

Nature + Love Project - Horniman Museums & Gardens
Pre-Construction Information

FEILDEN FOWLES

28TH NOVEMBER 2022
INITIAL ISSUE

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|--|---|

02: ISSUE REGISTER

| DATE | REV. | DETAILS |
|--|------|--|
| 28.11.22 | T | Initial issue to tendering contractors |
| <i>I - Information; R - Review; T - Tender; C - Construction</i> | | |

1.0

PROJECT DESCRIPTION

1.0: PROJECT DESCRIPTION

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|------------------------------------|---|
| <p>1.1 PROJECT DESCRIPTION</p> | <p>As part of the Nature + Love project, the possibility of refurbishing the historic showcases in the Natural History Gallery is being explored. This is to improve their Airtightness (AER), Relative Humidity control, Security, Lighting, and general suitability for artefact display. A summary of the Options available for this has been included on a separate sheet.</p> <p>The oldest cases are built from mahogany, but it is not yet known which the oldest cases are. There is not a great deal of detail about how the cases are built, fixed to the wall, or held up, because there is very limited record / evidence at this stage except for the physical changes that can be seen. Therefore, it is not known exactly how much they can be improved/changed/moved to minimise the impact on any original fabric of significance. At this stage in the project, the requirement for a trial has been identified to determine how effective the planned refurbishments could be, and what exactly would be involved, for the impact to be assessed for the whole gallery. The intention is that one case undergoes the planned modifications, which would be permanent. The Air Exchange Rate (AER) in the cases will be tested before and after the works to determine the degree of improvement.</p> <p>The cases that have been identified for this trial sit within Bay 4, to the North-West, ground floor corner of the gallery. They represent the typical 'case type' that is being considered for refurbishment, being hinged glazed doors to fitted carcasses.</p> <p>In summary, the proposed refurbishment works to the cases are:</p> <p>ENVIRONMENTAL CONTROL</p> <p>Improve the seal of the case to ensure better environmental control for the display of the collections long term. Target Relative Humidity - 50% +/- 5% / 24 hrs, Target Air Exchange Rate 0.1 / 24 hrs. A properly sealed case environment will also control dust and pest ingress.</p> <p>SECURITY</p> <p>Upgrade the cases so that they are more difficult to get in to. It is assumed that the cases already have security film fitted to the glass. Note that achieving Government Indemnity Scheme (GIS) Security standard for the refurbished cases will not be possible.</p> <p>LIGHTING</p> <p>Provide new, modern lighting to the showcases which gives flexibility (adjustable focus / positioning). Lighting to be LED (light emitting diode) with drivers located in accessible, well ventilated but discreet locations. Allowance for lighting control should be factored in for additional functionality and flexibility.</p> <p>CONSERVATION</p> <p>The refurbished cases should look very similar to the existing cases. Improvements should be justifiable and as discreet as possible. Any exposed timber at the end of the works will require finishing / refinishing to be visually identical to the existing. Repairs to existing sign-written case numbers may be required.</p> |
| <p>1.2 KEY DATES</p> | <p>PRE CONSTRUCTION DESIGN PHASE May 2022</p> <p>START OF THE CONSTRUCTION PHASE Jan 2023</p> <p>MOBILISATION PERIOD Jan 2023</p> <p>FINISH OF THE CONSTRUCTION PHASE Feb 2023</p> |

| | |
|----------------------------------|---|
| <p>1.3 PROJECT DIRECTORY</p> | <p style="text-align: right;">CLIENT</p> <p>Horniman Museum and Gardens Kirsten Walker - Director, Collections Care and Estates 100 London Road, London. SE23 3PQ 0208 699 1872 kwalker@Horniman.ac.uk</p> <p style="text-align: right;">PROJECT MANAGER</p> <p>Focus Consultants Florence Andrews - Director, Collections Care and Estates 45-46 Lower Marsh, London. SE1 7RG 0203 096 9717 florence.andrews@focus-consultants.com</p> <p style="text-align: right;">PRINCIPAL CONTRACTOR</p> <p>Company Name - Contact: main point of contact Address phone number email address</p> <p style="text-align: right;">PRINCIPAL DESIGNER</p> <p>Feilden Fowles Architects Fergus Feilden - Director 8 Royal Street, London. SE1 7LL 020 7033 4594 ferg@feildenfowles.co.uk</p> <p style="text-align: right;">DESIGNERS</p> <p>ARCHITECT Feilden Fowles <i>same as above</i></p> <p>EXHIBITION DESIGNER Studio MB Mhairi Naismith 20 Hill Street, Edinburgh. EH2 3JZ 0131 555 9355 mhairi@studiomb.co.uk</p> <p>SPECIALIST LIGHTING Michael Grubb Studio Michael Grubb Unit 302 Metal Box Factory, 30 Great Guildford Street 01202 511005 mg@michaelgrubbstudio.com</p> |
| <p>1.4 EXISTING RECORDS</p> | <p>NATURAL HISTORY GALLERY</p> <p>The gallery has not undergone a major refurbishment in recent times, as such an existing Health and Safety file does not exist. There is not currently complete picture of all health and safety aspects of the gallery and so, working with the design team, all steps and precautions should be made during the construction works.</p> |

2.0

ARRANGEMENTS & REQUIREMENTS

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| <p>2.1 APPOINTMENTS</p> | <p>The full design team listed in section 1.3 have been appointed since the beginning of RIBA Stage 2, to undertake full services for the three constituent elements of the Nature + Love project.</p> |
| <p>2.2 DESIGN REVIEWS</p> | <p>Individual designers have undertaken risk reviews during Stage 2 as their designs have developed. Feilden Fowles, as Principal Designer, have also undertaken project wide internal reviews during the course of the work stage. Designers have collated their risk registers at the end of RIBA Stage 2</p> |
| <p>2.3 CONSTRUCTION PLANNING & MANAGEMENT</p> | <p>In the areas under the control of the Principal Contractor, work must be planned managed and monitored in accordance with current best practice and the CDM Regulations. The Principal Contractor must risk assess the impact on contractors, workers, adjacent occupiers and members of the public, so to ensure appropriate controls are in place to minimise the risk to these individuals. The Principal Contractor must comply with the Control of Pollution Act 1974 and the Environmental Protection Act 1990.</p> |
| <p>2.4 COMMUNICATION</p> | <p>It is essential that there is constant liaison between the contractor, Principal Designer, Project Team and client. Regular meetings will be held to discuss design and construction matters.</p> <p>The frequency and content of these meetings is to be discussed and agreed and a meeting schedule provided by the Lead Designer or Project Manager.</p> <p>All emails concerned with CDM and H&S, should be sent as standalone emails and not combined with other (non CDM) subjects.</p> |
| <p>2.5 SITE SECURITY</p> | <p>The security of the entire site must be upheld for the duration of the construction period and is the responsibility of the Principal Contractor.</p> <p>The details of the site security must to given in the Construction Phase Health & Safety Plan and signed off by the Principal Designer (Feilden Fowles) and Client. Work can not start until this confirmation has been given.</p> <p>The wider site is open daily from 7.15am until dusk.</p> <p>The Principal Contractor must remain vigilant throughout the working day and adequate security measures in place for out of hours security.</p> <p>In addition the Principal Contractor must ensure that:</p> <ul style="list-style-type: none"> • Access to any working at height platform is removed at the finish of the working day. • Dust levels must be kept to an absolute minimum. • Entrance and Exits are to be clearly marked. • Procedures in place for visitors to report their presence on arrival to site. • Adequate First Aid facilities are present on site and training provided. • All noisy works are conducted outside of the physical Nature History Gallery space or outside of the public opening hours (10am - 5.30pm) <p>Site security measures should be implemented with consideration of HSE Guidance Note HS(G) 151 – <i>“Protecting the Public – Your Next Move”</i>.</p> |

