

Foreward

ASBESTOS SURVEY REPORT FOR MERE KNOLLS CEMETERY, TORVER CRESCENT, 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 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

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*Control of Asbestos
Regulations 2012*

Asbestos Register for MERE KNOLLS CEMETERY, SUNDERLAND



UPRN: - J549101

Location of register:-

Premises Manager / Samo: - Tenant

Date: 20 November 2024

Contact Numbers List: -

Caroline Bage Asbestos Manager – 07557 938966

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Plan of Building and Samples Location

East Lodge

No access to the Lodge was granted by tenant at time of survey – this has now been purchased by the tenant and is a private property.

Garages

Garage 1 - accessed no suspect materials found

Garage 2 - accessed no suspect materials found

Garage 3 - accessed no suspect materials found

BB005403 – Roof Felt (Garage3) (Item 1) – No Risk

Greenhouses

Greenhouses have been demolished – concrete base remains

North Chapel of Rest

No access to the premises due to unsound structure.

Potting Sheds – Demolished April 2015

BB005404 – Ceiling panels (Room2) (Item 2) – Removed April 2015

BB005405 – Insulations debris (Room 2) (Item 3) – Removed April 2015

BB005406 – Bench top (Room 2) (Item 4) – Removed April 2015

BB005407 – Roof felt (External) (Item 5) – Removed April 2015

South Chapel of Rest

23-61648-1 – Ceiling Tiles (Church Hall/Area 1) (Item 11) – No Risk

VA006307 – Alcove to wall insulation board (Church Hall) (Item 12) – Very Low Risk

South West Lodge – This is now the responsibility of the tenant

CB008695 – Textured coating (Room 3) (Item 6) - No Risk

CB008696 – Sink pad (Room 4) (Item 7) – Removed April 2021

CB008698 – Cement Ceiling (Garage) (Item 8) –Demolished October 2015

CB008699 – Cement walls (Garage) (Item 9) – Demolished October 2015

CB008697 – Window putty (External) (Item 10) – No Risk

Stores and Mess Room

Accessed and no suspect materials found.

West Lodge

AW005797 – Floor covering (Porch G/001) (Item 13) – Very Low Risk

AW005798 – Floor covering lower layer (Kitchen G/011) (Item 14) – No Risk

AW005799 – Under sink mat (Kitchen G/011) (Item 15) – Very Low Risk

AW005780 – Floor covering (Store Cupboard G/013) (Item 16) – No Risk

Presumed – Toilet Cisterns (Toilet G/015) (Item 17) – Very Low Risk

AW005801 – Floor covering (Office G/018) (Item 18) – No Risk

Presumed – Wrap to electrical mains incomer (Office G/018) (Item 19) – Very Low Risk

Presumed – Roof repair tiles (External E/001) (Item 20) – Very Low Risk

AW005803 – Window putty seal to timber windows (External E/001) (Item 21) – No Risk

AW005804 – Window frame sealant (External E/001) (Item 22) – No Risk

AW005802 - Damp proof course (Outhouse/Shed E/004) (Item 23) – No Risk

AW006135 – Chimney breast internal soffit (Living Room/Lounge G/006) (Item 24) – Removed November 2024

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.

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Photographs of Areas Sampled

East Lodge



No access to the Lodge was granted by tenant at time of survey. This has since been purchased and is now a private property.

Garages



Garage 1 (Room 1) was accessed and no suspect materials were found.



Garage 2 (Room 2) was accessed and no suspect materials were found.

Photographs of Areas Sampled (Cont)



Garage 3 (Room 3) was accessed and no suspect materials were found.



Item 1 – BB005403

The roof felt to garage 3 (Room 3) does not contain asbestos.

Greenhouses



The greenhouses have been demolished, the concrete plinth remains.

Photographs of Areas Sampled (Cont)

North Chapel of Rest



The North Chapel of Rest could not be entered due to the unsound structure of the building. Further investigation should be carried out prior to entering.

Potting Sheds – Demolished April 2016



Item 2 – BB005404

The broken ceiling and upstanding panels in room 2 did not contain asbestos.

These sheds were demolished in April 2016.

Photographs of Areas Sampled (Cont)



Item 3 – BB005405

The insulating board debris to all surfaces in room 2 did not contain asbestos.

These potting sheds were demolished in April 2015.



Item 4 Ref: BB005406

The bench top to room 2 contained asbestos.

