

## **Foreward**

ASBESTOS SURVEY REPORT FOR PRUDHOE WEST ACADEMY, WEST ROAD, PRUDHOE, NORTHUMBERLAND, NE42 6HR

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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# Sunderland City Council

*Control of Asbestos  
Regulations 2012*

## **Asbestos Register for Prudhoe West Academy**



**UPRN: - J236083**

**TF Ref:**

**Location of register:-**

**Premises Manager / Samo: - Tenant**

**Date: 17 January 2025**

**Contact Numbers List: -**

**Caroline Bage Asbestos Manager – 07557 938966**

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## Plan of Building and Samples Location

Item No.	Sample Ref.	Area Sampled	Location Name	Inspection Frequency
1	NG002188	Debris/Residue to walls	Boiler Room Z/002	No Risk
2	NG002189	Pipework Gaskets	Boiler Room Z/002	No Risk
3	NG002191	Debris/Residue to walls	Boiler Room Z/003	No Risk
4	NG002192	Debris to floor	Boiler Room Z/003	No Risk
5	NG002194	Debris/Residue to nail holes on studwork	Boiler Room Z/003	Medium Risk – inspect every 3 months
6	NG002193	Pipework Gaskets	Plant Room Z/004	Low Risk - inspect every 6 months
7	As NG002176	Floor covering	Corridor G/028	Low Risk - inspect every 6 months
8	As NG002176	Floor covering beneath screed	Classroom G/029	Low Risk - inspect every 6 months
9	NG002174	Wall skirting	Entrance Hall/Foyer/Lobby G/030	No Risk
10	NG002176	Floor covering	Entrance Hall/Foyer/Lobby G/030	Low Risk - inspect every 6 months
11	NG002177	Floor tile with adhesive (Blue and Grey 9")	Entrance Hall/Foyer/Lobby G/030	Low Risk - inspect every 6 months
12	NG002175	Floor covering	Classroom G/036	No Risk
13	NG002178	Floor tile (with adhesive)	Cupboard G/038	Low Risk - inspect every 6 months
14	Presumed	Flue Pipe	Classroom Reception G/039	Very Low Risk - inspect every 12 months
15	NG002180	Floor covering	Classroom Reception G/039	No Risk
16	As NG002180	Floor covering	Classroom G/040	No Risk
17	NG002179	Pipework	Toilets G/041	No Risk
18	NG002181	Floor covering beneath screed and carpet	Entrance Hall/Foyer/Lobby G/045	Low Risk - inspect every 6 months
19	As NG002181	Floor covering beneath screed and lino	Store Room G/046	Low Risk - inspect every 6 months
20	As NG002181	Floor covering beneath screed and carpet	Room Small G/047	Very Low Risk - inspect every 12 months
21	As NG002181	Floor covering beneath screed and carpet	Hallway/Passageway G/048	Low Risk - inspect every 6 months
22	As NG002181	Floor covering beneath screed and carpet	Library G/049	Low Risk - inspect every 6 months
23	NG002182	Floor tile with	Library G/049	Low Risk - inspect

		adhesive cream red and blue		every 6 months
24	NG002183	Floor covering	Tank Room G/051	Very Low Risk - inspect every 12 months
25	Presumed	Toilet Cistern	Male Toilets G/052	Very Low Risk - inspect every 12 months
26	NG002185	Floor covering	Male Toilet G/052	Very Low Risk - inspect every 12 months
27	As NG002185	Floor covering	Entrance Hall/Foyer/Lobby G/053	Very Low Risk - inspect every 12 months
28	Presumed	Toilet Cistern	Female Toilets G/054	Very Low Risk - inspect every 12 months
29	As NG002185	Floor covering	Female Toilet G/054	Very Low Risk - inspect every 12 months
30	As NG002185	Floor covering	Gender Neutral Toilet G/059	Very Low Risk - inspect every 12 months
31	NG002186	Floor tile with adhesive (Brown and Grey)	Store Room G/060	No Risk
32	NG002187	Floor covering beneath floor tiles	Store Room G/060	Very Low Risk - inspect every 12 months
33	NG002190	Window Putty Seal	External E/001	No Risk
34	NZ001555	Roof lining	Loft Space R/001	No Risk
35	NZ001556	Roof lining	Loft Space R/001	No Risk
36	TL000481	Debris/Residue to wall	Boiler Room Z1/001	No Risk
37	TL000482	Debris/Residue to wall	Boiler Room Z1/001	No 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

