BARCLAYS

Estates and Trusts
Osborne Court, Gadbrook Park, Northwich, Cheshire CW9 7UE
Tel 01606 313000 Fax 01606 313005/6 DX701670 NORTHWICH 2

Mr G Mainwaring
Finance Officer
Royal Institute of Cornwall
Royal Cornwall Museum
River Street
Truro
Cornwall
TR1 2SJ

15 JUN 2004

In reply please quote:

WF/V1666/JEH

When telephoning please dial:

01606 313189

9 June 2004

Dear Mr Mainwaring

County Museum and Art Gallery
Control of Asbestos at Work Regulations 2002

Further to my letter of 18 March concerning the above, I would like to remind you of the requirements of the Regulations.

Where an asbestos risk assessment has not been undertaken, such that there is no record at the premises of whether or not asbestos is present, it must be presumed that asbestos is present. Based on that presumption, an employer shall not carry out work which exposes or is liable to expose his employees to asbestos (in accordance with the provisions of the Control of Asbestos at Work Regulations 2002).

Therefore, the employer may not employ anyone to come onto the premises to work on the premises, for their protection, and for the protection of employees generally, until a register has been prepared by a competent person of the asbestos present at the premises, so that contractors may be forewarned. N.B. These regulations apply to a self-employed person as they apply to an employer and an employee.

Yours sincerely

P. Molloy

Miss P Molloy
Senior Trust Administrator

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File | Health & Safety

Miss P Molloy
Barclays Estates & Trusts
Osborne Court
Gadbrook Park
Northwich
Cheshire CW9 7UE

17th June 2004-06-17

Dear Miss Molloy

Control of Asbestos at work

Thank you for your letter of 9th June addressed to Mr. G Mainwaring. For the record, Mr. Mainwaring is no longer employed at the RCM..

We have carried out a risk assessment for asbestos at the Royal Cornwall Museum and have not found any to be present.

Yours sincerely

Caroline Dudley
Director

Contents

UKAS INSPECTION
261

The Royal Cornwall Museum, Truro

Type 2 Asbestos Survey Report

Report No: 75285

UPRN No: N/A

Prepared by
Engineering Services Laboratory

Richard Fish BSc, CEng, FIStructE, FIHT
Director
Planning, Transportation and Estates
County Hall, Truro, Cornwall, TR1 3AY

Issue and Revision Record

Revision	Date	Originator	Purpose of Issue/Nature of Change
0	20/05/08	P. Laban	Final Report

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Contents

Summary

A Type 2: Standard sampling, identification and assessment survey (sampling survey), carried out in accordance with the documented In-House Procedure, No: A1 'Surveying', based on MDHS100 [1], has been conducted on Royal Cornwall Museum, Truro. The survey was carried out by Cornwall County Council's (CCC) Engineering Services Laboratory on behalf of Michael Johns on 20th and 21st April 2008.

The purpose of this survey was to locate, as far as reasonably practicable, the presence and extent of any suspected Asbestos Containing Material's (ACM's) in the building and assess their condition. Representative samples were collected and analysed using polarised light microscopy. If, when tested, the material was found to contain asbestos, other similar homogenous material used for the same purpose was also presumed to contain asbestos.

Inaccessible Areas:

Inaccessible areas encountered during the time of the survey, for which **no information has been obtained** were:

- Access was not gained to ceiling voids where ceilings are fixed, within partition or behind clad walls, within floor voids, fire doors and electric boxes
- Level 1, Store – no access within safe
- Level 1, Safe Room – no access within safe
- Level 1, Bookshop office – no access to fireplace
- Level 1, Workshop 1 – no access to under floor ducting
- Level 2, Middle Store – limited access due to storage
- Level 2, Store – limited access due to storage
- Level 3, Gallery – ceiling too high to access
- Level 3, Archive Store – limited access behind storage
- Level 3, Philbrick Room – ceiling too high to access
- Level 3, Office 2 – no access behind wood units to chimney
- Level 3, Store 1 – limited access due to storage
- Level 3, Store 2 – limited access due to storage
- Level 3, Trefry Gallery – ceiling too high to access
- Level 3, Art Store 1 – limited access behind storage
- Level 3, Art Store 2 – limited access behind storage
- Basement, Basement Store – limited access due to storage

It must be assumed that all inaccessible areas contain ACMs until proven otherwise. See recommendations/comments.

1. Introduction

A survey has been completed to identify Asbestos Containing Materials (ACM's) within the property known as The Royal Cornwall Museum. This report presents the findings of the survey and bulk analyses, and identifies the risks associated with the materials in the form of a series of material assessment algorithms.

This survey assesses the risk of the ACM's to release airborne fibres when subjected to standard disturbance. It does NOT constitute a full risk assessment or management plan.

2. General

2.1 Client

The survey was commissioned by:-

Client's Representative: Michael Johns

Address: The Royal Cornwall Museum
River Street
Truro
Cornwall

TR1 2SJ

2.2 Survey Consultant

The survey was conducted by:-

Engineering Services Laboratory
Radnor Road
Scorrier
REDRUTH
TR16 5EH

2.3 Surveyors

The surveyors performing the survey were: D. Matthews, G. Thomas, W. Kelley, M. Cook, C. Rowe, J. Mylod, L. Stevens & P. Laban

2.4 Date of Survey

The survey was carried out on 20th & 21st April 2008

3 Survey Details

3.1 Site Address

The Royal Cornwall Museum

River Street

Truro

Cornwall

TR1 2SJ

3.2 Site Description

The site comprised of a granite built three storey building that is split into five levels and basement. The original building has been refurbished over time resulting in varied build design with block built and granite extensions.

3.3 Survey

3.3.1 Survey Request

A Type 2 Standard sampling, identification and assessment survey (sampling survey) was required to locate, as far as reasonably practicable, the presence and extent of any suspected Asbestos Containing Material's (ACM's) in the building and assess their condition.

3.3.2 Purpose, Aims & Objective

The aim of the survey was, as far as reasonably practicable, to locate and assess all the ACM's within the requested area(s) and present the information collected in a way which allows the client to manage the risk of fibre release.

The purpose of the survey was to report on the location and condition of the suspected ACM's to enable the Client to comply with their duty to manage Asbestos.

3.3.3 Method & Type

The survey was conducted in accordance with the Engineering Services Laboratory's documented In-House Procedure, No: A1 'Surveying', based on the Health & Safety Executive's guidance document MDHS100 "Surveying, sampling and assessment of asbestos-containing materials."[1].

The type of survey performed was a Type 2: Standard sampling, identification and assessment survey (sampling survey).

3.3.4 Variations or Deviations

No variations or deviations from the In-House Procedure method were recorded at the time of the survey.

3.4 Areas Included in Survey

The areas included in the survey were:

- All areas of The Royal Cornwall Museum and associated hairdressers.

