

Asbestos Register User Guide

1. Introduction

shineAsbestos, a dedicated online asbestos management software system, enables BANES Council to provide you with an easy to use, up to date system where you can view asbestos register information for any given Council property. You in turn can then provide information on the presence of asbestos to those who need it.

Anyone instructing or carrying out works must ensure that they review the asbestos register for the property before the commencement of any works.

This short user guide will explain the steps required to enable you too quickly and easily search, find, review and download asbestos register information for any given Council property.

2. Login Procedure

- Navigate to shineAsbestos: <https://bath.shinegateway.co.uk/>
- Login into shineAsbestos using the username and password provided to you on confirmation of the work order. Your Login allows 'read only' access to all BANES properties.
- If you are experiencing problems with your login then please contact:
Asbestos Hotline - 01225 477241 or Email: property@bathnes.gov.uk

3. Access level

You are now logged into the BANES Asbestos Register Homepage.

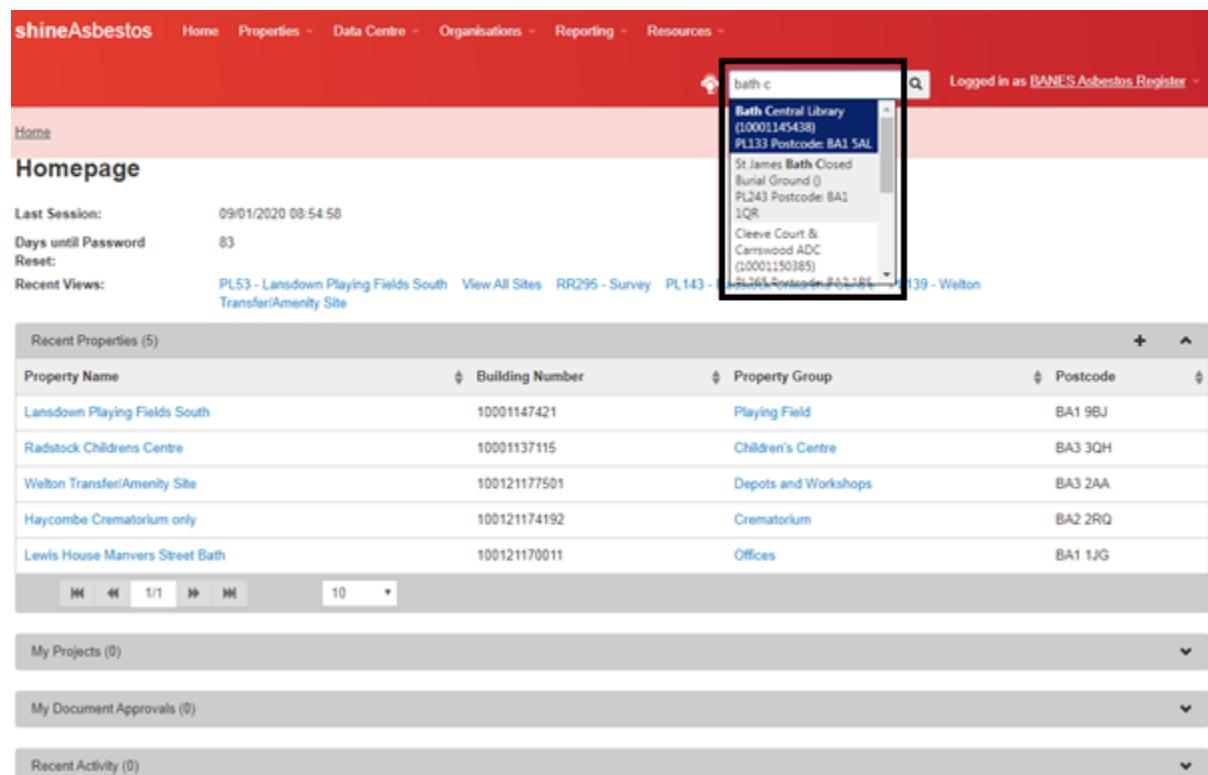


From here you can navigate through the system to view general property details, asbestos register, asbestos survey(s) and historical asbestos information for any chosen property.

4. Searching for a Property

Start to enter the name of the property that you are searching for in the 'Search shine' box. A dropdown menu will show the names of properties containing the letters you have entered. Continue typing until the property you are searching for is shown in the dropdown box. Click to select the property.

