

Foreward

ASBESTOS SURVEY REPORT FOR GREENFIELDS COMMUNITY PRIMARY SCHOOL, WIDEOPEN, NEWCASTLE, NE13 6NB.

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

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Sunderland City Council

*Control of Asbestos
Regulations 2012*

Asbestos Register for Greenfields Community Primary School



UPRN: - J116857

TF Ref:

Location of register:-

Premises Manager / Samo: - Tenant

Date: 08 July 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	PK001272	Sink Pad	The Den Z1/001	Very Low Risk – 12 monthly
2	PK001273	Floor tiles – floor to kitchen area	The Den Z1/001	Very Low Risk – 12 monthly
3	PK001260	Putty – wood doors and windows	Corridor G/002	No Risk
4	PK001268	Coating – metal beams	Corridor G/002	No Risk
5	PK001261	Sink Pad	Stepping stones classroom G/004	No Risk
6	PK001262	Sink Pad	Kitchen G/005	No Risk
7	As PK001260	Putty – wood doors and windows	Assembly Hall G/007	No Risk
8	PK001263	Bitumen Sink	Main Kitchen G/009	No Risk
9	PK001264	Putty – metal window	Main Kitchen G/009	No Risk
10	PK001265	Coating – upper ceiling above suspended tiles	Main Kitchen G/009	No Risk
11	PK001266	Fire protection – metal beams and upper ceiling above suspended tiles	Main Kitchen G/009	Low Risk – 6 monthly
12	As PK001266	Fire protection – beams and upper ceiling	Main Kitchen G/010	Low Risk – 6 monthly
13	PK001267	Bitumen remnants – ceiling penetrations	Boiler Room G/018	No Risk
14	As PK001268	Coating – metal beams	Corridor G/019	No Risk
15	PK001269	Textured coating – walls	Sports Hall G/020	No Risk
16	As PK001268	Coating – metal beams	Girls changing room G/022	No Risk
17	PK001270	Coating – ceiling	Drama resources (Props) G/023	No Risk
18	As PK001270	Coating – ceiling	Forest school equipment G/027	No Risk
19	As PK001270	Coating – ceiling	History Resources G/028	No Risk
20	As PK001268	Coating – metal beams	Boys changing room G/030	No Risk
21	As PK001278	Composite toilet seat	Boys changing room toilet G/032	No Risk
22	As PK001270	Coating – ceiling	Boys changing room former showers G/033	No Risk
23	As PK001268	Coating – metal beams	Meeting Room G/037	No Risk
24	PK001271	Coating – walls to stairs	Corridor/Stairs G/039	No Risk
25	As	Vinyl floor tiles and	Corridor/Stairs G/039	Low Risk – 6 monthly

	PK001276	adhesive – floor below carpet		
26	Presumed	Flash guards – MEM electrics	Archive Store G/046	Low Risk – 6 monthly
27	Presumed	Flash guards – MEM electrics	Backstage Area G/047	Low Risk – 6 monthly
28	PK001274	Heat pad – ironing board	Backstage Area G/047	Low Risk – 6 monthly
29	As PK001276	Vinyl floor tiles and adhesive – floor below carpet	Corridor G/051	Low Risk – 6 monthly
30	PK001275	Sink Pad	Breakfast club room G/52	No Risk
31	As PK001278	Composite toilet seat	Boys toilets G/057	No Risk
32	As PK001272	Sink Pad	Classroom 1 G/058	Low Risk – 6 monthly
33	PK001276	Vinyl floor tiles and adhesive – floor below carpet	Classroom 1 store G/059	Very Low Risk – 12 monthly
34	As PLK001272	Sink Pad	Classroom 2 G/060	Low Risk – 6 monthly
35	As PK001276	Vinyl floor tiles and adhesive – floor below carpet	Classroom 2 store G/060	Very Low Risk – 12 monthly
36	PK001277	Composite toilet seat	Male toilets G/066	Low Risk – 6 monthly
37	PK001278	Composite toilet seat	Male toilets G/066	No Risk
38	As PK001271	Coating – wall to stairs	Corridor/Stairs G/071	No Risk
39	PK001279	Vinyl floor tiles and adhesive – floor below carpet	Corridor/Stairs G/071	No Risk
40	PK001279	Vinyl floor tiles and adhesive – floor below carpet	Entrance Lobby G/072	No Risk
41	As PK001278	Composite toilet seat	Girls toilets G/073	No Risk
42	As PK001278	Composite toilet seat	Boys toilets G/074	No Risk
43	PK001280	Putty Metal window frame	Corridor G/075	No Risk
44	PK001281	Vinyl floor tiles and adhesive – floor below carpet	Corridor G/075	No Risk
45	PK001282	Composite – stair nosing	Cleaners cupboard G/076	No Risk
46	PK001283	Mastic residue – brick workaround wall vent	Boiler Room G/077	No Risk
47	PK001284	Felt – metal structure and wall above windows within ceiling void	Early Years classroom 1 G/079	No Risk
48	PK001285	Sink Pad	Early Years classroom 2 G/080	No Risk
49	As	Felt – metal structure	Early Years classroom	No Risk

