

Foreward

ASBESTOS SURVEY REPORT FOR SEABURN DENE PRIMARY SCHOOL, 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: 07557938966.

Yours sincerely,

Neil Guthrie
Director of Development and Property

Sunderland
City Council

Sunderland City Council

*Control of Asbestos
Regulations 2012*

Asbestos Register for Seaburn Dene Primary School



UPRN: - 209718

Location of register:-

Premises Manager / Samo: - Tenant

Date: 13 March 2025

Contact Numbers List: -

Caroline Bage Asbestos Manager – 07557938966

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Plan of Building and Samples Location

179537-1 Bitumen adhesive (Corridor) (Item 1) – Very Low Risk
As 179537-1 Bitumen adhesive (Communal Area) (Item 2) – Very Low Risk
As 179537-1 Bitumen adhesive (Store Room) (Item 3) – Very Low Risk
As 179537-1 Bitumen adhesive (Communal Area) (Item 4) – Very Low Risk
As 179537-1 Bitumen adhesive (Classroom) (Item 5) – Very Low Risk
As 179537-1 Bitumen adhesive (Music Room) (Item 6) – Very Low Risk
As 179537-1 Bitumen adhesive (Entrance Lobby) (Item 7) – Very Low Risk
179537-2 Gasket (Library) (Item 8) – Very Low Risk
179537-3 Ceiling Tiles Insulating Board (Kitchen) (Item 9) – Low Risk
179537-4 Sink Pad (Kitchen) (Item 10) – No Risk
179537-5 Ceiling (Kitchen Fridge) (Item 11) – Very Low Risk
As 179537-5 Walls (Kitchen Fridge) (Item 12) – Very Low Risk
As 179537-3 Ceiling Tiles (Office & Store) (Item 13) – Low Risk
179537-6 Toilet Cistern (WC) (Item 14) – Very Low Risk
179537-7 Lining (WC) (Item 15) – Low Risk
179537-8 Flue (WC) (Item 16) – Very Low Risk
As 179537-3 Ceiling Tiles (WC) (Item 17) – Low Risk
179537-9 Door panels (Electrical Switch Room) (Item 18) – No Risk
179537-10 Bitumen adhesive (Corridor) (Item 19) – Very Low Risk
179537-11 Gasket (Boiler Room) (Item 20) – No Risk
179537-12 Lagging (Boiler Room) (Item 21) – Low Risk
179537-13 Damp Proof Course (External) (Item 22) – No Risk
179537-14 Putty (External) (Item 23) – No Risk
209718-1 Fixed Ceiling (032a/Stage Store) (Item 24) – No Risk
As 209718-1 Fixed Ceiling (78/Classroom) (Item 25) – No Risk
209718-2 Sealant to window glazing (078/Classroom) (Item 26) – No Risk
As 209718-1 Fixed Ceiling tiles (079/Classroom) (Item 27) – No Risk
209718-3 Sealant to window surround (External-localised to classroom 78 & 79 window replacement works) (Item 28) – Removed August 2022
Presumed Electrics (Kitchen) (Item 29) – Very Low Risk
277554-2 Gaskets to sink waste (Kitchen) (Item 30) – Very Low Risk
277554-3 Coating to underside of work tops and sinks (Kitchen) (Item 31) – No Risk
277554-5 Lining to steriliser sink (Kitchen) (Item 32) – Low Risk
277554-6 Rope seal to steriliser sink (Kitchen) (Item 33) – Low Risk
277554-7 Red gasket to steriliser sink waste connection (Kitchen) (Item 34) – Very Low Risk
277554-9 Seal to diffuser of bulkhead light fitting (Kitchen fridge) (Item 35) – No Risk

