

## **Foreward**

ASBESTOS SURVEY REPORT FOR FELLGATE PRIMARY SCHOOL,  
JARROW, TYNE AND WEAR, NE32 4XA.

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**

### **Fellgate Primary School, Jarrow**



**UPRN: - J116991**

**TF Ref:**

**Location of register:-**

**Premises Manager / Samo: - Tenant**

**Date: 27 May 2025**

**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	OU002381	Debris above windows	Lobby G/001	No Risk
2	OU002385	Insulating board – beading to timber door's beneath metal trim	Lobby G/001	Low Risk
3	As OU002383	Residual adhesive beneath modern vinyl tiles	Reception Office G/004	No Risk
4	OU002382	String to clasp columns and pipework	Corridor 1 G/005	No Risk
5	OU002383	Residual adhesive beneath modern vinyl tiles	Corridor 1 G/005	No Risk
6	As OU002385	Insulating board – beading to timber door's beneath metal trim	Corridor 1 G/005	Low Risk
7	As OU002381	Debris – ceiling void	Boys' toilet G/006	No Risk
8	OU002384	Bitumen – ceiling within ceiling void	Girl's toilet G/007	No Risk
9	As OU002385	Insulating board – beading to timber door's beneath metal trim	Corridor 2 G/008	Low Risk
10	As OU002381	Debris above windows in ceiling void	Acorn Class G/009	No Risk
11	OU002387	Tiles – floor	Acorn Cupboard 1 G/010	Very Low Risk
12	OU002388	Tiles – floor	Acorn Cupboard 2 G/011	Very Low Risk
13	As OU002381	Debris above windows in ceiling void	Sycamore Class G/012	No Risk
14	OU002389	Tiles – floor	Sycamore Cupboard 1 G/013	Very Low Risk
15	As OU002389	Tiles – floor	Corridor Cupboard 1 G/014	Very Low Risk
16	As OU002389	Tiles – floor	Corridor Cupboard 2 G/015	Very Low Risk
17	As OU002381	Debris above windows in ceiling void	The Tree House G/016	No Risk
18	As OU002387	Tiles – floor	The Tree House Cupboard G/017	Very Low Risk
19	As OU002381	Debris above windows in ceiling void	ICT Suite G/018	No Risk
20	As	Tiles – floor	ICT Suite Cupboard	Very Low Risk

	OU002387		G/019	
21	As OU002381	Debris above windows in ceiling void	Headteachers Office G/020	No Risk
22	OU002390	Tiles - floor	Headteachers Office Cupboard G/021	Very Low Risk
23	As OU002385	Insulating board – beading to timber door's behind metal trim	Corridor 3 G/022	Low Risk
24	As OU002381	Debris above windows	Office 1 G/023	No Risk
25	As OU002381	Debris above windows	Meeting Room 1 G/024	No Risk
26	As OU002381	Debris above windows	Staff Room G/025	No Risk
27	OU002391	Tiles – Floor	Men's WC G/026	Very Low Risk
28	As OU002391	Tiles – Floor	Women's WC G/027	Very Low Risk
29	As OU002391	Tiles – Floor	Cleaners Cupboard G/028	Very Low Risk
30	As OU002385	Insulating board – beading to timber door's behind metal trim	Main Hall G/029	Low Risk
31	OU002392	String – around pipework	Corridor 4 G/031	No Risk
32	As OU002385	Insulating board – beading to timber door's behind metal trim	Corridor 4 G/031	Low Risk
33	As OU002381	Debris above door	Corridor 4 G/031	No Risk
34	As OU002381	Debris above windows	Boy's WC G/032	No Risk
35	As OU002381	Debris above windows	Girl's WC G/033	No Risk
36	As OU002392	String – around pipework	Girl's WC G/033	No Risk
37	As OU002385	Insulating board – beading to timber door's behind metal trim	Corridor 5 G/034	Low Risk
38	OU002393	Bitumen to ceiling within ceiling void	Corridor 5 G/034	No Risk
39	As OU002381	Debris above windows	Elms Class G/035	No Risk
40	OU002394	Tiles – beneath electric wall heater	Elms Class G/035	Very Low Risk
41	As OU002381	Debris above windows	Sycamores Class G/037	No Risk
42	OU002395	Tiles – beneath electric wall heater	Sycamores Class G/037	Very Low Risk
43	As OU002392	String – around pipework	Sycamores Class Cupboard G/038	No Risk
44	As	Debris above	Oaks Class G/039	No Risk

