

Foreward

ASBESTOS SURVEY REPORT FOR FORMER AWARDS CENTRE
HAVELOCK TOWERS, 270A HYLTON ROAD, SUNDERLAND, SR4 7XJ

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

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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 Business and Property Services





*Control of Asbestos
Regulations 2012*

**Asbestos Register for
Havelock Towers, 27a Hylton Road,
Sunderland, SR4 7XJ**



UPRN: - 149012

Location of register:-

Premises Manager / Samo: - Tenant

Date: 16 November 2022

Contact Numbers List: -

Caroline Bage Asbestos Manager – 07557 938966

Last updated 16/11/2022 V.2.0 Havelock Towers

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Plan of Building and Samples Location

- (Item 1) Ref: 149012-1 – Sealant to windows (Room 002) – No Risk
- (Item 2) Ref: 149012-2 – Panel above door (Room 002) – No Risk
- (Item 3) Ref: 149012-3 – Sealant to windows behind pipework (Room 004) – No Risk
- (Item 4) Ref: As 149012-3 – Sealant to windows behind pipework (Room 005) – No Risk
- (Item 5) Ref: 149012-4 – Debris to top of ceiling tiles (Room 005) – No Risk
- (Item 6) Ref: 149012-5 – Sink pad (Room 006) – No Risk
- (Item 7) Ref: 149012-6 – Sealant to windows (Room 007) – No Risk
- (Item 8) Ref: As 149012-1 – Sealant to windows (Room 010) – No Risk
- (Item 9) Ref: As 149012-3 – Sealant to windows behind pipework (Room 010) – No Risk
- (Item 10) Ref: As 149012-1 – Sealant to windows (Room 011) – No Risk
- (Item 11) Ref: As 149012-3 – Sealant to windows behind pipework (Room 011) – No Risk
- (Item 12) Ref: As 149012-1 – Sealant to windows (Room 012) – No Risk
- (Item 13) Ref: As 149012-3 – Sealant to windows behind pipework (Room 012) – No Risk
- (Item 14) Ref: As 149012-1 – Sealant to windows (Room 013) – No Risk
- (Item 15) Ref: As 149012-3 – Sealant to windows (Room 013) – No Risk
- (Item 16) Ref: 149012-7 – Suspended ceiling (Room 015) – No Risk
- (Item 17) Ref: 149012-8 – Sink pad (Room 015) – Very Low Risk
- (Item 18) Ref: As 149012-3 – Sealant to windows (Room 015) – No Risk
- (Item 19) Ref: As 149012-1 – Sealant to windows (Room 016) – No Risk
- (Item 20) Ref: As 149012-3 – Sealant to windows (Room 016) – No Risk
- (Item 21) Ref: As 149012-1 – Sealant to windows (Room 101) – No Risk
- (Item 22) Ref: 149012-10 – Radiator knob (Room 102) – No Risk
- (Item 23) Ref: As 149012-9 – Pipework insulation (Room 102) – No Risk
- (Item 24) Ref: As 149012-9 – Pipework insulation (Room 102) – No Risk
- (Item 25) Ref: As 149012-7 – Suspended ceiling (Room 103) – No Risk
- (Item 26) Ref: 149012-11 – Gasket (Room 104) – No Risk
- (Item 27) Ref: As 149012-7 – Suspended ceiling (Room 105) – No Risk
- (Item 28) Ref: 149012-13 – Subfloor covering (Room 105) – No Risk
- (Item 29) Ref: As 149012-7 – Suspended ceiling (Room 106) – No Risk
- (Item 30) Ref: As 149012-13 – Subfloor covering (Room 106) – No Risk
- (Item 31) Ref: As 149012-3 – Sealant to window (Room 106) – No Risk
- (Item 32) Ref: As 149012-7 – Suspended ceiling (Room 107) – No Risk
- (Item 33) Ref: As 149012-13 – Subfloor covering (Room 107) – No Risk
- (Item 34) Ref: As 149012-3 – Sealant to windows (Room 107) – No Risk
- (Item 35) Ref: As 149012-7 – Suspend to ceiling (Room 108) – No Risk
- (Item 36) Ref: As 149012-3 – Sealant to windows (Room 108) – No Risk
- (Item 37) Ref: As 149012-7 – Suspended ceiling (Room 109) – No Risk
- (Item 38) Ref: As 149012-13 – Subfloor covering (Room 109) – No Risk
- (Item 39) Ref: As 149012-3 – Sealant to windows (Room 109) – No Risk