The sheds were demolished in April 2015.



Item 5 Ref: BB005407

The roof felt to the potting sheds did not contain asbestos.

These potting sheds were demolished in April 2015.

Photographs of Areas Sampled (Cont)

South Chapel of Rest



The chapel of rest was accessed and no suspect materials were found. However room 4, (Entrance 2) could not be accessed, therefore investigation should take place prior to entering.

Item 11 Ref: 23-61648-1



The ceiling tiles in the Church Hall (Area 1) does not contain asbestos.

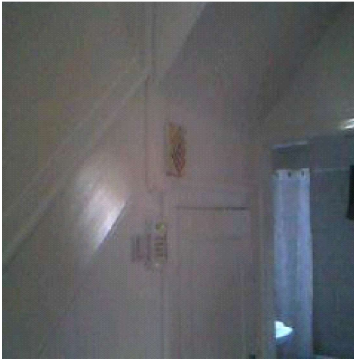
Item 12 Ref: VA006307



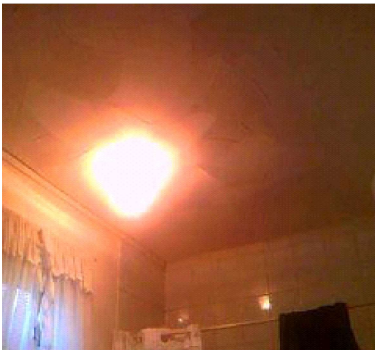
The alcove to wall insulation board in the Church Hall does contain asbestos.

Any change in appearance should be reported to Property Services.

South West Lodge – This is now the responsibility of the tenant



The hall (Room 1) was accessed and no suspect materials were found.



Item 6 Ref:CB008695

The textured coating to the ceiling in the bathroom (Room 3) does not contain asbestos.



Item 7 Ref:CB008696

The sink pads to the drainer in the kitchen (Room 4) contain asbestos.

Removed April 2021

Photographs of Areas Sampled (Cont)



The rear porch (Room 5) was accessed and no suspect materials were found.



The living room (Room 6) was accessed and no suspect materials were found.



The porch (Room 7) was accessed and no suspect materials were found.

Photographs of Areas Sampled (Cont)



Item 8 Ref:CB008698

The cement ceiling to the garage (Room 8) contained asbestos.

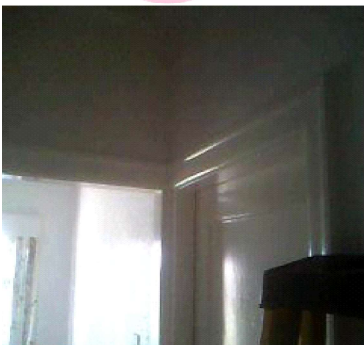
This was demolished in October 2015.



Item 9 Ref:CB008699

The cement walls to the garage (Room 8) contained asbestos.

This was demolished in October 2015.



The 1st floor landing (Room 1) was accessed and no suspect materials were found.

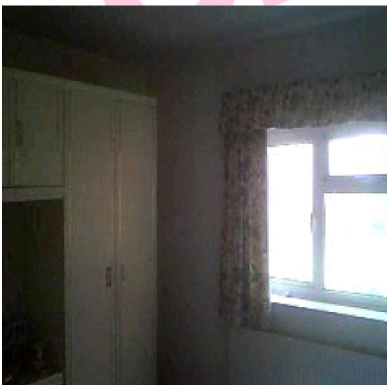
Photographs of Areas Sampled (Cont)



The 1st floor Bedroom 1 (Room 2) was accessed and no suspect materials were found.

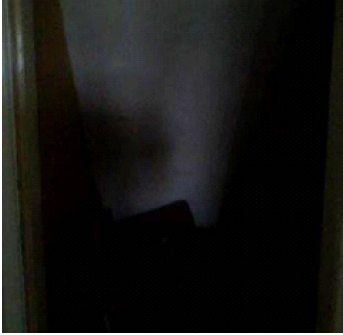


The 1st floor Bedroom 2 (Room 3) was accessed and no suspect materials were found.



The 1st floor Bedroom 3 (Room 4) was accessed and no suspect materials were found.