You can also search by PSRN, any part of a property name or by postcode.



The screenshot shows the homepage of the shineAsbestos system. At the top, there is a red header bar with the 'shineAsbestos' logo and a navigation menu with links for Home, Properties, Data Centre, Organisations, Reporting, and Resources. On the right side of the header, it says 'Logged In as BANES Asbestos Register'. Below the header, there is a search bar with the placeholder text 'Search shine' and a dropdown menu showing search results for 'bath c'. The results include 'Bath Central Library (10001145438)', 'PL133 Postcode: BA1 5AL', 'St James Bath Closed (10001145438)', 'PL243 Postcode: BA1 1QR', 'Cleeve Court & Carrswood ADC (10001150385)', and 'PL139 - Welton Transfer/Amenity Site (10001150385)'. Below the search area, there is a section titled 'Recent Properties (5)' with a table showing five entries. The table has columns for Property Name, Building Number, Property Group, and Postcode. The entries are: 'Lansdown Playing Fields South' (Building Number 10001147421, Group Playing Field, Postcode BA1 9BJ), 'Radstock Childrens Centre' (Building Number 10001137115, Group Children's Centre, Postcode BA3 3QH), 'Welton Transfer/Amenity Site' (Building Number 100121177501, Group Depots and Workshops, Postcode BA3 2AA), 'Haycombe Crematorium only' (Building Number 100121174192, Group Crematorium, Postcode BA2 2RQ), and 'Lewis House Mamvers Street Bath' (Building Number 100121170011, Group Offices, Postcode BA1 1JG). At the bottom of the page, there are sections for 'My Projects (0)', 'My Document Approvals (0)', and 'Recent Activity (0)'.

Property Name	Building Number	Property Group	Postcode
Lansdown Playing Fields South	10001147421	Playing Field	BA1 9BJ
Radstock Childrens Centre	10001137115	Children's Centre	BA3 3QH
Welton Transfer/Amenity Site	100121177501	Depots and Workshops	BA3 2AA
Haycombe Crematorium only	100121174192	Crematorium	BA2 2RQ
Lewis House Mamvers Street Bath	100121170011	Offices	BA1 1JG

5. Viewing / understanding the asbestos data for your chosen property.

You should now have a view similar to the layout shown below. This is the property 'Details' page. We have used Radstock Children's Centre as an example.

Radstock Childrens Centre Details

Details

Register

Surveys

Historical Data



Asbestos Present within Property and Inaccessible Room/locations; Asbestos must be Presumed to be Present

Asbestos Register:  

- The scope of the Asbestos Management Survey has been specified to facilitate general occupation and routine maintenance
- The Asbestos Register defines the Asbestos Containing Materials (ACMs) that were found by the survey inspection process
- The Asbestos Register must be understood by the Site Manager and made available to all of those with the potential to access the ACMs
- The limitations and restrictions are detailed within the survey document and should also be understood. Where any works have the potential to exceed the scope of the Site Management Survey further inspection will be necessary
- A refurbishment or demolition survey must be carried out prior to any intrusive works being conducted on this site
- Asbestos Hotline - 01225 477241 or Email - Property@bathnes.gov.uk

Property Reference: 10001137115

Primary:

Education

PSRN: Y012

Secondary:

Education

Block Reference: Y012/001,002,003,004

Age:

Block Nos

Property Name: Radstock Childrens Centre

001, Offices - 1900

Alternative Property Name:

002, Youth Centre - 1967

003, Store - 1967

The 'Details' page displays all known key information, provides primary guidance of any potential asbestos risk and allows you to access further asbestos information via the Details, Register, Surveys and Historical Data tabs. These will be explained in more detail below.

If you can't see an image for your chosen property, then please go to Section 5.5 'Historical Data'

5.1 Details Tab

Details

Register

Surveys

Historical Data

The **Details** (default) tab shows general property details, banner warnings that describe what part of the asbestos compliance lifecycle the property is currently and also provides direct access to a downloadable PDF of the property's Asbestos Register.

General Property Details

This section provides property name, address, primary contact information, construction type / estimated construction date and gross internal areas (GIA) for all blocks within the property.

Banner Warnings

Pink Warnings

Warns you of actual or potential asbestos risk.

Property Built In or After 2000

Informs you that the property was built after the year 2000.

