

## **Foreward**

ASBESTOS SURVEY REPORT FOR BROADWAY JUNIOR SCHOOL,  
SPRINGWELL ROAD, SUNDERLAND, SR4 8NW.

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: 07557938966.

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

**Broadway Junior School, Springwell Road, SR4 8NW**



**UPRN: - 417799**

**TF Ref:**

**Location of register:-**

**Premises Manager / Samo: - Tenant**

**Date: 26 May 2026**

**Contact Numbers List: -**

**Caroline Bage Asbestos Manager – 07557938966**

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## Plan of Building and Samples Location

- (Item 1) Ref: 417799-1 – Gas pipework flange gasket (-1/001 Former coal bunker) – Very Low Risk
- (Item 2) Ref: As 417799-1 – Gaskets to loose lying flanges (-1/001 Former coal bunker) – Low Risk
- (Item 3) Ref: 417799-2 – Encapsulated residue to walls (-1/002 Boiler house) – Low Risk
- (Item 4) Ref: As 417799-1 – Gas pipework flange gasket (-1/002 Boiler house) – Very Low Risk – Removed see survey J156853
- (Item 5) Ref: 417799-3 – Heating pipework flange gaskets (-1/002 Boiler house) – No Risk
- (Item 6) Ref: Presumed – Electrics (-1/002 Boiler house) – Very Low Risk – Removed see survey J156853
- (Item 7) Ref: Presumed – Pipe lagging and associated debris (-1/002 Boiler house floor duct) – Low Risk
- (Item 8) Ref: 417799-5 – Subfloor (0/001 Canteen) - Very Low Risk
- (Item 9) Ref: Presumed – Floor duct (0/001 Canteen) - Low Risk
- (Item 10) Ref: 417799-4 – Brown floor screed (0/001b Corridor) – Very Low Risk
- (Item 11) Ref: 417799-7 – Pipe lagging (0/004a Switch room void below stairs) – Medium Risk
- (Item 12) Ref: 417799-8 – Debris to walls (0/004a Switch room void below stairs) – Medium Risk
- (Item 13) Ref: 417799-9 – Debris to floor (0/004a Switch room void below stairs) – Medium Risk
- (Item 14) Ref: As 417799-4 – Brown floor screed (0/005 Headteachers) – Very Low Risk
- (Item 15) Ref: 417799-6 - Remnant screed (0/006 Staff toilet) – Very Low Risk
- (Item 16) Ref: 417799-11 – Subfloor (0/007 Classroom) – Very Low Risk
- (Item 17) Ref: Presumed – Close coupled pipework flange gaskets (0/007b Corridor) – Very Low Risk
- (Item 18) Ref: As 417799-18 – Remnant adhesive to floor beneath lino and screed (0/007b Corridor) – Very Low Risk
- (Item 19) Ref: 417799-19 – Rope seal to bell mechanism housing (0/007b Corridor) – No Risk
- (Item 20) Ref: As 417799-17 – Subfloor beneath carpeted area (0/007b Corridor) – Very Low Risk
- (Item 21) Ref: Presumed – Floor duct (0/007b Corridor) – Low Risk
- (Item 22) Ref: 417799-012 – Subfloor (0/008 ICT room) – Very Low Risk
- (Item 23) Ref: 417799-14 – Residue to pipework (0/008a Store) – Low Risk
- (Item 24) Ref: 79754-8 – Pipe lagging within boxing (0/009 Store) – Low Risk
- (Item 25) Ref: 417799-13 – Residue to heater plinth (0/09 Store) – No Risk
- (Item 26) Ref: As 417799-12 – Subfloor covering (0/010 Classroom) – Very Low Risk