	PK001284	and wall above windows within ceiling void	2 G/080	
50	As PK001281	Vinyl floor tiles and adhesive – floor below carpet	Projector Room G/081	No Risk
51	As PK001278	Composite toilet seat	Early years classroom 2 toilets G/083	No Risk
52	As PK001284	Felt – metal structure and wall above windows within ceiling void	Early years classroom 2 toilets G/083	No Risk
53	As PK001278	Composite toilet seat	Early years classroom 1 toilets G/085	No Risk
54	As PK001281	Vinyl floor tiles and adhesive – floor below carpet	Early years sensory room G/086	No Risk
55	PK001285	Sink Pad	Classroom 4 G/089	No Risk
56	PK001287	Vinyl floor tiles and adhesive – floor	Classroom 4 Store G/090	No Risk
57	As PK001285	Sink Pad	Classroom 5 G/091	No Risk
58	As PK001287	Vinyl floor tiles and adhesive – floor below carpet	Corridor G/094	No Risk
59	As PK001278	Composite toilet seat	Boys toilet G/098	No Risk
60	As PK001278	Composite toilet seat	Girls toilet G/099	No Risk
61	PK001288	Mastic – metal window frame	Girls toilet store G/100	No Risk
62	PK001295	Gasket pipework	Boiler Room G/101	No Risk
63	PK001296	Gaskets yellow gas pipe	Boiler Room G/101	No Risk
64	Presumed	Rope seal – pipework within riser	Boiler Room G/101	Low Risk – 6 monthly
65	Presumed	Gasket – pipework within cupboard	Boiler Room G/101	Very Low Risk – 12 monthly
66	As PK001290	Bitumen wrap – Pipework within cupboard	Boiler Room G/101	No Risk
67	As PK001271	Coating – walls to stairs	Stairwell 1/001	No Risk
68	As PK001282	Composite – stair nosing	Stairwell 1/001	No Risk
69	PK001289	Floor tiles – floor below carpet	Stairwell 1/001	No Risk
70	PK001291	Sink pad	Staffroom room 6 1/003	No Risk
71	As PK001291	Sink pad	Music room room 7 1/006	No Risk
72	As PK001291	Sink pad	Class 5DL room 8 1/010	No Risk
73	As PK001271	Coating – walls to stairs	Stairwell 1/013	No Risk
74	As	Composite – stair	Stairwell 1/013	No Risk

	PK001282	nosing		
75	As PK001289	Floor tiles – floor below carpet	Stairwell 1/013	No Risk
76	As PK001291	Sink pad	Class 6JB room 12 1/015	No Risk
77	PK001292	Vinyl floor tiles and adhesive – floor	Class 6JB store room 12 1/016	No Risk
78	As PK001291	Sink pad	Class 6DC room 13 1/017	No Risk
79	As PK001292	Vinyl floor tiles and adhesive – floor	Class 6DC store room 13 1/018	No Risk
80	As PK001291	Sink pad	Room 9 1/019	No Risk
81	As PK001292	Vinyl floor tiles and adhesive – floor	Room 9 store 1/020	No Risk
82	As PK001271	Coating – walls to stairs	Corridor 1/021	No Risk
83	As PK001292	Vinyl floor tiles and adhesive – floor	KS1 Intervention store 1/024	No Risk
84	As PK001291	Sink pad	Class 2RA room 10 1/025	No Risk
85	As PK001292	Vinyl floor tiles and adhesive – floor	Class 2RA store room 10 1/026	No Risk
86	As PK001291	Sink pad	Class 2AW room 11 1/027	No Risk
87	PK001290	Bitumen wrap – pipe	Roof void 1 R/001	No Risk
88	Presumed	Gaskets – pipework	Roof void 1 R/001	Very Low Risk – 12 monthly
89	As PK001290	Bitumen wrap – pipe	Roof void 2 R/002	No Risk
90	Presumed	Gaskets – pipework	Roof void 2 R/002	Very Low Risk – 12 monthly
91	Presumed	Cable wrap – Live electrics	Roof void 2 R/002	Very Low Risk – 12 monthly
92	As PK001290	Bitumen wrap – pipe	Roof void 3 R/003	No Risk
93	Presumed	Gaskets – pipework	Roof void 3 R/003	Very Low Risk – 12 monthly
94	As PK001290	Bitumen wrap – pipe	Roof void 4 R/004	No Risk
95	As PK001290	Bitumen wrap – pipe	Roof void 5 R/005	No Risk
96	Presumed	Cement – Undercloaking to gable ends of main roof	External	Low Risk – 6 monthly
97	PK001294	Damp proof course - Walls	External	No Risk
98	RO000383	Bitumen strip floor	Toddles Room G/16 G/01	No Risk
99	OU003090	Insulation - Pipework	Undercroft G/01 (Boiler Room)	No Risk
100	OU003091	Debris - Floor	Undercroft G/01 (Boiler Room)	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.