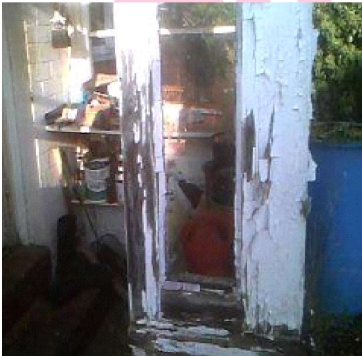
Photographs of Areas Sampled (Cont)



The 1st floor store room (Room 5) was accessed and no suspect materials were found.



The roof void was accessed and no suspect materials were found.



Item 10 Ref:CB008699

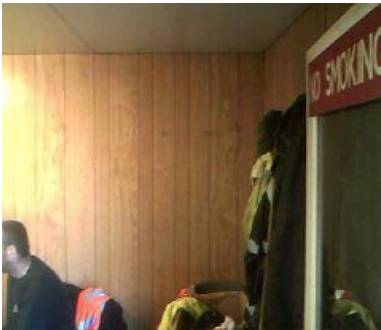
The window putty to the external of the building does not contain asbestos.

Photographs of Areas Sampled (Cont)

Stores and Mess Room

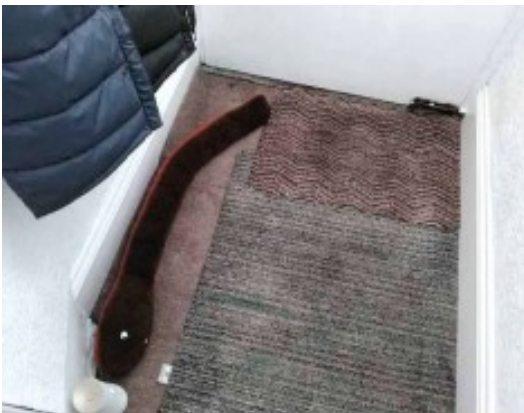


The stores (Room1) was accessed and no suspect materials were found.



The mess room (Room 2) was accessed and no suspect materials were found.

West Lodge



Item 13 Ref: AW005797

The floor covering in the Porch (Room G/001) does contain asbestos.

Any change in appearance should be reported to Property Services.

Photographs of Areas Sampled (Cont)



Item 14 Ref: AW005798

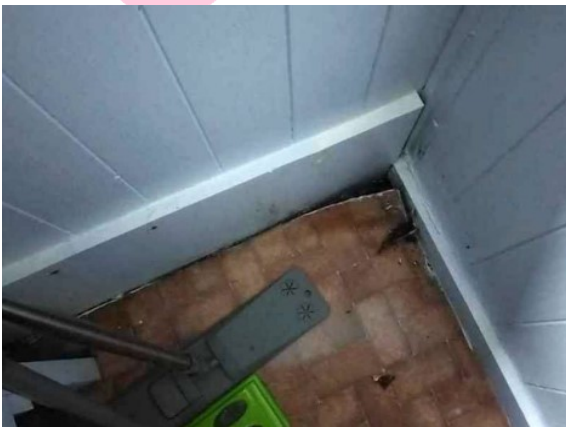
The floor covering lower layer in the Kitchen (Room G/011) does not contain asbestos.



Item 15 Ref: AW005799

The under sink mat in the Kitchen (Room G/011) does contain asbestos.

Any change in appearance should be reported to Property Services.



Item 16 Ref: AW005780

The floor covering in the Store Cupboard (Room G/013) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 17 Ref: Presumed

The toilet cistern in the toilet (Room G/015) does contain asbestos.

Any change in appearance should be reported to Property Services.



Item 18 Ref: AW005801

The floor covering in the Office (Room G/018) does not contain asbestos.



Item 19 Ref: Presumed

The wrap to electrical mains incomer in the Office (G/018) is presumed to contain asbestos.

Any change in appearance should be reported to Property Services.

Photographs of Areas Sampled (Cont)



Item 20 Ref: Presumed

The roof repair tiles External (E/001) is presumed to contain asbestos.

Any change in appearance should be reported to Property Services.

Item 21 Ref: AW005803



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



Item 22 Ref: AW005804

The window frame sealant (External E/001) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 23 Ref: AW005802

The damp proof course to the outhouse (E/004) does not contain asbestos.



Item 24 Ref: AW006135

The chimney breast (internal soffit) in the Lounge/Living room G/006 contains asbestos.

Removed November 2024

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 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.