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| <p>2.6 WELFARE PROVISION</p> | <p>The Horniman are able to provide access to the existing onsite staff welfare facilities for the Principal Contractor to use during the project. However, the provision and orientation of these site welfare facilities for the Contractors, Workers, and visitors remains the responsibility the Principal Contractor. These must be sized according to the largest number of people that will be present on the site during the entire construction period.</p> <p>The details of the welfare facilities must to given in the Construction Phase Health & Safety Plan and signed off by the Principal Designer (Feilden Fowles) and client. Work can not start until this confirmation has been given.</p> <p>Existing staff WC facilities will be made available for the Principal Contractor to use during the works. These facilities will continued to be shared with Horniman staff for the duration of the works, as such the upmost care and consideration should be given when using these shared facilities.</p> <p>The client will provide access to heated rest facilities for the duration of the works. The location of these will be discussed and agreed with the appointed Principal Contractor.</p> <p>Timings for breaks will need be agreed in advance with the client, to avoid the busiest times for Horniman staff.</p> |
| <p>2.6 OTHER</p> | <p>Throughout the duration of the works the Principal Contractor must remain aware of and make provision for, the presence of other contractors working on the wider site. Regular and open communication with the client is required, in order to ensure all contractors working on site are aware of any affect their works may have on others.</p> <p>At the time of issue, are several repaving projects within the gardens due to start in mid-January. This could affect the ability to access parts of the site with a vehicle.</p> |

3.0

EXISTING ON-SITE RISKS & ENVIRONMENTAL RESTRICTIONS

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|-------------------------------|--|
| <p>3.1 HEALTH HAZARDS</p> | <p style="text-align: center;">3.1.1 - ASBESTOS</p> <p>Appendix B of this document contains the 2022 Asbestos Management Survey and Appendix C the Asbestos Management Plan for the North Gallery. Owing to the Grade II* listing status of the building and the number of concealed voids/ surfaces/finishes it has not been practical to undertake a wholesale invasive survey.</p> <p>Previous refurbishments of the adjacent offices and gallery, alongside the replacement of building services, have all found asbestos present. As such it must be assumed asbestos is present within the Natural History Gallery until proven otherwise.</p> <p>The Principal Contractor will be responsible for undertaking a targeted Asbestos Refurbishment-Demolition Survey to cover the scope of the proposed constructions works. The findings of this survey must be shared with the Principal Designer and Client for sign-off, prior to the commencement of any works.</p> <p>Even after the completion of the targeted Asbestos Refurbishment-Demolition Survey, extreme caution must be taken by the Principal Contractor as the construction works progress. Any suspected asbestos that is found and has not been surveyed must be immediately reported to the Principal Designer and steps taken to have the material tested as soon as practicable.</p> <p style="text-align: center;">3.1.2 - STORAGE OF HAZARDOUS MATERIAL</p> <p>The Principal Contractor must take appropriate precautions and risk assessments for the storage of any Hazardous Materials on site. Adequate training and emergency procedures must always be in place. The details of these must to given in the Construction Phase Health & Safety Plan and signed off by the Principal Designer (Feilden Fowles) and Client.</p> <p>No hazardous materials will be permitted to be stored within the Natural History Gallery itself.</p> <p style="text-align: center;">3.1.3 - LEAD PAINT</p> <p>Previous refurbishments at the Horniman have found lead present in painted surfaces. As such it must be assumed lead paint is present within the Natural History Gallery until proven otherwise.</p> <p>The Principal Contractor will be responsible for undertaking a targeted Lead Paint survey to cover the scope of the proposed constructions works. The findings of this survey must be shared with the Principal Designer and Client for sign-off, prior to the commencement of any works.</p> |
|-------------------------------|--|

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|-------------------------------|---|
| <p>3.2 SAFETY HAZARDS</p> | <p style="text-align: center;">3.2.1 - EXISTING SERVICES</p> <p>Existing services are present throughout the current Natural History Gallery. The gallery operates largely as an independently serviced space. However, the Lower Ground Floor houses servicing for other areas of the museum estate. Sign off from the M&E consultant and the Horniman Head of Estates prior to removal of any existing services</p> <p>Due to Grade II* listed nature of the building, it has not been possible to accurately survey and plot the existing services within the gallery.</p> <p style="text-align: center;">3.2.2 - SCHOOL HOLIDAYS</p> <p>School holidays are a particular busy time for the Horniman, in both the gardens and museum. Half Term: 11th February – 19th February Easter Break: 1st April – 16th April The entire site will be much busier during this period and so hazards will increase.</p> |
| <p>3.3 OTHER</p> | <p>Please refer to Appendix A for a site plan indicating zones and routes referred to in this section:</p> <p style="text-align: center;">BOUNDARIES</p> <p>The Principal Contractor is required to construct a robust and secure compound around the Exhibition Case being worked on. This hoarding must be painted and vision panels provided for public to see the works. The access door into the space must open inwards and be kept locked at all times.</p> <p style="text-align: center;">EXTERNAL SPACE</p> <p>The Principal Contractor will be given two parking bays to the north of the gallery, for parking and/or external working.</p> <p style="text-align: center;">ACCESS TO THE WIDER HORNIMAN MUSEUM AND GARDENS SITE</p> <p>Vehicle access and deliveries must be organised to take place between 7:15am and 10:00am. Any deliveries taking place outside of these hours must be agreed in advance with the client. Deliveries that require level access through the main public entrance must take place between 7:15am and 9:30am or 5:30pm to dusk. There will be no exceptions to those access times. The use of this route must be agreed with the client at least 1 week in advance.</p> <p style="text-align: center;">ACCESS TO THE GALLERY</p> <p>The Principal Contractor is able to access the Natural History Gallery between 7:15am and 5:30pm. Any request for access outside of these hours must be agreed with the client at least 1 week in advance. Between the hours of 10:00am and 5:30pm the gallery is open to the public. Meaning access to the Exhibition Case will become a shared access route with the public.</p> |

4.0

SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

STUDIO MB DESIGN HEALTH & SAFETY EVALUATION - Concept Design

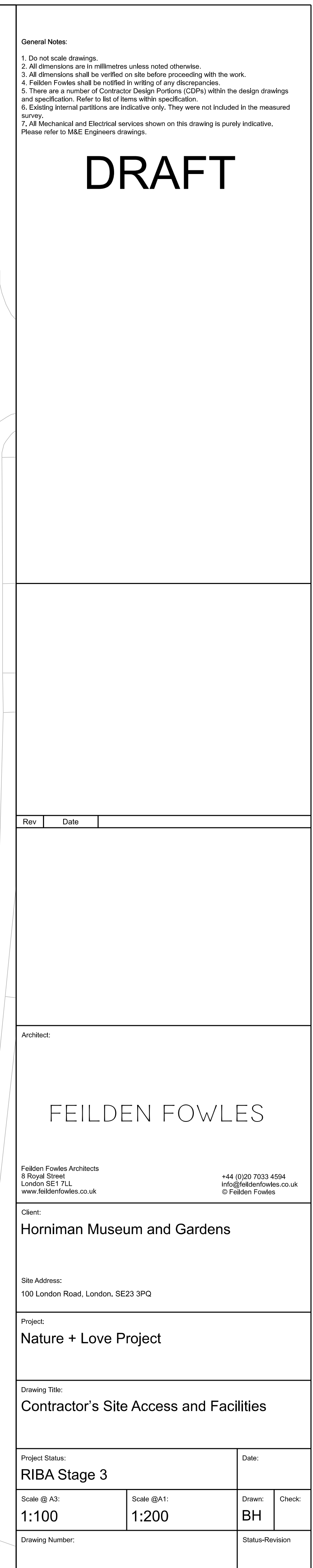
Project Name: Nature + Love for the Horniman Museum
 Project No.: MB750
 Date Prepared: 18/10/2022
 Date Checked: 21/10/2022