3.4.1 Inaccessible Areas

Inaccessible areas encountered during the time of the survey, for which **no information has been obtained** were:

- Access was not gained to ceiling voids where ceilings are fixed, within partition or behind clad walls
- Level 1, Store – no access within safe
- Level 1, Safe Room – no access within safe
- Level 1, Bookshop office – no access to fireplace
- Level 1, Workshop 1 – no access to under floor ducting
- Level 2, Middle Store – limited access due to storage
- Level 2, Store – limited access due to storage
- Level 3, Gallery – ceiling too high to access
- Level 3, Archive Store – limited access behind storage
- Level 3, Philbrick Room – ceiling too high to access
- Level 3, Office 2 – no access behind wood units to chimney
- Level 3, Store 1 – limited access due to storage
- Level 3, Store 2 – limited access due to storage
- Level 3, Trefry Gallery – ceiling too high to access
- Level 3, Art Store 1 – limited access behind storage
- Level 3, Art Store 2 – limited access behind storage
- Basement, Basement Store – limited access due to storage

It must be assumed that all inaccessible areas contain ACMs until proven otherwise. See recommendations/comments.

3.5 Areas Excluded From Survey

The following areas within the property were excluded from the survey:

- There were no areas excluded from the survey

3.6 Bulk Samples

Samples of suspected ACM's were taken from the property. Where appropriate, representative samples were taken of any materials that may be confused with ACMs. Sample stickers, bearing the individual sample's unique number, were applied to the point of sampling, for future reference.

Products that were very unlikely to contain asbestos or have asbestos added were not sampled (e.g. wallpaper, plasterboard etc.)

The samples were returned to the laboratory for analysis by Polarised Light Microscopy (PLM) using a documented In-House Procedure, No: A3 'Bulk Analysis', based on HSG 248 'Asbestos: The analysts' guide for sampling, analysis and clearance procedures'.[2)].

4. Survey Results

4.1 Bulk Sample Analyses

Completed Bulk Sample Analysis Test Report Sheets for all samples taken are contained in Appendix D.

4.2 Suspect ACM Location (Table 1 & 2)

All samples taken, together with other homogenous material, which were strongly presumed, on site, to be of the same material components, are summarised in Table 1 & 2 (Appendix A). This shows the location of the sample, product and Asbestos type together with the extent of the material present in the building.

4.3 Survey Plans

Plans showing the extent of the survey are enclosed in Appendix B. They should be regarded as sketch-plans and are intended to provide a visual appreciation of the buildings surveyed, together with locations where samples were taken. They should not be considered as being accurate, scaled drawings.

The plans have been annotated using a colour coding system for identifying the different generic usage's of asbestos products. In some cases specific products or locations are identified for the purposes of clarification. An approximate location of the samples together with their unique sample number, are also recorded. These can be cross referenced against the sample test report sheets and survey report sheets.

4.4 Photographs

At the time of sampling, representative photographs were taken to accompany the survey plans (Appendix C).

5. Material Assessments

5.1 General

The duty to manage under CAR [3] requires a written plan to be produced, specifying the measures to be taken to control and manage the risk from identified and presumed ACM's. An important stage of this process is to assess the potential for fibre release of each ACM found. To help make the assessment in a structured and recordable way, a standard material assessment algorithm has been developed (MDHS 100 [1]).

5.2 Material Assessment Algorithm

The four main parameters which will determine the amount of fibre release from an ACM when subject to standard disturbance are:

- product type;
- extent of damage or deterioration;
- surface treatment; and
- asbestos type.

Each parameter is scored as: high = 3, medium = 2 or low = 1; two categories also allow a nil score. The value assigned to each of the four parameters is added together to give a total score of between 2 and 12. Presumed or strongly presumed ACM's are scored as crocidolite (3), unless analysis of similar samples from the building shows a different asbestos type, or there is a reasoned argument that another type of asbestos was almost always used.

The potential for fibre release, based on the total score for each ACM, are assessed accordingly:

Assessment Score	**Potential for Fibre Release**
> 10	high
7 to 9	medium
5 to 6	low
< 4	very low

Non asbestos materials are not scored.

Results of the Material Assessment Algorithms are reported in Table 3 (Appendix E).

(Where none of the samples contained asbestos, there will be no Material Assessment Algorithms).

6. Recommendations/Comments

It must be assumed that all inaccessible areas contain ACMs until proven otherwise. It is therefore recommended that the client should arrange access to any inaccessible areas encountered during the survey prior to commencing any work.

Where asbestos is detected, presumed or strongly presumed and may be damaged or disturbed during the planned work, then it must be removed prior to commencing the work.

Certain types of asbestos containing materials are classed as notifiable / licensable. In most cases only licensed asbestos removal contractors may work/remove this type of material and usually have to notify the Health and Safety Executive at least 14 days prior to any work on the material.

If any of the asbestos containing materials detected during the survey needs removing then this office can make any necessary arrangements.

7. Restrictions/Exclusions

i). The survey was limited to those areas accessed at the time of the survey;

ii). We have not reported on concealed spaces which may exist within the fabric of the building where the extent and presence of these is not evident due to inaccessibility or insufficient knowledge of the structure at the time of the survey;

iii). No responsibility is accepted for the presence of asbestos in voids (under floor, floor, wall or ceiling) other than those opened up during the investigation;

iv). Samples have not been taken where the act of sampling would endanger the surveyor or affect the functional integrity of the item concerned. For example; fuses within electrical boxes, gaskets, fire doors, ropes associated with heating, glazing or power plant etc.

v). Where applicable materials have been referred to as Asbestos Insulating Board or Asbestos Cement based upon their asbestos content and visual appearance alone. Density checks on materials have not been carried out unless stated otherwise.

As such, extreme caution should therefore be exercised where disturbing any potential asbestos based products. If in doubt further information should be sought before proceeding.

This survey assesses the risk of the ACM's to release airborne fibres when subjected to standard disturbance. It does NOT constitute a full risk assessment or management plan.

Report prepared by:

Paul Laban
Geoenvironmental Engineer
BSc (Hons)

Authorised by:

Claire Stephen
Asbestos Manager
BSc (Hons), CCP (Asbestos).

References

(1). MDHS 100 Surveying, Sampling and Assessment of Asbestos Containing Materials in premises for Management Plans (July 2001) HSE.

(2). HSG 248 'Asbestos: The analysts' guide for sampling, analysis and clearance procedures'.

(3). Control of Asbestos Regulations (CAR) 2006.