277554-13 Bitumen adhesive (office and store) (Item 36) – Very Low Risk
 277554-11 Flue collar (WC) (Item 37) - No Risk
 As 277554-13 Bitumen adhesive (WC) (Item 38) – Very Low Risk
 342052-1 Debris to walls at low level (Boiler Room) (Item 39) – Low Risk
 342052-2 Debris to walls at high level (Boiler Room) (Item 40) – Low Risk
 342052-3 – Debris to gully ledge behind boiler (Boiler Room) (Item 41) – Low Risk
 342052-4 Gas pipework flange gaskets (Boiler Room) (Item 42) – No Risk
 342052-5 HTG pipework flange gaskets (Boiler Room) (Item 43) – No Risk
 342502-6 Shuttering to underside of floor above (Boiler Room) (Item 44) -Low Risk
 342052-7 Debris to edge of wall top (Boiler Room) (Item 45) – Medium Risk
 342052-8 General debris to floor (Boiler Room) (Item 46) - Medium Risk
 22-47237-1 – Putty around glass in windows (Junior Class 1 Point A/Area 2) (Item 47) – No Risk
 22-47237-2 – *Residual frame sealant around window (Junior Class 1 Point A/Area 2) (Item 48) – Removed August 2022*
 22-47237-3 – *Residual frame sealant around window (Junior Class 3 Point B/Area 3) (Item 49) – Removed August 2022*
 22-47237-4 – Putty around window (Junior Class 3 Point B/Area 3) (Item 50) – No Risk
 22-47237-5 – Putty around glass in window (Junior Class 4 Point B/Area 4) (Item 51) – No Risk
 22-47237-6 – *Residual frame sealant around window (Junior Class 4 Point B/Area 4) (Item 52) – Removed August 2022*
 22-47237-5 – Putty around glass in window (WC 1 Point C/Area 5) (Item 53) – No Risk
 22-47237-7 – Felt behind PVC and wood headers (WC 1 Point C/Area 5) (Item 54) – No Risk
 22-47237-6 – *Residual frame sealant around window (WC 2 Point C/Area 6) (Item 55) – Removed August 2022*
 22-47237-7 – Felt behind PVC and wood headers (WC 2 Point C/Area 6) (Item 56) – No Risk
 22-47237-3 – *Residual frame sealant around window (Head teacher Point D/Area 7) (Item 57) – Removed August 2022*
 22-47237-4 – Putty around window (Head teacher Point D/Area 7) (Item 58) – No Risk
 22-47237-3 – *Residual frame sealant around window (Bursar Point D/Area 8) (Item 59) – Removed August 2022*
 22-47237-4 – Putty around window (Bursar Point D/Area 8) (Item 60) – No Risk
 22-47237-8 – Felt behind PVC and wood headers (Main Hall Point E/Area 9) (Item 61) – No Risk
 22-47237-9 – Putty around glass in window (Main Hall Point E/Area 9) (Item 62) – No Risk
 22-47237-10 – Residual frame sealant around window (Point F/Area 10) (Item 63) – No Risk

22-47237-7 – Felt behind PVC and wood headers (Point F/Area 10) (Item 64) – No Risk
22-47237-6 – *Residual frame sealant around window (Library Point G/Area 11) (Item 65) – Removed August 2022*
22-47237-8 – Felt behind PVC and wood headers (Library Point G/Area 11) (Item 66) – No Risk
22-47237-9 – Putty around glass in window (Library Point G/Area 11) (Item 67) – No Risk
22-47237-11 – *Residual frame sealant around window and wood panelling (Kitchen 1 Point G/Area 12) (Item 68) – Removed August 2022*
22-47237-12 – Putty around glass in window (Kitchen 1 Point G/Area 12) (Item 69) – No Risk
22-47237-8 – Felt behind PVC and wood headers (Kitchen 1 Point H/Area 12) (Item 70) – No Risk
22-47237-11 – *Residual frame sealant around window and wood panelling (WC 3 Point H/Area 13) (Item 71) – Removed August 2022*
22-47237-12 – Putty around glass in window (WC 3 Point H/Area 13) (Item 72) – No Risk
22-47237-8 – Felt behind PVC and wood headers (WC 3 Point H/Area 13) (Item 73) – No Risk
22-47237-13 – *Residual frame sealant around windows (Point I, J, K/Area 15) (Item 74) – Removed August 2022*
22-47237-14 – Putty around glass in windows (Point I, J, K/Area 15) (Item 75) – No Risk
22-47237-8 – Felt behind PVC and wood headers (Point I, J, K/Area 15) (Item 76) – No Risk
22-47237-15 – Putty around glass in windows (Kitchen 2 Point J/Area 16) (Item 77) – No Risk
22-47237-13 – Residual frame sealant around windows (Kitchen 2 Point J/Area 16) (Item 78) – No Risk
22-47237-17 – Residual frame sealant around door (D1/Area 17) (Item 79) – 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: 179537-1

The subfloor covering (Rm 0/01) containing remnant bitumen contains asbestos.