(Item 40)	Ref: As 149012-7 – Suspended ceiling (Room 110) – No Risk
(Item 41)	Ref: As 149012-12 – Sink pad (Room 110) – No Risk
(Item 42)	Ref: As 149012-13 – Subfloor covering (Room 110) – No Risk
(Item 43)	Ref: As 149012-3 – Sealant to windows (Room 110) – No Risk
(Item 44)	Ref: As 149012-1 – Sealant to windows (Room 201) – No Risk
(Item 45)	Ref: As 149012-10 – Radiator knob (Room 202) – No Risk
(Item 46)	Ref: As 149012-7 – Suspended ceiling (Room 203) – No Risk
(Item 47)	Ref: As 149012-7 – Suspended ceiling (Room 204) – No Risk
(Item 48)	Ref: 149012-14 – Subfloor covering (Room 204) – No Risk
(Item 49)	Ref: As 149012-3 – Sealant to windows (Room 204) – No Risk
(Item 50)	Ref: As 149012-7 – Suspended ceiling (Room 205) – No Risk
(Item 51)	Ref: As 149012-14 – Subfloor covering (Room 205) – No Risk
(Item 52)	Ref: As 149012-3 – Sealant to windows (Room 205) – No Risk
(Item 53)	Ref: As 149012-7 – Suspended ceiling (Room 206) – No Risk
(Item 54)	Ref: 149012-15 – Floor covering (Room 206) – No Risk
(Item 55)	Ref: As 149012-7 – Suspended ceiling (Room 207) – No Risk
(Item 56)	Ref: As 149012-15 – Subfloor covering (Room 207) – No Risk
(Item 57)	Ref: As 149012-3 – Sealant to windows (Room 207) – No Risk
(Item 58)	Ref: As 149012-7 – Suspended ceiling (Room 208) – No Risk
(Item 59)	Ref: As 149012-15 – Subfloor covering (Room 208) – No Risk
(Item 60)	Ref: As 149012-3 – Sealant to windows (Room 208) – No Risk
(Item 61)	Ref: As 149012-7 – Suspended ceiling (Room 209) – No Risk
(Item 62)	Ref: As 149012-15 – Subfloor covering (Room 209) – No Risk
(Item 63)	Ref: As 149012-12 – Sink pad (Room 209) – No Risk
(Item 64)	Ref: As 149012-3 – Sealant to windows (Room 209) – No Risk
(Item 65)	Ref: Presumed – electrics (Room 210) – Very Low Risk
(Item 66)	Ref: 149012-16 – Gasket to boiler (Room 210) – Low Risk
(Item 67)	Ref: 149012-17 – Boiler flue (Room 210) – Very Low Risk
(Item 68)	Ref: Presumed – Loose fuses (Room 210) – Very Low Risk
(Item 69)	Ref: 149012-18 – Downpipe (Room 210) – Very Low Risk
(Item 70)	Ref: 149012-19 – Pipework Lagging (Room 210) – Low Risk
(Item 71)	Ref: 149012-20 – Gasket to flange (Room 210) – No Risk
(Item 72)	Ref: 149012-22 – Debris to floor (Room 210) – No Risk
(Item 73)	Ref: Presumed – Boiler Flue Cowl (External) – Very Low Risk
(Item 74)	Ref: 149012-23 – Putty to windows (External) – No Risk
(Item 75)	Ref: 149012-24 – Damp Proof Course (External) – No Risk
(Item 76)	Ref: 284014-1 – Acoustic Paint in heater (Room 003) – Very Low Risk

