

## **Foreward**

ASBESTOS SURVEY REPORT FOR SHAFTOE ACADEMY PRIMARY SCHOOL, HAYDON BRIDGE, HEXHAM, NE47 6BN.

I have enclosed for your information and retention the most recent asbestos survey (Management) which applies to the property stated above. The purpose of the survey is to identify as far as possible, the materials containing asbestos fibres in your property.

The attached report is divided in sections so as to give as much information as possible, a basic reference section for use by premises managers and a more detailed report for use by contractors on site etc.

### **Plan of the Building and Sample Locations**

This contains a plan of the building and identifies where asbestos samples have been taken from.

### **Photographs of Areas Sampled**

This section contains photographs of all the areas where samples were taken. These photographs can be used when carrying out the periodic inspections to see if there has been any change or deterioration in its condition.

### **Survey Information**

This section contains the survey information as printed from the central database held at Land and Property. It describes the type of asbestos present, its location, condition etc. Contractors should be shown this section along with the others when they are shown the register prior to starting any work.

### **Priority Risk Assessments**

This section contains assessments which have been created using information from the survey and information on your property. This assessment helps to determine how often periodic checks on any asbestos need to be carried out by your Samo.

### **5 Simple Steps to Asbestos Management**

This section details procedures for managing asbestos in your property. It gives guidance on the register, the inspections, any planned work and what to do when contractors arrive on site.

### **Commonly asked Questions**

This section covers questions most commonly asked and can be referred to as/when the need arises.

The building has been surveyed as comprehensively as possible, all potentially fibrous materials have been examined and where necessary analysed by competent UKAS accredited analysts and the findings of both recorded in the report.

This report is an important document and must be referred to before any building works are carried out. The report must be kept with your handbook and the checklists completed on a regular basis. You will be reminded when your specific checklists are due for submission.

### **Information for Employees Working in Premises where Asbestos Containing Materials Exist.**

Asbestos is made up of fibrous materials, which are flexible, mechanically strong and resistant to stretching, heat and chemicals. As a consequence asbestos has been used extensively in buildings. Examples of asbestos containing materials found in buildings include exterior asbestos cement cladding; gutters and pipes; fireproof sprays on structural steel joists; insulation boards in service ducts and wall partitions; ceiling and floor tiles and pipe and boiler lagging.

Asbestos containing products can produce very small fibrous dust particles, which can not be seen by the naked eye. It is only when these fibres become airborne, due to damage, deterioration, disturbance etc, that there is a risk to health.

### **If asbestos is maintained in good condition and is not disturbed or damaged it does not pose a health risk.**

The authority has a management system for ensuring that you are not exposed to asbestos containing materials that are in poor condition and may pose a health risk. This system is based on sound principals laid down by legislation and associated codes of practice and guidance.

It is not appropriate simply to remove all asbestos containing materials in buildings. Asbestos materials that are sound, undamaged and not releasing dust should be left alone. Any disturbance to such materials, however carefully controlled, will release fibres and be counter-productive.

Within the building you occupy, your department has nominated a Site Asbestos Monitoring Officer (SAMO). This individual is responsible for inspecting the asbestos containing materials to ensure they are not in a dangerous condition. Should you have any concerns about suspect materials within your premises you should contact the SAMO.

### **Restrictions on use, distribution and publication of the report**

We accept no responsibility or liability for the consequences of this document being used for purpose other than for which it was commissioned.

To the extent that the document is based on the information available at the time of writing, Sunderland City Council accepts no liability for any consequences should this report be used for any other purpose

If you require any further information regarding the report or its application please contact Caroline Bage, Asbestos Manager on Tel: 07557 938966.