APPENDIX A

TABLE 1 & 2 (SUSPECT ACM LOCATIONS)

Table 1: Asbestos Containing Materials (including presumed materials not sampled)

Room No./ Description	Sample Ref. No:	Material Location	Approx. Quantity (m^2)	Asbestos Type	Product Type	Material Assessment Score	Accessibility	Comments
Level 1, Safe Room	P1	Presumed AIB within doors	-	Presumed Amosite & Chrysotile	Presumed Asbestos Insulation Board	-	Low	
Level 1, Safe Room	P2	Presumed AIB within safe linings	-	Presumed Amosite & Chrysotile	Presumed Asbestos Insulation Board	-	Low	
Level 1, Bookshop Office	P1	Presumed AIB within safe linings	-	Presumed Amosite & Chrysotile	Presumed Asbestos Insulation Board	-	Low	
Level 3, De-Pass	5107/02	Low level panel covering pipe duct	0.25	Chrysotile	Asbestos Cement	3	High	
Level 4, Room above Lift 2	P1	Presumed flash guards within electrical switch gear	-	Presumed Chrysotile	Presumed Asbestos Textile	-	Low	
Level 4, Room above Lift 2	P2	Presumed lift motor pads	-	Presumed Chrysotile	Presumed asbestos Cement	-	Low	
External	P	Presumed roof tiles over front library area	-	Presumed Chrysotile	Presumed Asbestos Cement	-	Low	
Hairdressers next to museum, External	P	Presumed roof tiles	-	Presumed Chrysotile	Presumed Asbestos Cement	-	Low	

KEY: **P** = PRESUMED; **SP** = STRONGLY PRESUMED. Accessibility - low, medium or high based on surveyors opinion. For further information relating to material assessment score, refer to appendix E.

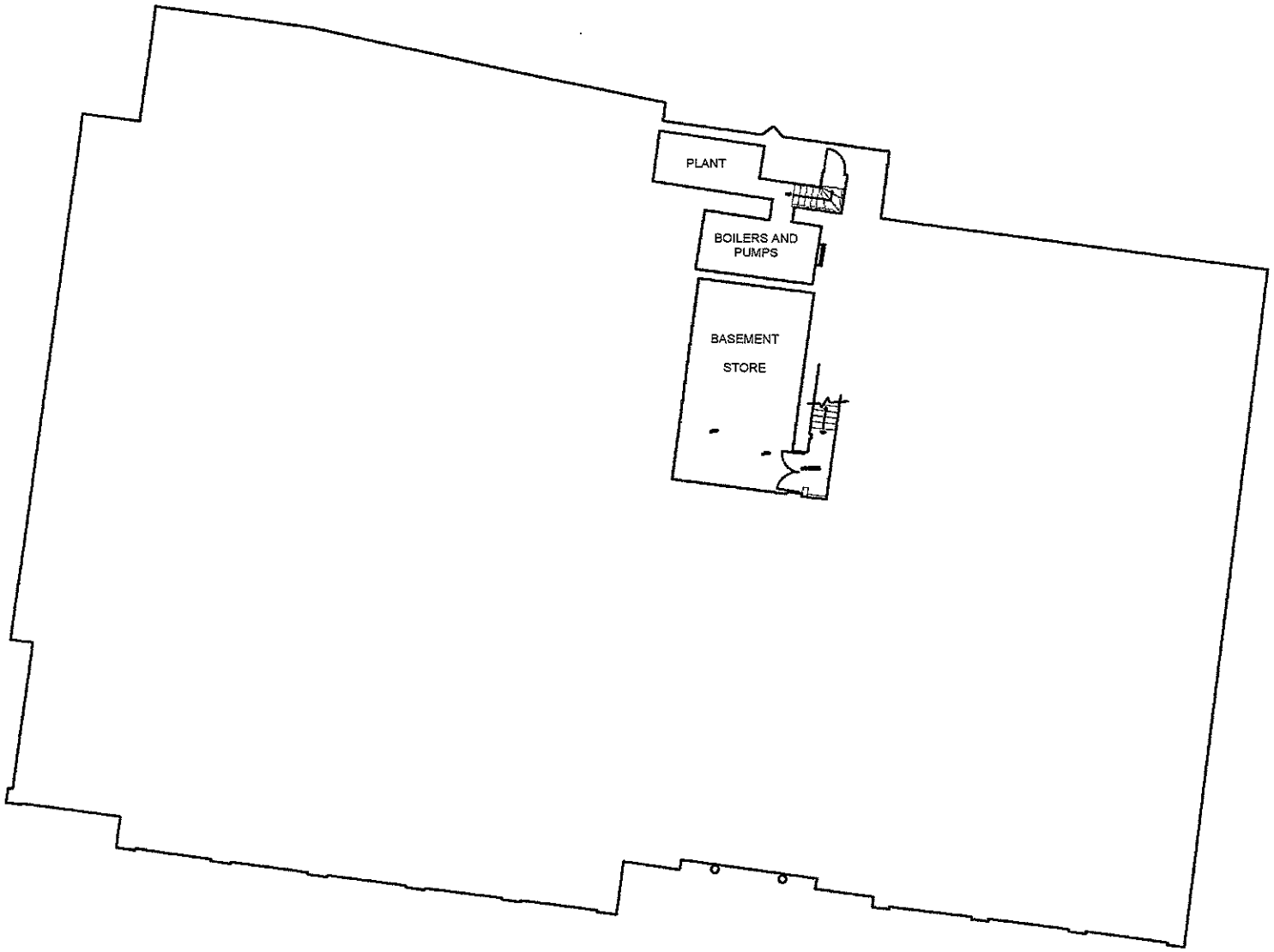
Table 2: Suspect Asbestos Containing Materials found not to contain asbestos

Room No. / Description	Sample Ref. No:	Material Location	Asbestos type	Product Type	Comments
Level 2, Stairwell outside offices	4859/01	Stair nosing	Asbestos Not Detected	Stair nosing	Also found in: Level 2, Storage only room Level 2, Upstairs workshop area
Level 2, Area outside rear store/stairwell	4859/02	Stair nosing	Asbestos Not Detected	Stair nosing	
Level 3, De-Pass	5107/01	Walls & ceiling to plant room	Asbestos Not Detected	Cement	Also found in: Plant room
Level 3, Courtney Library, lower level	5107/03	Green lino	Asbestos Not Detected	Vinyl floor covering	
Level 3, Store 2	5107/04	Under sink	Asbestos Not Detected	Sink pad	
Hairdressers next to museum, Back room	4780/01	Ceiling	Asbestos Not Detected	Textured coating	Also found in: Hairdressers, 1st Room

APPENDIX B

SURVEY PLANS

Royal Cornwall Museum
Basement



ASBESTOS CONTAINING MATERIALS FOUND TO EXTERNALS

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N

KEY FOR THE INTERPRETATION OF PLAN(S)

Asbestos Material found in room

REV	DATE	NATURE OF REVISION
0	20/05/08	ORIGINAL

REVISIONS

CORNWALL COUNTY COUNCIL
RICHARD FISH
BSc, CEng, FICE, FIStructE, FIHT
DIRECTOR
PLANNING, TRANSPORTATION and ESTATES
County Hall, Truro
Cornwall TR1 3AY
The Design and Maintenance Consultancy