- (Item 27) Ref: 417799-15 – Remnant plaster to wall from former heater (behind modern heater) (0/010 Classroom) – No Risk
- (Item 28) Ref: As 417799-12 - Subfloor (0/011 Classroom) -Very Low Risk
- (Item 29) Ref: As 417799-12 – Subfloor covering (0/012 Classroom) – Very Low Risk
- (Item 30) Ref: Presumed – Pipe lagging within high level boxing (0/012a Store) – Low Risk
- (Item 31) Ref: 417799-16 – Residue to former heater plinth (0/012a Store) – No Risk
- (Item 32) Ref: 417799-17 – Subfloor (0/013 Classroom) – Very Low Risk
- (Item 33) Ref: As 417799-17 – Subfloor (0/014 Kitchen) – Very Low Risk
- (Item 34) Ref: 417799-18 – Remnant adhesive to floor beneath screed (0/015 Library) – Very Low Risk
- (Item 35) Ref: 417799-20 – Subfloor (0/018 Classroom) – Very Low Risk
- (Item 36) Ref: Presumed – Pipe lagging enclosed within boxings (0/018a Store) – Low Risk
- (Item 37) Ref: As 417799-20 – Subfloor (0/019 Classroom) – Very Low Risk
- (Item 38) Ref: 417799-21 – Adhered debris to pipework (0/019a Store) – Low Risk – Removed see survey J156853
- (Item 39) Ref: 417799-22 – Adhered debris to former heater plinth (0/019a Store) – Low Risk
- (Item 40) Ref: As 417799-20 – Subfloor (0/020 Classroom) – Very Low Risk
- (Item 41) Ref: As 417799-20 – Subfloor (0/021 Classroom) – Very Low Risk
- (Item 42) Ref: 417799-23 – Adhered debris to pipework (0/021a Store) – Low Risk – Removed see survey J156853
- (Item 43) Ref: 417799-24 – Adhered debris to former heater plinths (0/021a Store) – Low Risk
- (Item 44) Ref: As 417799-20 – Subfloor (0/022 Classroom) – Very Low Risk
- (Item 45) Ref: As 417799-20 – Subfloor (0/023 Classroom) – Very Low Risk
- (Item 46) Ref: Presumed – Enclosed pipe lagging within boxing (0/023a Store) – Low Risk
- (Item 47) Ref: 417799-32 – Adhered debris to former heater plinths (0/023a Store) – No Risk
- (Item 48) Ref: 417799-33 – Encapsulated debris to walls adjacent former heater positions (0/023a Store) – No Risk
- (Item 49) Ref: 417799-25 – Subfloor (0/024 Classroom) – Very Low Risk
- (Item 50) Ref: 417799-26 – Remnant adhesive to floor beneath floor coverings and screed (0/025 Classroom) – Very Low Risk
- (Item 51) Ref: Presumed – Close coupled pipework flange gaskets (0/025a Corridor) – Very Low Risk
- (Item 52) Ref: As 417799-18 – Remnant adhesive to floor beneath lino and screed (0/025a Corridor) – Very Low Risk
- (Item 53) Ref: 417799-10 – Ceiling (1/028 Staff Room) – No Risk
- (Item 54) Ref: 417799-27 – Soffit (External) – Very Low Risk
- (Item 55) Ref: 417799-28 – Damp proof course (External) – Very Low Risk

- (Item 56) Ref: 417799-29 – Panels below windows (1/028) (External) – Very Low Risk – Removed see survey J156853
- (Item 57) Ref: Presumed – Telephone insulator (External) – Very Low Risk
- (Item 58) Ref: 417799-30 – Covering to basement boiler house (External) – No Risk
- (Item 59) Ref: 417799-31 – Sealant to metal window frames (External) – Very Low Risk
- (Item 60) Ref: 21-32170-1 – Flooring around pipe (Area 1/Dining Room) – No Risk
- (Item 61) Ref: 21-32170-2 – Residual adhesive beneath vinyl (Area 1/Dining Room) – No Risk
- (Item 62) Ref: 22-45075-3 – Debris to un-encapsulated area of boiler room walls (Area 1/Boiler Room) – No Risk
- (Item 63) Presumed – Flashguards/fuses within older MEM electrics (Electrical cupboard G/01) – Low Risk
- (Item 64) Ref: KG001169 – Strammit ceiling (Corridor G/01) – No Risk
- (Item 65) Ref: As KG001169 – Strammit ceiling (Classroom G/02) – No Risk
- (Item 66) Ref: As KG001169 – Strammit Ceiling (Classroom G/03) – No Risk
- (Item 67) Ref: RO002611 – Paint pipework (IT Suite G/01) – No Risk
- (Item 68) Ref: RO002612 – Stammit board ceiling (IT Suite G/01) – No Risk