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



Item 2 Ref: As 179537-1

The subfloor covering (Rm 0/02) containing remnant bitumen contains asbestos.

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



Item 3 Ref: As 179537-1

The subfloor covering (Rm 0/03) containing remnant bitumen contains asbestos.

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

Photographs of Areas Sampled (Cont)



Item 4 Ref: As 179537-1

The subfloor covering (Rm 0/09) containing remnant bitumen contains asbestos.

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



Item 5 Ref: As 179537-1

The subfloor covering (Rm 0/10) containing remnant bitumen contains asbestos.

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



Item 6 Ref: As 179537-1

The subfloor covering (Rm 0/11) containing remnant bitumen contains asbestos.

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

Photographs of Areas Sampled (Cont)



Item 7 Ref: As 179537-1

The subfloor covering (Rm 0/12) containing remnant bitumen contains asbestos.

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



Item 8 Ref: 179537-2

The Gasket to pipework flange (Rm 0/17) contains asbestos.

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



Item 9 Ref: 179537-3

The ceiling tiles (Rm 0/36) contain asbestos.

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

Photographs of Areas Sampled (Cont)



Item 10 Ref: 179537-4

The Sink Pad (Rm 0/36) does not contain asbestos.



Item 11 Ref: 179537-5

The ceiling in Kitchen Fridge (Rm 0/36) contains asbestos.

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



Item 12 Ref: As 179537-5

The walls in Kitchen Fridge (Rm 0/36) contain asbestos.

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

Photographs of Areas Sampled (Cont)



Item 13 Ref: As 179537-3

The ceiling tiles (Rm 0/39) contain asbestos.

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



Item 14 Ref: 179537-6

The Toilet Cistern (Rm 0/40) contains asbestos.

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



Item 15 Ref: 179537-7

The Lining to Bunnie Boiler (Rm 0/40) contains asbestos.

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

Photographs of Areas Sampled (Cont)



Item 16 Ref: 179537-8

The Bunnie Boiler Flue (Rm 0/40) contains asbestos.

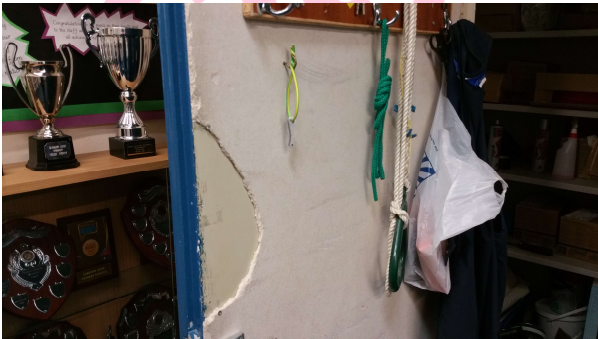
Any change in its appearance should be recorded and passed to Property Services.



Item 17 Ref: As 179537-3

The ceiling tiles (Rm 0/40) contain asbestos.

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



Item 18 Ref: 179537-9

The panels to back of doors (Rm 0/58) do not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 19 Ref: 179537-10

The bitumen adhesive (Rm 0/59) contains asbestos.

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



Item 20 Ref: 179537-11

The gasket (Rm 0/81) does not contain asbestos.



Item 21 Ref: 179537-12

The debris to walls containing lagging (Rm 0/81) contains asbestos.

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

Photographs of Areas Sampled (Cont)



Item 22 Ref: 179537-13

The damp proof course (external) does not contain asbestos.



Item 23 Ref: 179537-14

The putty to windows (external) do not contain asbestos.

Removed August 2022



Item 24 Ref: 209718-1

The fixed ceiling (Rm 032a/Stage Store) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 25 Ref: As 209718-1

The fixed ceiling (Rm 078/Classroom) does not contain asbestos.



Item 26 Ref: 209718-2

The Sealant to window glazing (Rm 078/Classroom) does not contain asbestos.