	OU002381	windows		
45	OU002396	Tiles – beneath electric wall heater	Oaks Class G/039	Very Low Risk
46	Presumed	Flash guards – fuse box	Oaks Class Cupboard G/040	Low Risk
47	Presumed	Flash guards – live electrics	Electric Cupboard G/041	Low Risk
48	OU002415	Tile – floor	Electric Cupboard G/041	Very Low Risk
49	As OU002381	Debris above windows	Family Support Room G/042	No Risk
50	As OU002381	Debris above windows	Kitchen G/044	No Risk
51	OU002397	Sink pad	Kitchen G/044	No Risk
52	OU002398	Fibreboard – pin board	Kitchen WC G/046	No Risk
53	OU002402	String debris – around drainage	External E/001	No Risk
54	OU002399	Gasket – stop tap	Boiler Room E/003	No Risk
55	OU002400	Gaskets - pipework	Boiler Room E/003	No Risk
56	Presumed	Flash guards – Fuse box live	Boiler Room E/003	Low Risk
57	OU002401	Plinth residue – near pipework	Boiler Room E/003	No Risk
58	OU002403	Debris above windows	Lobby G/001 (Penshaw)	No Risk
59	OU002404	Tiles beneath fire hose	Lobby G/001 (Penshaw)	No Risk
60	As OU002403	Debris above windows	Corridor 1 G/003 (Penshaw)	No Risk
61	OU002405	Tiles beneath carpet	Corridor 1 G/003 (Penshaw)	No Risk
62	As OU002403	Debris above windows	Boys WC G/004 (Penshaw)	No Risk
63	OU002406	Textile – window sill	Boys WC G/004 (Penshaw)	No Risk
64	OU002407	Tiles Floor	Corridor 2 Cupboard 1 G/007 (Penshaw)	No Risk
65	As OU002407	Tiles Floor	Corridor 2 Cupboard 2 G/008 (Penshaw)	No Risk
66	OU002408	Tiles Floor	Curriculum Resources Cupboard G/029 (Penshaw)	No Risk
67	Presumed	Flash guards – fuse box live	Corridor 6 G/032 (Penshaw)	Low Risk
68	OU002409	Tiles Floor	KSI Cupboard G/033 (Penshaw)	No Risk
69	As OU002403	Debris above windows	Classroom 5 G/034 (Penshaw)	No Risk
70	As OU002403	Debris above windows	Classroom 5 Quiet Room G/035 (Penshaw)	No Risk
71	As OU002403	Debris above windows	Classroom 6 G/037 (Penshaw)	No Risk

72	As OU002403	Debris above windows	Classroom 6 Quite Room G/038 (Penshaw)	No Risk
73	As OU002403	Debris above windows	Electric Cupboard G/040 (Penshaw)	No Risk
74	Presumed	Flash guards - Live electrics	Electric Cupboard G/040 (Penshaw)	Low Risk
75	Presumed	Bitumen Cable wrap	Electric Cupboard G/040 (Penshaw)	Low Risk
76	OU002410	Composite panel to side of fuse box	Electric Cupboard G/040 (Penshaw)	No Risk
77	OU002411	Insulating board – ceiling void	Entrance G/042 (Penshaw)	No Risk
78	As OU002403	Debris above windows	WC 1 G/043 (Penshaw)	No Risk
79	OU002412	Composite toilet seat	WC 1 G/043 (Penshaw)	No Risk
80	A OU002406	Textile – window sill	WC 1 G/043 (Penshaw)	No Risk
81	OU002413	Debris insulating board	Life skills flat G/046 (Penshaw)	Medium Risk
82	As OU002413	Debris insulating board	Storage Cupboard G/047 (Penshaw)	Medium Risk
83	As OU002411	Insulating board – ceiling void	External E/001 (Penshaw)	No Risk
84	OU002414	Insulation residue - walls	External E/001 (Penshaw)	No Risk




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

## Photographs of Areas Sampled

1	OU002381	Debris above windows	Lobby G/001	Does not contain asbestos.
				
2	OU002385	Insulating board – beading to timber door's beneath metal trim	Lobby G/001	Low Risk – to be checked every 6 months.  Any change in appearance should be recorded and passed to Property Services.
				
