

## **Foreward**

ASBESTOS SURVEY REPORT FOR HART PRIMARY SCHOOL, HART VILLAGE, HARTLEPOOL, TS27 3AP

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

Sunderland  
City Council

# Sunderland City Council

*Control of Asbestos  
Regulations 2012*

## **Asbestos Register for Hart Primary School**



**UPRN: - J257683**

**TF Ref:**

**Location of register:-**

**Premises Manager / Samo: - Tenant**

**Date: 02 September 2024**

**Contact Numbers List: -**

**Caroline Bage Asbestos Manager – 07557 938966**

Hart Primary School Last updated 02/09/2024 V.2.0

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## Plan of Building and Samples Location

Item No.	Sample Ref.	Area Sampled	Location Name	Inspection Frequency
1	NZ001838	Floor tile with adhesive within alcoves presumed to be old cupboards	Classroom G/009	Very Low Risk – 12 monthly
2	NZ001839	Ceiling coating	Classroom G/009	Very Low Risk – 12 monthly
3	As NZ001839	Ceiling coating	Toilets G/010	Very Low Risk – 12 monthly
4	NZ001840	Ceiling coating above plaster skim	Classroom G/013	No Risk
5	As NZ001840	Ceiling coating above plaster skim	Kitchen G/014	No Risk
6	NZ001841	Floor tile with adhesive	Cleaners Cupboard G/015	Very Low Risk – 12 monthly
7	NZ001842	Ceiling coating	Cleaners Cupboard G/015	Very Low Risk – 12 monthly
8	As NZ001841	Floor tile with adhesive	Store Room G/016	Very Low Risk – 12 monthly
9	As NZ001842	Ceiling coating	Store Room G/016	Very Low Risk – 12 monthly
10	As NZ001842	Ceiling coating within hallway between classroom and store rooms	Library G/017	Very Low Risk – 12 monthly
11	As NZ001842	Ceiling coating to ceiling above tiles main classroom only	Classroom G/018	Very Low Risk – 12 monthly
12	As NZ001842	Ceiling coating	Classroom G/021	Very Low Risk – 12 monthly
13	As NZ001842	Ceiling coating	Office G/023	Very Low Risk – 12 monthly
14	NZ001843	Ceiling coating	Cupboard Store G/024	Very Low Risk – 12 monthly
15	As NZ001843	Ceiling coating above plaster skim	Toilets Male G/025	Very Low Risk – 12 monthly
16	As NZ001843	Ceiling coating above plaster skim	Toilets Female G/026	Very Low Risk – 12 monthly
17	As NZ001843	Ceiling coating	Cupboard Store G/027	Very Low Risk – 12 monthly
18	As NZ001843	Ceiling coating	Meeting Room G/029	Very Low Risk – 12 monthly
19	As NZ001843	Ceiling coating	Classroom G/030	Very Low Risk – 12 monthly
20	As NZ001843	Ceiling coating	Meeting Room G/036	Very Low Risk – 12 monthly
21	NZ001844	Under sink mat	Kitchen G/037	No Risk
22	As NZ001841	Floor tile with adhesive	Office Kitchen G/038	Very Low Risk – 12 monthly
23	As NZ001842	Ceiling coating	Office Kitchen G/038	Very Low Risk – 12 monthly
24	As	Ceiling coating	Hallway/Passageway	Very Low Risk – 12

	NZ001843		G/040	monthly
25	NZ001845	Ductwork joints red	Roof void R/004 (Loft space access above toilet G/026)	No Risk
26	As NZ001845	Ductwork joints red	Roof void R/005 (Loft space access above sensory room G/012)	No Risk
27	NZ001846	Flue pipe top section of flue from sensory room	Roof void R/005 (Loft space access above sensory room G/012)	Very Low Risk – 12 monthly
28	NZ001847	Undercloak to entrance and entrance canopy	External E/001	No Risk
29	NZ001848	Roof lining to entrance canopy	External E/001	No Risk
30	NZ001849	Window putty/seal to frame wall door and windows	External E/001	No Risk
31	NZ001850	Pipework insulation to rear wall painted green	External Boiler Room E/004	No Risk
32	NZ001851	Pipework insulation to left hand wall painted green	External Boiler Room E/004	No Risk
33	NZ001852	Debris/residue to left and rear walls	External Boiler Room E/004	No Risk
34	NZ001853	Debris/residue to floor	External Boiler Room E/004	No Risk
35	NZ001854	Pipework Gasket	External Boiler Room E/004	Very Low Risk – 12 monthly
36	NZ001855	Ceiling	External Gas Inlet Room E/005	No Risk


