

Foreward

ASBESTOS SURVEY REPORT FOR RYHOPE INFANT SCHOOL ACADEMY, SUNDERLAND

I have enclosed for your information and retention the most recent asbestos survey (type 2/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 tenants 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,

Paul Davies
Assistant Director of Assurance and Property Services

Sunderland
City Council

Sunderland City Council

*Control of Asbestos
Regulations 2012*

Asbestos Register for

RYHOPE INFANT SCHOOL ACADEMY, SUNDERLAND



UPRN: - J019842

Location of register:-

Premises Manager / Samo: - Tenant

Date: 18 September 2024

Contact Numbers List: -

Caroline Bage Asbestos Manager – 07557 938966

Contents

	<u>Section</u>
• Plan of building and sample locations	1
• Photographs of areas sampled	2
• Survey information	3
• Asbestos Management Plan, Priority Assessments,	4
• Contacts Form, Code of Practice	4
• 5 Simple Steps of Asbestos Management	5
• Commonly asked questions	6

Appendices

• Form 1 – Visitor Register	7
• Form 2 – Periodic Return Checklist and Schedule	8
• Form 3 – Works Notification Form	9
• Form 4 – Registration of All Disturbances	10
• Form 5 – Training Records	11

Plan of Building and Samples Location

AQ000013 – Floor screed (Rm 0/01 Front Entrance Lobby)(Item 1) No Risk
AQ000014 – Floor tiles and adhesive (Rm 0/03 Reception Office and Cupboard) (Item 2) No Risk
As AQ000014 – Floor tiles and adhesive (Rm 0/04 Managers Office and Cupboard) (Item 3) No Risk
AQ000015 – Wall tile adhesive (Rm 0/10 Meeting Room WC) (Item 4) No Risk
AQ000016 – Sink Pad (Rm 0/12 Training Room) (Item 5) No Risk
AQ000018 – Insulating Board (Rm 0/13 Corridor) (Item 6) No Risk
As AQ000014 – Floor tiles and adhesive (Rm 0/17 Reception Base 1&2) (Item 7) No Risk
AQ000019 – Floor tiles and adhesive (Rm 0/21 Nursery Service Rooms) (Item 8) No Risk
As AQ000019 – Floor tiles and adhesive (Rm 0/30 Classroom & Cupboard) (Item 9) No Risk
AQ000020 - Floor tiles and adhesive (Rm 0/35 Nurture Room and Cupboard) (Item 10) No Risk
AQ000021 – Sink Pads (Rm 0/36 Year 2 Classroom & Cupboard) (Item 11) No Risk
AQ000022 – Insulating Board (Rm 0/44 Corridor) (Item 12) No Risk
AQ000023 – Insulating Board (Rm 99/01 Electrical Room) (Item 13) No Risk
AQ000024 – Insulating Board (Rm 99/02 Plant Room) (Item 14) No Risk
AQ000025 – Gaskets (Rm 99/02 Plant Room) (Item 15) - (only 2 gaskets were removed 20.6.18) – Very Low Risk
AQ000026 – Boiler Gaskets (Rm 99/02 Plant Room) (Item 16) No Risk
AQ000027 – Under Cloaking (Rm 99/03 Externals) (Item 17) No Risk
AN000953 – Water tank coating (Tank Room) (Item 20) No Risk
AN000954 – Adhesive below lino (Entrance Lobby) (Item 21) No Risk
As AN000954 – Adhesive beneath floor screed (Main Reception) (Item 22) No Risk
AN000955 – Screed beneath wood flooring (Main Reception) (Item 23) No Risk
DP002540 – Core sample (Rm 0/30 Classroom) (Item 24) No Risk
DP002543 – Bitumen screed below modern lino and modern screed (Room 0/36 Creative) (Item 25) No Risk
DP002542 – Vinyl tiles and adhesive (Room 0/36a Creative Store) (Item 26) No Risk
DP002537 – Core sample wall to toilet (Room 0/21 Interview Room) (Item 27) No Risk
DP002538 – Grout to ceramic tiles (Room 0/21a Disabled Toilet) (Item 28) No Risk
DP002539 – Screed below quarry tiles (Room 0/21a Disabled Toilet) (Item 29) No Risk

The following items were not sampled however Item 28 and 29 on survey ref J019842 refers to this:

Ceiling Void (Rm 1/01 Main Hall) (Item 18) – No Risk
Heater Boxing (Rm0/02 Main Reception) (Item 19) – 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.