Prepared By: Mhairi Naismith
 Checked By: Dominic Morrocco


Risk Level Key: Low Medium High

| Design Element | Design Description | Construction Hazards | Who Affected | Design measures taken to reduce Risk | Risk Level | Other Design Considerations | Design Assumptions & Info for Contractors | Residual Risks | Who Affected | Risk Level | Maintenance Cleaning & Use Guidance | Post Construction Hazards |
|---|---|--|---|--|------------|--|---|--|---|------------|--|--|
| Refurbishing the historic cases | Undertake full refurbishment of the historic showcases, with new internal linings, new locks and hinges, new silica compartment and new lighting. | 1. Risks associated with unknown structures inside the cases, which cannot be surveyed / understood until the cases are opened up. 2. Risks associated with dismantling the cases, which are glass and hardwood. 3. Risks associated with asbestos (there is no known asbestos, but no survey has taken place). 4. Risk of injury from: manual handling, use of power tools, inhalation fumes and dust, cuts from metallic materials. 5. Working at height. 6. Electrical work. 7. There is evidence of some damp on the West Wall and it is possible that there is some mould- risks of breathing mould spores. | 1. Showcases Contractor and Sub- Contractors. 2. Site Operatives and Visitors. | Case Trial Refurbishment is being undertaken which will help to understand and mitigate for these risks for the majority of the works. However the risks remain high for the actual trial. | | 1. The condition of the floor beneath the cases is unknown. 2. Case base plinth will contain electrical wiring (e.g. for lighting, fans). Wiring to be housed in suitable containment and to comply with all relevant Building Regulations and Building Standards. | 1. Studio MB assume the Showcase Contractor's installation will be strong, secure, safe and structurally stable. 2. Studio MB assume the installer will provide RAMS for the installation. 3. Studio MB assume the Showcases Contractor and Maintenance staff will use specialist lifting equipment and with a minimum of two members of staff and that they will be briefed on the correct and safe lifting protocols prior to performing relevant tasks. 4. Studio MB assume all new materials will be fire rated in accordance with British building regulations and British standards for application and location. 5. It is assumed the Showcases Contractor will follow safe working at height procedures. 6. Studio MB assume that the power to the new Showcase positions will be in place when this come to be repositioned, and that this will have been fitted in accordance with all relevant standards. | 1. Working at height will be required for cleaning of cases. 2. Working at height will be required for focussing / maintaining lighting in the cases. 3. Risks associated with dismantling and removing the cases in the future. | 1. Museum Staff. 2. Maintenance Contractors. | | 1. Visual inspection for damage or faults as it is in a public use area. 2. Frequent cleaning from dust build-up. | 1. There is the risk that cleaners and maintenance staff might injure themselves due to working at height. Mitigation: All parties should be briefed on protocol and safe working at height practices prior to undertaking any work. Extendable /long handle cleaning equipment should be used where appropriate to remove the need to use of ladders. |
| Risk of Asbestos | Previous refurbishments of the adjacent offices and gallery, alongside the replacement of building services, have all found asbestos present. As such it must be assumed asbestos is present within the Natural History Gallery until proven otherwise. | 1. Risks associated with asbestos. 2. Risk of injury from: manual handling, use of power tools, inhalation fumes and dust, cuts from metallic materials. 3. Working at height. | 1. Showcases Contractor and Sub- Contractors. 2. Site Operatives and Visitors. | The Principal Contractor will be responsible for undertaking a targeted Asbestos Refurbishment-Demolition Survey to cover the scope of the proposed constructions works. The findings of this survey must be shared with the Principal Designer and Client for sign-off, prior to the commencement of any works. This should take place outside of gallery opening hours to reduce the risk to visitors. | | 1. The condition of the floor beneath the cases is unknown. 2. Case base plinth will contain electrical wiring (e.g. for lighting, fans). Wiring to be housed in suitable containment and to comply with all relevant Building Regulations and Building Standards. | 1. Studio MB assume the asbestos survey will be undertaken with due care and H&S measures in place. | Even after the completion of the targeted Asbestos Refurbishment Demolition Survey, extreme caution must be taken in future. | 1. Museum Staff. 2. Maintenance Contractors. | | | |
| Shared access to the work site with the Visiting Public | Contractors will be required to access the work area via parts of the site, building and gallery that are open to the public. | 1. Risk of working around members of the public - adults, children, visitors with disabilities - who should be assumed to have no awareness of site / construction H&S. | 1. Showcases Contractor and Sub- Contractors. 2. Site Operatives and Visitors. 3. Visiting Public | Access to and from the work site should take place out of opening hours where possible. Bringing materials to / from the site should only take place out of hours. Dusty work to be undertaken outside. Any works involving fumes should be undertaken outside. All staff to be briefed about the specific access requirements. | | 1. Hoardings will only provide site containment to the perimeter but will be open from above and may be visible to visitors on the balcony. | 1. Studio MB assume the contractors will be considerate and mindful to the visiting public whilst accessing the work site - eg, give way at doors, on stairs. It is to be assumed that visitors have 'right of way'. 2. Studio MB assume that the contractors will not leave any equipment, materials or tools in any area that is accessible to the public. Hoardings to work site should have a door that can be securely locked. 3. Studio MB assume that the contractors will not leave any debris or dust in the galleries as a result of bringing materials to / from the work area - instead tidying up as they go along. | Contractors to ensure that the work site is cleared and cleaned thoroughly after the works so that risks to the public are removed once the area is opened up again. | 1. Visiting public | | | |

APPENDIX A - CONTRACTOR'S SITE ACCESS AND FACILITIES PLAN



DRAFT



| Rev | Date | |
|-----|------|--|
| | | |

Architect:

FEILDEN FOWLES

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Client:

Horniman Museum and Gardens

Site Address:

100 London Road, London, SE23 3PQ

Project:

Nature + Love Project

Drawing Title:

Contractor's Site Access and Facilities

| | | | |
|-----------------|------------|-----------------|--------|
| Project Status: | | Date: | |
| RIBA Stage 3 | | | |
| Scale @ A3: | Scale @A1: | Drawn: | Check: |
| 1:100 | 1:200 | BH | |
| Drawing Number: | | Status-Revision | |
| | | | |

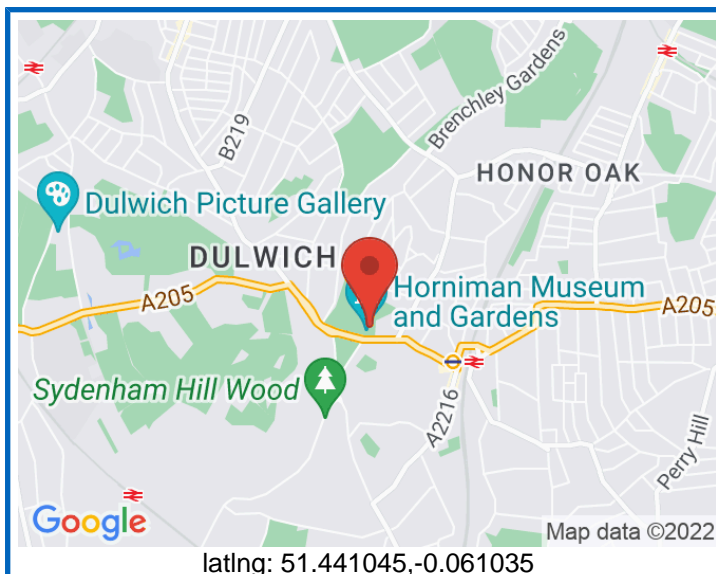
APPENDIX B - 2022 ASBESTOS MANAGEMENT SURVEY - NORTH & SOUTH HALLS

Asbestos Reinspection Report

Job Ref No: **520705**, Account Ref No: **18203**, Contract Ref No: **81497**

North & South Halls, Horniman Museum & Gardens, 100 London Road, Forest Hill, London, SE23 3PQ

Title: Horniman Museum - Asbestos Reinspections 2022



on site photo

| Total Records | Sampled Records | No Asbestos Detected | R3 | R2 | R1 |
|---------------|-----------------|----------------------|----|----|----|
| 36 | 0 | 0 | 19 | 2 | 0 |

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Report Summary

| | |
|--|--|
| This certificate is for the attention of | Tim Hopkins Horniman Museum 100 London Road Forest Hill London SE23 3PQ |
| Contract Title | Horniman Museum - Asbestos Reinspections 2022 |
| Survey Type | Survey, Reinspection |
| Site Address | North & South Halls, Horniman Museum & Gardens, 100 London Road, Forest Hill, London, SE23 3PQ |
| Buildings Surveyed | Clock Tower, North and South Halls External and roof, North Hall, First Floor, North Hall, First Floor, North Hall, Ground Floor Boiler Rooms, North Hall, Second Floor Gallery and Offices, South Hall, Basement, South Hall, First Floor Gallery and Offices, South Hall, Ground Floor |
| Surveyor(s) | Robert Hutchins |
| Surveyor signature(s) |  |
| Survey Date | Tuesday, 10th May, 2022 - Wednesday, 11th May, 2022 |
| Approved signatory | Brendan Wardle |
| Approved signature |  |
| Approval date | Monday, 23rd May, 2022 |
| Report Rendered on | Fri 27 May 2022 @ 18:38:42 |

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Asbestos Register and Executive Summary