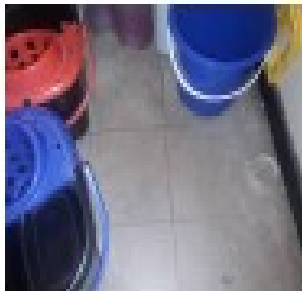
**Please note the survey carried out was non-intrusive and any areas not listed above may not have been accessed or had samples taken, should major refurbishment be planned for the property, further investigation will be required.**

**Photographs of Areas Sampled**


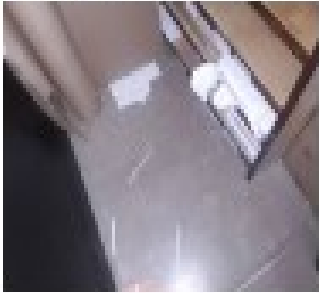
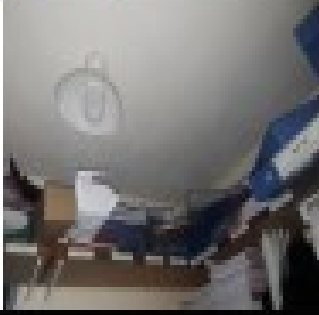
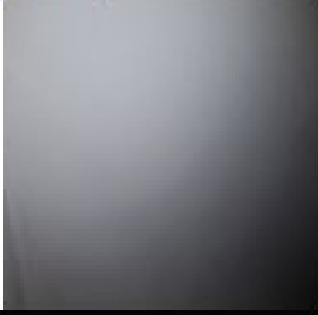
1	NZ001838	Floor tile with adhesive within alcoves presumed to be old cupboards	Classroom G/009	Very Low Risk – 12 monthly
				
2	NZ001839	Ceiling coating	Classroom G/009	Very Low Risk – 12 monthly
<p><b>Photo 1: Wide Angle</b></p> 		<p><b>Photo 2: Close-up</b></p> 		
3	As NZ001839	Ceiling coating	Toilets G/010	Very Low Risk – 12 monthly
<p><b>Photo 1: Wide Angle</b></p> 		<p><b>Photo 2: Close-up</b></p> 		



**Photographs of Areas Sampled**

4	NZ001840	Ceiling coating above plaster skim	Classroom G/013	No Risk
				
5	As NZ001840	Ceiling coating above plaster skim	Kitchen G/014	No Risk
				
6	NZ001841	Floor tile with adhesive	Cleaners Cupboard G/015	Very Low Risk – 12 monthly
		<b>Photo 1: Wide Angle</b>	<b>Photo 2: Close-up</b>	
				

## Photographs of Areas Sampled

7	NZ001842	Ceiling coating	Cleaners Cupboard G/015	Very Low Risk – 12 monthly
<b>Photo 1: Wide Angle</b>		<b>Photo 2: Close-up</b>		
				
8	As NZ001841	Floor tile with adhesive	Store Room G/016	Very Low Risk – 12 monthly
<b>Photo 1: Wide Angle</b>		<b>Photo 2: Close-up</b>		
				
9	As NZ001842	Ceiling coating	Store Room G/016	Very Low Risk – 12 monthly
<b>Photo 1: Wide Angle</b>		<b>Photo 2: Close-up</b>		
				

**Photographs of Areas Sampled**

10	As NZ001842	Ceiling coating within hallway between classroom and store rooms	Library G/017	Very Low Risk – 12 monthly
		<b>Photo 1: Wide Angle</b>	<b>Photo 2: Close-up</b>	
				
11	As NZ001842	Ceiling coating to ceiling above tiles main classroom only	Classroom G/018	Very Low Risk – 12 monthly
		<b>Photo 1: Wide Angle</b>	<b>Photo 2: Close-up</b>	
				