Removed August 2022



Item 27 Ref: As 209718-1

The Fixed ceiling tiles (Rm 079/Classroom) do not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 28 Ref: 209718-3

The Sealant to window surround (External-localised to classroom 78 & 79 window replacement works)

Removed August 2022



Item 29 Ref: Presumed

The electrics in the kitchen (Room 036) are presumed to contain asbestos.

Any work will require further investigation.



Item 30 Ref: 277554-2

The gasket to the sink waste connections in the kitchen (Room 036) does contain asbestos.

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

Photographs of Areas Sampled (Cont)



Item 34 Ref: 277554-7

The red gasket to steriliser sink waste connection in the kitchen (Room 036) does contain asbestos.

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



Item 35 Ref: 277554-9

The seal to diffuser of bulkhead light fitting in the kitchen fridge (Room 036a) does not contain asbestos.



Item 36 Ref: 277554-13

The adhesive to floor beneath lino in office and store (Room 039) does contain asbestos.

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

Photographs of Areas Sampled (Cont)



Item 37 Ref: 277554-11

The incinerator flue collar in the WC (Room 040) does not contain asbestos.



Item 38 Ref: As 277554-13

The adhesive to floor beneath lino in WC (Room 040) does contain asbestos.

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



Item 39 Ref: 342052-1

The debris to the walls at low level (encapsulated) in the Boiler Room (Room 0/81) contain asbestos.

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

Photographs of Areas Sampled (Cont)



Item 40 Ref: 342052-2

The debris to the walls at high level (encapsulated) in the Boiler Room (Room 0/81) contain asbestos.

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



Item 41 Ref: 342052-3

The debris to the ledge behind the boiler in the Boiler Room (Room 0/81) does contain asbestos.

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



Item 42 Ref: 342052-4

The gas pipework and flange gasket in the Boiler Room (Room 0/81) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 43 Ref: 342052-5

The HTG pipework and flange gasket in the Boiler Room (Room 0/81) does not contain asbestos.



Item 44 Ref: 342052-6

The shuttering to underside of floor above in the Boiler Room floor duct (Room 0/81) does contain asbestos.

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



Item 45 Ref: 342052-7

The debris to edge of wall top beneath metal cover plate in the Boiler Room floor duct (Room 0/81) does contain asbestos.

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

Photographs of Areas Sampled (Cont)



Item 46 Ref: 342052-8

The general debris to the floor in the Boiler Room floor duct (Room 0/81) does contain asbestos.

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



Item 47 Ref: 22-47237-1

The putty around the glass in the windows in Area 2 – Junior Class 1 /Point A does not contain asbestos.

Removed August 2022



Item 48 Ref: 22-47237-2

The residual frame sealant around windows in Area 2 – Junior Class 1 /Point A does contain asbestos.

Removed August 2022

Photographs of Areas Sampled (Cont)



Item 49 Ref: 22-47237-2

The residual frame sealant around windows in Area 3 – Junior Class 3 /Point B does contain asbestos.

Removed August 2022



Item 50 Ref: 22-47237-4

The putty around the window in Area 3 – Junior Class 3 /Point B does not contain asbestos.

Removed August 2022



Item 51 Ref: 22-47237-5

The putty around the glass in the windows in Area 4 – Junior Class 4 /Point B does not contain asbestos.

Removed August 2022

Photographs of Areas Sampled (Cont)



Item 52 Ref: 22-47237-6

The residual frame sealant around windows in Area 4 – Junior Class 4 /Point B does contain asbestos.

Removed August 2022



Item 53 Ref: 22-47237-5

The putty around the glass in the windows in Area 5 – WC 1 /Point C does not contain asbestos.

Removed August 2022



Item 54 Ref: 22-47237-7

The felt behind pvc and wood headers in Area 5 – WC 1 /Point C does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 55 Ref: 22-47237-6

The residual frame sealant around windows in Area 6 – WC 2 /Point C does contain asbestos.

Removed August 2022



Item 56 Ref: 22-47237-7

The felt behind pvc and wood headers in Area 6 – WC 2 /Point C does not contain asbestos.



Item 57 Ref: 22-47237-3

The residual frame sealant around windows in Area 7 – Head Teacher /Point D does contain asbestos.