Yours sincerely,

Neil Guthrie  
Director of Development and Property

Sunderland  
City Council

# Sunderland City Council

*Control of Asbestos  
Regulations 2012*

## **Asbestos Register for Shaftoe Academy Primary School**



**UPRN: - J273378**

**TF Ref:**

**Location of register:-**

**Premises Manager / Samo: - Tenant**

**Date: 22 May 2026**

**Contact Numbers List: -**

**Caroline Bage Asbestos Manager – 07557 938966**

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## Plan of Building and Samples Location

Item No.	Sample Ref.	Area Sampled	Location Name	Inspection Frequency
1	TL000317	Pipework Gaskets	Boiler Room Shaftoe Academy Z1/001	Low Risk – 6 monthly
2	TL000318	Debris/Residue walls, composite sample from walls	Boiler Room Shaftoe Academy Z1/001	No Risk
3	TL000319	Pipe Joints exposed flange on loose pipe	Boiler Room Shaftoe Academy Z1/001	Medium Risk – 3 monthly
4	TL000310	Floor tile (with adhesive) Grey by main entrance	Entrance Hall/Foyer/Lobby Shaftoe Academy G/001	No Risk
5	As TL000310	Floor tile (with adhesive) Grey beneath modern vinyl	Entrance Hall/Foyer/Lobby to toilets Shaftoe Academy G/004	No Risk
6	TL000316	Floor covering to corner of boxing	Corridor Shaftoe Academy G/005	No Risk
7	TL000311	Floor tile with adhesive Black and white	Store Room Shaftoe Academy G/009	No Risk
8	As TL000310	Floor tile (with adhesive) Grey beneath	Entrance Hall/Foyer/Lobby to stores Shaftoe Academy G/010	No Risk
9	As TL000310	Floor tile (with adhesive) Grey	Entrance Hall/Foyer/Lobby to boys toilets Shaftoe Academy G/011	No Risk
10	TL000312	Floor tile with adhesive black and beige	Office Shaftoe Academy G/014	Low Risk – 6 monthly
11	TL000313	Floor screed	Office Shaftoe Academy G/018	No Risk
12	As TL000313	Floor screed	Entrance Hall/Foyer/Lobby Shaftoe Academy G/019	No Risk
13	As TL000313	Floor screed	Toilet Shaftoe Academy G/20	No Risk
14	TL000314	Floor screed beneath carpet	Classroom The Newton Room Shaftoe Academy G/024	No Risk
15	TL000315	Under sink mat	Classroom Shaftoe Academy G/025	No Risk
16	TL000320	Floor tile with adhesive Grey and white	Cupboard Store Early Years Block G/004	Low Risk – 6 monthly
17	As TL000315	Under sink mat	Classroom Early Years Block G/010	No Risk
18	TL000321	Toilet cistern	Toilets Bamburgh Building G/003	No Risk









19	TL000322	Floor covering	Stores G/002	Low Risk – 6 monthly
20	TL000323	Window putty seal to rear door	External Stores E/001	No Risk

**Survey J284936 was carried out in regards to a new fire alarm system installation. No samples were taken as no asbestos was inspected.**



**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.**

Sunderland  
City Council

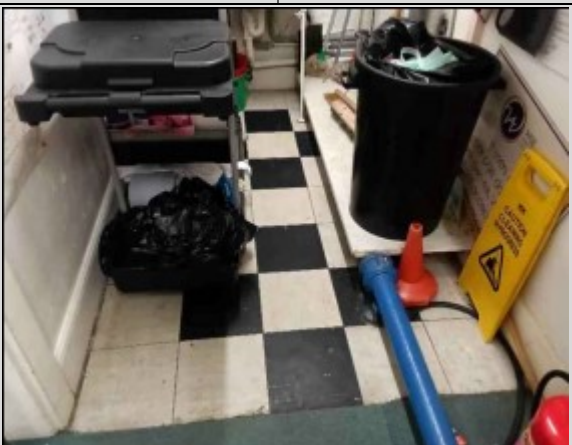
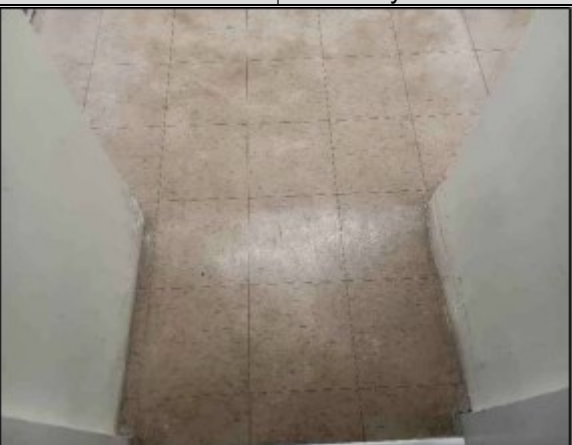

