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ASBESTOS SURVEY REPORT FOR SOUTHWICK CEMETERY, SUNDERLAND

I have enclosed for your information and retention the most recent asbestos survey (Management) which applies to the property stated above. The purpose of the survey is to identify as far as possible, the materials containing asbestos fibres in your property.

The attached report is divided in sections so as to give as much information as possible, a basic reference section for use by premises managers and a more detailed report for use by contractors on site etc.

Plan of the Building and Sample Locations

This contains a plan of the building and identifies where asbestos samples have been taken from.

Photographs of Areas Sampled

This section contains photographs of all the areas where samples were taken. These photographs can be used when carrying out the periodic inspections to see if there has been any change or deterioration in its condition.

Survey Information

This section contains the survey information as printed from the central database held at Land and Property. It describes the type of asbestos present, its location, condition etc. Contractors should be shown this section along with the others when they are shown the register prior to starting any work.

Priority Risk Assessments

This section contains assessments which have been created using information from the survey and information on your property. This assessment helps to determine how often periodic checks on any asbestos need to be carried out by your Samo.

5 Simple Steps to Asbestos Management

This section details procedures for managing asbestos in your property. It gives guidance on the register, the inspections, any planned work and what to do when contractors arrive on site.

Commonly asked Questions

This section covers questions most commonly asked and can be referred to as/when the need arises.

The building has been surveyed as comprehensively as possible, all potentially fibrous materials have been examined and where necessary analysed by

competent UKAS accredited analysts and the findings of both recorded in the report.

This report is an important document and must be referred to before any building works are carried out. The report must be kept with your tenants 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 Assurance and Property Services

Sunderland
City Council

Southwick Cemetery

Sunderland City Council

*Control of Asbestos
Regulations 2012*

Asbestos Register for

SOUTHWICK CEMETERY, SUNDERLAND



UPRN: - J548839

Location of register:-

Premises Manager / Samo: - Tenant

Date: 02 October 2024

Contact Numbers List: -

Southwick Cemetery

Caroline Bage Asbestos Manager – 07557 938966

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Plan of Building and Samples Location

Chapel of Rest

BB005401 – Roof tiles (External) (Item 1) – No Risk

Mess room and Store

Accessed and no suspect material found.

East Lodge

FB000132 – Ceiling (Room 3) (Item 2) – No Risk

NZ000573 – Panel (Room 4) (Item 3) – No Risk

FB000133 – Wall coating surrounding door (Room 1) (Item 4) – Low Risk

As FB00133 – Ceiling coating (Room 1) (Item 5) – Removed 2021

FB00134 – Flooring (Room 1) (Item 6) – Low Risk

FB000135 – Under cloaking (External) (Item 7) – Very Low Risk

KX001941 – Floor tile (Under floor covering) (Kitchen Rm G/006) (Item 11) – No Risk

KX001931 – Door seal remnants under modern silicon (External E/001) (Item 12) – No Risk

KX001933 – Door seal gaskets outhouse door (External E/001) (Item 13) – No Risk

KX001932 – Window putty/seal to outhouse windows (External E/001) (Item 14) – No Risk

KX001927 – Roof sheet cladding (External E/002) (Item 15) – No Risk

KX001928 – Wall sheet cladding (External E/003) (Item 16) – No Risk

KX001929 – Damp proof course (External E/005) (Item 17) – No Risk

KX001937 – Door seal/gasket (External E/005) (Item 18) – No Risk

KX001934 – Floor tile grey and blue (Outhouse E/006) (Item 19) – Very Low Risk

KX001935 – Under sink mat under drainer (Outhouse E/006) (Item 20) – No Risk

KX001936 – Wall coating from around door and lintel (Outhouse E/006) (Item 21) – Low Risk

NG001285 – Floor covering beneath laminate (Utility Room/G/001) (Item 22) – No Risk

Toilets

BB005402 – Roof Felt (External) (Item 8) – No Risk

These toilets are boarded up with hardboard – so no access to the internal.

South Lodge - Do not use – please refer to Care and Support register for further information

FC001319 – Sink pad (Room 4) (Item 9) - No Risk

Presumed – Soffits (External) (Item 10) – Very 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.

Southwick Cemetery

Photographs of Areas Sampled

No photographic evidence available

The internal areas of the chapel of rest were accessed and no suspect materials were found.