Removed August 2022

Photographs of Areas Sampled (Cont)



Item 58 Ref: 22-47237-4

The putty around the window in Area 7 – Head Teacher /Point D does not contain asbestos.

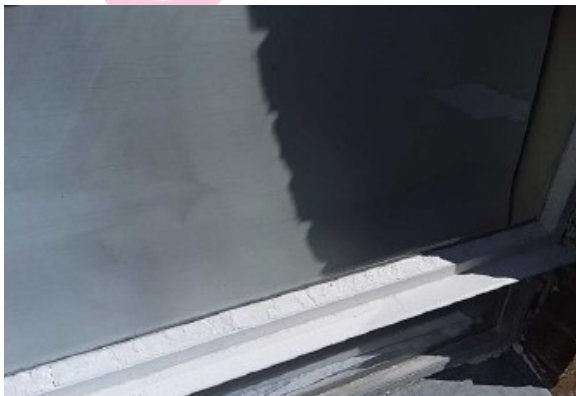
Removed August 2022



Item 59 Ref: 22-47237-3

The residual frame sealant around windows in Area 8 – Bursar /Point D does contain asbestos.

Removed August 2022



Item 60 Ref: 22-47237-4

The putty around the window in Area 8 – Bursar /Point D does not contain asbestos.

Removed August 2022

Photographs of Areas Sampled (Cont)



Item 61 Ref: 22-47237-8

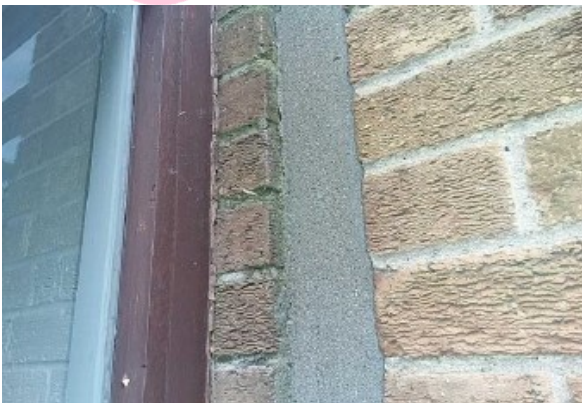
The felt behind pvc and wood headers in Area 9 – Main Hall /Point E does not contain asbestos.



Item 62 Ref: 22-47237-9

The putty around the glass in the windows in Area 9 – Main Hall /Point E does not contain asbestos.

Removed August 2022



Item 63 Ref: 22-47237-10

The residual frame sealant around windows in Area 10 – Point F does not contain asbestos.

Removed August 2022

Photographs of Areas Sampled (Cont)



Item 64 Ref: 22-47237-7

The felt behind pvc and wood headers in Area 10 – Point F does not contain asbestos.



Item 65 Ref: 22-47237-6

The residual frame sealant around windows in Area 11 – Library /Point G does contain asbestos.

Removed August 2022



Item 66 Ref: 22-47237-8

The felt behind pvc and wood headers in Area 11 – Library /Point G does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 67 Ref: 22-47237-9

The putty around the glass in the windows in Area 11 – Library /Point G does not contain asbestos.

Removed August 2022



Item 68 Ref: 22-47237-11

The residual frame sealant around windows in Area 12 – Kitchen 1 /Point H does contain asbestos.

Removed August 2022



Item 69 Ref: 22-47237-12

The putty around the glass in the windows in Area 12 – Kitchen 1 /Point H does not contain asbestos.

Removed August 2022

Photographs of Areas Sampled (Cont)



Item 70 Ref: 22-47237-8

The felt behind wood headers in Area 12 – Kitchen 1 /Point H does not contain asbestos.



Item 71 Ref: 22-47237-11

The residual frame sealant around window and wood panelling in Area 13 – WC 3 /Point H does contain asbestos.

Removed August 2022



Item 72 Ref: 22-47237-12

The putty around the glass in the windows in Area 13 – WC 3 /Point H does not contain asbestos.

Removed August 2022

Photographs of Areas Sampled (Cont)



Item 73 Ref: 22-47237-8

The felt behind wood headers in Area 13 – WC 3 /Point H does not contain asbestos.