1	NG002188	Debris/Residue to walls	Boiler Room Z/002	No Risk
				
2	NG002189	Pipework Gaskets	Boiler Room Z/002	No Risk
				
3	NG002191	Debris/Residue to walls	Boiler Room Z/003	No Risk
				




**Photographs of Areas Sampled (cont.)**

4	NG002192	Debris to floor	Boiler Room Z/003	No Risk
				
		5	NG002194	
				
		6	NG002193	
				

**Photographs of Areas Sampled (cont.)**

7	As NG002176	Floor covering	Corridor G/028	Low Risk - inspect every 6 months
				
8	As NG002176	Floor covering beneath screed	Classroom G/029	Low Risk - inspect every 6 months
				
9	NG002174	Wall skirting	Entrance Hall/Foyer/Lobby G/030	No Risk
				




**Photographs of Areas Sampled (cont.)**

10	NG002176	Floor covering	Entrance Hall/Foyer/Lobby G/034	Low Risk - inspect every 6 months
				
11	NG002177	Floor tile with adhesive (Blue and Grey 9")	Entrance Hall/Foyer/Lobby G/034	Low Risk - inspect every 6 months
				
12	NG002175	Floor covering	Classroom G/036	No Risk
				

**Photographs of Areas Sampled (cont.)**

13	NG002178	Floor tile (with adhesive)	Cupboard G/038	Low Risk - inspect every 6 months
				
14	Presumed	Flue Pipe	Classroom Reception G/039	Very Low Risk - inspect every 12 months
				
15	NG002180	Floor covering	Classroom Reception G/039	No Risk
				

**Photographs of Areas Sampled (cont.)**

16	As NG002180	Floor covering	Classroom G/040	No Risk
				
17	NG002179	Pipework	Toilets G/041	No Risk
				
18	NG002181	Floor covering beneath screed and carpet	Entrance Hall/Foyer/Lobby G/045	Low Risk - inspect every 6 months
				

**Photographs of Areas Sampled (cont.)**

19	As NG002181	Floor covering beneath screed and lino	Store Room G/046	Low Risk - inspect every 6 months
				
20	As NG002181	Floor covering beneath screed and carpet	Room Small G/047	Very Low Risk - inspect every 12 months
				
21	As NG002181	Floor covering beneath screed and carpet	Hallway/Passageway G/048	Low Risk - inspect every 6 months
				

**Photographs of Areas Sampled (cont.)**

22	As NG002181	Floor covering beneath screed and carpet	Library G/049	Low Risk - inspect every 6 months
				
23	NG002182	Floor tile with adhesive cream red and blue	Library G/049	Low Risk - inspect every 6 months
				
24	NG002183	Floor covering	Tank Room G/051	Very Low Risk - inspect every 12 months
				

**Photographs of Areas Sampled (cont.)**

25	Presumed	Toilet Cistern	Male Toilets G/052	Very Low Risk - inspect every 12 months
				
26	NG002185	Floor covering	Male Toilet G/052	Very Low Risk - inspect every 12 months
				
27	As NG002185	Floor covering	Entrance Hall/Foyer/Lobby G/053	Very Low Risk - inspect every 12 months
				



**Photographs of Areas Sampled (cont.)**

28	Presumed	Toilet Cistern	Female Toilets G/054	Very Low Risk - inspect every 12 months
				
29	As NG002185	Floor covering	Female Toilet G/054	Very Low Risk - inspect every 12 months
				
30	As NG002185	Floor covering	Gender Neutral Toilet G/059	Very Low Risk - inspect every 12 months
				

**Photographs of Areas Sampled (cont.)**

31	NG002186	Floor tile with adhesive (Brown and Grey)	Store Room G/060	No Risk
				
32	NG002187	Floor covering beneath floor tiles	Store Room G/060	Very Low Risk - inspect every 12 months
				
33	NG002190	Window Putty Seal	External E/001	No Risk
				

**Photographs of Areas Sampled (cont.)**

34	NZ001555	Roof lining	Loft Space R/001	No Risk
				
35	NZ001556	Roof lining	Loft Space R/001	No Risk
				
36	TL000481	Debris/Residue to wall	Boiler Room Z1/001	No Risk
				

**Photographs of Areas Sampled (cont.)**

37	TL000482	Debris/Residue to wall	Boiler Room Z1/001	No Risk
				

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## 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.