3	As OU002383	Residual adhesive beneath modern vinyl tiles	Reception Office G/004	Does not contain asbestos.
				



### Photographs of Areas Sampled continued

4	OU002382	String to clasp columns and pipework	Corridor 1 G/005	Does not contain asbestos.
				
5	OU002383	Residual adhesive beneath modern vinyl tiles	Corridor 1 G/005	Does not contain asbestos.
				
6	As OU002385	Insulating board – beading to timber door's beneath metal trim	Corridor 1 G/005	Low Risk – to be checked every 6 months.  Any change in appearance should be recorded and passed to Property Services.
				

## Photographs of Areas Sampled continued

7	As OU002381	Debris – ceiling void	Boys' toilet G/006	Does not contain asbestos.
				
8	OU002384	Bitumen – ceiling within ceiling void	Girl's toilet G/007	Does not contain asbestos.
				
9	As OU002385	Insulating board – beading to timber door's beneath metal trim	Corridor 2 G/008	Low Risk – to be checked every 6 months.  Any change in appearance should be recorded and passed to Property Services.
				






### Photographs of Areas Sampled continued

10	As OU002381	Debris above windows in ceiling void	Acorn Class G/009	Does not contain asbestos.
				
11	OU002387	Tiles – floor	Acorn Cupboard 1 G/010	Very Low Risk – to be checked every 12 months.  Any change in appearance should be recorded and passed to Property Services.
				
12	OU002388	Tiles – floor	Acorn Cupboard 2 G/011	Very Low Risk – to be checked every 12 months.  Any change in appearance should be recorded and passed to Property Services.
				



### Photographs of Areas Sampled continued

13	As OU002381	Debris above windows in ceiling void	Sycamore Class G/012	Does not contain asbestos.
				
14	OU002389	Tiles – floor	Sycamore Cupboard 1 G/013	Very Low Risk – to be checked every 12 months.  Any change in appearance should be recorded and passed to Property Services.
				
15	As OU002389	Tiles – floor	Corridor Cupboard 1 G/014	Very Low Risk – to be checked every 12 months.  Any change in appearance should be recorded and passed to Property Services.
				

## Photographs of Areas Sampled continued


16	As OU002389	Tiles – floor	Corridor Cupboard 2 G/015	Very Low Risk – to be checked every 12 months.  Any change in appearance should be recorded and passed to Property Services.
				
17	As OU002381	Debris above windows in ceiling void	The Tree House G/016	Does not contain asbestos.
				
18	As OU002387	Tiles – floor	The Tree House Cupboard G/017	Very Low Risk – to be checked every 12 months.  Any change in appearance should be recorded and passed to Property Services.
				

### Photographs of Areas Sampled continued

19	As OU002381	Debris above windows in ceiling void	ICT Suite G/018	Does not contain asbestos.
				
20	As OU002387	Tiles – floor	ICT Suite Cupboard G/019	Very Low Risk – to be checked every 12 months.  Any change in appearance should be recorded and passed to Property Services.
				
21	As OU002381	Debris above windows in ceiling void	Headteachers Office G/020	Does not contain asbestos.
				



## Photographs of Areas Sampled continued

22	OU002390	Tiles - floor	Headteachers Office Cupboard G/021	Very Low Risk – to be checked every 12 months.  Any change in appearance should be recorded and passed to Property Services.
				
23	As OU002385	Insulating board – beading to timber door's behind metal trim	Corridor 3 G/022	Low Risk – to be checked every 6 months.  Any change in appearance should be recorded and passed to Property Services.
				
24	As OU002381	Debris above windows	Office 1 G/023	Does not contain asbestos.
				




### Photographs of Areas Sampled continued

25	As OU002381	Debris above windows	Meeting Room 1 G/024	Does not contain asbestos.
				
26	As OU002381	Debris above windows	Staff Room G/025	Does not contain asbestos.
				
27	OU002391	Tiles – Floor	Men's WC G/026	Very Low Risk – to be checked every 12 months.  Any change in appearance should be recorded and passed to Property Services.
				