12	As NZ001842	Ceiling coating	Classroom G/021	Very Low Risk – 12 monthly
		<b>Photo 1: Wide Angle</b>	<b>Photo 2: Close-up</b>	
				

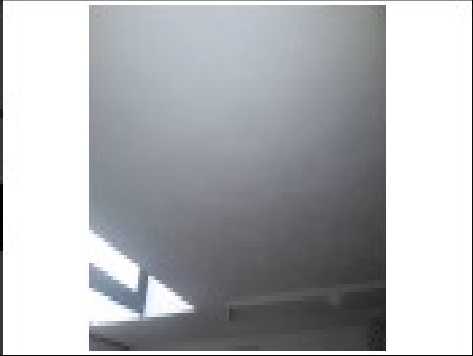

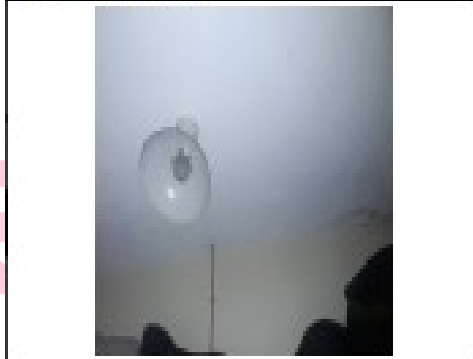
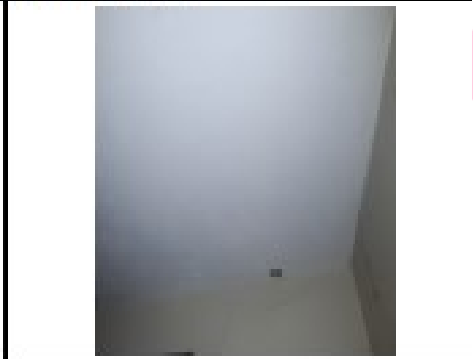

**Photographs of Areas Sampled**

13	As NZ001842	Ceiling coating	Office G/023	Very Low Risk – 12 monthly
Photo 1: Wide Angle		Photo 2: Close-up		
				
14	NZ001843	Ceiling coating	Cupboard Store G/024	Very Low Risk – 12 monthly
Photo 1: Wide Angle		Photo 2: Close-up		
				
15	As NZ001843	Ceiling coating above plaster skim	Toilets Male G/025	Very Low Risk – 12 monthly
Photo 1: Wide Angle		Photo 2: Close-up		
				

## Photographs of Areas Sampled

16	As NZ001843	Ceiling coating above plaster skim	Toilets Female G/026	Very Low Risk – 12 monthly
	<b>Photo 1: Wide Angle</b>		<b>Photo 2: Close-up</b>	
				
17	As NZ001843	Ceiling coating	Cupboard Store G/027	Very Low Risk – 12 monthly
	<b>Photo 1: Wide Angle</b>		<b>Photo 2: Close-up</b>	
				
18	As NZ001843	Ceiling coating	Meeting Room G/029	Very Low Risk – 12 monthly
	<b>Photo 1: Wide Angle</b>		<b>Photo 2: Close-up</b>	
				




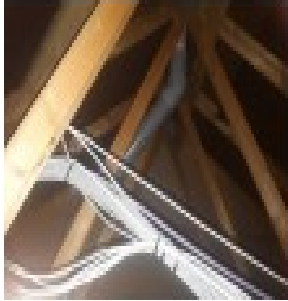

**Photographs of Areas Sampled**

19	As NZ001843	Ceiling coating	Classroom G/030	Very Low Risk – 12 monthly
Photo 1: Wide Angle		Photo 2: Close-up		
				
20	As NZ001843	Ceiling coating	Meeting Room G/036	Very Low Risk – 12 monthly
Photo 1: Wide Angle		Photo 2: Close-up		
				
21	NZ001844	Under sink mat	Kitchen G/037	No Risk
				

**Photographs of Areas Sampled**

22	As NZ001841	Floor tile with adhesive	Office Kitchen G/038	Very Low Risk – 12 monthly
Photo 1: Wide Angle		Photo 2: Close-up		
				