Sunderland
City Council

Photographs of Areas Sampled



Item 1 Ref: AQ000013

Floor screed (Rm 0/01 Front Entrance Lobby) does not contain asbestos



Item 2 Ref: AQ000014

Floor tiles and adhesive (Rm 0/03 Reception Office and Cupboard) do not contain asbestos.



Item 3 Ref: As AQ000014

Floor tiles and adhesive (Rm 0/04 Managers Office and Cupboard) do not contain asbestos

Photographs of Areas Sampled (Cont)



Item 4 Ref: AQ000015

Wall tile adhesive (Rm 0/10 Meeting Room WC) does not contain asbestos



Item 5 Ref: AQ000016

Sink Pad (Rm 0/12 Training Room) does not contain asbestos



Item 6 Ref: AQ000018

Insulating Board (Rm 0/13 Corridor) does not contain asbestos

Photographs of Areas Sampled (Cont)



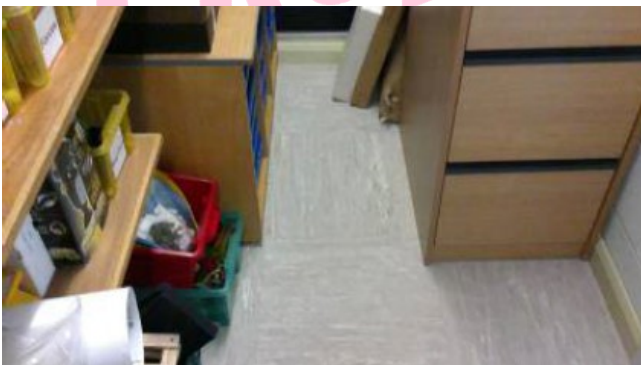
Item 7 Ref: As AQ000014

Floor tiles and adhesive (Rm 0/17 Reception Base 1&2) do not contain asbestos.



Item 8 Ref: AQ000019

Floor tiles and adhesive (Rm 0/21 Nursery Service Rooms) do not contain asbestos.



Item 9 Ref: As AQ000019

Floor tiles and adhesive (Rm 0/30 Classroom & Cupboard) do not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 10 Ref: AQ000020

Floor tiles and adhesive (Rm 0/35 Nurture Room and Cupboard) do not contain asbestos



Item 11 Ref: AQ000021

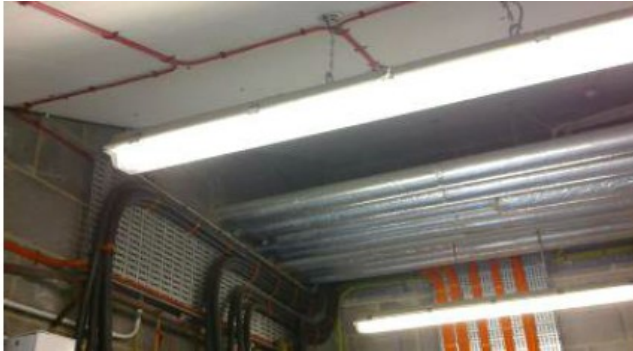
Sink Pads (Rm 0/36 Year 2 Classroom & Cupboard) do not contain asbestos.



Item 12 Ref: AQ000022

Insulating Board (Rm 0/44 Corridor) does not contain asbestos.

Photographs of Areas Sampled (Cont)



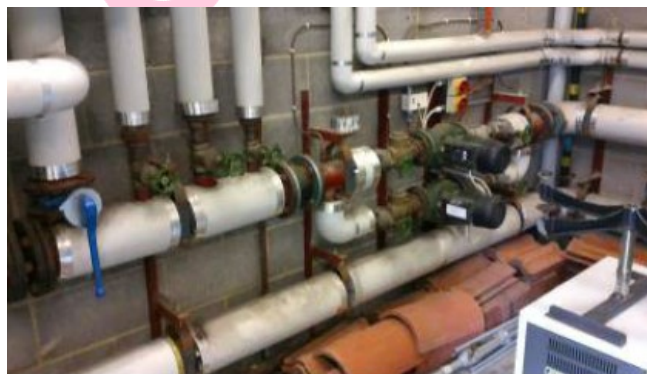
Item 13 Ref: AQ000023

Insulating Board (Rm 99/01 Electrical Room) does not contain asbestos.



Item 14 Ref: AQ000024

Insulating Board (Rm 99/02 Plant Room) does not contain asbestos.



Item 15 Ref: AQ000025

Gaskets (Rm 99/02 Plant Room) contain asbestos.

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

(2 of the gaskets were removed 20.6.18)

Photographs of Areas Sampled (Cont)



Item 16 Ref: AQ000026

Boiler Gaskets (Rm 99/02 Plant Room) do not contain asbestos.