**Please note the survey carried out was non-intrusive. Should major refurbishment be planned for the property, further investigation will be required.**

## Photographs of Areas Sampled

### **Item 1 Ref: 417799-1**



The gas pipework flange gaskets in Rm -1/001 Former Coal Bunker contains asbestos.

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

### **Item 2 Ref: As 417799-1**



The gaskets to loose lying flanges in Rm -1/001 Former Coal Bunker contains asbestos.

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

### **Item 3 Ref: 417799-2**

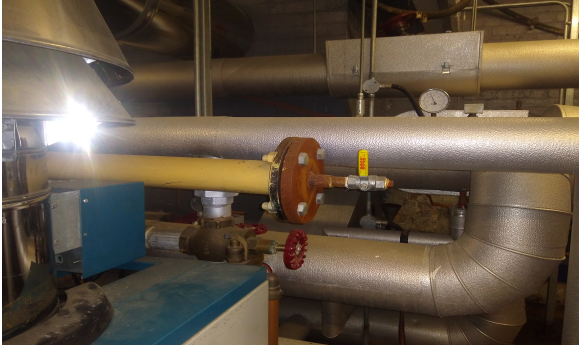


The encapsulated residue to walls in Rm -1/002 Boiler House contains asbestos.

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

## Photographs of Areas Sampled (Cont)

### **Item 4 Ref: As 417799-1**



The gas pipework flange gaskets in Rm -1/002 Boiler House contains asbestos.

*Removed see survey J156853*

### **Item 5 Ref: 417799-3**



The heating pipework flange gaskets in Rm -1/002 Boiler House do not contain asbestos.

### **Item 6 Ref: Presumed**



The electrics – end caps within cartridge fuses to Wylex DB in Rm -1/002 Boiler House are presumed to contain asbestos.

*Removed see survey J156853*

## Photographs of Areas Sampled (Cont)



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

The pipe lagging & associated debris in Rm -1/002 Boiler House – floor duct is presumed to contain asbestos.

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



### **Item 8 Ref: 417799-5**

The floor tile with bitumen adhesive in Rm 0/001 canteen contains asbestos.

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



### **Item 9 Ref: Presumed**

The floor duct in Rm 0/001 canteen is presumed to contain asbestos.

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

## Photographs of Areas Sampled (Cont)

### Item 10 Ref: 417799-4



The brown floor screed in Rm 0/001b Corridor contains asbestos.

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

### Item 11 Ref: 417799-7



The pipe lagging in Rm 0/004a Switch Room – void below stairs contains asbestos.

**This area should not be inspected.**

### Item 12 Ref: 417799-8



The debris to walls in Rm 0/004a Switch Room – void below stairs contains asbestos.

**This area should not be inspected.**

## Photographs of Areas Sampled (Cont)



### **Item 13 Ref: 417799-9**

The debris to floor in Rm 0/004a Switch Room – void below stairs contains asbestos.

**This area should not be inspected.**



### **Item 14 Ref: As 417799-4**

The brown floor screed in Rm 0/005 Head Teachers contains asbestos.

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



### **Item 15 Ref: 417799-6**

The remnant screed in Rm 0/006 Staff Toilets contains asbestos.

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

## Photographs of Areas Sampled (Cont)



### **Item 16 Ref: 417799-11**

The floor tile with bitumen adhesive in Rm 0/007 Classroom contains asbestos.

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



### **Item 17 Ref: Presumed**

The close coupled pipework flange gaskets in 0/007b Corridor contains asbestos.