Item 1 - Ref: BB005401

The roof tiles to the external of the building do not contain asbestos. There was no access to the steeple due to its height.



The mess room (rooms 1 and 2) were accessed and no suspect materials were found.



Southwick Cemetery

Photographs of Areas Sampled - Cont

East Lodge



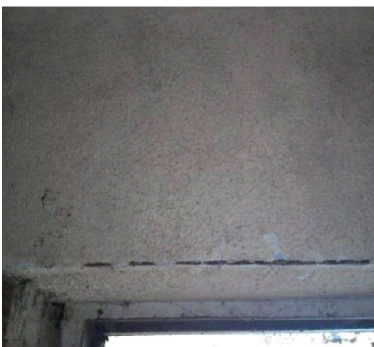
Item 2 - Ref: FB000132

The ceiling to the hall (Room 3) does not contain asbestos.



Item 3 - Ref: Presumed

The panel to the insulation board in the cupboard under the stairs (Room 4) does not contain asbestos.



Item 4 - Ref: FB000133

The textured coating to the walls to the shed to East Lodge (Room 1) was removed however there remains item surrounding door. Any change in its appearance should be noted and passed to Property Services.

Photographs of Areas Sampled - Cont



Item 5 - As: FB000133

The textured coating to the ceiling in the shed to East Lodge (Room 1) contains asbestos.

This item removed 2021



Item 6 - Ref: FB000134

The vinyl flooring to the shed (Room 1) contains asbestos.

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



Item 7 - Ref: FB000134

The under cladding to the external contains asbestos.

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

Photographs of Areas Sampled - Cont

Item 11 – Ref: KX001941



The floor tile (Under floor covering) in the Kitchen (Room G/006) does not contain asbestos.

Item 12 - Ref: KX001931



The door seal remnants under modern silicon (External E/001) does not contain asbestos.

Item 13 - Ref: KX001933



The door seal gaskets to outhouse door (External E/001) does not contain asbestos.

Photographs of Areas Sampled - Cont

Item 14 Ref: KX001932



The window putty/seal to outhouse windows (External E/001) does not contain asbestos.

Item 15 - Ref: KX001927



The roof – sheet cladding to the conservatory/sun room (External E/002) does not contain asbestos.

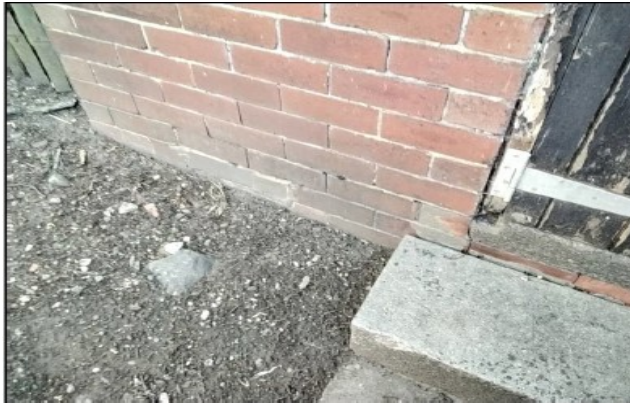
Item 16 - Ref: KX001928



The wall sheet cladding to the garage (External E/003) does not contain asbestos.

Photographs of Areas Sampled - Cont

Item 17 – Ref: KX001929



The damp proof course to the toilets (External E/005) does not contain asbestos.

Item 18 - Ref: KX001937



The door seal/gasket to the toilets (External E/005) does not contain asbestos.

Item 19 - Ref: KX001934



The floor tile grey and blue in the outhouse (External E/006) contains asbestos.

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

Photographs of Areas Sampled – Cont



Item 20 – Ref: KX001935

The under sink mat in the outhouse (External E/006) does not contain asbestos.



Item 21 - Ref: KX001936

The wall coating from around the door and lintel in the outhouse (External E/006) contains asbestos.

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



Item 21 - Ref: KX001936

The floor covering beneath the laminate in the Utility /room (G/001) does not contain asbestos.

Photographs of Areas Sampled - Cont

Toilet Block



Item 8 - Ref: BB005402

The roof felt to the external of the toilet block does not contain asbestos.



There was no access to the toilet block internally as it is boarded up.

South Lodge - Do not use – please refer to Care and Support register for further information



Item 9 - Ref: FC001319

The sink pad to the kitchen (Room 4) does not contain asbestos.