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Photographs of Areas Sampled

1	PK001272	Sink Pad	The Den Z1/001	Very Low Risk – 12 monthly
				
2	PK001273	Floor tiles – floor to kitchen area	The Den Z1/001	Very Low Risk – 12 monthly
				
3	PK001260	Putty – wood doors and windows	Corridor G/002	No Risk - Does not contain asbestos.
				




Photographs of Areas Sampled continued

4	PK001268	Coating – metal beams	Corridor G/002	No Risk - Does not contain asbestos.
				
5	PK001261	Sink Pad	Stepping stones classroom G/004	No Risk - Does not contain asbestos.
				
6	PK001262	Sink Pad	Kitchen G/005	No Risk - Does not contain asbestos.
				


Photographs of Areas Sampled continued

7	As PK001260	Putty – wood doors and windows	Assembly Hall G/007	No Risk - Does not contain asbestos.
				
8	PK001263	Bitumen Sink	Main Kitchen G/009	No Risk - Does not contain asbestos.
				
9	PK001264	Putty – metal window	Main Kitchen G/009	No Risk - Does not contain asbestos.
				

Photographs of Areas Sampled continued

10	PK001265	Coating – upper ceiling above suspended tiles	Main Kitchen G/009	No Risk - Does not contain asbestos.
				
11	PK001266	Fire protection – metal beams and upper ceiling above suspended tiles	Main Kitchen G/009	Low Risk – 6 monthly
				