Summary of Asbestos Containing Materials

Ordered By Building, Level and Location

| Building | Level | Location | Item / Product Examined | Material Description | Risk Level (Material Score) | Initial Control Recommendation |
|--|-------|--------------------------------|--|--|-----------------------------|---------------------------------|
| Clock Tower | 3 | 001/clock room | Gasket to redundant pipe | Asbestos-containing gasket | R3 (6) | Remove |
| Clock Tower | 4 | 001/tank room | Pipework flange gasket | Asbestos-containing gasket | R3 (4) | Reinspect Periodically |
| North Hall, First Floor | 1 | 002/north hall gallery | Panels on back of door to boiler room | Asbestos-containing cement | R3 (4) | Reinspect Periodically |
| North Hall, First Floor | 1 | 003/North hall boiler room | Panels on door | Asbestos-containing cement | R3 (4) | Reinspect Periodically |
| North Hall, First Floor | 1 | 008/former cleaners store | Electrics - Bill units | Asbestos-containing woven product | R3 (3) | Reinspect Periodically |
| North Hall, First Floor | 1 | 008/former cleaners store | Woven material around ceiling pipe intrusion | Asbestos-containing woven product | R3 (7) | Reinspect Periodically |
| North Hall, First Floor | 1 | 008/former cleaners store | Loose packing within pipe intrusion to ceiling | Asbestos-containing insulation | R3 (7) | Reinspect Periodically |
| North Hall, Ground Floor Boiler Rooms | 0 | 001/entrance lobby/switch room | Electrics - MEM and Bill units | Asbestos-containing woven product | R3 (5) | Reinspect Periodically |
| North Hall, Ground Floor Boiler Rooms | 0 | 001/entrance lobby/switch room | Pipework flange gasket | Asbestos-containing gasket | R3 (5) | Reinspect Periodically |
| North Hall, Ground Floor Boiler Rooms | 0 | 003/boiler room | Electrics - oval labelled MEM units | Asbestos-containing woven product | R3 (5) | Reinspect Periodically |
| North Hall, Ground Floor Boiler Rooms | 0 | 005/boiler room corridor | Electrics | Asbestos-containing woven product | R3 (5) | Reinspect Periodically |
| North Hall, Second Floor Gallery and Offices | 2 | 001/north hall gallery | Sealant to panel on top of cabinet | Asbestos-containing mastic | R3 (3) | Reinspect Periodically |
| North Hall, Second Floor Gallery and Offices | 2 | 006/office | Panels to face of door into 0/007 | Asbestos-containing cement | R3 (4) | Encapsulate small damaged areas |
| North Hall, Second Floor Gallery and Offices | 2 | 007/office | Panels to back of door into 2/006 | Asbestos-containing cement | R3 (4) | Encapsulate small damaged areas |
| South Hall, Basement | -1 | 005/staff room and kitchen | Cable wrap within ceiling void | Asbestos-containing bituminous product | R3 (4) | Reinspect Periodically |
| South Hall, Basement | -1 | 009/aquarium plant room | Residue to walls | Asbestos-containing insulation | R2 (9) | Reinspect Periodically |
| South Hall, Basement | -1 | 011/plant switch room | Asbestos within stored old fuses | Asbestos-containing insulation | R3 (5) | Remove |

table continued from previous page...

| Building | Level | Location | Item / Product Examined | Material Description | Risk Level (Material Score) | Initial Control Recommendation |
|--------------------------|-------|---|------------------------------------|--------------------------------------|-----------------------------|-------------------------------------|
| South Hall, Ground Floor | 0 | 006/staff area (old locations 4 6 7 9 merged) | Electrics in location - Armah, MEM | Asbestos-containing woven product | R3 (4) | Reinspect Periodically |
| South Hall, Ground Floor | 0 | 006/staff area (old locations 4 6 7 9 merged) | Beam boxing in ceiling void | Asbestos-containing insulating board | R3 (6) | Encapsulate raw section facing sink |
| South Hall, Ground Floor | 0 | 008/new toilet | Beam boxing in ceiling void | Asbestos-containing insulating board | R3 (6) | Reinspect Periodically |
| South Hall, Ground Floor | 0 | 010/security hub | Beam boxing ceiling void | Asbestos-containing insulating board | R2 (8) | Encapsulate raw sections |

Summary of Areas Excluded & Not Fully Accessed During Survey

| Building | Level | Location | Item / Product Examined | Accessibility | Access Comments |
|---------------------------------------|-------|---|-------------------------------------|--|---------------------|
| North Hall, First Floor | 1 | 008/former cleaners store | Electrics - Bill units | No Access | Live service supply |
| North Hall, Ground Floor Boiler Rooms | 0 | 001/entrance lobby/switch room | Electrics - MEM and Bill units | No Access | Live service supply |
| | | | | 💡 Older electrical units are known to have used asbestos rope and paper fuse lining. | |
| North Hall, Ground Floor Boiler Rooms | 0 | 003/boiler room | Electrics - oval labelled MEM units | No Access | Live service supply |
| | | | | 💡 Old MEM units are known to have used asbestos rope and paper fuse lining. | |
| North Hall, Ground Floor Boiler Rooms | 0 | 005/boiler room corridor | Electrics | No Access | Live service supply |
| | | | | 💡 Older MEM units are known to have used asbestos rope and paper fuse lining. | |
| South Hall, Ground Floor | 0 | 006/staff area (old locations 4 6 7 9 merged) | Electrics in location - Armah, MEM | No Access | Live service supply |
| | | | | 💡 Old electric units are known to have used asbestos rope and paper fuse lining. | |

Introduction

This report aims to:

- Detail pertinent legislation relating to the management of asbestos in non-domestic premises
- Inspect and assess the condition of previously identified ACMs
- Provide additional information on items that have not been previously sampled or areas not previously accessed
- Outline the sample testing and inspection methodology employed by the surveyor
- Relate the significance of the report contents to the Control of Asbestos Regulations (2012)
- Detail survey findings compliant with HSG 264
- Serve as a reference document to assist in making further steps towards the management of any asbestos containing materials in the premises
- Provide the information necessary to compile an asbestos management plan compliant with the Control of Asbestos Regulations (2012)
- Form an asbestos register

Regulation 4 of the Control of Asbestos Regulations (2012) states the obligations that persons defined as "duty holders" have to manage asbestos containing materials in non-domestic premises. This instrument defines a duty holder as being:

"Every person who has, by virtue of a contract or tenancy, an obligation of any extent in relation to the maintenance or repair of non-domestic premises or any means of access thereto or egress there from; or

*In relation to any part of non-domestic premises where there is no such contract or tenancy, every person who, to any extent, has control of that part of non-domestic premises or any means of access thereto or egress there from" - **CAR, 2012.***

Regulation 4 also states the following:

"In order to enable him [sic "dutyholder"] to manage the risk from asbestos in non-domestic premises, the dutyholder shall ensure that a suitable and sufficient assessment is carried out as to whether asbestos is or is liable to be present in the premises"

This report satisfies this requirement, unless stated otherwise, by detailing the inspection findings reporting the presence of asbestos containing materials in those areas given in the survey inspection detail.

Health and Safety Guidance - Publication "Asbestos: The Survey Guide (HSG 264)" details the material assessment that must be carried out to determine the risk posed by asbestos containing materials in buildings. This material risk assessment has been carried out on those materials strongly presumed or proven to contain asbestos. The resulting material assessment risk ratings can (in conjunction with the management recommendation made for these materials) then be used to form the basis of an asbestos management plan.

Buildings Included in Reinspection Scope

Site Address: **North & South Halls, Horniman Museum & Gardens, 100 London Road, Forest Hill, London, SE23 3PQ**

Surveyed Buildings: **Clock Tower, North and South Halls External and roof, North Hall, First Floor, North Hall, First Floor, North Hall, Ground Floor Boiler Rooms, North Hall, Second Floor Gallery and Offices, South Hall, Basement, South Hall, First Floor Gallery and Offices, South Hall, Ground Floor**

Every effort has been made to identify all asbestos materials so far as was reasonably practical to do so within the scope of the inspection and the attached report. Methods used to carry out the inspection were agreed with the client prior to any works being commenced by way of acceptance of our contract / quotation.