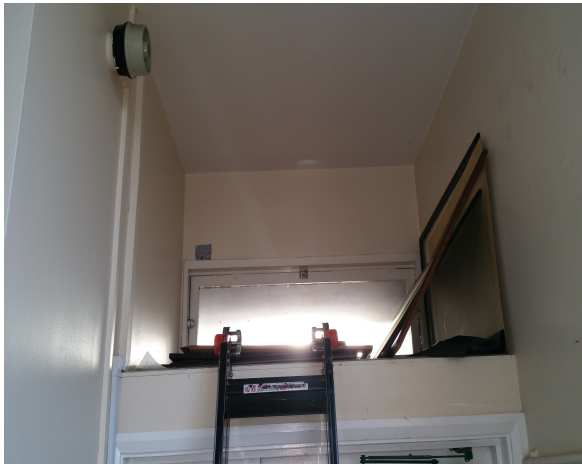
Please note the survey carried out was non-intrusive and any areas not listed above may not have been accessed or had samples taken, should major refurbishment be planned for the property, further investigation will be required.

Photographs of Areas Sampled



Item 1 Ref: 149012-1

The sealant to windows in the stairwell lobby (Rm 0/02) does not contain asbestos.



Item 2 Ref: 149012-2

The panel above the door in the stairwell lobby (Rm 0/02) does not contain asbestos.



Item 3 Ref: 149012-3

The sealant to the windows behind pipework in the staff room ceiling void (Rm 0/04) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 4 Ref: As 149012-3

The sealant to the windows behind pipework in the classroom ceiling void (Rm 0/05) does not contain asbestos.



Item 5 Ref: 149012-4

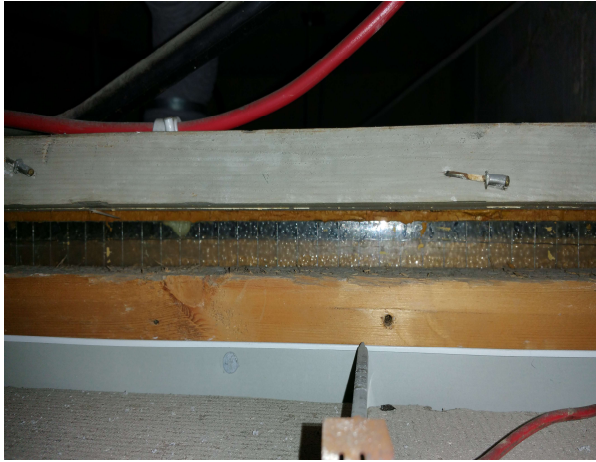
The debris to top of ceiling tiles adjacent to windows in the classroom ceiling void (Rm 0/05) does not contain asbestos.



Item 6 Ref: 149012-5

The sink pad in the staff room kitchen (Rm 0/06) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 7 Ref: 149012-6

The sealant to windows in the corridor ceiling void (Rm 0/07) does not contain asbestos.



Item 8 Ref: As 149012-1

The sealant to windows in the female WC (Rm 0/10) does not contain asbestos.



Item 9 Ref: As 149012-3

The sealant to windows behind the pipework in the female WC ceiling void (Rm 0/10) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 10 Ref: As 149012-1

The sealant to windows in the office (Rm 0/11) does not contain asbestos.



Item 11 Ref: As 149012-3

The sealant to windows behind the pipework in the office ceiling void (Rm 0/11) does not contain asbestos.



Item 12 Ref: As 149012-1

The sealant to windows in the office (Rm 0/12) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 13 Ref: As 149012-3

The sealant to windows behind the pipework in the office ceiling void (Rm 0/12) does not contain asbestos.



Item 14 Ref: As 149012-1

The sealant to windows in the classroom (Rm 0/13) does not contain asbestos.



Item 15 Ref: As 149012-3

The sealant to windows in the classroom ceiling void (Rm 0/13) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 16 Ref: 149012-7

The suspended ceiling in the stock room (Rm 0/15) does not contain asbestos.



Item 17 Ref: 149012-8

The sink pad in the stock room (Rm 0/15) contains asbestos.

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



Item 18 Ref: As 149012-3

The sealant to windows in the stock room ceiling void (Rm 0/15) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 19 Ref: As 149012-1

The sealant to windows in the office (Rm 0/16) does not contain asbestos.



Item 20 Ref: As 149012-3

The sealant to windows in the office ceiling void (Rm 0/16) does not contain asbestos.



Item 21 Ref: As 149012-1

The sealant to windows in the stairwell & landing (Rm 1/01) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 22 Ref: 149012-10

The radiator knob in the female WC (Rm 1/02) does not contain asbestos.