## Photographs of Areas Sampled

1	TL000317	Pipework Gaskets	Boiler Room Shaftoe Academy Z1/001	Low Risk – 6 monthly				
		<table border="1"> <tr> <td><b>Photo 1: Wide Angle</b></td> <td><b>Photo 2: Close-up</b></td> </tr> <tr> <td></td> <td></td> </tr> </table>			<b>Photo 1: Wide Angle</b>	<b>Photo 2: Close-up</b>		
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2	TL000318	Debris/Residue walls, composite sample from walls	Boiler Room Shaftoe Academy Z1/001	No Risk				
								
3	TL000319	Pipe Joints exposed flange on loose pipe	Boiler Room Shaftoe Academy Z1/001	Medium Risk – 3 monthly				
								

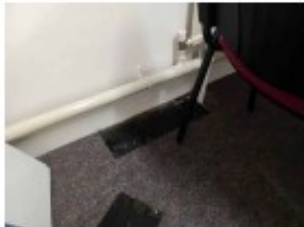

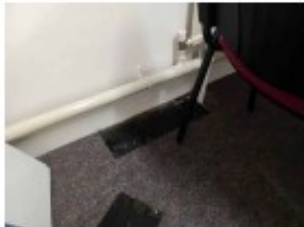

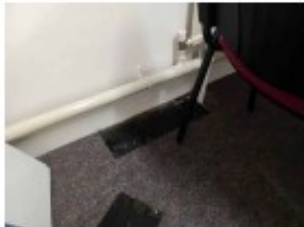



**Photographs of Areas Sampled (cont.)**

4	TL000310	Floor tile (with adhesive) Grey by main entrance	Entrance Hall/Foyer/Lobby Shaftoe Academy G/001	No Risk
				
5	As TL000310	Floor tile (with adhesive) Grey beneath modern vinyl	Entrance Hall/Foyer/Lobby to toilets Shaftoe Academy G/004	No Risk
<p><b>No Photographic Evidence Provided</b></p>				
6	TL000316	Floor covering to corner of boxing	Corridor Shaftoe Academy G/005	No Risk
				