Photographs of Areas Sampled - Cont



Item 10 - Presumed

The soffits to the external are presumed to contain asbestos.

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



There was no access to the North East Lodge as it is tenanted and is for domestic use.



There was no access to the South West Lodge as it is tenanted and is for domestic use.

Southwick Cemetery

Five 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 the site specific emergency procedures in the Asbestos Management Plan. 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 0191 561 2712 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.

Southwick Cemetery

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>		
<i>Item 2</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 3</i>	<i>No asbestos</i>	<i>Is present</i>		
Item 4	East Lodge - Shed Walls remains surrounding door (Room 1)	Low	6 monthly	08/02/2025
Item 5	East Lodge – Shed –Ceiling Room1	Low	6 monthly	Removed 2021
Item 6	East Lodge – Shed Flooring – Room1	Low	6 monthly	08/02/2025
Item 7	East Lodge – Undercloaking	Very Low	12 monthly	08/08/2025
<i>Item 8</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 9</i>	<i>No asbestos</i>	<i>Is present</i>		
Item 10	South Lodge – Soffits	Very Low	Please refer to Care and Support register for further information	
<i>Item 11</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 12</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 13</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 14</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 15</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 16</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 17</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 18</i>	<i>No asbestos</i>	<i>Is present</i>		
Item 19	Floor tile grey and blue (Outhouse E/006)	Very Low Risk	12 monthly	02/08/2025
<i>Item 20</i>	<i>No asbestos</i>	<i>Is present</i>		
Item 21	Wall coating from around door and lintel (Outhouse E/006)	Low Risk	6 monthly	02/02/2025
<i>Item 22</i>	<i>No asbestos</i>	<i>Is present</i>		

Form 2

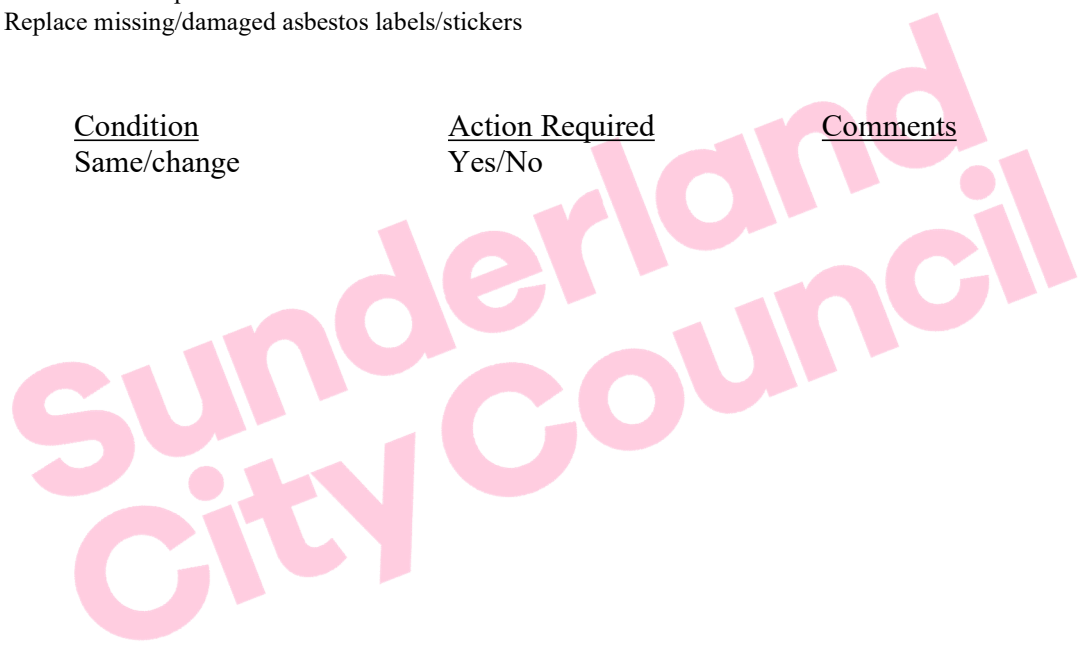
Periodic Return

Premises	
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

Ref: Condition Action Required Comments
 Same/change Yes/No



For Office Use Only

Actions Required	
Actions Completed	
Alterations to Register	

Southwick Cemetery