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



### **Item 18 Ref: As 417799-18**

The remnant adhesive to floor beneath linoleum & screed in Rm 0/007b Corridor contains asbestos.

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

## Photographs of Areas Sampled (Cont)

### **Item 19 Ref: 417799-19**



The rope seal to bell mechanism housing in Rm 0/007b Corridor does not contain asbestos.

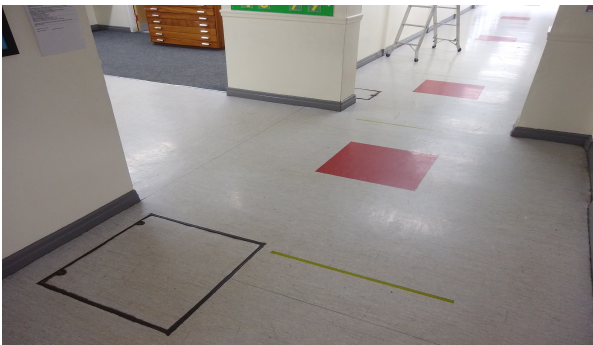
### **Item 20 Ref: As 417799-17**



The floor tile with bitumen adhesive beneath carpeted area in 0/007b Corridor contains asbestos.

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

### **Item 21 Ref: Presumed**



The floor duct in Rm 0/007b Corridor is presumed to contain asbestos.

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

## Photographs of Areas Sampled (Cont)

### **Item 22 Ref: 417799-12**



The floor tile with bitumen adhesive in 0/008 ICT Room contains asbestos.

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

### **Item 23 Ref: 417799-14**



The residue to pipework in 0/008a Store contains asbestos.

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

### **Item 24 Ref: 79754-8**



The pipe lagging within boxing in Rm 0/009 Store contains asbestos.

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

## Photographs of Areas Sampled (Cont)

### **Item 25 Ref: 417799-13**



The residue to heater plinth in 0/009 Store does not contain asbestos.

### **Item 26 Ref: As 417799-12**



The floor tile with bitumen adhesive in 0/010 Classroom contains asbestos.

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

### **Item 27 Ref: 417799-15**



The remnant plaster to wall from former heater (behind modern heater) in Rm 0/010 Classroom does not contain asbestos.

## Photographs of Areas Sampled (Cont)

### **Item 28 Ref: As 417799-12**



The floor tile with bitumen adhesive in 0/011 Classroom contains asbestos.

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

### **Item 29 Ref: As 417799-12**



The floor tile with bitumen adhesive in 0/012 Classroom contains asbestos.

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

### **Item 30 Ref: Presumed**



The pipe lagging within high level boxing in Rm 0/012a Store is presumed to contain asbestos.

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

## Photographs of Areas Sampled (Cont)

### **Item 31 Ref: 417799-16**



The residue to former heater plinth in 0/012a Store does not contain asbestos.

### **Item 32 Ref: 417799-17**



The floor tile with bitumen adhesive in 0/013 Classroom contains asbestos.

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

### **Item 33 Ref: As 417799-17**



The floor tile with bitumen adhesive in 0/014 Kitchen contains asbestos.

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

## Photographs of Areas Sampled (Cont)

### **Item 34 Ref: 417799-18**



The remnant adhesive to floor beneath screed in 0/015 Library contains asbestos.

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

### **Item 35 Ref: 417799-20**



The floor tile with bitumen adhesive in 0/018 Classroom contains asbestos.

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

### **Item 36 Ref: Presumed**



The pipe lagging enclosed within boxings in 0/018a Store is presumed to contain asbestos.

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

## Photographs of Areas Sampled (Cont)

### **Item 37 Ref: As 417799-20**



The floor tile with bitumen adhesive in 0/019 Classroom contains asbestos.

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

### **Item 38 Ref: 417799-21**



The adhered debris to pipework in 0/019a Store contains asbestos.

*Removed see survey J156853*

### **Item 39 Ref: 417799-22**



The adhered debris to former heater plinth in 0/019a Store contains asbestos.