Item 17 Ref: AQ000027

Under Cloaking (Rm 99/03 Externals) does not contain asbestos.

No Image Available

Item 18 – No Ref

Ceiling Void (Rm 1/01 Main Hall)

The item was not sampled however Item 28 on survey ref J019842 refers to this, the analyst has noted this is wood.

Photographs of Areas Sampled (Cont).

No Image Available

Item 19 – No Ref

Heater Boxing (Rm0/02 Main Reception)

The item was not sampled however Item 29 on survey ref J019842 refers to this, the analyst has noted this is foam.



Item 20 Ref: AN000953

The coating to the water tank in the mezzanine tank room does not contain asbestos.



Item 21 Ref: AN000954

The adhesive below the lino in main reception entrance lobby does not contain asbestos.

Photographs of Areas Sampled (Cont).



Item 22 Ref: As AN000954

The adhesive below the floor screed in main reception does not contain asbestos.



Item 23 Ref: AN000955

The screed beneath the wood flooring in main reception does not contain asbestos.



Item 24 Ref: DP002540

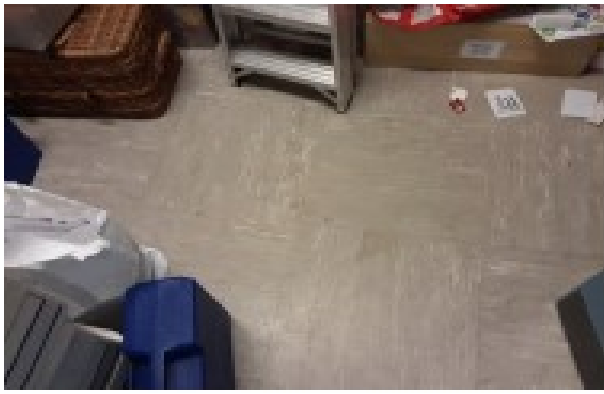
The core sample for the proposed new doorway in Room 0/030 does not contain asbestos.

Photographs of Areas Sampled (Cont).



Item 25 Ref: DP002543

The bitumen screed below modern lino and modern screed in Room 0/36 does not contain asbestos.



Item 26 Ref: DP002542

The vinyl floor tiles and adhesive in Room 0/36a does not contain asbestos.



Item 27 Ref: DP002537

The core sample wall to toilet in Room 0/21 does not contain asbestos.

Photographs of Areas Sampled (Cont).



Item 28 Ref: DP002538

The grout to ceramic tiles (wall to interview room) in Room 0/21a does not contain asbestos.



Item 29 Ref: DP002539

The screed below the quarry tiles in Room 0/21a 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 the site specific emergency procedures in the Asbestos Management Plan. However, as a minimum:

- Seal the area off completely. (Lock the area off if possible and post a notice on the door, "No access - Contact ")
- If there is any air movement systems within the premises, shut it off.
- Contact the Asbestos Manager on 07557938966 immediately. Who will arrange for any remedial works / air monitoring.
- Start to complete the "Registration of Disturbances" form, which is in your register (Section 10 in the new style register).

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

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

Central Safety can be contacted on 561 2311.

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

Commonly Asked Questions.

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

Form 2Inspection Schedule

Picture	Location	Risk	Inspection Frequency	Date of return
<i>Item 1</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 2</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 3</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 4</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 5</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 6</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 7</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 8</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 9</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 10</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 11</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 12</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 13</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 14</i>	<i>No asbestos</i>	<i>Is present</i>		
Item 15	Gaskets – Rm 99/02 Plant Room	Very Low Risk	12 monthly	20.06.2025
<i>Item 16</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 17</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 18</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 19</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 20</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 21</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 22</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 23</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 24</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 25</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 26</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 27</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 28</i>	<i>No asbestos</i>	<i>Is present</i>		
<i>Item 29</i>	<i>No asbestos</i>	<i>Is present</i>		

Form 2

Periodic Return

School	
Date of Inspection	
Inspection By (signature)	
Print Name	

Good Practice Guidance:

- Take photographs of ACMs for each inspection and store for future reference
- Compare previous photographs with current condition state to determine whether there has been any deterioration since the last inspection
- Replace missing/damaged asbestos labels/stickers

<u>Ref:</u>	<u>Condition</u>	<u>Action Required</u>	<u>Comments</u>
	Same/change	Yes/No	

Sunderland
City Council

For Office Use Only

Actions Required	
Actions Completed	
Alterations to Register	