## Photographs of Areas Sampled continued




28	As OU002391	Tiles – Floor	Women's WC G/027	<p>Very Low Risk – to be checked every 12 months.</p> <p>Any change in appearance should be recorded and passed to Property Services.</p>
				
29	As OU002391	Tiles – Floor	Cleaners Cupboard G/028	<p>Very Low Risk – to be checked every 12 months.</p> <p>Any change in appearance should be recorded and passed to Property Services.</p>
				
30	As OU002385	Insulating board – beading to timber door's behind metal trim	Main Hall G/029	<p>Low Risk – to be checked every 6 months.</p> <p>Any change in appearance should be recorded and passed to Property Services.</p>
				

### Photographs of Areas Sampled continued




31	OU002392	String – around pipework	Corridor 4 G/031	Does not contain asbestos.
				
32	As OU002385	Insulating board – beading to timber door's behind metal trim	Corridor 4 G/031	Low Risk – to be checked every 6 months.  Any change in appearance should be recorded and passed to Property Services.
				
33	As OU002381	Debris above door	Corridor 4 G/031	Does not contain asbestos.
				






### Photographs of Areas Sampled continued

34	As OU002381	Debris above windows	Boy's WC G/032	Does not contain asbestos.
				
35	As OU002381	Debris above windows	Girl's WC G/033	Does not contain asbestos.
				
36	As OU002392	String – around pipework	Girl's WC G/033	Does not contain asbestos.
				

## Photographs of Areas Sampled continued

37	As OU002385	Insulating board – beading to timber door's behind metal trim	Corridor 5 G/034	Low Risk – to be checked every 6 months.  Any change in appearance should be recorded and passed to Property Services.
				
38	OU002393	Bitumen to ceiling within ceiling void	Corridor 5 G/034	Does not contain asbestos.
				
39	As OU002381	Debris above windows	Elms Class G/035	Does not contain asbestos.
				

## Photographs of Areas Sampled continued




40	OU002394	Tiles – beneath electric wall heater	Elms Class G/035	<p>Very Low Risk – to be checked every 12 months.</p> <p>Any change in appearance should be recorded and passed to Property Services.</p>
				
41	As OU002381	Debris above windows	Sycamores Class G/037	Does not contain asbestos.
				
42	OU002395	Tiles – beneath electric wall heater	Sycamores Class G/037	<p>Very Low Risk – to be checked every 12 months.</p> <p>Any change in appearance should be recorded and passed to Property Services.</p>
				

### Photographs of Areas Sampled continued

43	As OU002392	String – around pipework	Sycamores Class Cupboard G/038	Does not contain asbestos.
				
44	As OU002381	Debris above windows	Oaks Class G/039	Does not contain asbestos.
				
45	OU002396	Tiles – beneath electric wall heater	Oaks Class G/039	Very Low Risk – to be checked every 12 months.  Any change in appearance should be recorded and passed to Property Services.
				






## Photographs of Areas Sampled continued

46	Presumed	Flash guards – fuse box	Oaks Class Cupboard G/040	<p>Low Risk – to be checked every 6 months.</p> <p>Any change in appearance should be recorded and passed to Property Services.</p>
				
47	Presumed	Flash guards – live electrics	Electric Cupboard G/041	<p>Low Risk – to be checked every 6 months.</p> <p>Any change in appearance should be recorded and passed to Property Services.</p>
				
48	OU002415	Tile – floor	Electric Cupboard G/041	<p>Very Low Risk – to be checked every 12 months.</p> <p>Any change in appearance should be recorded and passed to Property Services.</p>
				

### **Photographs of Areas Sampled continued**

49	As OU002381	Debris above windows	Family Support Room G/042	Does not contain asbestos.
				
50	As OU002381	Debris above windows	Kitchen G/044	Does not contain asbestos.
				
51	OU002397	Sink pad	Kitchen G/044	Does not contain asbestos.
				

### **Photographs of Areas Sampled continued**




52	OU002398	Fibreboard – pin board	Kitchen WC G/046	Does not contain asbestos.
				
53	OU002402	String debris – around drainage	External E/001	Does not contain asbestos.
				
54	OU002399	Gasket – stop tap	Boiler Room E/003	Does not contain asbestos.
				

### Photographs of Areas Sampled continued




55	OU002400	Gaskets - pipework	Boiler Room E/003	Does not contain asbestos.
				
56	Presumed	Flash guards – Fuse box live	Boiler Room E/003	Low Risk – to be checked every 6 months.  Any change in appearance should be recorded and passed to Property Services.
				