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

## Photographs of Areas Sampled (Cont)

### **Item 40 Ref: As 417799-20**



The floor tile with bitumen adhesive in 0/020 Classroom contains asbestos.

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

### **Item 41 Ref: As 417799-20**



The floor tile with bitumen adhesive in 0/021 Classroom contains asbestos.

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

### **Item 42 Ref: 417799-23**



The adhered debris to pipework in 0/021a Store contains asbestos.

*Removed see survey J156853*

## Photographs of Areas Sampled (Cont)



### **Item 43 Ref: 417799-24**

The adhered debris to former heater plinth in 0/021a Store contains asbestos.

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



### **Item 44 Ref: As 417799-20**

The floor tile with bitumen adhesive in 0/022 Classroom contains asbestos.

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



### **Item 45 Ref: As 417799-20**

The adhered debris to pipework in 0/023 Classroom contains asbestos.

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

## Photographs of Areas Sampled (Cont)

### **Item 46 Ref: Presumed**



The enclosed pipe lagging within boxing in 0/023a Store is presumed to contain asbestos.

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

### **Item 47 Ref: 417799-32**



The adhered debris to former heater plinths in 0/023a Store does not contain asbestos.

### **Item 48 Ref: 417799-33**



The encapsulated debris to walls adjacent former heater positions in 0/023a Store does not contain asbestos.

## Photographs of Areas Sampled (Cont)



### **Item 49 Ref: 417799-25**

The floor tile with bitumen adhesive in 0/024 Classroom contains asbestos.

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



### **Item 50 Ref: 417799-26**

The remnant adhesive to floor beneath floor coverings and screed in 0/025 Classroom contains asbestos.

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



### **Item 51 Ref: Presumed**

The close coupled pipework flange gaskets in 0/025a Corridor is presumed to contain asbestos.

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

## Photographs of Areas Sampled (Cont)

### **Item 52 Ref: As 417799-18**



The remnant adhesive to floor beneath linoleum and screed in 0/025 Classroom contains asbestos.

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

### **Item 53 Ref: 417799-10**



The textured coating ceiling in 0/028 Staff Room does not contain asbestos.

### **Item 54 Ref: 417799-27**



The soffit (External) contains asbestos.

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

## Photographs of Areas Sampled (Cont)

### **Item 55 Ref: 417799-28**



The damp proof course (External) contains asbestos.

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

### **Item 56 Ref: 417799-29**



The panels below windows - 1/028 (External) contains asbestos.

*Removed see survey J156853*

### **Item 57 Ref: Presumed**



The telephone insulator (External) is presumed to contain asbestos.

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

**Photographs of Areas Sampled (Cont)**

**Item 58 Ref: 417799-30**



The covering to basement boiler house (External) does not contain asbestos.

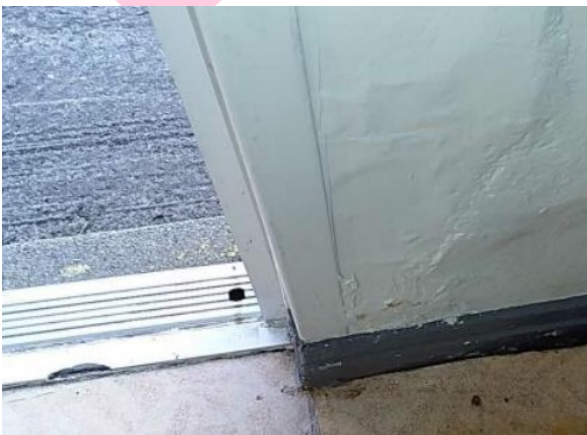
**Item 59 Ref: 417799-31**



The sealant to metal window frames (External) contains asbestos.

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

**Item 60 Ref: 21-32170-1**



The flooring around the pipe in the Dining Room (Area 1) does not contain asbestos.

**Photographs of Areas Sampled (Cont)**



**Item 61 Ref: 21-32170-2**

The residual adhesive follow the flooring around the pipe in the Dining Room (Area 1) does not contain asbestos.