12	As PK001266	Fire protection – beams and upper ceiling	Main Kitchen G/010	Low Risk – 6 monthly
				

Photographs of Areas Sampled continued

13	PK001267	Bitumen remnants – ceiling penetrations	Boiler Room G/018	No Risk - Does not contain asbestos.
				
14	As PK001268	Coating – metal beams	Corridor G/019	No Risk - Does not contain asbestos.
				
15	PK001269	Textured coating – walls	Sports Hall G/020	No Risk - Does not contain asbestos.
				

Photographs of Areas Sampled continued

16	As PK001268	Coating – metal beams	Girls changing room G/022	No Risk - Does not contain asbestos.
				
17	PK001270	Coating – ceiling	Drama resources (Props) G/023	No Risk - Does not contain asbestos.
				
18	As PK001270	Coating – ceiling	Forest school equipment G/027	No Risk - Does not contain asbestos.
				

Photographs of Areas Sampled continued

19	As PK001270	Coating – ceiling	History Resources G/028	No Risk - Does not contain asbestos.
				
20	As PK001268	Coating – metal beams	Boys changing room G/030	No Risk - Does not contain asbestos.
				
21	As PK001278	Composite toilet seat	Boys changing room toilet G/032	No Risk - Does not contain asbestos.
				

Photographs of Areas Sampled continued

22	As PK001270	Coating – ceiling	Boys changing room former showers G/033	No Risk - Does not contain asbestos.
				
23	As PK001268	Coating – metal beams	Meeting Room G/037	No Risk - Does not contain asbestos.
				
24	PK001271	Coating – walls to stairs	Corridor/Stairs G/039	No Risk - Does not contain asbestos.
				

Photographs of Areas Sampled continued

25	As PK001276	Vinyl floor tiles and adhesive – floor below carpet	Corridor/Stairs G/039	Low Risk – 6 monthly
				
26	Presumed	Flash guards – MEM electrics	Archive Store G/046	Low Risk – 6 monthly
				
27	Presumed	Flash guards – MEM electrics	Backstage Area G/047	Low Risk – 6 monthly
				

Photographs of Areas Sampled continued

28	PK001274	Heat pad – ironing board	Backstage Area G/047	Low Risk – 6 monthly
				
29	As PK001276	Vinyl floor tiles and adhesive – floor below carpet	Corridor G/051	Low Risk – 6 monthly
				
30	PK001275	Sink Pad	Breakfast club room G/52	No Risk - Does not contain asbestos.
				

Photographs of Areas Sampled continued

31	As PK001278	Composite toilet seat	Boys toilets G/057	No Risk - Does not contain asbestos.
				
32	As PK001272	Sink Pad	Classroom 1 G/058	Low Risk – 6 monthly
				
33	PK001276	Vinyl floor tiles and adhesive – floor below carpet	Classroom 1 store G/059	Very Low Risk – 12 monthly
				

Photographs of Areas Sampled continued

34	As PLK001272	Sink Pad	Classroom 2 G/060	Low Risk – 6 monthly
				
35	As PK001276	Vinyl floor tiles and adhesive – floor below carpet	Classroom 2 store G/060	Very Low Risk – 12 monthly
				
36	PK001277	Composite toilet seat	Male toilets G/066	Low Risk – 6 monthly
				

Photographs of Areas Sampled continued

37	PK001278	Composite toilet seat	Male toilets G/066	No Risk - Does not contain asbestos.
				
38	As PK001271	Coating – wall to stairs	Corridor/Stairs G/071	No Risk - Does not contain asbestos.
				
39	PK001279	Vinyl floor tiles and adhesive – floor below carpet	Corridor/Stairs G/071	No Risk - Does not contain asbestos.
				




Photographs of Areas Sampled continued

40	PK001279	Vinyl floor tiles and adhesive – floor below carpet	Entrance Lobby G/072	No Risk - Does not contain asbestos.
				
41	As PK001278	Composite toilet seat	Girls toilets G/073	No Risk - Does not contain asbestos.
				
42	As PK001278	Composite toilet seat	Boys toilets G/074	No Risk - Does not contain asbestos.
				

Photographs of Areas Sampled continued

43	PK001280	Putty Metal window frame	Corridor G/075	No Risk - Does not contain asbestos.
				
44	PK001281	Vinyl floor tiles and adhesive – floor below carpet	Corridor G/075	No Risk - Does not contain asbestos.
				
45	PK001282	Composite – stair nosing	Cleaners cupboard G/076	No Risk - Does not contain asbestos.
				




Photographs of Areas Sampled continued

46	PK001283	Mastic residue – brick workaround wall vent	Boiler Room G/077	No Risk - Does not contain asbestos.
				
47	PK001284	Felt – metal structure and wall above windows within ceiling void	Early Years classroom 1 G/079	No Risk - Does not contain asbestos.
				
48	PK001285	Sink Pad	Early Years classroom 2 G/080	No Risk - Does not contain asbestos.
				

Photographs of Areas Sampled continued

49	As PK001284	Felt – metal structure and wall above windows within ceiling void	Early Years classroom 2 G/080	No Risk - Does not contain asbestos.
				
50	As PK001281	Vinyl floor tiles and adhesive – floor below carpet	Projector Room G/081	No Risk - Does not contain asbestos.
				
51	As PK001278	Composite toilet seat	Early years classroom 2 toilets G/083	No Risk - Does not contain asbestos.
				




Photographs of Areas Sampled continued

52	As PK001284	Felt – metal structure and wall above windows within ceiling void	Early years classroom 2 toilets G/083	No Risk - Does not contain asbestos.
				
53	As PK001278	Composite toilet seat	Early years classroom 1 toilets G/085	No Risk - Does not contain asbestos.
				
54	As PK001281	Vinyl floor tiles and adhesive – floor below carpet	Early years sensory room G/086	No Risk - Does not contain asbestos.
				