This reinspection and survey was conducted in accordance with an in house procedure detailed in TOP01.01 Asbestos Surveying and HSG264. Lucion Services Ltd cannot accept any liability for loss, injury, damage or penalty issues that arise for reasons of inspection scope limitations. Lucion Services Ltd cannot be held responsible for any damage caused as part of this reinspection and survey carried out on your behalf. When there is a need to sample for asbestos during a survey, prior consent will be sought from the client, however, due to the nature and necessity of sampling for asbestos some damage is unavoidable and will be limited to that necessary for taking of the sample(s).

The scope of this reinspection relates only to building or area(s) inspected and does not include any form of investigation of the land on which the building is situated unless specifically stated in the agreed scope of works.

The purpose of the current reinspection is to ascertain the condition of Asbestos containing materials. This reinspection may follow an earlier management inspection (as described in HSG 264) that has where possible (refer specific management survey report limitations) identified the presence of such materials.

Site Data

| | |
|---------|--|
| Site ID | 323194 |
| Address | North & South Halls, Horniman Museum & Gardens, 100 London Road, Forest Hill, London, SE23 3PQ |

Reinspection Methodology

The reinspection findings detailed in this report were gathered during a "walkthrough" inspection of the structural asbestos containing materials (as previously identified and as suspected by virtue of the surveyors forgoing knowledge of asbestos use in buildings of this type).

When a reinspection is reliant on bulk analysis from a laboratory other than Lucion, the data shall refer to fibre type as a 'Strongly Presume' rather than a definitive analysis.

Recommendations

In addition to the risk assessment level assigned to strongly presumed and identified asbestos containing material, a management control action recommendation is also made. It must be realised that this/these management recommendations are made on the basis of prevailing material conditions and access at the time of the survey and as such are intended solely as a guide to assist in the effective control of the materials concerned. Where doubt may be raised about the action that should be taken regarding an asbestos containing material, measures should be implemented to a degree that reflect either those of a higher risk or a more in depth risk assessment should be carried out. This risk assessment may account for greater knowledge of the material's location (i.e. greater than that of the surveyor at the time of survey) or knowledge (current or future) of activities or works surrounding or concerning the material.

The current recommendations conventionally made by the surveyor may include the following:

| Recommendation | Description | Notes |
|---------------------|--|---|
| Air Monitoring | Sampling of air for asbestos fibre concentration. Necessary where a risk of fibre exposure is present and assessment of such exposure presence or absence is prudent. | UKAS accredited analytical laboratory should perform reassurance air testing. |
| Access Restriction | Restriction of access to area / location only to personnel wearing appropriate PPE / RPE. | Suitability of RPE / PPE must be carefully assessed and procedure invoked to ensure these control measures are adhered to. |
| Access Prohibition | Prohibition of access to area / location to all personnel. | Area should be marked clearly as being prohibited to all personnel, possibly in conjunction with asbestos warning stickers. |
| Environmental Clean | A cleanup of areas following disturbance of asbestos or discovery of loose asbestos dust/debris/material. | The work is not removal (i.e. requiring physical force) and consists of vacuuming, wiping, picking up and bagging of visible debris. The work can be either licensed or unlicensed depending on the product and whether exposure is likely to exceed the 4 hour control limit or sporadic and low intensity limit. For licensed work a 4-stage clearance by a UKAS accredited laboratory is required, whilst for non-licensed work appropriate air tests are recommended and as long as any work with insulation or insulating board materials does not take more than two hours in any seven day period, and no one person works for more than one hour in that two hour period. |

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| Recommendation | Description | Notes |
|--|--|---|
| Material Repair | Repair of the material in such a manner as to minimise the release of asbestos fibre. | Repair of materials is recommended by the Health and Safety Executive as an alternative to removal, where reasonably safe to so. |
| Material Encapsulation | Encapsulation of the material in a manner that ensures the complete enclosure of any remaining asbestos fibres. | Encapsulation of materials is a possible alternative to their removal, where reasonably safe to do so. Works should also be accompanied by appropriate air test performed by a UKAS accredited laboratory . |
| Material Removal | Removal of the material in instances where it is remaining in situ would lead to a high residual risk level. Or removal may be necessary to permit work within the location. Removal of materials may also be carried out on a preventive basis. | Removal works should be carried out in accordance with the relevant ACOP (approved code of practice), L143. |
| <p><i>Any recommendations made within this report are made on the basis of findings collated at the time of survey. Recommendations should undergo careful client evaluation prior to a final management decision being made. Lucion Services Ltd does not accept any responsibility for any works carried out as a result of recommendations made within this report.</i></p> | | |

At this point it is pertinent to return to the legislation behind this report and outline the next steps that may need to be carried out in managing asbestos. Particular reference should be made to HSE publication L143 Managing and working with asbestos, Control of Asbestos Regulations 2012.

- Review all recommendations and risk level ratings given within this report
- Prepare a plan aimed at managing asbestos containing materials and works that may affect them
- Ensure a procedure is in place to prevent work being carried out without the asbestos register being consulted
- Arrange a program of asbestos containing material re-inspection

If any remedial works need to be carried out, decide whether or not they need to be carried out by a licensed contractor. If you are unsure about this we can offer advice as to what you should do.

Cited References and Further Reading

1. Control of Asbestos Regulations (2012) ~ The Stationery Office. **ISBN 978-0111521083**
2. Construction (Design and Management) Regulations (2015) ~ The Stationery Office. **ISBN 9780717666263**
3. The Hazardous Waste (England and Wales) Regulations (2005) ~ The Stationery Office. **ISBN 011072685-5**
4. Managing and working with asbestos Control of Asbestos Regulations 2012. Approved Code of Practice & guidance L143 (second edition, 2013) ~ HSE Books. **ISBN 978-0717666188**
5. A Comprehensive Guide to Managing Asbestos in Premises (2002) ~ HSE Books. **ISBN 978-0717623815**
6. Asbestos Essentials: A task manual for building, maintenance and allied trades of non-licensed asbestos work (third edition, 2012) ~ HSE Books. **ISBN 978-0717665037**
7. [Asbestos Essentials Task Sheets \[http://www.hse.gov.uk/asbestos/essentials/ \]](http://www.hse.gov.uk/asbestos/essentials/) ~ HSE. *electronic downloadable version of the above*
8. Asbestos: The licensed contractors guide HSG247 (2006) ~ HSE Books. **ISBN 978-0717628742**
9. Asbestos: The analysts guide for sampling, analysis and clearance procedures HSG248 ~ HSE Books. **ISBN 978-0717628759**
10. Asbestos: The Survey Guide HSG 264 (second edition, 2012) ~ HSE Books. **ISBN 978-0717665020**
11. The Management of Health and Safety at Work Regulations (1999) ~ The Stationery Office. **ISBN 011085625-2**
12. The Health & Safety at Work etc. Act (1974) ~ The Stationery Office.

Management Recommendation Detail






| Building | Level | Location | Item / Product Examined | Sample No. | Material Description | Fibre Type | Material Score | Extent | Risk Level Assessment | Initial Control Recommendation | Photograph |
|-------------------------|-------|----------------------------|---------------------------------------|------------|----------------------------|--------------------|----------------|-----------|-----------------------|--------------------------------|---|
| Clock Tower | 3 | 001/clock room | Gasket to redundant pipe | | Asbestos-containing gasket | Presume Chrysotile | 6 | 1 Visible | R3 | Remove |   |
| Clock Tower | 4 | 001/tank room | Pipework flange gasket | | Asbestos-containing gasket | Presume Chrysotile | 4 | 4 No. | R3 | Reinspect Periodically |  |
| North Hall, First Floor | 1 | 002/north hall gallery | Panels on back of door to boiler room | 407376-7 | Asbestos-containing cement | Chrysotile | 4 | 2.5 Sqm. | R3 | Reinspect Periodically |  |
| North Hall, First Floor | 1 | 003/North hall boiler room | Panels on door | 407376-7 | Asbestos-containing cement | Chrysotile | 4 | 2.5 Sqm. | R3 | Reinspect Periodically |  |