**Item 62 Ref: 22-45075-3**

The debris to un-encapsulated area of the Boiler Room walls (Area 1) does not contain asbestos.



**Item 63 Ref: 22-45075-3**

The Flashguards/fuses within older MEM electrics (Electrical cupboard G/01) contain asbestos.

Any change in appearance should be reported to Property Services.

**Photographs of Areas Sampled (Cont)**

**Item 64 Ref: KG001169**



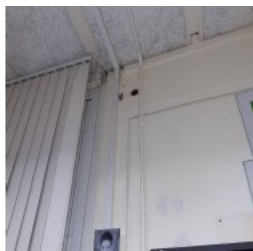
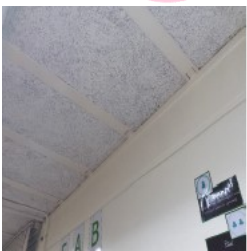
The strammit ceiling in the Corridor (G/01) does not contain asbestos.

**Item 65 Ref: As KG001169**



The strammit ceiling in the Classroom (G/02) does not contain asbestos.

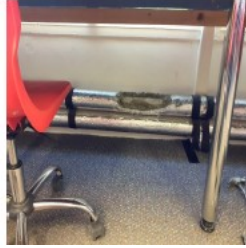
**Item 66 Ref: As KG001169**



The strammit ceiling in the Corridor (G/03) does not contain asbestos.

**Photographs of Areas Sampled (Cont)**

**Item 67 Ref: RO002611**



The pipe paintwork in the IT suite (G/01) does not contain asbestos.

**Item 68 Ref: RO002612**



The strammit ceiling in the IT suite (G/01) does not contain asbestos.

## 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.

**Form 2**Inspection Schedule

Picture	Location	Risk	Inspection Frequency	Date of return
<i>Item 1</i>	<i>Gas pipework flange gasket (-1/001 Former coal bunker)</i>	<i>Very Low Risk</i>	<i>12 monthly</i>	<i>5/8/2027</i>
<i>Item 2</i>	<i>Gaskets to loose lying flanges (-1/001 Former coal bunker)</i>	<i>Low Risk</i>	<i>6 monthly</i>	<i>5/2/2027</i>
<i>Item 3</i>	<i>Encapsulated residue to walls (-1/002 Boiler house)</i>	<i>Low Risk</i>	<i>6 monthly</i>	<i>5/2/2027</i>
Item 4	Gas pipework flange gasket (-1/002 Boiler house)	Very Low Risk	12 monthly	Removed see survey J156853
<i>Item 5</i>	<i>No asbestos</i>	<i>Is present</i>		
Item 6	Electrics (-1/002 Boiler house)	Very Low Risk	12 monthly	Removed see survey J156853
<i>Item 7</i>	<i>Pipe lagging and associated debris (-1/002 Boiler house floor duct)</i>	<i>Low Risk</i>	<i>6 monthly</i>	<i>5/2/2027</i>
<i>Item 8</i>	<i>Subfloor (0/001 Canteen)</i>	<i>Very Low Risk</i>	<i>12 monthly</i>	<i>5/8/2027</i>
<i>Item 9</i>	<i>Floor duct (0/001 Canteen)</i>	<i>Low Risk</i>	<i>6 monthly</i>	<i>5/2/2027</i>
<i>Item 10</i>	<i>Brown floor screed (0/001b Corridor)</i>	<i>Very Low Risk</i>	<i>12 monthly</i>	<i>5/8/2027</i>
<i>Item 11</i>	<i>Pipe lagging (0/004a Switch room void below stairs)</i>	<i>Medium risk</i>	<i>3 monthly</i>	<i>Do not inspect</i>
<i>Item 12</i>	<i>Debris to walls (0/004a Switch room void below stairs)</i>	<i>Medium risk</i>	<i>3 monthly</i>	<i>Requires removal 5/8/2026</i>
<i>Item 13</i>	<i>Debris to floor (0/004a Switch room void below stairs)</i>	<i>Medium risk</i>	<i>3 monthly</i>	<i>Requires removal 5/8/2026</i>