LOCATION

Royal Cornwall Museum
Basement

PROJECT

TYPE 2 ASBESTOS SURVEY

PAGE NUMBER

PAGE 1 OF 7

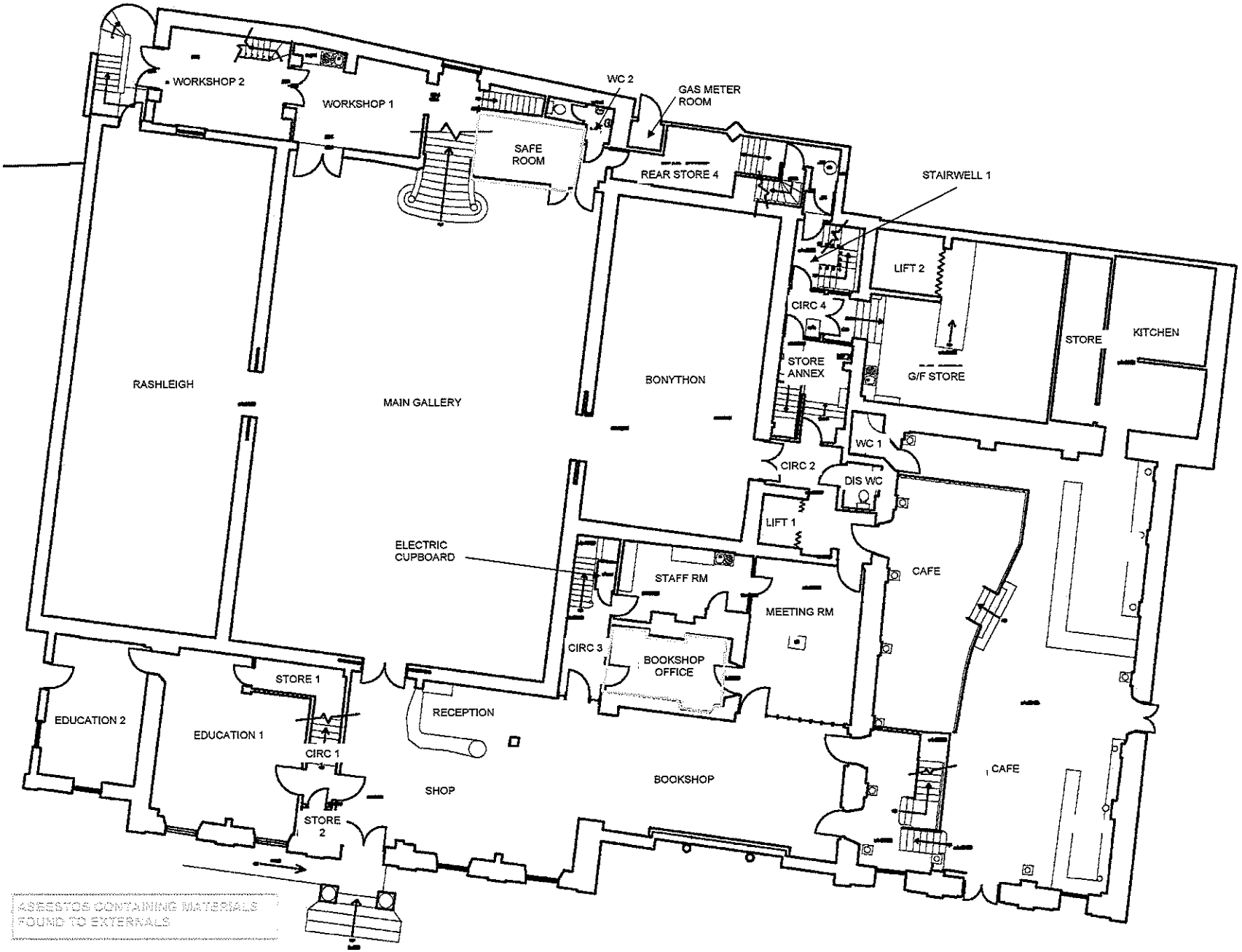
PROJECT MANAGER	C Stephen
ORIGINATOR	P. Laban

SCALE

Not to Scale

DRAWING NO	REVISION
75285	R0

Royal Cornwall Museum
Level 1



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KEY FOR THE INTERPRETATION OF PLANS

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REVISIONS

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Cornwall TR1 3AY
The Design and Maintenance Consultancy