Item 74 Ref: 22-47237-13

The residual frame sealant around windows in Area 15 – Point I, J, K does contain asbestos.

Removed August 2022



Item 75 Ref: 22-47237-14

The putty around the glass in the windows in Area 15 – Point I, J, K does not contain asbestos.

Removed August 2022

Photographs of Areas Sampled (Cont)



Item 76 Ref: 22-47237-8

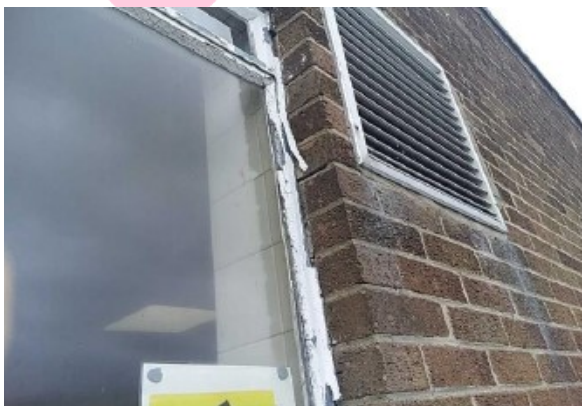
The felt behind pvc and wood headers in Area 15 – Point I, J, K does not contain asbestos.



Item 77 Ref: 22-47237-15

The putty around the glass in the windows in Area 16 – Kitchen 2 /Point J does not contain asbestos.

Removed August 2022



Item 78 Ref: 22-47237-16

The residual frame sealant around windows in Area 16 – Kitchen 2 /Point J does not contain asbestos.

Removed August 2022

Photographs of Areas Sampled (Cont)



Item 79 Ref: 22-47237-17

The residual frame sealant around door in Area 17 – D1 does not contain asbestos.

Removed August 2022

Sunderland
City Council

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 07557938966 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
Item 1	Bitumen Adhesive – Rm 0/01 (Corridor)	Very Low	12 monthly	08/09/2025
Item 2	Bitumen Adhesive – Rm 0/02 (Communal Area)	Very Low	12 monthly	08/09/2025
Item 3	Bitumen Adhesive – Rm 0/03 (Store Room)	Very Low	12 monthly	08/09/2025
Item 4	Bitumen Adhesive – Rm 0/09 (Communal Area)	Very Low	12 monthly	08/09/2025
Item 5	Bitumen Adhesive – Rm 0/10 (Classroom)	Very Low	12 monthly	08/09/2025
Item 6	Bitumen Adhesive – Rm 0/11 (Music Room)	Very Low	12 monthly	08/09/2025
Item 7	Bitumen Adhesive – Rm 0/12 (Entrance Lobby)	Very Low	12 monthly	08/09/2025
Item 8	Gasket – Rm 0/17 (Library)	Very Low	12 monthly	08/09/2025
Item 9	Ceiling Tiles – Rm 0/36 (Kitchen)	Low Risk	6 monthly	08/09/2025
Item 10	No asbestos	Is present		
Item 11	Ceiling – Rm 0/36 (Kitchen Fridge)	Very Low	12 monthly	08/09/2025
Item 12	Walls – Rm 0/36 (Kitchen Fridge)	Very Low	12 monthly	08/09/2025
Item 13	Ceiling Tiles – Rm 0/39 (Office & Store)	Low Risk	6 monthly	08/09/2025
Item 14	Toilet Cistern – Rm 0/40 (WC)	Very Low	12 monthly	08/09/2025
Item 15	Lining – Rm 0/40 (WC)	Low Risk	6 monthly	08/09/2025
Item 16	Flue – Rm 0/40 (WC)	Very Low	12 monthly	08/09/2025
Item 17	Ceiling Tiles – Rm 0/40 (WC)	Low Risk	6 monthly	08/09/2025
Item 18	No asbestos	Is present		
Item 19	Bitumen Adhesive – Rm 0/59 (Corridor)	Very Low	12 monthly	08/09/2025
Item 20	No asbestos	Is present		
Item 21	Lagging – Rm 0/81 (Boiler Room)	Low Risk	6 monthly	08/09/2025
Item 22	No asbestos	Is present		
Item 23	No asbestos	Is present		
Item 24	No asbestos	Is present		

