

## **Foreward**

### **ASBESTOS SURVEY REPORT FOR HOUGHTON LE SPRING CEMETERY LODGE, HOUGHTON LE SPRING**

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,

Paul Davies  
Assistant Director of Assurance and Property Services

Sunderland  
City Council

# Sunderland City Council

*Control of Asbestos  
Regulations 2012*

## **Asbestos Register for Houghton Cemetery Lodge, Houghton**



**UPRN: - 21-35406**

**Location of register:-**

**Premises Manager / Samo: - Tenant**

**Date: 02 August 2024**

**Contact Numbers List: -**

**Caroline Bage Asbestos Manager – 07557 938966**

Houghton Cemetery Lodge Last updated 02/08/2024 Version 2

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## Plan of Building and Samples Location

- (Item 1) Ref: 21-35406-1 – Floor beneath carpet (Tiles & Adhesive) (Lodge - Room/Area: 1 - Front Entrance) – No Risk
- (Item 2) Ref: 21-35406-2 - Putty around windows (Lodge - Room/Area: 1 Front Entrance) – No Risk
- (Item 3) Ref: 21-35406-3 - Door handle (Composite) (Lodge - Room/Area: 1 Front Entrance) – No Risk
- (Item 4) Ref: 21-35406-1 - Floor beneath carpet and gas meter (Tiles & Adhesive) (Lodge - Room/Area: 2 - Lounge 1 and cupboard) – No Risk
- (Item 5) Ref: 21-35406-4 - Plastic composite door handles (Composite) (Lodge - Room/Area: 2 - Lounge 1 and cupboard) – No Risk
- (Item 6) Ref: 21-35406-5 - Textured coating on chimney breast (Lodge - Room/Area: 4 - Lounge 2) – No Risk
- (Item 7) Ref: 21-35406-5 - Walls (Textured Coating) (Lodge - Room/Area: 5 - Dining Room and Cupboard) – No Risk
- (Item 8) Ref: 21-35406-6 - Ceiling (Textured Coating) (Lodge - Room/Area: 6 - Rear Entrance) – Very Low Risk
- (Item 9) Ref: 21-35406-7 - Ceramic tiles adhesive (Lodge - Room/Area: 7 - Bathroom) – No Risk
- (Item 10) Ref: 21-35406-8 - Toilet cistern (Composite) (Lodge - Room/Area: 7 - Bathroom) – Very Low Risk
- (Item 11) Ref: 21-35406-10 - Sink Pad (Bitumen) (Lodge - Room/Area: 8 - Kitchen) – No Risk
- (Item 12) Ref: 21-35406-6 - Ceiling (Textured Coating) (Lodge - Room/Area: 8 - Kitchen) – Very Low Risk
- (Item 13) Ref: 21-35406-9 - Ceramic tiles (Tiles & Adhesive) (Lodge - Room/Area: 8 - Kitchen) – No Risk
- (Item 14) Ref: 21-35406-11 - Ceiling (Textured Coating) (Lodge - Room/Area: 9 - Landing and Stairs) – No Risk
- (Item 15) Ref: 21-35406-11 - Ceiling (Textured Coating) (Lodge - Room/Area: 10 - Bedroom 1) – No Risk
- (Item 16) Ref: 21-35406-11 - Ceiling (Textured Coating) (Lodge - Room/Area: 11 - Bedroom 2) – No Risk
- (Item 17) Ref: 21-35406-12 - Downpipes - joint capping (Cement) (Lodge - Room/Area: 15 - External) – No Risk
- (Item 18) Ref: 21-35406-13 - Bitumen wrap on pipe (Lodge - Room/Area: 15 - External) – No Risk
- (Item 19) Ref: 21-35406-14 - Putty around windows (Lodge - Room/Area: 15 - External) – No Risk
- (Item 20) Ref: 21-35406-15 - Felt on front Entrance roof (Bitumen) (Lodge - Room/Area: 15 - External) – No Risk
- (Item 21) Ref: 21-35406-16 - Felt on bay window roof (Bitumen) (Lodge - Room/Area: 15 - External) – No Risk
- (Item 22) PRESUMED – Flues on chimney stack (Cement) (Lodge - Room/Area: 15 - External) – Very Low Risk
- (Item 23) Ref: 21-35406-18 - Putty around window (Room/Area: 16 - Outhouse and Stores) – No Risk