LOCATION
Royal Cornwall Museum
Level 1

PROJECT
TYPE 2 ASBESTOS SURVEY

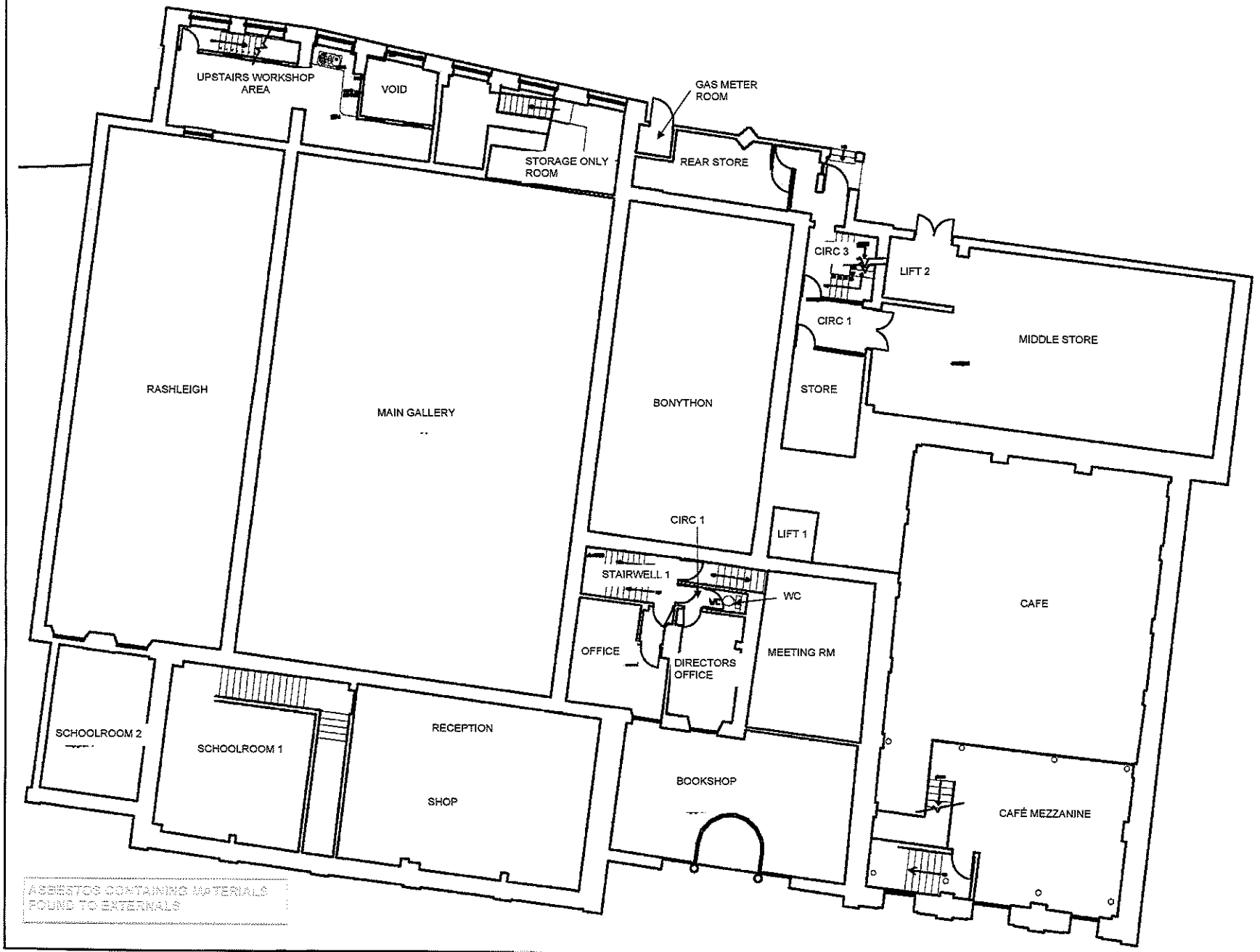
PAGE NUMBER
PAGE 2 OF 7

PROJECT MANAGER	C Stephen
ORIGINATOR	P. Laban

SCALE
Not to Scale

DRAWING NO	REVISION
75285	R0

Royal Cornwall Museum
Level 2



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Cornwall TR1 3AY
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LOCATION
Royal Cornwall Museum
Level 2

PROJECT
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PAGE NUMBER
PAGE 3 OF 7

PROJECT MANAGER	C Stephen
ORIGINATOR	P. Laban
SCALE	Not to Scale
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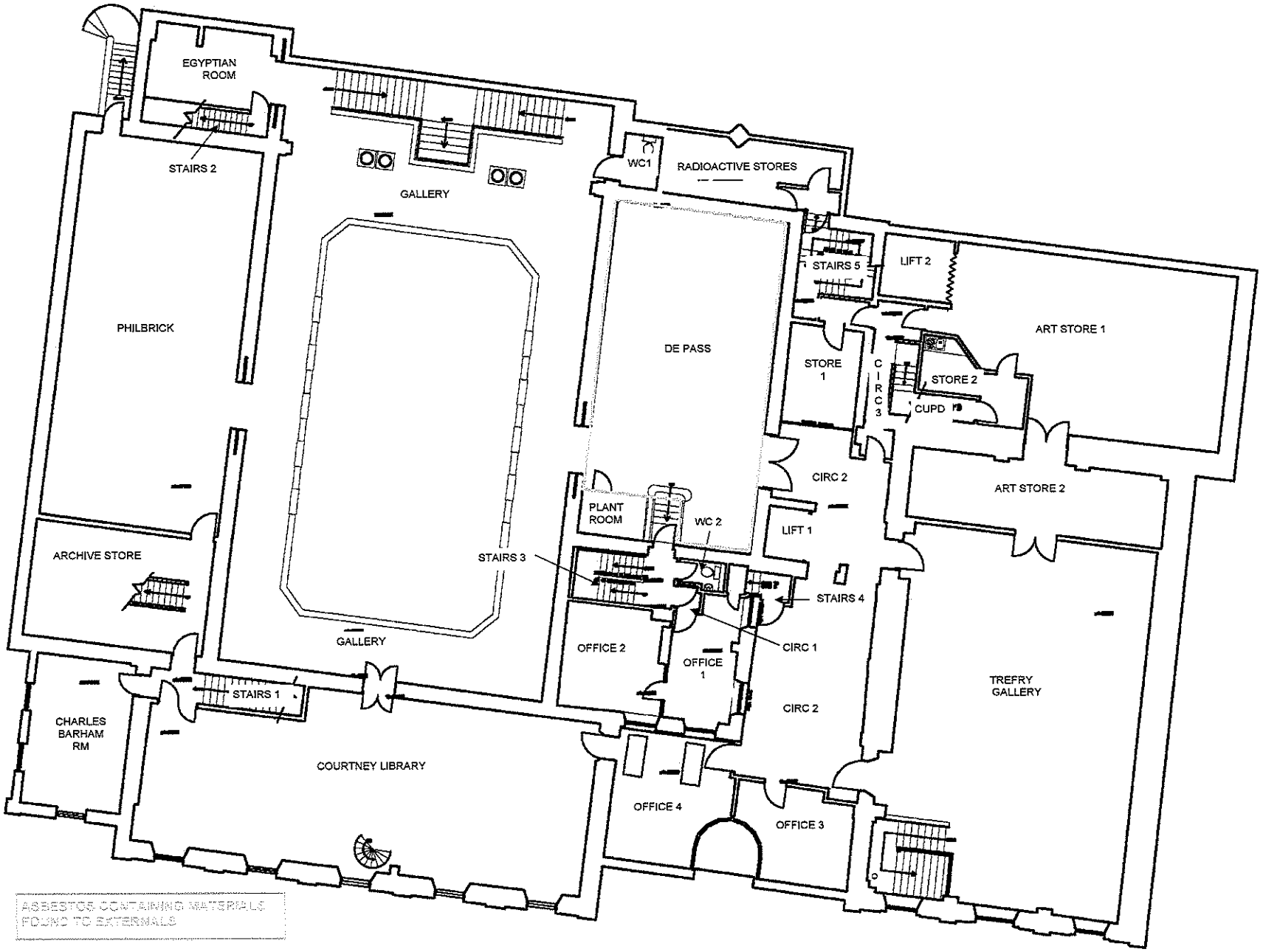
REVISION	R0

Royal Cornwall Museum
Level 3



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LOCATION
Royal Cornwall Museum
Level 2