	<b>stairs)</b>			
<b>Item 14</b>	<b>Brown floor screed (0/005 Headteachers)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
<b>Item 15</b>	<b>Remnant screed (0/006 Staff toilet)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
<b>Item 16</b>	<b>Subfloor (0/007 Classroom)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
<b>Item 17</b>	<b>Close coupled pipework flange gaskets (0/007b Corridor)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
<b>Item 18</b>	<b>Remnant adhesive to floor beneath lino and screed (0/007b Corridor)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
<b>Item 19</b>	<b>No asbestos</b>	<b>Is present</b>		
<b>Item 20</b>	<b>Subfloor beneath carpeted area (0/007b Corridor)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
<b>Item 21</b>	<b>Floor duct (0/007b Corridor)</b>	<b>Low Risk</b>	<b>6 monthly</b>	<b>5/2/2027</b>
<b>Item 22</b>	<b>Subfloor (0/008 ICT room)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
<b>Item 23</b>	<b>Residue to pipework (0/008a Store)</b>	<b>Low Risk</b>	<b>6 monthly</b>	<b>5/2/2027</b>
<b>Item 24</b>	<b>Pipe lagging within boxing (0/009 Store)</b>	<b>Low Risk</b>	<b>6 monthly</b>	<b>5/2/2027</b>
<b>Item 25</b>	<b>No asbestos</b>	<b>Is present</b>		
<b>Item 26</b>	<b>Subfloor covering (0/010 Classroom)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
<b>Item 27</b>	<b>No asbestos</b>	<b>Is present</b>		
<b>Item 28</b>	<b>Subfloor (0/011 Classroom)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
<b>Item 29</b>	<b>Subfloor covering (0/012 Classroom)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
<b>Item 30</b>	<b>Pipe lagging within high level boxing (0/012a Store)</b>	<b>Low Risk</b>	<b>6 monthly</b>	<b>5/2/2027</b>
<b>Item 31</b>	<b>No asbestos</b>	<b>Is present</b>		
<b>Item 32</b>	<b>Subfloor (0/013 Classroom)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>

<b>Item 33</b>	<b>Subfloor (0/014 Kitchen)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
<b>Item 34</b>	<b>Remnant adhesive to floor beneath screed (0/015 Library)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
<b>Item 35</b>	<b>Subfloor (0/018 Classroom)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
<b>Item 36</b>	<b>Pipe lagging enclosed within boxings (0/018a Store)</b>	<b>Low Risk</b>	<b>6 monthly</b>	<b>5/2/2027</b>
<b>Item 37</b>	<b>Subfloor (0/019 Classroom)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
Item 38	Adhered debris to pipework (0/019a Store)	Low Risk	6 monthly	Removed see survey J156853
<b>Item 39</b>	<b>Adhered debris to former heater plinth (0/019a Store)</b>	<b>Low Risk</b>	<b>6 monthly</b>	<b>5/2/2027</b>
<b>Item 40</b>	<b>Subfloor (0/020 Classroom)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
<b>Item 41</b>	<b>Subfloor (0/021 Classroom)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
Item 42	Adhered debris to pipework (0/021a Store)	Low Risk	6 monthly	Removed see survey J156853
<b>Item 43</b>	<b>Adhered debris to former heater plinths (0/021a Store)</b>	<b>Low Risk</b>	<b>6 monthly</b>	<b>5/2/2027</b>
<b>Item 44</b>	<b>Subfloor (0/022 Classroom)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
<b>Item 45</b>	<b>Subfloor (0/023 Classroom)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
<b>Item 46</b>	<b>Enclosed pipe lagging within boxing (0/023a Store)</b>	<b>Low Risk</b>	<b>6 monthly</b>	<b>5/2/2027</b>
Item 47	No asbestos	Is present		
Item 48	No asbestos	Is present		
<b>Item 49</b>	<b>Subfloor (0/024 Classroom)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
<b>Item 50</b>	<b>Remnant adhesive</b>	<b>Very Low</b>	<b>12 monthly</b>	<b>5/8/2027</b>