Photographs of Areas Sampled continued

55	PK001285	Sink Pad	Classroom 4 G/089	No Risk - Does not contain asbestos.
				
56	PK001287	Vinyl floor tiles and adhesive – floor	Classroom 4 Store G/090	No Risk - Does not contain asbestos.
				
57	As PK001285	Sink Pad	Classroom 5 G/091	No Risk - Does not contain asbestos.
				

Photographs of Areas Sampled continued

58	As PK001287	Vinyl floor tiles and adhesive – floor below carpet	Corridor G/094	No Risk - Does not contain asbestos.
				
59	As PK001278	Composite toilet seat	Boys toilet G/098	No Risk - Does not contain asbestos.
				
60	As PK001278	Composite toilet seat	Girls toilet G/099	No Risk - Does not contain asbestos.
				

Photographs of Areas Sampled continued

61	PK001288	Mastic – metal window frame	Girls toilet store G/100	No Risk - Does not contain asbestos.
				
62	PK001295	Gasket pipework	Boiler Room G/101	No Risk - Does not contain asbestos.
				
63	PK001296	Gaskets yellow gas pipe	Boiler Room G/101	No Risk - Does not contain asbestos.
				


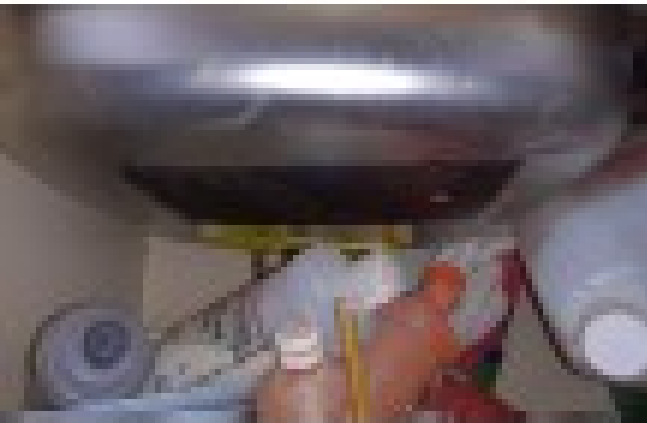

Photographs of Areas Sampled continued

64	Presumed	Rope seal – pipework within riser	Boiler Room G/101	Low Risk – 6 monthly
				
65	Presumed	Gasket – pipework within cupboard	Boiler Room G/101	Very Low Risk – 12 monthly
				
66	As PK001290	Bitumen wrap – pipework within cupboard	Boiler Room G/101	No Risk - Does not contain asbestos.
				


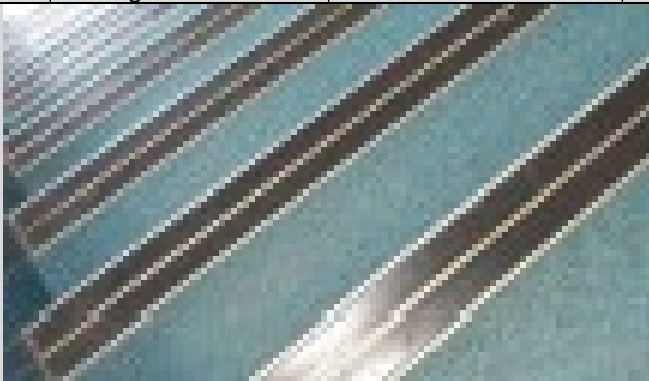

Photographs of Areas Sampled continued

67	As PK001271	Coating – walls to stairs	Stairwell 1/001	No Risk - Does not contain asbestos.
				
68	As PK001282	Composite – stair nosing	Stairwell 1/001	No Risk - Does not contain asbestos.
				
69	PK001289	Floor tiles – floor below carpet	Stairwell 1/001	No Risk - Does not contain asbestos.
				

Photographs of Areas Sampled continued

70	PK001291	Sink pad	Staffroom room 6 1/003	No Risk - Does not contain asbestos.
				
71	As PK001291	Sink pad	Music room room 7 1/006	No Risk - Does not contain asbestos.
				
72	As PK001291	Sink pad	Class 5DL room 8 1/010	No Risk - Does not contain asbestos.
				

Photographs of Areas Sampled continued

73	As PK001271	Coating – walls to stairs	Stairwell 1/013	No Risk - Does not contain asbestos.
				
74	As PK001282	Composite – stair nosing	Stairwell 1/013	No Risk - Does not contain asbestos.
				
75	As PK001289	Floor tiles – floor below carpet	Stairwell 1/013	No Risk - Does not contain asbestos.
				

Photographs of Areas Sampled continued

76	As PK001291	Sink pad	Class 6JB room 12 1/015	No Risk - Does not contain asbestos.
				
77	PK001292	Vinyl floor tiles and adhesive – floor	Class 6JB store room 12 1/016	No Risk - Does not contain asbestos.
				
78	As PK001291	Sink pad	Class 6DC room 13 1/017	No Risk - Does not contain asbestos.
				

Photographs of Areas Sampled continued

79	As PK001292	Vinyl floor tiles and adhesive – floor	Class 6DC store room 13 1/018	No Risk - Does not contain asbestos.
				
80	As PK001291	Sink pad	Room 9 1/019	No Risk - Does not contain asbestos.
				
81	As PK001292	Vinyl floor tiles and adhesive – floor	Room 9 store 1/020	No Risk - Does not contain asbestos.
				

Photographs of Areas Sampled continued

82	As PK001271	Coating – walls to stairs	Corridor 1/021	No Risk - Does not contain asbestos.
				