57	OU002401	Plinth residue – near pipework	Boiler Room E/003	Does not contain asbestos.
				






### Photographs of Areas Sampled continued

58	OU002403	Debris above windows	Lobby G/001 (Penshaw)	Does not contain asbestos.
				
59	OU002404	Tiles beneath fire hose	Lobby G/001 (Penshaw)	Does not contain asbestos.
				
60	As OU002403	Debris above windows	Corridor 1 G/003 (Penshaw)	Does not contain asbestos.
				




### **Photographs of Areas Sampled continued**

61	OU002405	Tiles beneath carpet	Corridor 1 G/003 (Penshaw)	Does not contain asbestos.
				
62	As OU002403	Debris above windows	Boys WC G/004 (Penshaw)	Does not contain asbestos.
				
63	OU002406	Textile – window sill	Boys WC G/004 (Penshaw)	Does not contain asbestos.
				

### **Photographs of Areas Sampled continued**




64	OU002407	Tiles Floor	Corridor 2 Cupboard 1 G/007 (Penshaw)	Does not contain asbestos.
				
65	As OU002407	Tiles Floor	Corridor 2 Cupboard 2 G/008 (Penshaw)	Does not contain asbestos.
				
66	OU002408	Tiles Floor	Curriculum Resources Cupboard G/029 (Penshaw)	Does not contain asbestos.
				

## Photographs of Areas Sampled continued




67	Presumed	Flash guards – fuse box live	Corridor 6 G/032 (Penshaw)	Low Risk – to be checked every 6 months.  Any change in appearance should be recorded and passed to Property Services.
				
68	OU002409	Tiles Floor	KSI Cupboard G/033 (Penshaw)	Does not contain asbestos.
				
69	As OU002403	Debris above windows	Classroom 5 G/034 (Penshaw)	Does not contain asbestos.
				






### **Photographs of Areas Sampled continued**

70	As OU002403	Debris above windows	Classroom 5 Quite Room G/035 (Penshaw)	Does not contain asbestos.
				
71	As OU002403	Debris above windows	Classroom 6 G/037 (Penshaw)	Does not contain asbestos.
				
72	As OU002403	Debris above windows	Classroom 6 Quite Room G/038 (Penshaw)	Does not contain asbestos.
				

## Photographs of Areas Sampled continued

73	As OU002403	Debris above windows	Electric Cupboard G/040 (Penshaw)	Does not contain asbestos.
				
74	Presumed	Flash guards - Live electrics	Electric Cupboard G/040 (Penshaw)	Low Risk – to be checked every 6 months.  Any change in appearance should be recorded and passed to Property Services.
				
75	Presumed	Bitumen Cable wrap	Electric Cupboard G/040 (Penshaw)	Low Risk – to be checked every 6 months.  Any change in appearance should be recorded and passed to Property Services.
				

### **Photographs of Areas Sampled continued**




76	OU002410	Composite panel to side of fuse box	Electric Cupboard G/040 (Penshaw)	Does not contain asbestos.
				
77	OU002411	Insulating board – ceiling void	Entrance G/042 (Penshaw)	Does not contain asbestos.
				
78	As OU002403	Debris above windows	WC 1 G/043 (Penshaw)	Does not contain asbestos.
				

### Photographs of Areas Sampled continued

79	OU002412	Composite toilet seat	WC 1 G/043 (Penshaw)	Does not contain asbestos.
				
80	A OU002406	Textile – window sill	WC 1 G/043 (Penshaw)	Does not contain asbestos.
				
81	OU002413	Debris insulating board	Life skills flat G/046 (Penshaw)	Medium Risk – to be checked every 3 months.  Any change in appearance should be recorded and passed to Property Services.
				



## Photographs of Areas Sampled continued

82	As OU002413	Debris insulating board	Storage Cupboard G/047 (Penshaw)	Medium Risk – to be checked every 3 months.  Any change in appearance should be recorded and passed to Property Services.
				