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>		
<i>Item 4</i>	<i>Bench top to potting sheds</i>	<i>Very Low</i>	<i>Demolished</i>	<i>April 2015</i>
<i>Item 5</i>	<i>No asbestos</i>	<i>Is present</i>		
South West Lodge – This is now the responsibility of the tenant				
<i>Item 6</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 7</i>	<i>Sink pads – Kitchen</i>	<i>Very Low</i>	<i>12 monthly</i>	<i>Removed April 2021</i>
<i>Item 8</i>	<i>South West lodge Garage - Cement ceiling</i>	<i>Very Low</i>		<i>Demolished October 2015</i>
<i>Item 9</i>	<i>South West Lodge garage - Cement walls</i>	<i>Very Low</i>		<i>Demolished October 2015</i>
<i>Item 10</i>	<i>No asbestos</i>	<i>Is present</i>		
South Chapel				
<i>Item 11</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 12</i>	<i>Alcove to wall insulation board (Church Hall)</i>	<i>Very Low Risk</i>	<i>12 monthly</i>	<i>16/01/2024</i>
West Lodge				
<i>Item 13</i>	<i>Floor covering (Porch G/001)</i>	<i>Very Low Risk</i>	<i>12 monthly</i>	<i>16/01/2025</i>
<i>Item 14</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 15</i>	<i>Under sink mat (Kitchen G/011)</i>	<i>Very Low Risk</i>	<i>12 monthly</i>	<i>16/01/2025</i>
<i>Item 16</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 17</i>	<i>Toilet Cisterns (Toilet G/015)</i>	<i>Very Low Risk</i>	<i>12 monthly</i>	<i>16/01/2025</i>
<i>Item 18</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 19</i>	<i>Wrap to</i>	<i>Very Low</i>	<i>12 monthly</i>	<i>16/01/2025</i>

	electrical mains incomer (Office G/018)	Risk		
Item 20	Roof repair tiles (External E/001)	Very Low Risk	12 monthly	16/01/2025
<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>Chimney Breast - Internal Soffit (Lounge G/006)</i>	<i>Low Risk</i>	<i>6 monthly</i>	<i>Removed November 2024</i>

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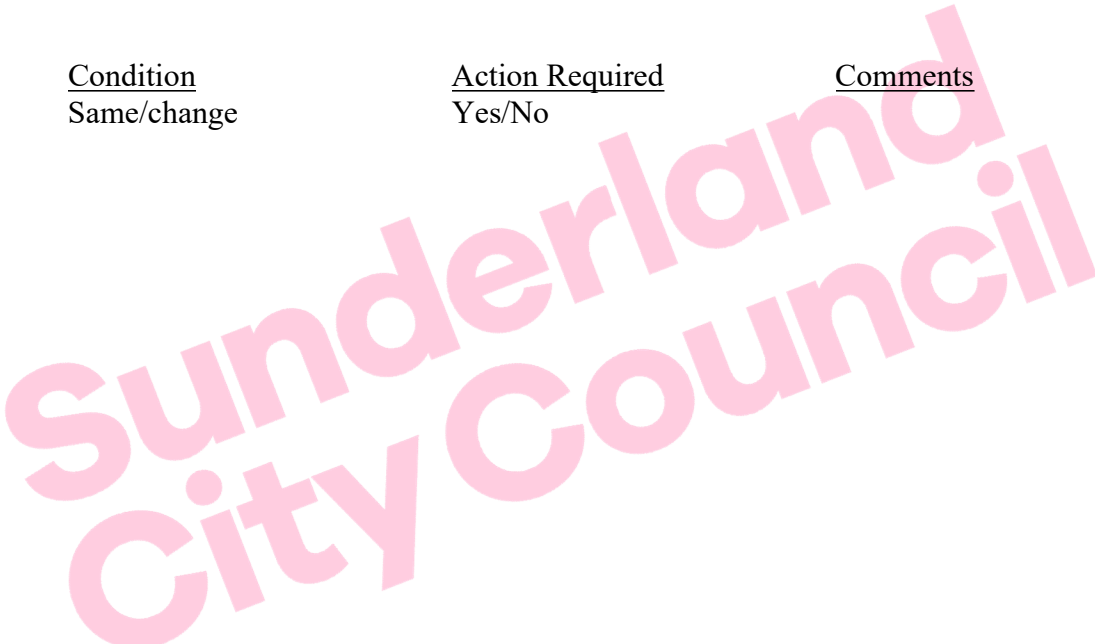
Periodic Return

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	