

Foreward

ASBESTOS SURVEY REPORT FOR CAPSTAN HOUSE, GREENWELLS QUAY, SUNDERLAND PORT, HENDON, SR1 2BU

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

Yours sincerely,

Paul Davies
Assistant Director of Business and Property Services



*Control of Asbestos
Regulations 2012*

Asbestos Register for

**CAPSTAN HOUSE, GREENWELLS QUAY, SUNDERLAND PORT,
HENDON, SR1 2BU**



UPRN: - J504750

Location of register:-

Premises Manager / Samo: - Tenant

Date: 07 December 2022

Contact Numbers List: -

Caroline Bage Asbestos Manager – 07557938966

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Plan of Building and Samples Location

VP002050 – Red Screed to Floor (Room 1) (Item 1) – No risk
VP002051 – Putty round door frame to glass (Room 1) (Item 2) – No risk
VP002052 – Textured coating to ceiling (Room 1) (Item 3) – No risk
As VP002052 – Textured coating to ceiling (Room 3) (Item 4)
As VP002050 – Red Screed to Floor (Room 5) (Item 5) – No risk
VP002053 – Putty to door frame to glass at rear of corridor (Item 6) – No risk
As VP002050 – Red Screed to Floor (Room 6) (Item 7) – No risk
VP002054 – Board panel on door (Room 9) (Item 8) – No risk
VP002055 – Stairtread (Room 9) (Item 9) – No risk
VP002056 – Board to walls at top of stairs (Room 9) (Item 10) – No risk
VP002057 – Board to ceiling at top of stairs (Room 9) (Item 11) – No risk
VP002058 – Board firebreak (Room 2) (Item 12) – No risk
VP002059 – Bitumen felt to flat roof section at fire escape stairs (Room 1) (Item 13)

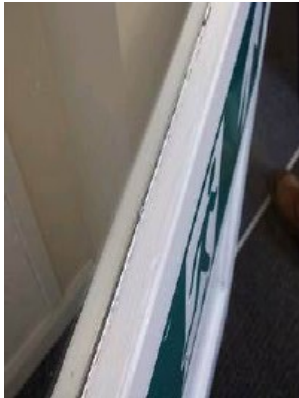
Please note the survey carried out was non-intrusive. Should major refurbishment be planned for the property, further investigation will be required.

Photographs of Areas Sampled



Item 1 Ref: VP002050

The red screed to floor in Room 1 (Reception Lobby) does not contain asbestos.



Item 2 - Ref: VP002051

The putty round door frame to glass Room 1 (Reception Lobby) does not contain asbestos.



Item 3 - Ref: VP002052

The textured coating to the ceiling in the entrance does not contain asbestos.

Photographs of Areas Sampled (Cont)



Room 2 (Reception stationery cupboard) was accessed and no suspect materials were found.



Item 4 - Ref: As VP002052

Textured coating to ceiling in Room 3 (Reception waiting room) does not contain asbestos.



Room 4 (Waiting Room stationery cupboard) was accessed and no suspect materials were found.

Photographs of Areas Sampled (Cont)



Item 5 - Ref: VP002050

Red screed floor in Room 5 (Corridor) does not contain asbestos.



Item 6 - Ref: VP002053

Putty around door frame to glass at rear of corridor in Room 5 does not contain asbestos.



Item 7 - Ref: VP002050

Red screed floor in Room 6 (Shipping Office) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Room 7 (Harbour masters Office) was accessed no suspect materials were found.



Room 8 (Port Directors Office) was accessed no suspect materials were found.



Item 8 - Ref: VP002054

Board Panel on door Room 9 does no contain asbestos.

Photographs of Areas Sampled (Cont)

Item 9 - Ref: VP002055



The Stairtread to Room 9 does not contain asbestos.



Item 10 – VP002056

Board to walls at top of stairs in Room 9 (Circulation/stairwell) does not contain asbestos.

Photographs of Areas Sampled (Cont)



Item 11 – VP002057

Board to ceiling at top of stairs
in Room 9
(Circulation/stairwell) does not
contain asbestos.



Room 10 was accessed no
suspect materials were found.



Room 11 (Store) was
accessed no suspect
materials were found.

Photographs of Areas Sampled (Cont)



Room 12 (Male WC) was accessed no suspect materials were found.



Room 13 (Female WC) was accessed no suspect materials were found.



Room 14 (Kitchen) was accessed no suspect materials were found.