83	As OU002411	Insulating board – ceiling void	External E/001 (Penshaw)	Does not contain asbestos.
				
84	OU002414	Insulation residue - walls	External E/001 (Penshaw)	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.





# INSPECTION SCHEDULE

## FORM 2

Item No.	Area Sampled	Location Name	Inspection Frequency	Date of Return	Condition Same/change	Action Required Y/N	Comments
1	Debris above windows	Lobby G/001	N/A				
2	Insulating board – beading to timber door's beneath metal trim	Lobby G/001	Low Risk – 6 monthly	21/11/2025			
3	Residual adhesive beneath modern vinyl tiles	Reception Office G/004	No Risk				
4	String to clasp columns and pipework	Corridor 1 G/005	No Risk				
5	Residual adhesive beneath modern vinyl tiles	Corridor 1 G/005	No Risk				
6	Insulating board – beading to timber door's beneath metal trim	Corridor 1 G/005	Low Risk – 6 monthly	21/11/2025			
7	Debris – ceiling void	Boys' toilet G/006	No Risk				
8	Bitumen – ceiling within ceiling void	Girl's toilet G/007	No Risk				
9	Insulating board – beading to timber door's beneath metal trim	Corridor 2 G/008	Low Risk – 6 monthly	21/11/2025			
10	Debris above windows in ceiling void	Acorn Class G/009	No Risk				
11	Tiles – floor	Acorn Cupboard 1	Very Low Risk – 12	21/05/2026			

		G/010	monthly				
12	Tiles – floor	Acorn Cupboard 2 G/011	Very Low Risk – 12 monthly	21/05/2026			
13	Debris above windows in ceiling void	Sycamore Class G/012	No Risk				
14	Tiles – floor	Sycamore Cupboard 1 G/013	Very Low Risk – 12 monthly	21/05/2026			
15	Tiles – floor	Corridor Cupboard 1 G/014	Very Low Risk – 12 monthly	21/05/2026			
16	Tiles – floor	Corridor Cupboard 2 G/015	Very Low Risk – 12 monthly	21/05/2026			
17	Debris above windows in ceiling void	The Tree House G/016	No Risk				
18	Tiles – floor	The Tree House Cupboard G/017	Very Low Risk – 12 monthly	21/05/2026			
19	Debris above windows in ceiling void	ICT Suite G/018	No Risk				
20	Tiles – floor	ICT Suite Cupboard G/019	Very Low Risk – 12 monthly	21/05/2026			
21	Debris above windows in ceiling void	Headteachers Office G/020	No Risk				
22	Tiles - floor	Headteachers Office Cupboard G/021	Very Low Risk – 12 monthly	21/05/2026			
23	Insulating board – beading to timber door's behind metal trim	Corridor 3 G/022	Low Risk – 6 monthly	21/11/2025			
24	Debris above windows	Office 1 G/023	No Risk				
25	Debris above windows	Meeting Room 1 G/024	No Risk				
26	Debris above	Staff Room G/025	No Risk				

	windows						
27	Tiles – Floor	Men's WC G/026	Very Low Risk – 12 monthly	21/05/2026			
28	Tiles – Floor	Women's WC G/027	Very Low Risk – 12 monthly	21/05/2026			
29	Tiles – Floor	Cleaners Cupboard G/028	Very Low Risk – 12 monthly	21/05/2026			
30	Insulating board – beading to timber door's behind metal trim	Main Hall G/029	Low Risk – 6 monthly	21/11/2025			
31	String – around pipework	Corridor 4 G/031	No Risk				
32	Insulating board – beading to timber door's behind metal trim	Corridor 4 G/031	Low Risk – 6 monthly	21/11/2025			
33	Debris above door	Corridor 4 G/031	No Risk				
34	Debris above windows	Boy's WC G/032	No Risk				
35	Debris above windows	Girl's WC G/033	No Risk				
36	String – around pipework	Girl's WC G/033	No Risk				
37	Insulating board – beading to timber door's behind metal trim	Corridor 5 G/034	Low Risk – 6 monthly	21/11/2025			
38	Bitumen to ceiling within ceiling void	Corridor 5 G/034	No Risk				
39	Debris above windows	Elms Class G/035	No Risk				
40	Tiles – beneath electric wall heater	Elms Class G/035	Very Low Risk – 12 monthly	21/05/2026			
41	Debris above windows	Sycamores Class G/037	No Risk				