Item 23 Ref: As 149012-9

The pipework insulation in the female WC (Rm 1/02) does not contain asbestos.



Item 24 Ref: 149012-9

The pipework insulation in the female WC ceiling void (Rm 1/02) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 25 Ref: As 149012-7

The suspended ceiling in the corridor (Rm 1/03) does not contain asbestos.



Item 26 Ref: 149012-11

The gasket to loose lying junction box in the switchroom (Rm 1/04) does not contain asbestos.



Item 27 Ref: As 149012-7

The suspended ceiling in the office (Rm 1/05) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 28 Ref: 149012-13

The subfloor covering in the office (Rm 1/05) does not contain asbestos.



Item 29 Ref: As 149012-7

The suspended ceiling in the office (Rm 1/06) does not contain asbestos.



Item 30 Ref: As 149012-13

The subfloor covering in the office (Rm 1/06) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 31 Ref: As 149012-3

The sealant to windows in the office ceiling void (Rm 1/06) does not contain asbestos.



Item 32 Ref: As 149012-7

The suspended ceiling in the office (Rm 1/07) does not contain asbestos.



Item 33 Ref: As 149012-13

The subfloor covering in the office (Rm 1/07) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 34 Ref: As 149012-3

The sealant to windows in the office ceiling void (Rm 1/07) does not contain asbestos.



Item 35 Ref: As 149012-7

The suspended ceiling in the office (Rm 1/08) does not contain asbestos.



Item 36 Ref: As 149012-3

The sealant to windows in the office ceiling void (Rm 1/08) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 37 Ref: As 149012-7

The suspended ceiling in the office (Rm 1/09) does not contain asbestos.



Item 38 Ref: As 149012-13

The subfloor covering in the office (Rm 1/09) does not contain asbestos.



Item 39 Ref: As 149012-3

The sealant to windows in the office ceiling void (Rm 1/09) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 40 Ref: As 149012-7

The suspended ceiling in the staff room (Rm 1/10) does not contain asbestos.



Item 41 Ref: 149012-12

The sink pad in the staff room (Rm 1/10) does not contain asbestos.



Item 42 Ref: As 149012-13

The subfloor covering in the staff room (Rm 1/10) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 43 Ref: As 149012-3

The sealant to windows in the staff room ceiling void (Rm 1/10) does not contain asbestos.



Item 44 Ref: As 149012-1

The sealant to windows in the stairwell & landing (Rm 2/01) does not contain asbestos.



Item 45 Ref: As 149012-10

The radiator knob in the male WC (Rm 2/02) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 46 Ref: As 149012-7

The suspended ceiling in the corridor (Rm 2/03) does not contain asbestos.



Item 47 Ref: As 149012-7

The suspended ceiling in the office (Rm 2/04) does not contain asbestos.



Item 48 Ref: 149012-14

The subfloor covering in the office (Rm 2/04) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 49 Ref: As 149012-3

The sealant to windows in the office ceiling void (Rm 2/04) does not contain asbestos.



Item 50 Ref: As 149012-7

The suspended ceiling in the office (Rm 2/04) does not contain asbestos.



Item 51 Ref: As 149012-14

The subfloor covering in the office (Rm 2/05) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 52 Ref: As 149012-3

The sealant to windows in the office ceiling void (Rm 2/05) does not contain asbestos.



Item 53 Ref: As 149012-7

The suspended ceiling in the office (Rm 2/06) does not contain asbestos.



Item 54 Ref: 149012-15

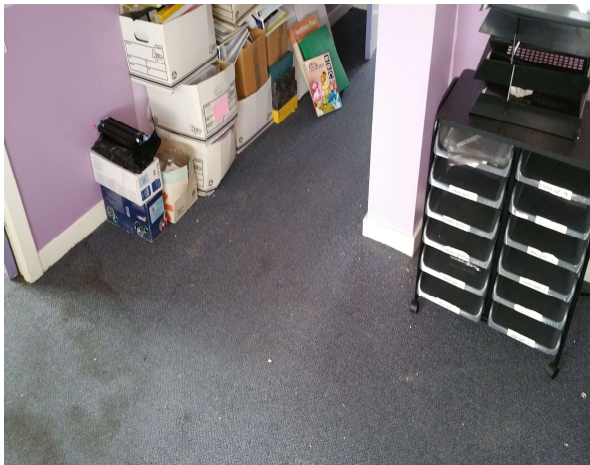
The floor covering in the store room (Rm 2/06) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 55 Ref: As 149012-7

The suspended ceiling in the office (Rm 2/07) does not contain asbestos.