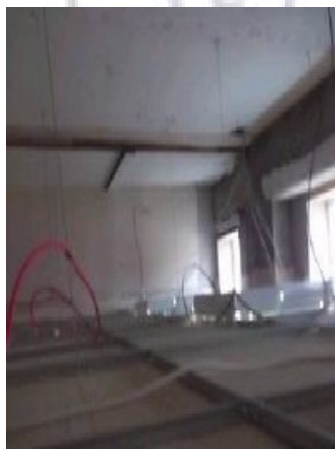
Photographs of Areas Sampled (Cont)



Room 15 (Cleaners Cupboard) was accessed no suspect materials were found.



Room 16 (Under stairs cupboard) was accessed no suspect materials were found.



Room 17 (Conference Room) was accessed no suspect materials were found.

Photographs of Areas Sampled (Cont)



Room 18 (Cargo Managers Office) was accessed no suspect materials were found.



Room 19 (Photocopier Room) was accessed no suspect materials were found.



Room 20 (Finance Office) was accessed no suspect materials were found.

Photographs of Areas Sampled (Cont)



Room 1 (Engineering department) was accessed no suspect materials were found.



Item 12 – VP002058

Board firebreak in Room 2 (Attic) does not contain asbestos.



Room 1 (Loft area) was accessed no suspect materials were found.

Photographs of Areas Sampled (Cont)



Item 13 – VP002059

Bitumen to felt to flat roof section at fire escape stairs Room 1 (External) does not contain asbestos.

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Five Simple Steps to Asbestos Management

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

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

Step 1 – Receiving the Register

The SAMO is the tenant.

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

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

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

Step 2 – Periodic Inspections

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

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

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

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

Step 3 – Planned Work

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

Step 4 – Contractors on Site

If a contractor arrives on site, the SAMO must:

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

Step 5 – Monitoring the Register

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

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

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

In the event of an exposure of asbestos, please refer to the site specific emergency 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 our General Office on 561 2663 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
<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>		

Form 2

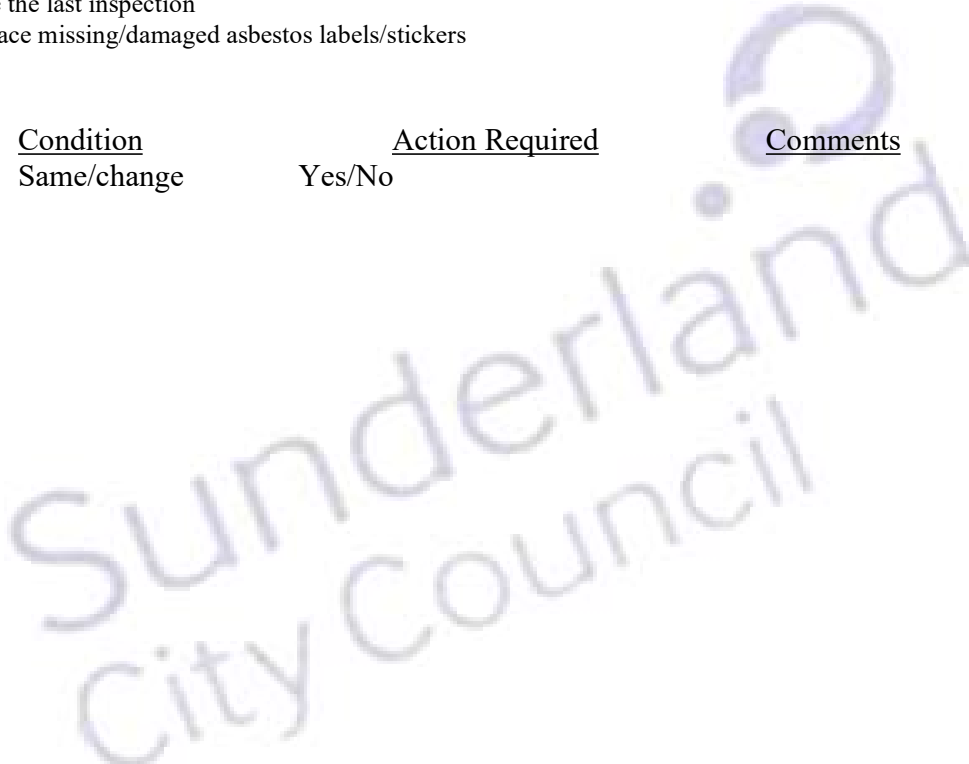
Periodic Return

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

Ref: Condition Action Required Comments
Same/change Yes/No



For Office Use Only

Actions Required	
Actions Completed	
Alterations to Register	