83	As PK001292	Vinyl floor tiles and adhesive – floor	KS1 Intervention store 1/024	No Risk - Does not contain asbestos.
				
84	As PK001291	Sink pad	Class 2RA room 10 1/025	No Risk - Does not contain asbestos.
				



Photographs of Areas Sampled continued

85	As PK001292	Vinyl floor tiles and adhesive – floor	Class 2RA store room 10 1/026	No Risk - Does not contain asbestos.
				
86	As PK001291	Sink pad	Class 2AW room 11 1/027	No Risk - Does not contain asbestos.
				
87	PK001290	Bitumen wrap – pipe	Roof void 1 R/001	No Risk - Does not contain asbestos.
				

Photographs of Areas Sampled continued

88	Presumed	Gaskets – pipework	Roof void 1 R/001	Very Low Risk – 12 monthly
				
89	As PK001290	Bitumen wrap – pipe	Roof void 2 R/002	No Risk - Does not contain asbestos.
				
90	Presumed	Gaskets – pipework	Roof void 2 R/002	Very Low Risk – 12 monthly
				






Photographs of Areas Sampled continued

91	Presumed	Cable wrap – Live electrics	Roof void 2 R/002	Very Low Risk – 12 monthly
				
92	As PK001290	Bitumen wrap – pipe	Roof void 3 R/003	No Risk - Does not contain asbestos.
				
93	Presumed	Gaskets – pipework	Roof void 3 R/003	Very Low Risk – 12 monthly
				



Photographs of Areas Sampled continued

94	As PK001290	Bitumen wrap – pipe	Roof void 4 R/004	No Risk - Does not contain asbestos.
				
95	As PK001290	Bitumen wrap – pipe	Roof void 5 R/005	No Risk - Does not contain asbestos.
				
96	Presumed	Cement – Undercloaking to gable ends of main roof	External	Low Risk – 6 monthly
				

Photographs of Areas Sampled continued

97	PK001294	Damp proof course - Walls	External	No Risk - Does not contain asbestos.
				
98	RO000383	Bitumen strip – floor	Toddles Room G/16 G/01	No Risk - Does not contain asbestos.
		 		
99	OU003090	Insulation - Pipework	Undercroft G/01 (Boiler Room)	No Risk - Does not contain asbestos.
		 		

Photographs of Areas Sampled continued

100	OU003091	Debris - Floor	Undercroft G/01 (Boiler Room)	No Risk - Does not contain asbestos.
				

Any changes in appearance of items containing asbestos should be recorded and passed to Property Services.

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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 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	Sink Pad	The Den Z1/001	Very Low Risk – 12 monthly	23/5/2026			
2	Floor tiles – floor to kitchen area	The Den Z1/001	Very Low Risk – 12 monthly	23/5/2026			
3	Putty – wood doors and windows	Corridor G/002	No Risk	N/A			
4	Coating – metal beams	Corridor G/002	No Risk	N/A			
5	Sink Pad	Stepping stones classroom G/004	No Risk	N/A			
6	Sink Pad	Kitchen G/005	No Risk	N/A			
7	Putty – wood doors and windows	Assembly Hall G/007	No Risk	N/A			
8	Bitumen Sink	Main Kitchen G/009	No Risk	N/A			
9	Putty – metal window	Main Kitchen G/009	No Risk	N/A			
10	Coating – upper ceiling above suspended tiles	Main Kitchen G/009	No Risk	N/A			
11	Fire protection – metal beams and upper ceiling above suspended tiles	Main Kitchen G/009	Low Risk – 6 monthly	13/11/2025			
12	Fire protection – beams and upper ceiling	Main Kitchen G/010	Low Risk – 6 monthly	13/11/2025			
13	Bitumen remnants – ceiling penetrations	Boiler Room G/018	No Risk	N/A			
14	Coating – metal beams	Corridor G/019	No Risk	N/A			