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PAGE 4 OF 7

PROJECT MANAGER C Stephen
ORIGINATOR

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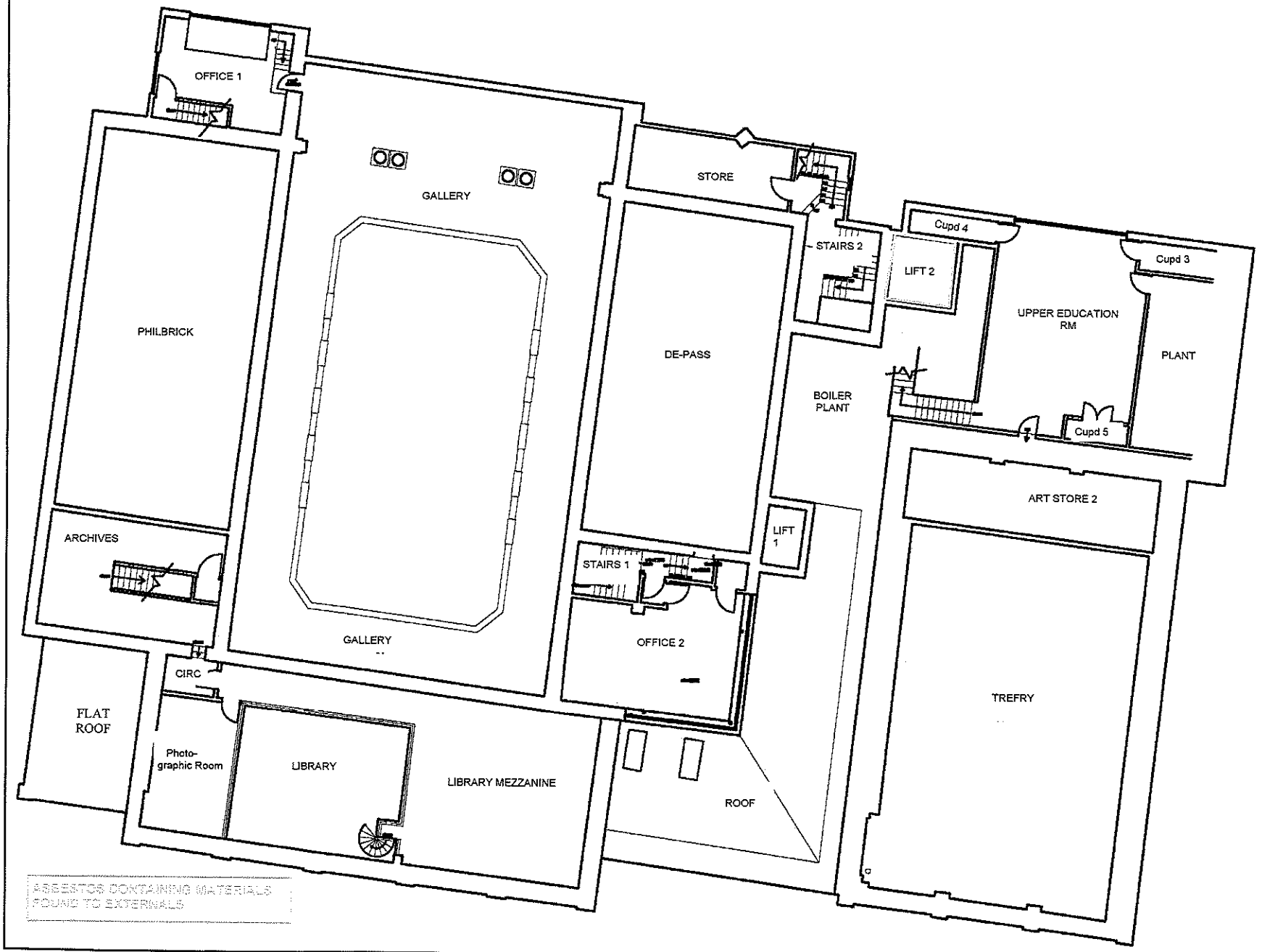
REVISION R0

Royal Cornwall Museum
Level 4



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LOCATION
Royal Cornwall Museum
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PROJECT
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PAGE NUMBER
PAGE 5 OF 7

PROJECT MANAGER	C Stephen
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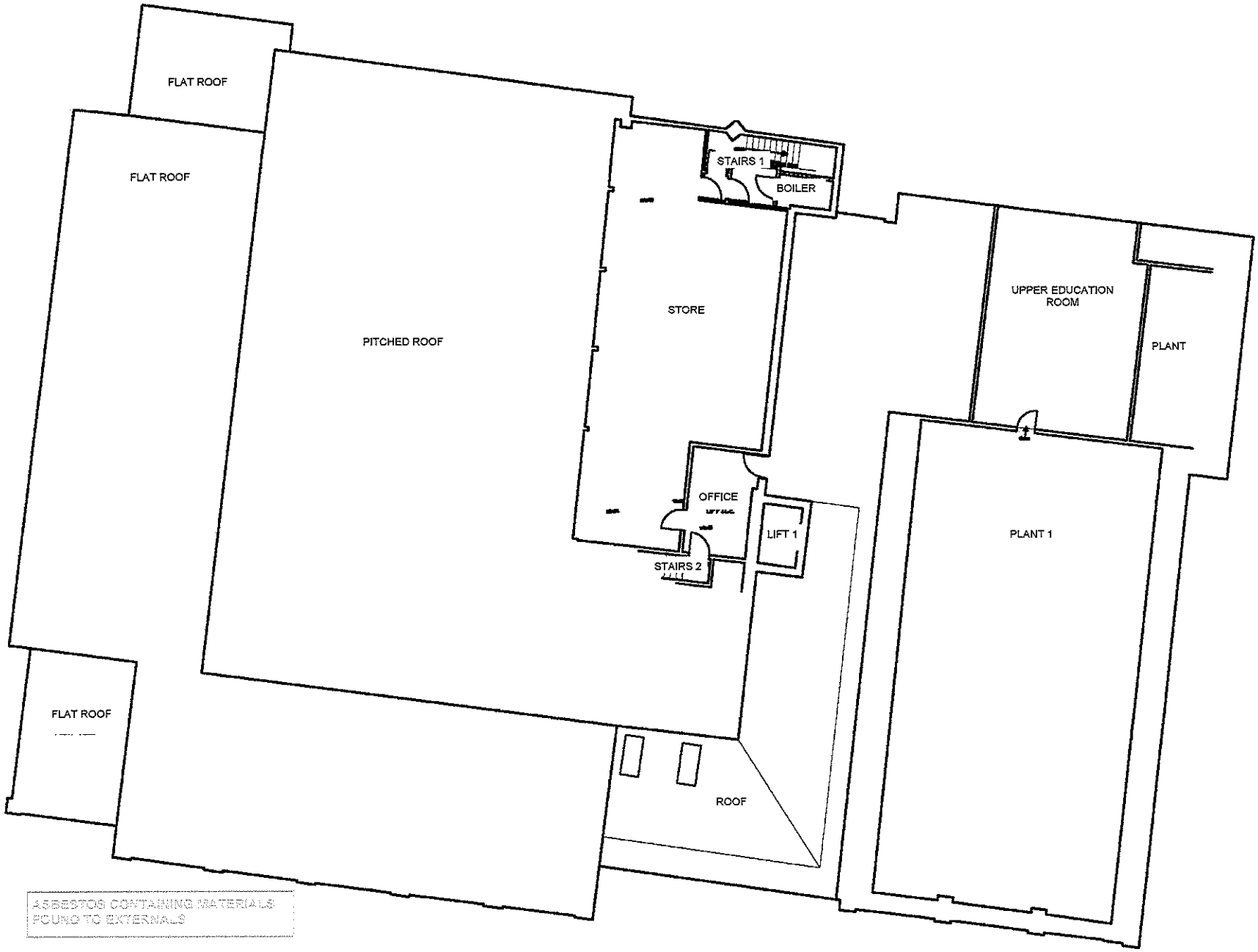
REVISION	R0

Royal Cornwall Museum
Level 5



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LOCATION
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Level 5