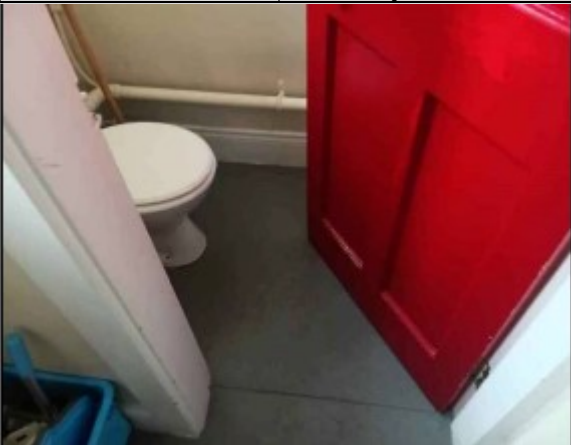


**Photographs of Areas Sampled (cont.)**

7	TL000311	Floor tile with adhesive Black and white	Store Room Shaftoe Academy G/009	No Risk
				
8	As TL000310	Floor tile (with adhesive) Grey beneath	Entrance Hall/Foyer/Lobby to stores Shaftoe Academy G/010	No Risk
				
9	As TL000310	Floor tile (with adhesive) Grey	Entrance Hall/Foyer/Lobby to boys toilets Shaftoe Academy G/011	No Risk
				









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

10	TL000312	Floor tile with adhesive black and beige	Office Shaftoe Academy G/014	Low Risk – 6 monthly				
<table border="1" style="width: 100%; text-align: center;"> <tr> <td data-bbox="329 394 808 468"><b>Photo 1: Wide Angle</b></td> <td data-bbox="808 394 1287 468"><b>Photo 2: Close-up</b></td> </tr> <tr> <td data-bbox="329 468 808 709">  </td> <td data-bbox="808 468 1287 709">  </td> </tr> </table>					<b>Photo 1: Wide Angle</b>	<b>Photo 2: Close-up</b>		
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11	TL000313	Floor screed	Office Shaftoe Academy G/018	No Risk				
								
12	As TL000313	Floor screed	Entrance Hall/Foyer/Lobby Shaftoe Academy G/019	No Risk				
								








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

13	As TL000313	Floor screed	Toilet Shaftoe Academy G/20	No Risk
				
14	TL000314	Floor screed beneath carpet	Classroom The Newton Room Shaftoe Academy G/024	No Risk
				
15	TL000315	Under sink mat	Classroom Shaftoe Academy G/025	No Risk
				

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

16	TL000320	Floor tile with adhesive Grey and white	Cupboard Store Early Years Block G/004	Low Risk – 6 monthly				
<table border="1" style="width: 100%; text-align: center;"> <tr> <td data-bbox="329 401 808 472"><b>Photo 1: Wide Angle</b></td> <td data-bbox="808 401 1287 472"><b>Photo 2: Close-up</b></td> </tr> <tr> <td data-bbox="329 472 808 711"></td> <td data-bbox="808 472 1287 711"></td> </tr> </table>					<b>Photo 1: Wide Angle</b>	<b>Photo 2: Close-up</b>		
<b>Photo 1: Wide Angle</b>	<b>Photo 2: Close-up</b>							
								
17	As TL000315	Under sink mat	Classroom Early Years Block G/010	No Risk				
								
18	TL000321	Toilet cistern	Toilets Bamburgh Building G/003	No Risk				
								

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

19	TL000322	Floor covering	Stores G/002	Low Risk – 6 monthly				
<table border="1"> <tr> <td><b>Photo 1: Wide Angle</b></td> <td><b>Photo 2: Close-up</b></td> </tr> <tr> <td></td> <td></td> </tr> </table>					<b>Photo 1: Wide Angle</b>	<b>Photo 2: Close-up</b>		
<b>Photo 1: Wide Angle</b>	<b>Photo 2: Close-up</b>							
								
20	TL000323	Window putty seal to rear door	External Stores E/001	No Risk				
								

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## Five Simple Steps to Asbestos Management

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

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

### Step 1 – Receiving the Register

The SAMO is the tenant.

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

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

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

### Step 2 – Periodic Inspections

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

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

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

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

### Step 3 – Planned Work

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

#### Step 4 – Contractors on Site

If a contractor arrives on site, the SAMO must :

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

#### Step 5 – Monitoring the Register

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

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

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

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

- Seal the area off completely. (Lock the area off if possible and post a notice on the door, "No access - Contact ..... " )
- If there is any air movement systems within the premises, shut it off.
- Contact the Asbestos Manager on 07557 938966 immediately. Who will arrange for any remedial works / air monitoring.
- Start to complete the "Registration of Disturbances" form, which is in your register (Section 10 in the new style register).

Once the remedial works have been carried out and a clear air test certificate has been issued. Access to the area can be re-opened.

In the event that you are unable to contact the Asbestos Manager, please contact the Civic Centre on 520 5555 and ask for assistance from a building surveyor. Out of hours ring the City Alarm and Emergency Control room on 553 1999.

Central Safety can be contacted on 561 2311.