Item 56 Ref: As 149012-15

The sub floor covering in the office (Rm 2/07) does not contain asbestos.



Item 57 Ref: As 149012-3

The sealant to windows in the office ceiling void (Rm 2/07) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 58 Ref: As 149012-7

The suspended ceiling in the office (Rm 2/08) does not contain asbestos.



Item 59 Ref: As 149012-15

The sub floor covering in the office (Rm 2/08) does not contain asbestos.



Item 60 Ref: As 149012-3

The sealant to windows in the office ceiling void (Rm 2/08) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 61 Ref: As 149012-7

The suspended ceiling in the staff room (Rm 2/09) does not contain asbestos.



Item 62 Ref: As 149012-15

The sub floor covering in the staff room (Rm 2/09) does not contain asbestos.



Item 63 Ref: As 149012-12

The sink pad in the staff room (Rm 2/09) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 64 Ref: As 149012-3

The sealant to windows in the staff room ceiling void (Rm 2/09) does not contain asbestos.



Item 65 Ref: Presumed

The electrics – cartridge fuses in the boiler room (Rm 2/10) is presumed to contain asbestos.

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



Item 66 Ref: 149012-16

The gasket to boiler in the boiler room (Rm 2/10) contains asbestos.

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

Photographs of Areas Sampled (Cont)



Item 67 Ref: 149012-17

The boiler flue in the boiler room (Rm 2/10) contains asbestos.

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



Item 68 Ref: Presumed

The loose lying cartridge fuses within the floor void in the boiler room (Rm 2/10) is presumed to contain asbestos.

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



Item 69 Ref: 149012-18

The downpipe adjacent to door in the boiler room (Rm 2/10) contains asbestos.

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

Photographs of Areas Sampled (Cont)



Item 70 Ref: 149012-19

The pipework lagging in the boiler room (Rm 2/10) contains asbestos.

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



Item 71 Ref: 149012-20

The gasket to pipework flange in the boiler room (Rm 2/10) does not contain asbestos.



Item 72 Ref: 149012-22

The general debris to floor to pipework runs in the boiler room (Rm 2/10) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 73 Ref: Presumed

The boiler flue cowl
(External) is presumed to
contain asbestos.

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



Item 74 Ref: 149012-23

The putty to the windows
(External) does not contain
asbestos.



Item 75 Ref: 149012-24

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

Photographs of Areas Sampled (Cont)



Item 76 Ref: 284014-1

The acoustic paint to fans in heater in the downstairs cupboard (Rm 0/03) contains asbestos.

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

Five Simple Steps to Asbestos Management

Each property has a nominated site asbestos monitoring officer (SAMO). The SAMO is responsible for maintaining this register and ensuring all necessary personnel are aware of the register including all maintenance, construction and service installers; undertaking periodic inspections and liaising with the Departmental Asbestos Co-ordinator and the Asbestos Manager in Property Services as necessary.

The SAMO's role is very important but this guide is hoped to ensure the requirements are easy and simple to follow.

Step 1 – Receiving the Register

The SAMO is the tenant.

And the person is responsible for the register, where it is located and that it is kept up to date.

The register contains a plan of the premises and a photographic schedule of where the asbestos is and what risk is associated.

The SAMO must make all employees aware of the locations and should let any contractors entering the building view the register before any work is started.

Step 2 – Periodic Inspections

The SAMO must look at the locations photographed and compare the asbestos now to when the photograph was taken and complete the checklist attached (Form 2).

The checklists are to be completed periodically in accordance with the schedule attached.

Should the SAMO come across some asbestos which has been disturbed, whether during refurbishment works or during the normal course of wear and tear, they should complete Form 4 as far as possible and contact Property Services for advice and remedial action.