PROJECT
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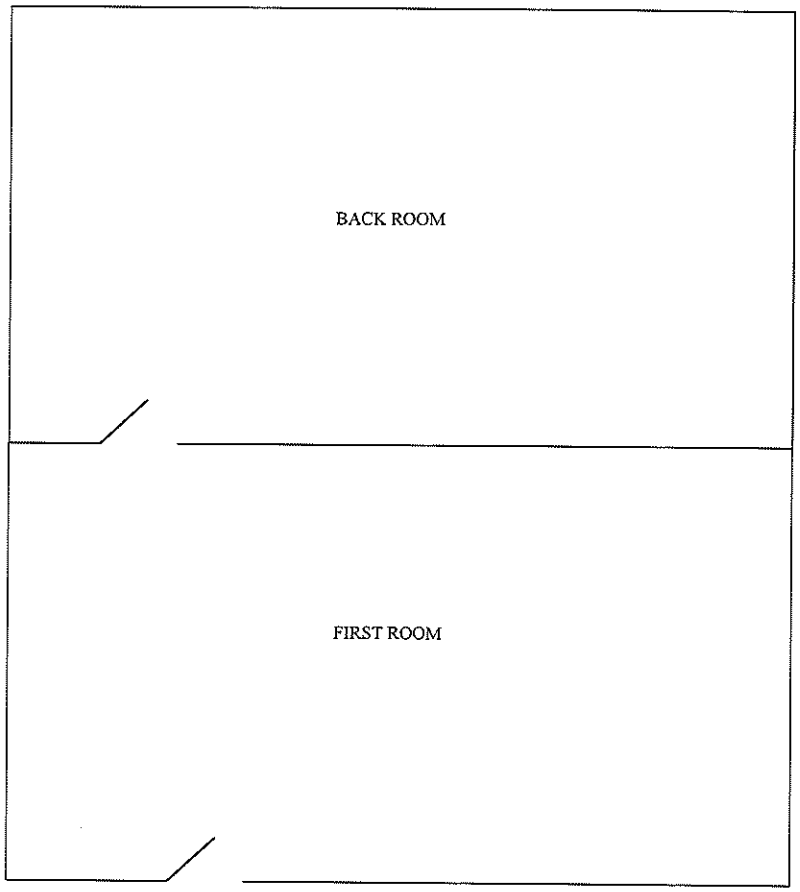
PAGE NUMBER
PAGE 6 OF 7

PROJECT MANAGER	C Stephen
ORIGINATOR	P. Laban

SCALE
Not to Scale

DRAWING NO	REVISION
75285	R0

Hairdressers Shop



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LOCATION
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PAGE 7 OF 7