Note - All asbestos use was prohibited by 1999

Property no longer under Management

Informs you that this property is no longer the responsibility of BANES Council.

Please note there may, or may not be asbestos present in the building.

Asbestos Register (PDF)

Asbestos Register:  

This is the easiest way of viewing and printing the Asbestos Register information for your chosen property.

Click the **Details** tab. The Asbestos Register Icons are located directly below the property image and Warning banner.

Radstock Childrens Centre Details

Details

Register

Surveys

Historical Data



Asbestos Present within Property and Inaccessible Room/locations; Asbestos must be Presumed to be Present

Asbestos Register:  

The scope of the Asbestos Management Survey has been specified to facilitate general occupation and routine maintenance

- The Asbestos Register defines the Asbestos Containing Materials (ACMs) that were found by the survey inspection process
- The Asbestos Register must be understood by the Site Manager and made available to all of those with the potential to access the ACMs
- The limitations and restrictions are detailed within the survey document and should also be understood. Where any works have the potential to exceed the scope of the Site Management Survey further inspection will be necessary
- A refurbishment or demolition survey must be carried out prior to any intrusive works being conducted on this site
- Asbestos Hotline - 01225 477241 or Email - Property@bathnes.gov.uk

Click on the green PDF icon or download a copy using the download button. The report details information for all ACMs and all areas Inaccessible Room / locations for the chosen property. Any rooms / locations that have not been surveyed are presumed to be asbestos containing, so are contained within the register.

Important – When viewing the Asbestos register you must view it within the correct context.

5.2 Register Tab

Details

Register

Surveys

Historical Data

The **Register** tab presents the live asbestos position of the chosen property. All Asbestos Items, Inaccessible Room/locations collected during survey(s) will be presented here. Using the tab you can view the asbestos register data for the property at summary level i.e. area/floor and room/ location levels. The asbestos register is also supported by a downloadable PDF report accessed via the **Details** tab and is explained in more detail in the **Asbestos Register (PDF)** section above.

Radstock Childrens Centre Details

Details **Register** Surveys Projects Historical Data

Property Register Summary (2)	
Risk Warning	Record Count
All ACM Items	2
Inaccessible ACM Item Summary	0
High Risk ACM Item Summary	0
Medium Risk ACM Item Summary	0
Low Risk ACM Item Summary	0
Very Low Risk ACM Item Summary	2
No Risk (NoACM) Item Summary	2
Inaccessible Room/locations Summary	2

5.4 Surveys Tab

Details Register **Surveys** Historical Data

The Survey tab presents all Live, Historical and Decommissioned Asbestos Surveys that have been carried out using shineAsbestos for your chosen Property.

Radstock Childrens Centre Details

Details Register **Surveys** Projects Historical Data

Surveys					
Survey ID	Survey Type	Status	File	Date Completed	
RR295	Re-inspection Report	Completed	 	30/11/2018	
MS127	Management Survey	Completed	 	15/08/2017	
    1/1  10 					
Surveys Decommissioned					

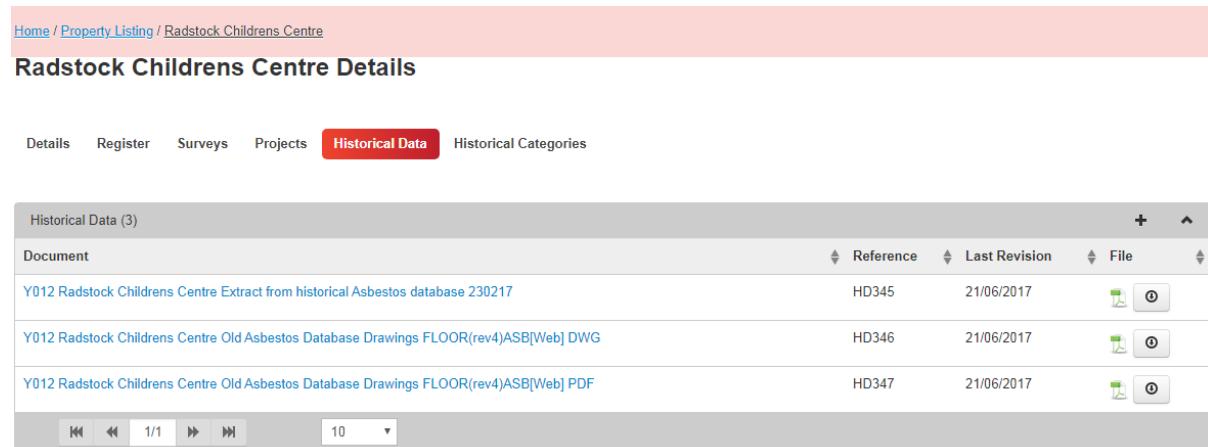
It is important to note that the asbestos register information displayed in the **Register** tab and **Asbestos Register (PDF)** report have been extracted directly from the surveys shown in the **Surveys** tab. i.e. Management, Re-inspection, Refurbishment and Demolition.