15	Textured coating – walls	Sports Hall G/020	No Risk	N/A			
16	Coating – metal beams	Girls changing room G/022	No Risk	N/A			
17	Coating – ceiling	Drama resources (Props) G/023	No Risk	N/A			
18	Coating – ceiling	Forest school equipment G/027	No Risk	N/A			
19	Coating – ceiling	History Resources G/028	No Risk	N/A			
20	Coating – metal beams	Boys changing room G/030	No Risk	N/A			
21	Composite toilet seat	Boys changing room toilet G/032	No Risk	N/A			
22	Coating – ceiling	Boys changing room former showers G/033	No Risk	N/A			
23	Coating – metal beams	Meeting Room G/037	No Risk	N/A			
24	Coating – walls to stairs	Corridor/Stairs G/039	No Risk	N/A			
25	Vinyl floor tiles and adhesive – floor below carpet	Corridor/Stairs G/039	Low Risk – 6 monthly	13/11/2025			
26	Flash guards – MEM electrics	Archive Store G/046	Low Risk – 6 monthly	13/11/2025			
27	Flash guards – MEM electrics	Backstage Area G/047	Low Risk – 6 monthly	13/11/2025			
28	Heat pad – ironing board	Backstage Area G/047	Low Risk – 6 monthly	13/11/2025			
29	Vinyl floor tiles and adhesive – floor below carpet	Corridor G/051	Low Risk – 6 monthly	13/11/2025			
30	Sink Pad	Breakfast club room G/52	No Risk	N/A			
31	Composite toilet seat	Boys toilets G/057	No Risk	N/A			

32	Sink Pad	Classroom 1 G/058	Low Risk – 6 monthly	13/11/2025			
33	Vinyl floor tiles and adhesive – floor below carpet	Classroom 1 store G/059	Very Low Risk – 12 monthly	23/5/2026			
34	Sink Pad	Classroom 2 G/060	Low Risk – 6 monthly	13/11/2025			
35	Vinyl floor tiles and adhesive – floor below carpet	Classroom 2 store G/060	Very Low Risk – 12 monthly	23/5/2026			
36	Composite toilet seat	Male toilets G/066	Low Risk – 6 monthly	13/11/2025			
37	Composite toilet seat	Male toilets G/066	No Risk	N/A			
38	Coating – wall to stairs	Corridor/Stairs G/071	No Risk	N/A			
39	Vinyl floor tiles and adhesive – floor below carpet	Corridor/Stairs G/071	No Risk	N/A			
40	Vinyl floor tiles and adhesive – floor below carpet	Entrance Lobby G/072	No Risk	N/A			
41	Composite toilet seat	Girls toilets G/073	No Risk	N/A			
42	Composite toilet seat	Boys toilets G/074	No Risk	N/A			
43	Putty Metal window frame	Corridor G/075	No Risk	N/A			
44	Vinyl floor tiles and adhesive – floor below carpet	Corridor G/075	No Risk	N/A			
45	Composite – stair nosing	Cleaners cupboard G/076	No Risk	N/A			
46	Mastic residue – brick workaround wall vent	Boiler Room G/077	No Risk	N/A			

47	Felt – metal structure and wall above windows within ceiling void	Early Years classroom 1 G/079	No Risk	N/A			
48	Sink Pad	Early Years classroom 2 G/080	No Risk	N/A			
49	Felt – metal structure and wall above windows within ceiling void	Early Years classroom 2 G/080	No Risk	N/A			
50	Vinyl floor tiles and adhesive – floor below carpet	Projector Room G/081	No Risk	N/A			
51	Composite toilet seat	Early years classroom 2 toilets G/083	No Risk	N/A			
52	Felt – metal structure and wall above windows within ceiling void	Early years classroom 2 toilets G/083	No Risk	N/A			
53	Composite toilet seat	Early years classroom 1 toilets G/085	No Risk	N/A			
54	Vinyl floor tiles and adhesive – floor below carpet	Early years sensory room G/086	No Risk	N/A			
55	Sink Pad	Classroom 4 G/089	No Risk	N/A			
56	Vinyl floor tiles and adhesive – floor	Classroom 4 Store G/090	No Risk	N/A			
57	Sink Pad	Classroom 5 G/091	No Risk	N/A			
58	Vinyl floor tiles and adhesive – floor below carpet	Corridor G/094	No Risk	N/A			
59	Composite toilet seat	Boys toilet G/098	No Risk	N/A			
60	Composite toilet seat	Girls toilet G/099	No Risk	N/A			
61	Mastic – metal	Girls toilet store G/100	No Risk	N/A			