PROJECT MANAGER	C Stephen
ORIGINATOR	P. Laban

SCALE
Not to Scale

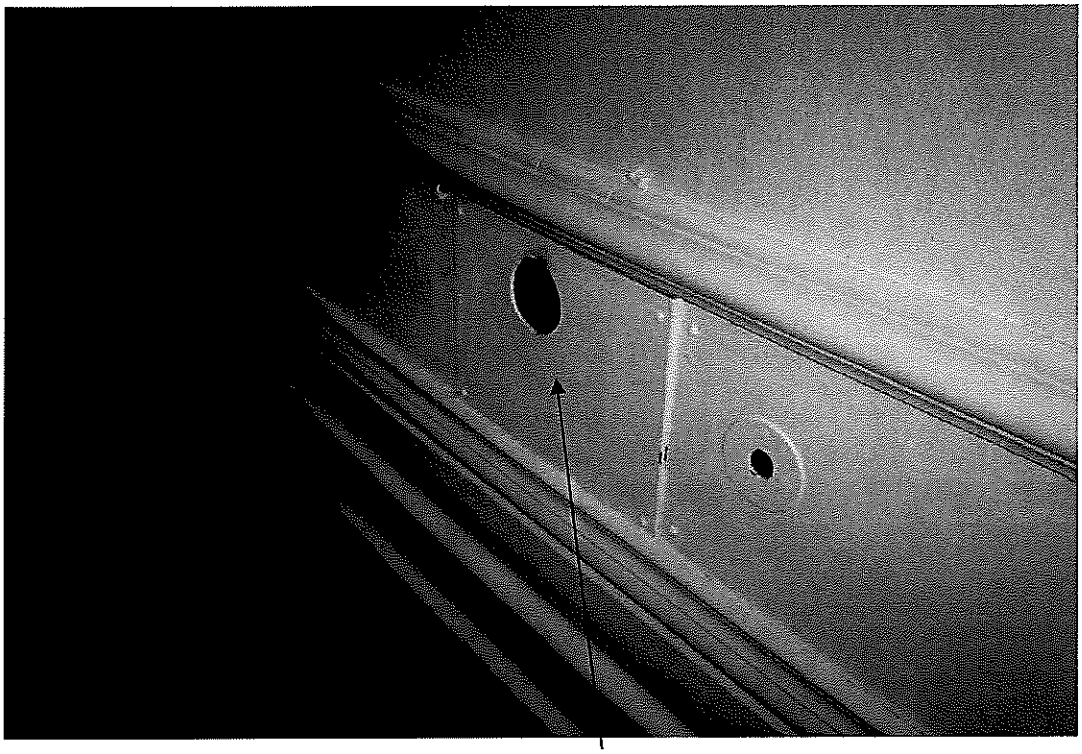
DRAWING NO	REVISION
75285	R0

APPENDIX C

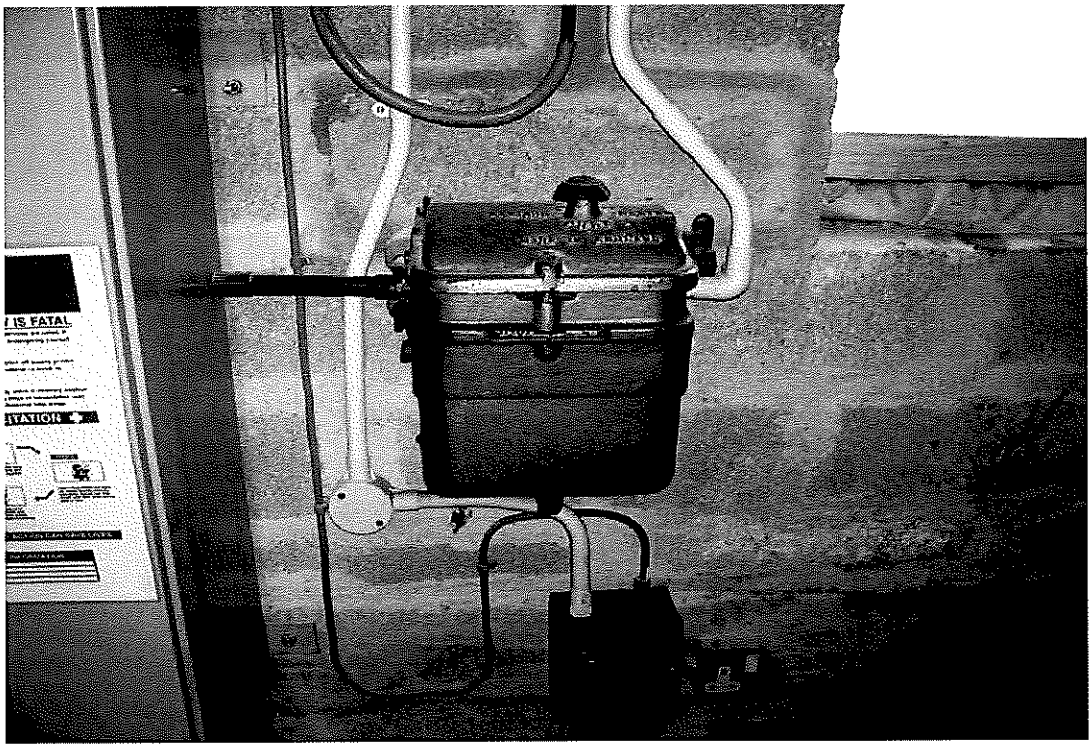
PHOTOGRAPHS

Photograph 1: Presumed asbestos insulation board lining within safe room door, level 1

Photograph 2: Presumed asbestos insulation board lining within safe, level 1



Photograph 3: Asbestos cement low level panel over ducting, level 3 De-Pass (5107/02)



Photograph 4: Presumed flash guards with electrics in level 4 lift room

APPENDIX D

BULK ANALYSIS REPORT

ENGINEERING SERVICES LABORATORY

Radnor Road, Scorrier, Redruth, Cornwall TR16 5EH
TEL : 01872 327381 FAX : 01209 821539

ASBESTOS BULK SAMPLE ANALYSIS TEST REPORT

In-House method based on HSG248

UKAS TESTING 0756

Scheme / Site:	**Royal Cornwall Museum**
Location:	**Various**
Date Sampled:	**20/04/2008**
Sampled By:	**JS**
Date Received:	**21/04/2008**
Date Tested:	**26/04/2008**
Tested By:	**JS**

Test Report No:	**AS5462.1**
Project No:	**75285**
Client Ref:	**N/A**
Sample Cert No:	**AS 5107**
Date Reported:	**20/05/2008**
Page Number:	**1 of 1**

Test Results

Sub Sample Number	Client Sample Number	Sample Type	Sample Details	Asbestos Type(s) Present
1	-	C	Level 3 walls & ceiling to plant room in De-Pass	AND
2	-	C	Level 3 low level panel over duct to pipe work in De - Pass	Chrysotile
3	-	VFC	Level 3 green floor covering in Courtney Library	AND
4	-	SP	Level 3 store 2 under sink	AND

For additional information see the Sampling Certificate.

KEY:
Sample Type: A = Adhesive, C = Cement, D = Dust/Debris, FB = Fibre Board, G = Gasket, IB = Insulating Board, I = Insulation , L = Lagging, PL = Pipe Lagging, R = Resin, RF = Roof Felt, SP = Sink Pad ,SC = Spray Coating, P = Paper, TC = Textured Coating, T = Textile, VFT = Vinyl Floor Tile, VFC = Vinyl Floor Covering, W = Wood, O= Other (detailed).
Asbestos Type: AM = Amosite, CH = Chrysotile, CR = Crocidolite, Trem = Fibrous Tremolite, Actin = Fibrous Actinolite, Anth = Fibrous Anthophyllite, AND = Asbestos Not Detected.

Remarks : Materials have been referred to as Asbestos Insulation Board or Asbestos Cement based on upon their asbestos content and visual appearance alone. Density checks on materials have not been carried out unless stated otherwise. Where samples have not been taken by Engineering Services Laboratory, it can only report analysis results. No responsibility can be taken for any consequences arising from the client's sampling strategy or procedures, or the use of these results in subsequent reports.

Client Name: **Royal Cornwall Museum**
F.A.O: **Michael Johns**
Address: **Royal Cornwall Museum**
River Street
Truro
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TR1 2SJ
Tel No: 01872 242781 Fax No: 01872 240514

Authorised Signatory:

Clare Stephen

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CORNWALL COUNTY COUNCIL

ENGINEERING SERVICES LABORATORY

Radnor Road, Scorrier, Redruth, Cornwall TR16 5EH
TEL : 01872 327381 FAX : 01209 821539

UKAS TESTING 0756

ASBESTOS BULK SAMPLE ANALYSIS TEST REPORT

In-House method based on HSG248

Scheme / Site: **Royal Cornwall Museum**
Location: **Various**

Date Sampled: **20/04/2008**
Sampled By: **CR**
Date Received: **21/04/2008**
Date Tested: **26/04/2008**
Tested By: **JS**

Test Report No:	**AS5461.1**
Project No:	**75285**
Client Ref:	**N/A**
Sample Cert No:	**AS 4859**
Date Reported:	**20/05/2008**
Page Number:	**1 of 1**

Test Results

Sub Sample Number	Client Sample Number	Sample Type	Sample Details	Asbestos Type(s) Present
1	-	Stair Nosing	Level 2 stairwell outside offices	AND
2	-	Stair Nosing	Level 2 area outside rear store	AND

For additional information see the Sampling Certificate.

KEY:
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UKAS TESTING 0756

ASBESTOS BULK SAMPLE ANALYSIS TEST REPORT

In-House method based on HSG248

Scheme / Site: **Royal Cornwall Museum**
Location: **Various**

Date Sampled: **21/04/2008**
Sampled By: **WK**
Date Received: **23/04/2008**
Date Tested: **26/04/2008**
Tested By: **JS**

Test Report No:	**AS5460.1**
Project No:	**75285**
Client Ref:	**N/A**
Sample Cert No:	**AS 4780**
Date Reported:	**20/05/2008**
Page Number:	**1 of 1**

Test Results

Sub Sample Number	Client Sample Number	Sample Type	Sample Details	Asbestos Type(s) Present
1	-	TC	Ceiling in back room of hairdressers next to museum	AND

For additional information see the Sampling Certificate.

KEY:
Sample Type: A = Adhesive, C = Cement, D = Dust/Debris, FB = Fibre Board, G = Gasket, IB = Insulating Board, I = Insulation , L = Lagging, PL = Pipe Lagging, R = Resin, RF = Roof Felt, SP = Sink Pad ,SC = Spray Coating, P = Paper, TC = Textured Coating, T = Textile, VFT = Vinyl Floor Tile, VFC = Vinyl Floor Covering, W = Wood, O= Other (detailed).
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APPENDIX E

TABLE 3 (MATERIAL ASSESSMENT SCORE ALGORITHMS)

Table 3: Material Assessment Score (Algorithm's)

Sample Ref No:	Product Type: (i)	Condition (ii)	Surface Treatment: (iii)	Asbestos Type: (iv)	**Total:**	Comments:
5107/02	1	0	1	1	**3**	