42	Tiles – beneath electric wall heater	Sycamores Class G/037	Very Low Risk – 12 monthly	21/05/2026			
43	String – around pipework	Sycamores Class Cupboard G/038	No Risk				
44	Debris above windows	Oaks Class G/039	No Risk				
45	Tiles – beneath electric wall heater	Oaks Class G/039	Very Low Risk – 12 monthly	21/05/2026			
46	Flash guards – fuse box	Oaks Class Cupboard G/040	Low Risk – 6 monthly	21/11/2025			
47	Flash guards – live electrics	Electric Cupboard G/041	Low Risk – 6 monthly	21/11/2025			
48	Tile – floor	Electric Cupboard G/041	Very Low Risk – 12 monthly	21/05/2026			
49	Debris above windows	Family Support Room G/042	No Risk				
50	Debris above windows	Kitchen G/044	No Risk				
51	Sink pad	Kitchen G/044	No Risk				
52	Fibreboard – pin board	Kitchen WC G/046	No Risk				
53	String debris – around drainage	External E/001	No Risk				
54	Gasket – stop tap	Boiler Room E/003	No Risk				
55	Gaskets - pipework	Boiler Room E/003	No Risk				
56	Flash guards – Fuse box live	Boiler Room E/003	Low Risk – 6 monthly	21/11/2025			
57	Plinth reside – near pipework	Boiler Room E/003	No Risk				
58	Debris above windows	Lobby G/001 (Penshaw)	No Risk				
59	Tiles beneath fire hose	Lobby G/001 (Penshaw)	No Risk				
60	Debris above windows	Corridor 1 G/003 (Penshaw)	No Risk				
61	Tiles beneath	Corridor 1 G/003	No Risk				

	carpet	(Penshaw)					
62	Debris above windows	Boys WC G/004 (Penshaw)	No Risk				
63	Textile – window sill	Boys WC G/004 (Penshaw)	No Risk				
64	Tiles Floor	Corridor 2 Cupboard 1 G/007 (Penshaw)	No Risk				
65	Tiles Floor	Corridor 2 Cupboard 2 G/008 (Penshaw)	No Risk				
66	Tiles Floor	Curriculum Resources Cupboard G/029 (Penshaw)	No Risk				
67	Flash guards – fuse box live	Corridor 6 G/032 (Penshaw)	Low Risk – 6 monthly	21/11/2025			
68	Tiles Floor	KSI Cupboard G/033 (Penshaw)	No Risk				
69	Debris above windows	Classroom 5 G/034 (Penshaw)	No Risk				
70	Debris above windows	Classroom 5 Quite Room G/035 (Penshaw)	No Risk				
71	Debris above windows	Classroom 6 G/037 (Penshaw)	No Risk				
72	Debris above windows	Classroom 6 Quite Room G/038 (Penshaw)	No Risk				
73	Debris above windows	Electric Cupboard G/040 (Penshaw)	No Risk				
74	Flash guards - Live electrics	Electric Cupboard G/040 (Penshaw)	Low Risk – 6 monthly	21/11/2025			
75	Bitumen Cable wrap	Electric Cupboard G/040	Low Risk – 6 monthly	21/11/2025			



		(Penshaw)					
76	Composite panel to side of fuse box	Electric Cupboard G/040 (Penshaw)	No Risk				
77	Insulating board – ceiling void	Entrance G/042 (Penshaw)	No Risk				
78	Debris above windows	WC 1 G/043 (Penshaw)	No Risk				
79	Composite toilet seat	WC 1 G/043 (Penshaw)	No Risk				
80	Textile – window sill	WC 1 G/043 (Penshaw)	No Risk				
81	Debris insulating board	Life skills flat G/046 (Penshaw)	Medium Risk	3 monthly 21/8/2025			Inspected by analytical contractor – recommend removal
82	Debris insulating board	Storage Cupboard G/047 (Penshaw)	Medium Risk	3 monthly 21/8/2025			Inspected by analytical contractor – recommend removal
83	Insulating board – ceiling void	External E/001 (Penshaw)	No Risk				
84	Insulation residue - walls	External E/001 (Penshaw)	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

**Comments:**

Sunderland  
City Council

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