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| Building | Level | Location | Item / Product Examined | Sample No. | Material Description | Fibre Type | Material Score | Extent | Risk Level Assessment | Initial Control Recommendation | Photograph |
|-------------------------|-------|---------------------------|--|------------|-----------------------------------|--------------------|----------------|-------------------------|-----------------------|--------------------------------|--|
| North Hall, First Floor | 1 | 008/former cleaners store | Electrics - Bill units | | Asbestos-containing woven product | Presume Chrysotile | 3 | 3 No. | R3 | Reinspect Periodically |  |
| North Hall, First Floor | 1 | 008/former cleaners store | Woven material around ceiling pipe intrusion | 407376-12 | Asbestos-containing woven product | Amosite | 7 | Small Quantity Observed | R3 | Reinspect Periodically |  |
| North Hall, First Floor | 1 | 008/former cleaners store | Loose packing within pipe intrusion to ceiling | 407376-11 | Asbestos-containing insulation | Amosite | 7 | Small Quantity Observed | R3 | Reinspect Periodically |  |

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| Building | Level | Location | Item / Product Examined | Sample No. | Material Description | Fibre Type | Material Score | Extent | Risk Level Assessment | Initial Control Recommendation | Photograph |
|---------------------------------------|-------|--------------------------------|-------------------------------------|------------|-----------------------------------|--------------------|----------------|--------|-----------------------|--------------------------------|--|
| North Hall, Ground Floor Boiler Rooms | 0 | 001/entrance lobby/switch room | Electrics - MEM and Bill units | | Asbestos-containing woven product | Presume Chrysotile | 5 | 16 No. | R3 | Reinspect Periodically |  |
| North Hall, Ground Floor Boiler Rooms | 0 | 001/entrance lobby/switch room | Pipework flange gasket | 407376-21 | Asbestos-containing gasket | Chrysotile | 5 | 3 No. | R3 | Reinspect Periodically |  |
| North Hall, Ground Floor Boiler Rooms | 0 | 003/boiler room | Electrics - oval labelled MEM units | | Asbestos-containing woven product | Presume Chrysotile | 5 | 2 No. | R3 | Reinspect Periodically |  |

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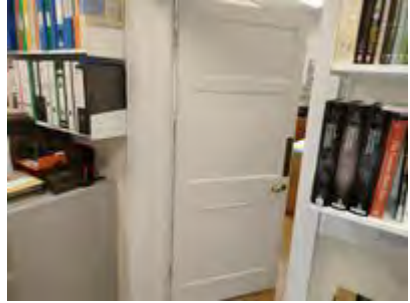
| Building | Level | Location | Item / Product Examined | Sample No. | Material Description | Fibre Type | Material Score | Extent | Risk Level Assessment | Initial Control Recommendation | Photograph |
|--|-------|--------------------------|------------------------------------|------------|-----------------------------------|--------------------|----------------|-----------|-----------------------|---------------------------------|--|
| North Hall, Ground Floor Boiler Rooms | 0 | 005/boiler room corridor | Electrics | | Asbestos-containing woven product | Presume Chrysotile | 5 | 3 No. | R3 | Reinspect Periodically |  |
| North Hall, Second Floor Gallery and Offices | 2 | 001/north hall gallery | Sealant to panel on top of cabinet | 407376-2 | Asbestos-containing mastic | Chrysotile | 3 | 0.25 Sqm. | R3 | Reinspect Periodically |  |
| North Hall, Second Floor Gallery and Offices | 2 | 006/office | Panels to face of door into 0/007 | 407376-3 | Asbestos-containing cement | Chrysotile | 4 | 2 Sqm | R3 | Encapsulate small damaged areas |  |

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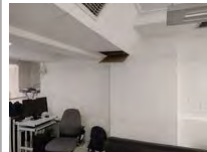








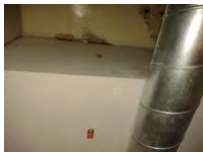


| Building | Level | Location | Item / Product Examined | Sample No. | Material Description | Fibre Type | Material Score | Extent | Risk Level Assessment | Initial Control Recommendation | Photograph |
|--|-------|----------------------------|-----------------------------------|------------|--|-----------------------------|----------------|----------------------|-----------------------|---------------------------------|---|
| North Hall, Second Floor Gallery and Offices | 2 | 007/office | Panels to back of door into 2/006 | 407376-3 | Asbestos-containing cement | Chrysotile | 4 | 2 Sqm. | R3 | Encapsulate small damaged areas |  |
| South Hall, Basement | -1 | 005/staff room and kitchen | Cable wrap within ceiling void | | Asbestos-containing bituminous product | Presume Chrysotile | 4 | 3 Lm. | R3 | Reinspect Periodically |   |
| South Hall, Basement | -1 | 009/aquarium plant room | Residue to walls | | Asbestos-containing insulation | Presume Crocidolite | 9 | Extent Indiscernible | R2 | Reinspect Periodically |  |
| South Hall, Basement | -1 | 011/plant switch room | Asbestos within stored old fuses | | Asbestos-containing insulation | Strongly Presume Chrysotile | 5 | No.100 approx | R3 | Remove |   |

table continued from previous page...

| Building | Level | Location | Item / Product Examined | Sample No. | Material Description | Fibre Type | Material Score | Extent | Risk Level Assessment | Initial Control Recommendation | Photograph |
|--------------------------|-------|---|------------------------------------|------------|--------------------------------------|--------------------|----------------|----------|-----------------------|-------------------------------------|---|
| South Hall, Ground Floor | 0 | 006/staff area (old locations 4 6 7 9 merged) | Electrics in location - Armah, MEM | | Asbestos-containing woven product | Presume Chrysotile | 4 | 3 No. | R3 | Reinspect Periodically |  |
| South Hall, Ground Floor | 0 | 006/staff area (old locations 4 6 7 9 merged) | Beam boxing in ceiling void | 486619-1 | Asbestos-containing insulating board | Amosite | 6 | 2.5 Sqm. | R3 | Encapsulate raw section facing sink |   |
| South Hall, Ground Floor | 0 | 008/new toilet | Beam boxing in ceiling void | 486619-1 | Asbestos-containing insulating board | Amosite | 6 | 1 Sqm. | R3 | Reinspect Periodically |   |
| South Hall, Ground Floor | 0 | 010/security hub | Beam boxing ceiling void | 486619-1 | Asbestos-containing insulating board | Amosite | 8 | 3 Sqm. | R2 | Encapsulate raw sections |   |

Areas Excluded & Not Fully Accessed During Inspection

➡ Asbestos should be presumed to be present within Locations and Items not accessed until a further assessment can be performed.

💬 Additional surveyor comments.








| Building | Level | Location | Item / Product Examined | Accessibility | Access Comments | Photograph |
|---------------------------------------|-------|--------------------------------|-------------------------------------|--|---------------------|---|
| North Hall, First Floor | 1 | 008/former cleaners store | Electrics - Bill units | No Access | Live service supply |  |
| North Hall, Ground Floor Boiler Rooms | 0 | 001/entrance lobby/switch room | Electrics - MEM and Bill units | No Access | Live service supply |  |
| | | | | 💡 Older electrical units are known to have used asbestos rope and paper fuse lining. | | |
| North Hall, Ground Floor Boiler Rooms | 0 | 003/boiler room | Electrics - oval labelled MEM units | No Access | Live service supply |  |
| | | | | 💡 Old MEM units are known to have used asbestos rope and paper fuse lining. | | |

table continued from previous page...

| Building | Level | Location | Item / Product Examined | Accessibility | Access Comments | Photograph |
|--|-------|---|------------------------------------|--|---------------------|---|
| North Hall, Ground Floor Boiler Rooms | 0 | 005/boiler room corridor | Electrics | No Access | Live service supply |  |
| | | | |  Older MEM units are known to have used asbestos rope and paper fuse lining. | | |
| South Hall, Ground Floor | 0 | 006/staff area (old locations 4 6 7 9 merged) | Electrics in location - Armah, MEM | No Access | Live service supply |  |
| | | | |  Old electric units are known to have used asbestos rope and paper fuse lining. | | |

Survey Inspection Detail, Sample Test Report and Risk Level Assessment Report

☐ No Asbestos Detected ☐ Asbestos Containing Material ☐ Removed/Error/Unanalysed

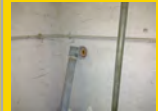

⊖ Asbestos should be presumed to be present within Locations and Items not accessed until a further assessment can be performed. 💬 Additional surveyor comments.