23	As NZ001842	Ceiling coating	Office Kitchen G/038	Very Low Risk – 12 monthly
Photo 1: Wide Angle		Photo 2: Close-up		
				
24	As NZ001843	Ceiling coating	Hallway/Passageway G/040	Very Low Risk – 12 monthly
Photo 1: Wide Angle		Photo 2: Close-up		
				

**Photographs of Areas Sampled**




25	NZ001845	Ductwork joints red	Roof void R/004 (Loft space access above toilet G/026)	No Risk
				
26	As NZ001845	Ductwork joints red	Roof void R/005 (Loft space access above sensory room G/012)	No Risk
				
27	 NZ001846	Flue pipe top section of flue from sensory room	Roof void R/005 (Loft space access above sensory room G/012)	Very Low Risk – 12 monthly
<b>Photo 1: Wide Angle</b>			<b>Photo 2: Close-up</b>	
				




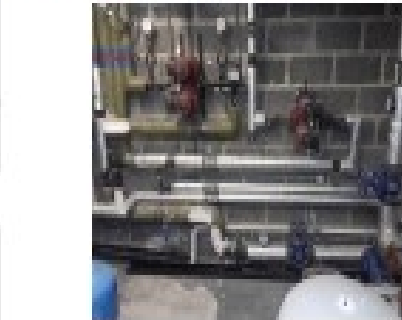


**Photographs of Areas Sampled**

28	NZ001847	Undercloak to entrance and entrance canopy	External E/001	No Risk
				
29	NZ001848	Roof lining to entrance canopy	External E/001	No Risk
				
30	NZ001849	Window putty/seal to frame wall door and windows	External E/001	No Risk
				

## Photographs of Areas Sampled

31	NZ001850	Pipework insulation to rear wall painted green	External Boiler Room E/004	No Risk
				
32	NZ001851	Pipework insulation to left hand wall painted green	External Boiler Room E/004	No Risk
				
33	NZ001852	Debris/residue to left and rear walls	External Boiler Room E/004	No Risk
				

**Photographs of Areas Sampled**

34	NZ001853	Debris/residue to floor	External Boiler Room E/004	No Risk
				
35	NZ001854	Pipework Gasket	External Boiler Room E/004	Very Low Risk – 12 monthly
<p><b>Photo 1: Wide Angle</b></p>		<p><b>Photo 2: Close-up</b></p>		
				
36	NZ001855	Ceiling	External Gas Inlet Room E/005	No Risk
				

## 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	Floor tile with adhesive within alcoves presumed to be old cupboards	Classroom G/009	Very Low Risk – 12 monthly	30/08/2025			
2	Ceiling coating	Classroom G/009	Very Low Risk – 12 monthly	30/08/2025			
3	Ceiling coating	Toilets G/010	Very Low Risk – 12 monthly	30/08/2025			
4	Ceiling coating above plaster skim	Classroom G/013	No Risk	N/A			
5	Ceiling coating above plaster skim	Kitchen G/014	No Risk	N/A			
6	Floor tile with adhesive	Cleaners Cupboard G/015	Very Low Risk – 12 monthly	30/08/2025			
7	Ceiling coating	Cleaners Cupboard G/015	Very Low Risk – 12 monthly	30/08/2025			
8	Floor tile with adhesive	Store Room G/016	Very Low Risk – 12 monthly	30/08/2025			
9	Ceiling coating	Store Room G/016	Very Low Risk – 12 monthly	30/08/2025			
10	Ceiling coating within hallway between classroom and store rooms	Library G/017	Very Low Risk – 12 monthly	30/08/2025			
11	Ceiling coating to ceiling above tiles main classroom only	Classroom G/018	Very Low Risk – 12 monthly	30/08/2025			
12	Ceiling coating	Classroom G/021	Very Low Risk – 12 monthly	30/08/2025			
13	Ceiling coating	Office G/023	Very Low Risk – 12	30/08/2025			