	window frame						
62	Gasket pipework	Boiler Room G/101	No Risk	N/A			
63	Gaskets yellow gas pipe	Boiler Room G/101	No Risk	N/A			
64	Rope seal – pipework within riser	Boiler Room G/101	Low Risk – 6 monthly	13/11/2025			
65	Gasket – pipework within cupboard	Boiler Room G/101	Very Low Risk – 12 monthly	23/5/2026			
66	Bitumen wrap – Pipework within cupboard	Boiler Room G/101	No Risk	N/A			
67	Coating – walls to stairs	Stairwell 1/001	No Risk	N/A			
68	Composite – stair nosing	Stairwell 1/001	No Risk	N/A			
69	Floor tiles – floor below carpet	Stairwell 1/001	No Risk	N/A			
70	Sink pad	Staffroom room 6 1/003	No Risk	N/A			
71	Sink pad	Music room room 7 1/006	No Risk	N/A			
72	Sink pad	Class 5DL room 8 1/010	No Risk	N/A			
73	Coating – walls to stairs	Stairwell 1/013	No Risk	N/A			
74	Composite – stair nosing	Stairwell 1/013	No Risk	N/A			
75	Floor tiles – floor below carpet	Stairwell 1/013	No Risk	N/A			
76	Sink pad	Class 6JB room 12 1/015	No Risk	N/A			
77	Vinyl floor tiles and adhesive – floor	Class 6JB store room 12 1/016	No Risk	N/A			
78	Sink pad	Class 6DC room 13 1/017	No Risk	N/A			
79	Vinyl floor tiles and	Class 6DC store room	No Risk	N/A			

	adhesive – floor	13 1/018					
80	Sink pad	Room 9 1/019	No Risk	N/A			
81	Vinyl floor tiles and adhesive – floor	Room 9 store 1/020	No Risk	N/A			
82	Coating – walls to stairs	Corridor 1/021	No Risk	N/A			
83	Vinyl floor tiles and adhesive – floor	KS1 Intervention store 1/024	No Risk	N/A			
84	Sink pad	Class 2RA room 10 1/025	No Risk	N/A			
85	Vinyl floor tiles and adhesive – floor	Class 2RA store room 10 1/026	No Risk	N/A			
86	Sink pad	Class 2AW room 11 1/027	No Risk	N/A			
87	Bitumen wrap – pipe	Roof void 1 R/001	No Risk	N/A			
88	Gaskets – pipework	Roof void 1 R/001	Very Low Risk – 12 monthly	23/5/2026			
89	Bitumen wrap – pipe	Roof void 2 R/002	No Risk	N/A			
90	Gaskets – pipework	Roof void 2 R/002	Very Low Risk – 12 monthly	23/5/2026			
91	Cable wrap – Live electrics	Roof void 2 R/002	Very Low Risk – 12 monthly	23/5/2026			
92	Bitumen wrap – pipe	Roof void 3 R/003	No Risk	N/A			
93	Gaskets – pipework	Roof void 3 R/003	Very Low Risk – 12 monthly	23/5/2026			
94	Bitumen wrap – pipe	Roof void 4 R/004	No Risk	N/A			
95	Bitumen wrap – pipe	Roof void 5 R/005	No Risk	N/A			
96	Cement – Undercloaking to gable ends of main roof	External	Low Risk – 6 monthly	13/11/2025			

97	Damp proof course -Walls	External	No Risk	N/A			
98	Bitumen strip – floor	Toddles Room G/16 G/01	No Risk	N/A			
99	Insulation - Pipework	Undercroft G/01 (Boiler Room)	No Risk	N/A			
100	Debris - Floor	Undercroft G/01 (Boiler Room)	No Risk	N/A			

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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:

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