**In the event of a fire (or drill), the asbestos register must be taken outside to show the emergency services.**

## Commonly Asked Questions.

- **How often should SAMO's undertake inspections of asbestos containing materials?**  
The Asbestos Manager will inform the SAMO of how often the inspections should be undertaken.
- **What should a SAMO do if the asbestos containing materials are disturbed or damaged?**  
The SAMO should prohibit access to the areas until the Asbestos Manager in Property Services has been contacted and given recommendations.
- **Can employees put up decorations onto asbestos containing materials?**  
No decorations should be attached to asbestos containing materials. However, it is understood that some decoration is already attached to asbestos containing materials and these should be left in place.
- **Can a room with asbestos containing materials in the ceiling and wall be painted?**  
Yes, as long as the material is not rubbed or sanded down, as this may result in the release of asbestos fibres.
- **Why isn't all asbestos containing materials removed from buildings?**  
Because it is safer to leave asbestos containing materials in good condition in buildings. Removing the materials will result in a greater risk to health because of the consequential release of fibres.
- **When will asbestos containing material be removed from my building?**  
Asbestos containing materials will be removed if work involves the disturbance of the material e.g. during the refurbishment or dismantling of part of the building or structure.
- **What should a SAMO do if he/she has had no training in use of the register?**  
The SAMO should ring the Departmental Co-ordinator who will arrange training.

INSPECTION SCHEDULE

**FORM 2**

Item No.	Area Sampled	Location Name	Inspection Frequency	Date of Return	Condition Same/change	Action Required Y/N	Asbestos Sticker Displayed Y/N	Comments
1	Pipework Gaskets	Boiler Room Shaftoe Academy Z1/001	Low Risk – 6 monthly	28/11/2026				
2	Debris/Residue walls, composite sample from walls	Boiler Room Shaftoe Academy Z1/001	No Risk					
3	Pipe Joints exposed flange on loose pipe	Boiler Room Shaftoe Academy Z1/001	Medium Risk – 3 monthly	28/08/2026				
4	Floor tile (with adhesive) Grey by main entrance	Entrance Hall/Foyer/Lobby Shaftoe Academy G/001	No Risk					
5	Floor tile (with adhesive) Grey beneath modern vinyl	Entrance Hall/Foyer/Lobby to toilets Shaftoe Academy G/004	No Risk					
6	Floor covering to corner of boxing	Corridor Shaftoe Academy G/005	No Risk					
7	Floor tile with adhesive Black and white	Store Room Shaftoe Academy G/009	No Risk					
8	Floor tile (with adhesive) Grey beneath	Entrance Hall/Foyer/Lobby to stores Shaftoe Academy G/010	No Risk					
9	Floor tile (with adhesive) Grey	Entrance Hall/Foyer/Lobby to boys toilets Shaftoe Academy G/011	No Risk					
10	Floor tile with	Office Shaftoe	Low Risk – 6	28/11/2026				

	adhesive black and beige	Academy G/014	monthly					
11	Floor screed	Office Shaftoe Academy G/018	No Risk					
12	Floor screed	Entrance Hall/Foyer/Lobby Shaftoe Academy G/019	No Risk					
13	Floor screed	Toilet Shaftoe Academy G/20	No Risk					
14	Floor screed beneath carpet	Classroom The Newton Room Shaftoe Academy G/024	No Risk					
15	Under sink mat	Classroom Shaftoe Academy G/025	No Risk					
16	Floor tile with adhesive Grey and white	Cupboard Store Early Years Block G/004	Low Risk – 6 monthly	28/11/2026				
17	Under sink mat	Classroom Early Years Block G/010	No Risk					
18	Toilet cistern	Toilets Bamburgh Building G/003	No Risk					
19	Floor covering	Stores G/002	Low Risk – 6 monthly	28/11/2026				
20	Window putty seal to rear door	External Stores E/001	No Risk					

**Good Practice Guidance:**

- Take photographs of ACMs for each inspection and store for future reference
- Compare previous photographs with current condition state to determine whether there has been any deterioration the last inspection
- Replace missing/damaged asbestos labels/stickers
- Plant rooms
- Service risers and ducts
- Ceiling voids and underfloor voids
- Boiler rooms, meter cupboards, electrical risers

**Comments:**

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