Item 25	No asbestos	Is present		
Item 26	No asbestos	Is present		
Item 27	No asbestos	Is present		
Item 28	Sealant – External (localised to classroom 78 & 79 window replacement works)	Very Low		Removed August 2022
Item 29	Electrics – Rm 36 (Kitchen)	Very Low	12 monthly	08/09/2025
Item 30	Gaskets – Rm 36 (Kitchen)	Very Low	12 monthly	08/09/2025
Item 31	No asbestos	Is present		
Item 32	Lining to steriliser sink – Rm 36 (Kitchen)	Low Risk	6 monthly	08/09/2025
Item 33	Rope seal to steriliser sink – Rm 36 (Kitchen)	Low Risk	6 monthly	08/09/2025
Item 34	Red gasket to steriliser sink waste connection – Rm 36 (Kitchen)	Very Low	12 monthly	08/09/2025
Item 35	No asbestos	Is present		
Item 36	Adhesive to floor under lino – Rm 39 (office and store)	Very Low	12 monthly	08/09/2025
Item 37	No asbestos	Is present		
Item 38	Adhesive to floor under lino – Rm 40 (WC)	Very Low	12 monthly	08/09/2025
Item 39	Debris to walls at low level (Boiler Room)	Low	6 monthly	08/09/2025
Item 40	Debris to walls at high level (Boiler Room)	Low	6 monthly	08/09/2025
Item 41	Debris to gully ledge behind boiler (Boiler Room)	Low	Do not	Inspect
Item 42	No asbestos	Is present		
Item 43	No asbestos	Is present		
Item 44	Shuttering to underside of floor above (Boiler Room)	Low	Do not	Inspect
Item 45	Debris to edge of wall top (Boiler Room)	Medium	Do not	inspect
Item 46	General debris to floor (Boiler Room)	Medium	Do not	Inspect
Item 47	No asbestos	Is present		
Item 48	Residual frame sealant around window (Junior Class 1 Point A/Area 2)	Very Low		Removed August 2022

Item 49	Residual frame sealant around window (Junior Class 3 Point B/Area 3)	Very Low		Removed August 2022
<i>Item 50</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 51</i>	<i>No asbestos</i>	<i>Is present</i>		
Item 52	Residual frame sealant around window (Junior Class 4 Point B/Area 4)	Very Low		Removed August 2022
<i>Item 53</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 54</i>	<i>No asbestos</i>	<i>Is present</i>		
Item 55	Residual frame sealant around window (WC 2 Point C/Area 6)	Very Low		Removed August 2022
<i>Item 56</i>	<i>No asbestos</i>	<i>Is present</i>		
Item 57	Residual frame sealant around window (Head teacher Point D/Area 7)	Very Low		Removed August 2022
<i>Item 58</i>	<i>No asbestos</i>	<i>Is present</i>		
Item 59	Residual frame sealant around window (Bursar Point D/Area 8)	Very Low		Removed August 2022
<i>Item 60</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 61</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 62</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 63</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 64</i>	<i>No asbestos</i>	<i>Is present</i>		
Item 65	Residual frame sealant around window (Library Point G/Area 11)	Very Low		Removed August 2022
<i>Item 66</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 67</i>	<i>No asbestos</i>	<i>Is present</i>		
Item 68	Residual frame sealant around window and wood panelling (Kitchen 1 Point G/Area 12)	Very Low		Removed August 2022
<i>Item 69</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 70</i>	<i>No asbestos</i>	<i>Is present</i>		
Item 71	– Residual frame sealant around window and wood panelling (WC 3 Point H/Area 13)	Very Low		Removed August 2022
<i>Item 72</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 73</i>	<i>No asbestos</i>	<i>Is present</i>		
Item 74	Residual frame sealant around windows (Point I, J,	Very Low		Removed August

	K/Area 15)			2022
<i>Item 75</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 76</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 77</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 78</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 79</i>	<i>No asbestos</i>	<i>Is present</i>		

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Form 2**Periodic Return**

School	
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

<u>Ref:</u>	<u>Condition</u> Same/change	<u>Action Required</u> Yes/No	<u>Comments</u>
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Actions Required	
Actions Completed	
Alterations to Register	