Building: Clock Tower

Level: 3

Location: 001/clock room




| Item / Product Examined | Material Description | Sampling Strategy | Sample No. | Extent | Product Score | Material Condition | Surface Treatment | Fibre Id. | Material Score | Accessibility Score | Risk Level Assessment |
|--|----------------------------|-------------------|------------|-----------|---------------|--------------------|-------------------|--------------------|----------------|---------------------|---|
| Gasket to redundant pipe | Asbestos-containing gasket | Presume | | 1 Visible | 2 | 1 | 2 | Presume Chrysotile | 6 | 2 |  R3  R3 |
| 💬 Additional gaskets maybe present amongst materials on floor. | | | | | | | | | | | |

Building: Clock Tower

Level: 4

Location: 001/tank room




| Item / Product Examined | Material Description | Sampling Strategy | Sample No. | Extent | Product Score | Material Condition | Surface Treatment | Fibre Id. | Material Score | Accessibility Score | Risk Level Assessment |
|-------------------------|----------------------------|-------------------|------------|--------|---------------|--------------------|-------------------|--------------------|----------------|---------------------|--|
| Pipework flange gasket | Asbestos-containing gasket | Presume | | 4 No. | 2 | 1 | 0 | Presume Chrysotile | 4 | 2 |  R3 |

Building: North and South Halls External and roof

Level: 9

Location: 999/externals


| Item / Product Examined | Material Description | Sampling Strategy | Sample No. | Extent | Product Score | Material Condition | Surface Treatment | Fibre Id. | Material Score | Accessibility Score | Risk Level Assessment |
|---|----------------------|-------------------|------------|--------|---------------|--------------------|-------------------|-----------|----------------|---------------------|---|
| Pipework flange gasket | Gasket | Removed | | | | | | | | |  REMOVED |
| 💬 Old pipe removed new gas pipe in place. | | | | | | | | | | | |

Building: North Hall, First Floor

Level: 1

Location: 002/north hall gallery

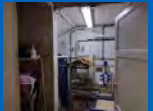



| Item / Product Examined | Material Description | Sampling Strategy | Sample No. | Extent | Product Score | Material Condition | Surface Treatment | Fibre Id. | Material Score | Accessibility Score | Risk Level Assessment |
|---------------------------------------|----------------------------|--------------------|------------|----------|---------------|--------------------|-------------------|------------|----------------|---------------------|---|
| Panels on back of door to boiler room | Asbestos-containing cement | Previously Sampled | 407376-7 | 2.5 Sqm. | 1 | 1 | 1 | Chrysotile | 4 | 3 |  R3 |

Building: North Hall, First Floor

Level: 1

Location: 003/North hall boiler room









| Item / Product Examined | Material Description | Sampling Strategy | Sample No. | Extent | Product Score | Material Condition | Surface Treatment | Fibre Id. | Material Score | Accessibility Score | Risk Level Assessment |
|-------------------------|----------------------------|--------------------|------------|----------|---------------|--------------------|-------------------|------------|----------------|---------------------|--|
| Panels on door | Asbestos-containing cement | Previously Sampled | 407376-7 | 2.5 Sqm. | 1 | 1 | 1 | Chrysotile | 4 | 3 |  R3 |

Building: North Hall, First Floor

Level: 1

Location: 008/former cleaners store





| Item / Product Examined | Material Description | Sampling Strategy | Sample No. | Extent | Product Score | Material Condition | Surface Treatment | Fibre Id. | Material Score | Accessibility Score | Risk Level Assessment |
|--|-----------------------------------|---|------------|-------------------------|---------------|--------------------|-------------------|--------------------|----------------|---------------------|--|
| Electrics - Bill units | Asbestos-containing woven product | Presume | | 3 No. | 1 | 1 | 0 | Presume Chrysotile | 3 | 2 |  R3 |
| | |  No Access: Live service supply | | | | | | | | | |
| Loose packing within pipe intrusion to ceiling | Asbestos-containing insulation | Previously Sampled | 407376-11 | Small Quantity Observed | 3 | 1 | 1 | Amosite | 7 | 1 |  R3 |
| | |  Area cleaned and ceiling opening sealed and labelled. | | | | | | | | | |
| Woven material around ceiling pipe intrusion | Asbestos-containing woven product | Previously Sampled | 407376-12 | Small Quantity Observed | 2 | 1 | 2 | Amosite | 7 | 1 |  R3 |
| | |  Area cleaned and ceiling opening sealed and labelled. | | | | | | | | | |

Building: North Hall, Ground Floor Boiler Rooms

Level: 0

Location: 001/entrance lobby/switch room




| Item / Product Examined | Material Description | Sampling Strategy | Sample No. | Extent | Product Score | Material Condition | Surface Treatment | Fibre Id. | Material Score | Accessibility Score | Risk Level Assessment |
|--|-----------------------------------|--------------------|------------|--------|---------------|--------------------|-------------------|--------------------|----------------|---------------------|---|
| Electrics - MEM and Bill units | Asbestos-containing woven product | Presume | | 16 No. | 2 | 1 | 1 | Presume Chrysotile | 5 | 1 |  R3 |
| <div> <div></div> No Access: Live service supply Older electrical units are known to have used asbestos rope and paper fuse lining. </div> | | | | | | | | | | | |
| Pipework flange gasket | Asbestos-containing gasket | Previously Sampled | 407376-21 | 3 No. | 2 | 1 | 1 | Chrysotile | 5 | 2 |  R3 |

Building: North Hall, Ground Floor Boiler Rooms

Level: 0

Location: 003/boiler room

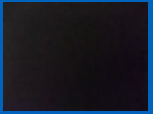


| Item / Product Examined | Material Description | Sampling Strategy | Sample No. | Extent | Product Score | Material Condition | Surface Treatment | Fibre Id. | Material Score | Accessibility Score | Risk Level Assessment |
|---|-----------------------------------|-------------------|------------|--------|---------------|--------------------|-------------------|--------------------|----------------|---------------------|---|
| Electrics - oval labelled MEM units | Asbestos-containing woven product | Presume | | 2 No. | 2 | 1 | 1 | Presume Chrysotile | 5 | 1 |  R3 |
| <div> <div></div> No Access: Live service supply Old MEM units are known to have used asbestos rope and paper fuse lining. </div> | | | | | | | | | | | |

Building: North Hall, Ground Floor Boiler Rooms

Level: 0

Location: 004/boiler room corridor






No Records were taken at this Location

Building: North Hall, Ground Floor Boiler Rooms

Level: 0

Location: 005/boiler room corridor




| Item / Product Examined | Material Description | Sampling Strategy | Sample No. | Extent | Product Score | Material Condition | Surface Treatment | Fibre Id. | Material Score | Accessibility Score | Risk Level Assessment |
|---|-----------------------------------|-------------------|------------|--------|---------------|--------------------|-------------------|--------------------|----------------|---------------------|---|
| Electrics | Asbestos-containing woven product | Presume | | 3 No. | 2 | 1 | 1 | Presume Chrysotile | 5 | 1 |  R3 |
| <div>  No Access: Live service supply  Older MEM units are known to have used asbestos rope and paper fuse lining. </div> | | | | | | | | | | | |

Building: North Hall, Second Floor Gallery and Offices

Level: 2

Location: 001/north hall gallery

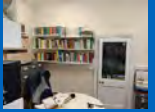



| Item / Product Examined | Material Description | Sampling Strategy | Sample No. | Extent | Product Score | Material Condition | Surface Treatment | Fibre Id. | Material Score | Accessibility Score | Risk Level Assessment |
|------------------------------------|----------------------------|--------------------|------------|-----------|---------------|--------------------|-------------------|------------|----------------|---------------------|---|
| Sealant to panel on top of cabinet | Asbestos-containing mastic | Previously Sampled | 407376-2 | 0.25 Sqm. | 1 | 1 | 0 | Chrysotile | 3 | 2 |  R3 |

Building: North Hall, Second Floor Gallery and Offices

Level: 2

Location: 006/office



| Item / Product Examined | Material Description | Sampling Strategy | Sample No. | Extent | Product Score | Material Condition | Surface Treatment | Fibre Id. | Material Score | Accessibility Score | Risk Level Assessment |
|-----------------------------------|----------------------------|--------------------|------------|--------|---------------|--------------------|-------------------|------------|----------------|---------------------|---|
| Panels to face of door into 0/007 | Asbestos-containing cement | Previously Sampled | 407376-3 | 2 Sqm | 1 | 1 | 1 | Chrysotile | 4 | 3 |  R3 |