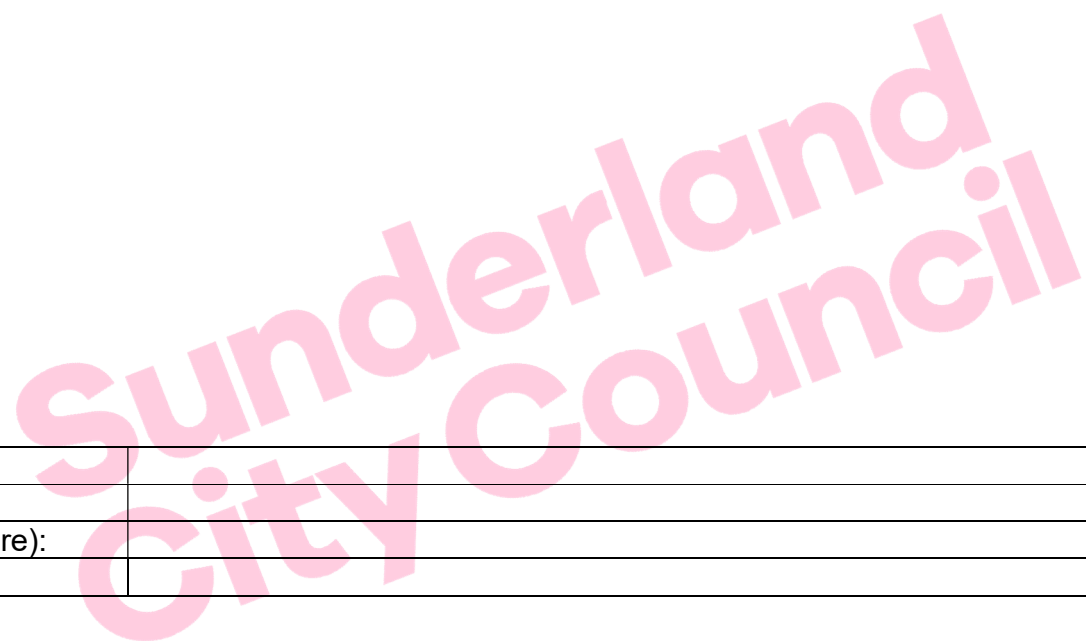
			monthly				
14	Ceiling coating	Cupboard Store G/024	Very Low Risk – 12 monthly	30/08/2025			
15	Ceiling coating above plaster skim	Toilets Male G/025	Very Low Risk – 12 monthly	30/08/2025			
16	Ceiling coating above plaster skim	Toilets Female G/026	Very Low Risk – 12 monthly	30/08/2025			
17	Ceiling coating	Cupboard Store G/027	Very Low Risk – 12 monthly	30/08/2025			
18	Ceiling coating	Meeting Room G/029	Very Low Risk – 12 monthly	30/08/2025			
19	Ceiling coating	Classroom G/030	Very Low Risk – 12 monthly	30/08/2025			
20	Ceiling coating	Meeting Room G/036	Very Low Risk – 12 monthly	30/08/2025			
21	Under sink mat	Kitchen G/037	No Risk	N/A			
22	Floor tile with adhesive	Office Kitchen G/038	Very Low Risk – 12 monthly	30/08/2025			
23	Ceiling coating	Office Kitchen G/038	Very Low Risk – 12 monthly	30/08/2025			
24	Ceiling coating	Hallway/Passageway G/040	Very Low Risk – 12 monthly	30/08/2025			
25	Ductwork joints red	Roof void R/004 (Loft space access above toilet G/026)	No Risk	N/A			
26	Ductwork joints red	Roof void R/005 (Loft space access above sensory room G/012)	No Risk	N/A			
27	Flue pipe top section of flue from sensory room	Roof void R/005 (Loft space access above sensory room G/012)	Very Low Risk – 12 monthly	30/08/2025			
28	Undercloak to entrance and entrance canopy	External E/001	No Risk	N/A			
29	Roof lining to entrance canopy	External E/001	No Risk	N/A			

30	Window putty/seal to frame wall door and windows	External E/001	No Risk	N/A			
31	Pipework insulation to rear wall painted green	External Boiler Room E/004	No Risk	N/A			
32	Pipework insulation to left hand wall painted green	External Boiler Room E/004	No Risk	N/A			
33	Debris/residue to left and rear walls	External Boiler Room E/004	No Risk	N/A			
34	Debris/residue to floor	External Boiler Room E/004	No Risk	N/A			
35	Pipework Gasket	External Boiler Room E/004	Very Low Risk – 12 monthly	30/08/2025			
36	Ceiling	External Gas Inlet Room E/005	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:**



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