- (Item 24) Ref: 21-35406-19 - Putty around window (Room/Area: 17 - Outside toilet) – No Risk
- (Item 25) Ref: 21-35406-20 - Residual frame sealant around window (Putty) (Room/Area: 17 - Outside toilet) – No Risk
- (Item 26) Ref: 21-35406-21 - Residual frame sealant around external part of window (Putty) (Room/Area: 17 - Outside toilet) – No Risk
- (Item 27) Ref: 21-35406-22 - Residual frame sealant on walls (Putty) (Room/Area: 17 - Outside toilet) – Very Low Risk
- (Item 28) Ref: 21-35406-23 - Felt on roof (Bitumen) (Room/Area: 17 - Outside toilet) – No Risk
- (Item 29) Ref: 21-35406-24 - Roof (Cement) (Room/Area: 18 - Garage) – No Risk
- (Item 30) Ref: 21-35406-24 - Ceiling (Cement) (Room/Area: 18 - Garage) – No Risk
- (Item 31) Ref: 21-35406-25 - Walls - Residual frame sealant between concrete (Putty) (Room/Area: 18 - Garage) – No Risk
- (Item 32) Ref: 21-35406-25 - Residual frame sealant around window (Putty) (Room/Area: 18 - Garage) – 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**

**Item 1 Ref: 21-35406-1**



The floor beneath carpet (Tiles & Adhesive) (Lodge - Room/Area: 1 - Front Entrance) does not contain asbestos.

**Item 2 Ref: 21-35406-2**



The putty around windows (Lodge - Room/Area: 1 Front Entrance) does not contain asbestos.

**Item 3 Ref: 21-35406-3**



The door handle (Composite) (Lodge - Room/Area: 1 Front Entrance) does not contain asbestos.



**Photographs of Areas Sampled continued**

**Item 4 Ref: 21-35406-1**



The floor beneath carpet and gas meter (Tiles & Adhesive) (Lodge - Room/Area: 2 - Lounge 1 and cupboard) does not contain asbestos.

**Item 5 Ref: 21-35406-4**



The plastic composite door handles (Composite) (Lodge - Room/Area: 2 - Lounge 1 and cupboard) does not contain asbestos.

**Item 6 Ref: 21-35406-5**



The textured coating on chimney breast (Lodge - Room/Area: 4 - Lounge 2) does not contain asbestos.

**Photographs of Areas Sampled continued**

**Item 7 Ref: 21-35406-5**



The walls (Textured Coating)  
(Lodge - Room/Area: 5 -  
Dining Room and Cupboard)  
do not contain asbestos.

**Item 8 Ref: 21-35406-6**



The ceiling (Textured Coating)  
(Lodge - Room/Area: 6 - Rear  
Entrance) contains asbestos.

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

**Item 9 Ref: 21-35406-7**



The ceramic tiles adhesive  
(Lodge - Room/Area: 7 -  
Bathroom) does not contain  
asbestos.

**Photographs of Areas Sampled continued**

**Item 10 Ref: 21-35406-8**



The toilet cistern (Composite)  
(Lodge - Room/Area: 7 -  
Bathroom) contains asbestos.

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

**Item 11 Ref: 21-35406-10**



The sink pad (Bitumen)  
(Lodge - Room/Area: 8 -  
Kitchen) does not contain  
asbestos.

**Item 12 Ref: 21-35406-7**



The ceiling (Textured Coating)  
(Lodge - Room/Area: 8 -  
Kitchen) contains asbestos.

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

**Photographs of Areas Sampled continued**

**Item 13 Ref: 21-35406-9**



The ceramic tiles (Tiles & Adhesive) (Lodge - Room/Area: 8 - Kitchen) do not contain asbestos.

**Item 14 Ref: 21-35406-11**



The ceiling (Textured Coating) (Lodge - Room/Area: 9 - Landing and Stairs) does not contain asbestos.

**Item 15 Ref: 21-35406-11**



The ceiling (Textured Coating) (Lodge - Room/Area: 10 - Bedroom 1) does not contain asbestos.



**Photographs of Areas Sampled continued**

**Item 16 Ref: 21-35406-9**



The ceiling (Textured Coating) (Lodge - Room/Area: 11 - Bedroom 2) does not contain asbestos.

**Item 17 Ref: 21-35406-12**



The downpipes - joint capping (Cement) (Lodge - Room/Area: 15 - External) do not contain asbestos.

**Item 18 Ref: 21-35406-13**



The bitumen wrap on pipe (Lodge - Room/Area: 15 - External) does not contain asbestos.

**Photographs of Areas Sampled continued**

**Item 19 Ref: 21-35406-14**



The putty around windows (Lodge - Room/Area: 15 - External) does not contain asbestos.

**Item 20 Ref: 21-35406-15**



The felt on front entrance roof (Bitumen) (Lodge - Room/Area: 15 - External) does not contain asbestos.

