b>Item 20</b>	<b>Cement debris and panel soffit above entrance</b>	<b>Low Risk</b>	<b>6 monthly To be checked by analytical</b>	<b>06.08.2025</b>

	<i>(Loft void above WC L/01)</i>		<i>contractor</i>	
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**Form 2**

Periodic Return

<b>Premises</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

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<b>Actions Required</b>	
<b>Actions Completed</b>	
<b>Alterations to Register</b>	