## INSPECTION SCHEDULE

## FORM 2

Item No.	Area Sampled	Location Name	Inspection Frequency	Date of Return	Condition Same/change	Action Required Y/N	Comments
1	NG002188	Debris/Residue to walls	Boiler Room Z/002	N/A			
2	NG002189	Pipework Gaskets	Boiler Room Z/002	N/A			
3	NG002191	Debris/Residue to walls	Boiler Room Z/003	N/A			
4	NG002192	Debris to floor	Boiler Room Z/003	N/A			
5	NG002194	Debris/Residue to nail holes on studwork	Boiler Room Z/003	2/7/2024			Advised environmental clean to boiler room
6	NG002193	Pipework Gaskets	Plant Room Z/004	2/10/2024			
7	As NG002176	Floor covering	Corridor G/028	2/10/2024			
8	As NG002176	Floor covering beneath scree	Classroom G/029	2/10/2024			
9	NG002174	Wall skirting	Entrance Hall/Foyer/Lobby G/030	N/A			
10	NG002176	Floor covering	Entrance Hall/Foyer/Lobby G/030	2/10/2024			
11	NG002177	Floor tile with adhesive (Blue and Grey 9")	Entrance Hall/Foyer/Lobby G/030	2/10/2024			
12	NG002175	Floor covering	Classroom G/036	N/A			
13	NG002178	Floor tile (with adhesive)	Cupboard G/038	2/10/2024			
14	Presumed	Flue Pipe	Classroom Reception G/039	2/4/2025			
15	NG002180	Floor covering	Classroom Reception G/039	N/A			
16	As NG002180	Floor covering	Classroom G/040	N/A			
17	NG002179	Pipework	Toilets G/041	N/A			
18	NG002181	Floor covering beneath screed and carpet	Entrance Hall/Foyer/Lobby G/045	2/10/2024			
19	As NG002181	Floor covering beneath	Store Room G/046	2/10/2024			



		screed and lino					
20	As NG002181	Floor covering beneath screed and carpet	Room Small G/047	2/4/2025			
21	As NG002181	Floor covering beneath screed and carpet	Hallway/Passageway G/048	2/10/2024			
22	As NG002181	Floor covering beneath screed and carpet	Library G/049	2/10/2024			
23	NG002182	Floor tile with adhesive cream red and blue	Library G/049	2/10/2024			
24	NG002183	Floor covering	Tank Room G/051	2/4/2025			
25	Presumed	Toilet Cistern	Male Toilets G/052	2/4/2025			
26	NG002185	Floor covering	Male Toilet G/052	2/4/2025			
27	As NG002185	Floor covering	Entrance Hall/Foyer/Lobby G/053	2/4/2025			
28	Presumed	Toilet Cistern	Female Toilets G/054	2/4/2025			
29	As NG002185	Floor covering	Female Toilet G/054	2/4/2025			
30	As NG002185	Floor covering	Gender Neutral Toilet G/059	2/4/2025			
31	NG002186	Floor tile with adhesive (Brown and Grey)	Store Room G/060	N/A			
32	NG002187	Floor covering beneath floor tiles	Store Room G/060	2/4/2025			
33	NG002190	Window Putty Seal	External E/001	N/A			
34	Roof lining	Loft Space R/001	No Risk	N/A			
35	Roof lining	Loft Space R/001	No Risk	N/A			
36	Debris/Residue to wall	Boiler Room Z1/001	No Risk	N/A			
37	Debris/Residue to wall	Boiler Room Z1/001	No Risk	N/A			

**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 the last inspection
- Replace missing/damaged asbestos labels/stickers

**Comments:**

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School/Site:	
Date of inspection:	
Inspected by (signature):	
Print Name:	

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