	<b>to floor beneath floor coverings and screed (0/025 Classroom)</b>	<b>Risk</b>		
<b>Item 51</b>	<b>Close coupled pipework flange gaskets (0/025a Corridor)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
<b>Item 52</b>	<b>Remnant adhesive to floor beneath lino and screed (0/025a Corridor)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
Item 53	No asbestos	Is present		
<b>Item 54</b>	<b>Soffit (External)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
<b>Item 55</b>	<b>Damp proof course (External)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
Item 56	Panels below windows (1/028) (External)	Very Low Risk	12 monthly	Removed see survey J156853
<b>Item 57</b>	<b>Telephone insulator (External)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
Item 58	No asbestos	Is present		
<b>Item 59</b>	<b>Sealant to metal window frames (External)</b>	<b>Very Low Risk</b>	<b>12 monthly</b>	<b>5/8/2027</b>
Item 60	No asbestos	Is present		
Item 61	No asbestos	Is present		
Item 62	No asbestos	Is present		
<b>Item 63</b>	<b>Flashguards/fuses within older MEM electrics (Electrical cupboard G/01)</b>	<b>Low Risk</b>	<b>6 monthly</b>	<b>5/2/2027</b>
Item 64	No asbestos	Is present		
Item 65	No asbestos	Is present		
Item 66	No asbestos	Is present		
Item 67	No asbestos	Is present		
Item 68	No asbestos	Is present		

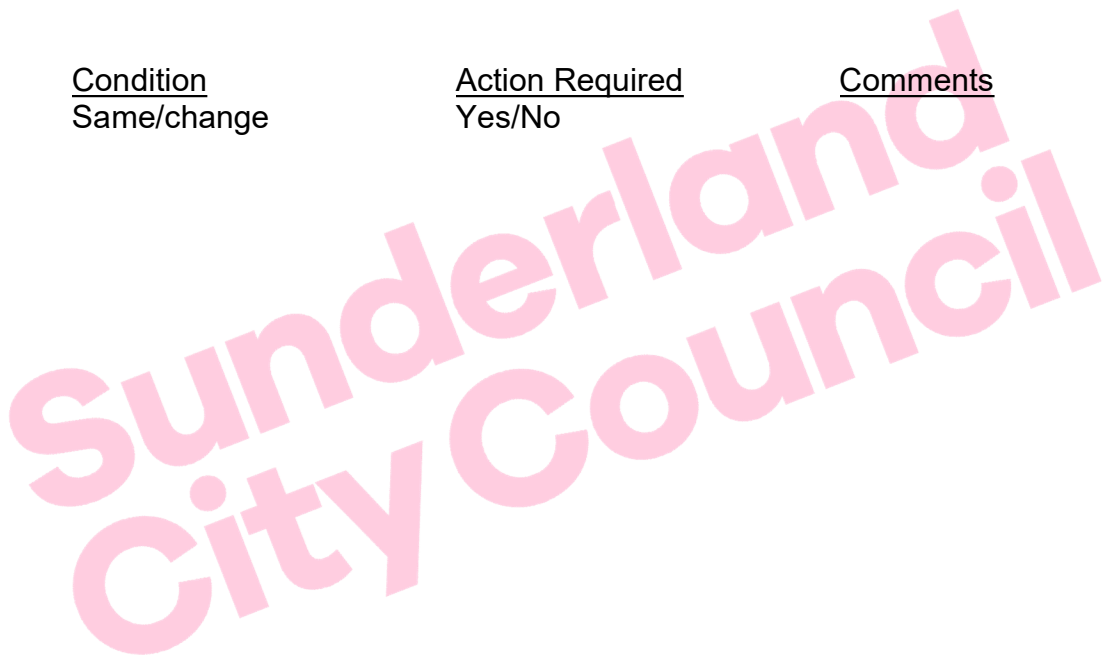
Periodic Return

<b>School/Site</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



**For Office Use Only**

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