5.5 Historical Data Tab

Details Register Surveys **Historical Data**

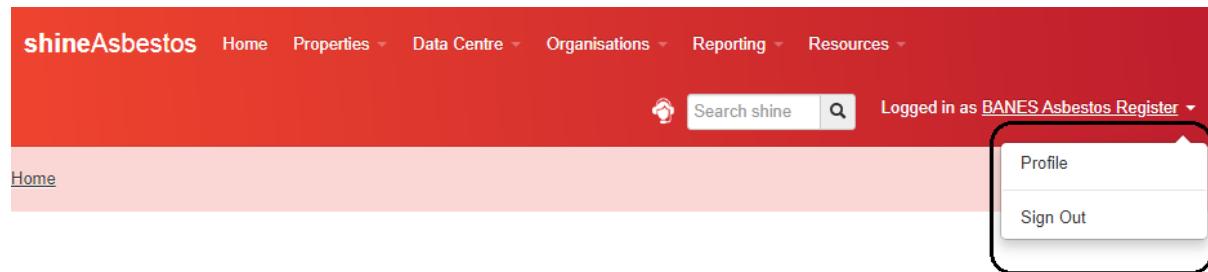
It is generally understood that if there is no property image displayed on the Property details page then we haven't carried out an asbestos survey for your chosen property using shineAsbestos, as such there will be no asbestos register information available via the **Register** and **Asbestos Register (PDF)** functions. However this

doesn't mean that we don't have asbestos register information, it just means that you will have to review the documentation contained within Historical Data.



The screenshot shows a software interface for managing asbestos data. At the top, a navigation bar includes 'Home / Property Listing / Radstock Childrens Centre'. Below this, a section titled 'Radstock Childrens Centre Details' is shown. A horizontal menu bar contains 'Details', 'Register', 'Surveys', 'Projects', 'Historical Data' (which is highlighted in red), and 'Historical Categories'. The main content area is titled 'Historical Data (3)'. It displays a table with three rows of data, each representing a document entry. The columns are 'Document', 'Reference', 'Last Revision', and 'File'. The first row is 'Y012 Radstock Childrens Centre Extract from historical Asbestos database 230217' with reference HD345 and last revision 21/06/2017. The second row is 'Y012 Radstock Childrens Centre Old Asbestos Database Drawings FLOOR(rev4)ASB[Web] DWG' with reference HD346 and last revision 21/06/2017. The third row is 'Y012 Radstock Childrens Centre Old Asbestos Database Drawings FLOOR(rev4)ASB[Web] PDF' with reference HD347 and last revision 21/06/2017. At the bottom of the table are navigation buttons for page 1/1 and a dropdown menu for page 10.

6. Changing Your Password and Signing Out



The screenshot shows the shineAsbestos software interface. The top navigation bar includes 'shineAsbestos' and links for 'Home', 'Properties', 'Data Centre', 'Organisations', 'Reporting', and 'Resources'. A search bar with a magnifying glass icon and a user profile dropdown are also present. The user is logged in as 'BANES Asbestos Register'. A dropdown menu is open on the right, showing 'Profile' and 'Sign Out' options. The 'Sign Out' option is highlighted with a red box.

6.1 Password

Periodically the shineAsbestos software will ask you to change your password. If for any other reason you need to change it then please click the **Profile** button followed by **Change Password**.

Important Note – There is no need for you to ever make alterations to your profile. Never use the **Edit** button.

6.2 Signing Out

Remember to sign out after your session by using the **Sign Out** button.

7. What to do if you require any further assistance

If you have any queries or require any further assistance in understanding the asbestos information presented for your School then please contact:

Asbestos Hotline - 01225 477241 or Email: property@bathnes.gov.uk