In the meantime, they should ensure that access to the area containing the disturbed or damaged asbestos is prohibited until Property Services has made recommendations.

Step 3 – Planned Work

All planned works that may disturb or danger any asbestos indicated, should be reported to Property Services using form 3 at least 21 days before the work is due to commence.

Step 4 – Contractors on Site

If a contractor arrives on site, the SAMO must :

- a. Make sure they read/view the register
- b. Get contractor to sign register to say he has read it (Form1).
- c. Get confirmation from the contractor that proposed works will not disturb any asbestos areas.
- d. If area is disturbed that was not identified in Register, advise Property Services immediately and complete Form 4.

Step 5 – Monitoring the Register

On completion of work get contractor to sign to say they didn't disturb any areas.

If alterations have occurred details should be forwarded to Property Services.

If you, as SAMO, are to leave your post, please notify your Departmental Co-ordinator to appoint another person and notify Property Services and the front of your register.

In the event of an exposure of asbestos, please refer to your site specific emergency procedures. However, as a minimum:

- Seal the area off completely. (Lock the area off if possible and post a notice on the door, "No access - Contact ")
- If there is any air movement systems within the premises, shut it off.
- Contact the Asbestos Manager on 0191 561 2686 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>No asbestos</i>	<i>Is present</i>		
<i>Item 2</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 3</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 4</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 5</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 6</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 7</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 8</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 9</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 10</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 11</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 12</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 13</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 14</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 15</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 16</i>	<i>No asbestos</i>	<i>Is present</i>		
Item 17	Sink Pad – Rm 0/15	Very Low Risk	12 Monthly	23/01/2022
<i>Item 18</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 19</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 20</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 21</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 22</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 23</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 24</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 25</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 26</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 27</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 28</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 29</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 30</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 31</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 32</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 33</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 34</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 35</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 36</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 37</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 38</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 39</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 40</i>	<i>No asbestos</i>	<i>Is present</i>		

Item 41	No asbestos	Is present		
Item 42	No asbestos	Is present		
Item 43	No asbestos	Is present		
Item 44	No asbestos	Is present		
Item 45	No asbestos	Is present		
Item 46	No asbestos	Is present		
Item 47	No asbestos	Is present		
Item 48	No asbestos	Is present		
Item 49	No asbestos	Is present		
Item 50	No asbestos	Is present		
Item 51	No asbestos	Is present		
Item 52	No asbestos	Is present		
Item 53	No asbestos	Is present		
Item 54	No asbestos	Is present		
Item 55	No asbestos	Is present		
Item 56	No asbestos	Is present		
Item 57	No asbestos	Is present		
Item 58	No asbestos	Is present		
Item 59	No asbestos	Is present		
Item 60	No asbestos	Is present		
Item 61	No asbestos	Is present		
Item 62	No asbestos	Is present		
Item 63	No asbestos	Is present		
Item 64	No asbestos	Is present		
Item 65	Electrics Cartridge Fuses – Rm 2/10	Very Low Risk	12 Monthly	23/01/2022
Item 66	Gasket to Boiler – Rm 2/10	Low Risk	6 Monthly	23/07/2021
Item 67	Boiler Flue – Rm 2/10	Very Low Risk	12 Monthly	23/01/2022
Item 68	Loose Lying Cartridge Fuses – Rm 2/10	Very Low Risk	12 Monthly	23/01/2022
Item 69	Downpipe – Rm 2/10	Very Low Risk	12 Monthly	23/01/2022
Item 70	Pipework Lagging – Rm 2/10	Low Risk	6 Monthly	23/07/2021

tem 71	No asbestos	Is present		
Item 72	No asbestos	Is present		
Item 73	Boiler flue cowl – Rm 2/10	Very Low Risk	12 Monthly	23/01/2022
Item 74	No asbestos	Is present		
Item 75	No asbestos	Is present		
Item 76	Acoustic Paint – Rm 0/03	Very Low Risk	12 Monthly	23/01/2022

Form 2**Periodic Return**

School/Site	
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>	<u>Action Required</u>	<u>Comments</u>
	Same/change	Yes/No	

Sunderland
City Council

For Office Use Only

Actions Required	
Actions Completed	
Alterations to Register	