**Item 21 Ref: 21-35406-16**



The felt on bay window roof (Bitumen) (Lodge - Room/Area: 15 - External) does not contain asbestos.



**Photographs of Areas Sampled continued**

**Item 22 Ref: PRESUMED**



The flues on chimney stack (Cement) (Lodge - Room/Area: 15 - External) are presumed to contain asbestos.

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

**Item 23 Ref: 21-35406-18**



The putty around window (Room/Area: 16 - Outhouse and Stores) does not contain asbestos.

**Item 24 Ref: 21-35406-19**



The putty around window (Room/Area: 17 - Outside toilet) does not contain asbestos.

**Photographs of Areas Sampled continued**

**Item 25 Ref: 21-35406-20**



The residual frame sealant around window (Putty) (Room/Area: 17 - Outside toilet) does not contain asbestos.

**Item 26 Ref: 21-35406-21**



The residual frame sealant around external part of window (Putty) (Room/Area: 17 - Outside toilet) does not contain asbestos.

**Item 27 Ref: 21-35406-22**



The residual frame sealant on walls (Putty) (Room/Area: 17 - Outside toilet) contains asbestos.

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

**Photographs of Areas Sampled continued**

**Item 28 Ref: 21-35406-23**



The felt on roof (Bitumen)  
(Room/Area: 17 - Outside  
toilet) does not contain  
asbestos.

**Item 29 Ref: 21-35406-24**



The roof (Cement)  
(Room/Area: 18 - Garage)  
does not contain asbestos.

**Item 30 Ref: 21-35406-22**



The ceiling (Cement)  
(Room/Area: 18 - Garage)  
does not contain asbestos.



**Photographs of Areas Sampled continued**

**Item 31 Ref: 21-35406-25**



The walls - residual frame sealant between concrete (Putty) (Room/Area: 18 - Garage) does not contain asbestos.

**Item 32 Ref: 21-35406-25**



The residual frame sealant around window (Putty) (Room/Area: 18 - Garage) 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 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 2**Inspection Schedule

Picture	Location	Risk	Inspection Frequency	Date of return
Item 1	No asbestos	Is present		
Item 2	No asbestos	Is present		
Item 3	No asbestos	Is present		
Item 4	No asbestos	Is present		
Item 5	No asbestos	Is present		
Item 6	No asbestos	Is present		
Item 7	No asbestos	Is present		
<b>Item 8</b>	<b>Ceiling (Lodge - Room/Area: 6 - Rear Entrance)</b>	<b>Very Low</b>	<b>12 monthly</b>	<b>07/07/2025</b>
Item 9	No asbestos	Is present		
<b>Item 10</b>	<b>Toilet cistern (Lodge - Room/Area: 7 - Bathroom)</b>	<b>Very Low</b>	<b>12 monthly</b>	<b>07/07/2025</b>
Item 11	No asbestos	Is present		
<b>Item 12</b>	<b>Ceiling (Lodge - Room/Area: 8 - Kitchen)</b>	<b>Very Low</b>	<b>12 monthly</b>	<b>07/07/2025</b>
Item 13	No asbestos	Is present		
Item 14	No asbestos	Is present		
Item 15	No asbestos	Is present		
Item 16	No asbestos	Is present		
Item 17	No asbestos	Is present		
Item 18	No asbestos	Is present		
Item 19	No asbestos	Is present		
Item 20	No asbestos	Is present		
Item 21	No asbestos	Is present		
<b>Item 22</b>	<b>PRESUMED – Flues on chimney stack (Lodge - Room/Area: 15 - External)</b>	<b>Very Low</b>	<b>12 monthly</b>	<b>07/07/2025</b>
Item 23	No asbestos	Is present		
Item 24	No asbestos	Is present		

Item 25	No asbestos	Is present		
Item 26	No asbestos	Is present		
<b>Item 27</b>	<b>Residual frame sealant on walls (Room/Area: 17 - Outside toilet)</b>	<b>Very Low</b>	<b>12 monthly</b>	<b>07/07/2025</b>
Item 28	No asbestos	Is present		
Item 29	No asbestos	Is present		
Item 30	No asbestos	Is present		
Item 31	No asbestos	Is present		
Item 32	No asbestos	Is present		

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**Form 2**

Periodic Return

<b>School/Site</b>	
<b>Date of Inspection</b>	
<b>Inspection By (signature)</b>	
<b>Print Name</b>	

**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> Same/change	<u>Action Required</u> Yes/No	<u>Comments</u>
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<b>Actions Required</b>	
<b>Actions Completed</b>	
<b>Alterations to Register</b>	