Building: North Hall, Second Floor Gallery and Offices

Level: 2

Location: 007/office

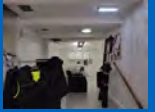



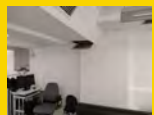

| Item / Product Examined | Material Description | Sampling Strategy | Sample No. | Extent | Product Score | Material Condition | Surface Treatment | Fibre Id. | Material Score | Accessibility Score | Risk Level Assessment |
|-----------------------------------|----------------------------|-----------------------------|------------|--------|---------------|--------------------|-------------------|------------|----------------|---------------------|--|
| Panels to back of door into 2/006 | Asbestos-containing cement | Previously Cross Referenced | 407376-3 | 2 Sqm. | 1 | 1 | 1 | Chrysotile | 4 | 2 |  R3 |

Building: South Hall, Basement

Level: -1

Location: 005/staff room and kitchen



| Item / Product Examined | Material Description | Sampling Strategy | Sample No. | Extent | Product Score | Material Condition | Surface Treatment | Fibre Id. | Material Score | Accessibility Score | Risk Level Assessment |
|------------------------------------|--|-------------------|------------|--------|---------------|--------------------|-------------------|--------------------|----------------|---------------------|---|
| Pipework flange gasket to gas main | Gasket | Removed | | | | | | | | |  REMOVED |
| New gas meter installed 19/04/13 | | | | | | | | | | | |
| Cable wrap within ceiling void | Asbestos-containing bituminous product | Presume | | 3 Lm. | 1 | 1 | 1 | Presume Chrysotile | 4 | 2 |  R3  R3 |

Building: South Hall, Basement




Level: -1

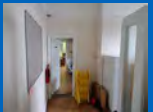
Location: 009/aquarium plant room





| Item / Product Examined | Material Description | Sampling Strategy | Sample No. | Extent | Product Score | Material Condition | Surface Treatment | Fibre Id. | Material Score | Accessibility Score | Risk Level Assessment |
|-----------------------------|--------------------------------|-------------------|------------|----------------------|---------------|--------------------|-------------------|---------------------|----------------|---------------------|--|
| Residue to walls | Asbestos-containing insulation | Presume | | Extent Indiscernible | 3 | 2 | 1 | Presume Crocidolite | 9 | 2 |  R2 |
| Several walls encapsulated. | | | | | | | | | | | |

Building: South Hall, Basement**Level: -1****Location: 011/plant switch room**

| Item / Product Examined | Material Description | Sampling Strategy | Sample No. | Extent | Product Score | Material Condition | Surface Treatment | Fibre Id. | Material Score | Accessibility Score | Risk Level Assessment |
|--|--------------------------------|-------------------|------------|---------------|---------------|--------------------|-------------------|-----------------------------|----------------|---------------------|---|
| Asbestos within stored old fuses | Asbestos-containing insulation | Strongly Presume | | No.100 approx | 2 | 1 | 1 | Strongly Presume Chrysotile | 5 | 1 |  R3  R3 |
|  Fuses dated to 1975 standard or older have a high likelihood of containing asbestos. | | | | | | | | | | | |

Building: South Hall, First Floor Gallery and Offices**Level: 1****Location: 006/office**

| Item / Product Examined | Material Description | Sampling Strategy | Sample No. | Extent | Product Score | Material Condition | Surface Treatment | Fibre Id. | Material Score | Accessibility Score | Risk Level Assessment |
|--|----------------------|-------------------|------------|--------|---------------|--------------------|-------------------|-----------|----------------|---------------------|---|
| Old safe identified in deriskuk survey DERF009 (04/07/16) | Woven product | Removed | | | | | | | | |  REMOVED |
|  Safe has been removed and is no long in any of the offices. | | | | | | | | | | | |

Building: South Hall, Ground Floor**Level: 0****Location: 004/REDUNDANT LOCATION merged with others security corridor**

No Records were taken at this Location

Building: South Hall, Ground Floor**Level: 0****Location: 006/REDUNDANT LOCATION merged with others toilet lobby**

No Records were taken at this Location

Building: South Hall, Ground Floor

Level: 0

Location: 006/staff area (old locations 4 6 7 9 merged)



Area refurbished late 2021/early 2022. layout changed old locations merged together.

| Item / Product Examined | Material Description | Sampling Strategy | Sample No. | Extent | Product Score | Material Condition | Surface Treatment | Fibre Id. | Material Score | Accessibility Score | Risk Level Assessment |
|------------------------------------|--------------------------------------|--|------------|----------|---------------|--------------------|-------------------|--------------------|----------------|---------------------|-----------------------|
| Floor covering | Modern lino | | | | | | | | | | |
| Walls | Plasterboard, plaster on masonry | | | | | | | | | | |
| Boxing | Wood | | | | | | | | | | |
| Sink pad | Modern | | | | | | | | | | |
| Electrics in small cupboard | Modern | | | | | | | | | | |
| Electrics in location - Armah, MEM | Asbestos-containing woven product | Presume | | 3 No. | 2 | 0 | 1 | Presume Chrysotile | 4 | 1 | R3 |
| | | No Access: Live service supply Old electric units are known to have used asbestos rope and paper fuse lining. | | | | | | | | | |
| Suspended ceiling | Modern compressed cellulose tiles | | | | | | | | | | |
| Beam boxing in ceiling void | Asbestos-containing insulating board | Previously Sampled | 486619-1 | 2.5 Sqm. | 2 | 1 | 1 | Amosite | 6 | 2 | R3 |
| | | Raw areas need encapsulating and labels fitted to section just past the wall to 0/010/security hub. | | | | | | | | | |
| Walls | Plasterboard, brick, breeze block | | | | | | | | | | |

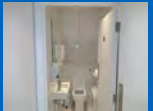
table continued from previous page...



Building: South Hall, Ground Floor**Level: 0****Location: 006/staff area (old locations 4 6 7 9 merged)**

| Item / Product Examined | Material Description | Sampling Strategy | Sample No. | Extent | Product Score | Material Condition | Surface Treatment | Fibre Id. | Material Score | Accessibility Score | Risk Level Assessment |
|----------------------------------|------------------------------|-------------------|------------|--------|---------------|--------------------|-------------------|-----------|----------------|---------------------|-----------------------|
| Ceiling slab | Plastered concrete | | | | | | | | | | |
| Air ducting | Modern metal, no joint seals | | | | | | | | | | |
| Wall and pitched roof insulation | Foam board | | | | | | | | | | |
| Pipe insulation | Foam | | | | | | | | | | |

Building: South Hall, Ground Floor**Level: 0****Location: 007/REDUNDANT LOCATION merged with others lockers and shower**

No Records were taken at this Location

Building: South Hall, Ground Floor**Level: 0****Location: 008/new toilet**

| Item / Product Examined | Material Description | Sampling Strategy | Sample No. | Extent | Product Score | Material Condition | Surface Treatment | Fibre Id. | Material Score | Accessibility Score | Risk Level Assessment |
|-----------------------------|---|-----------------------------|------------|--------|---------------|--------------------|-------------------|-----------|----------------|---------------------|---|
| Walls | Plasterboard, plaster on masonry, ceramic tiles | | | | | | | | | | |
| Beam boxing in ceiling void | Asbestos-containing insulating board | Previously Cross Referenced | 486619-1 | 1 Sqm. | 2 | 1 | 1 | Amosite | 6 | 2 |   |

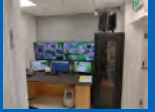
Building: South Hall, Ground Floor**Level: 0****Location: 009/REDUNDANT LOCATION merged with others security rest area**



No Records were taken at this Location

Building: South Hall, Ground Floor

Level: 0

Location: 010/security hub



| Item / Product Examined | Material Description | Sampling Strategy | Sample No. | Extent | Product Score | Material Condition | Surface Treatment | Fibre Id. | Material Score | Accessibility Score | Risk Level Assessment | |
|--------------------------|--------------------------------------|--|------------|--------|---------------|--------------------|-------------------|-----------|----------------|---------------------|---|---|
| Beam boxing ceiling void | Asbestos-containing insulating board | Previously Cross Referenced | 486619-1 | 3 Sqm. | 2 | 2 | 2 | Amosite | 8 | 2 |  |  |
| | | 🗨 Bottom and side facing staff area encapsulated. side over room is raw. | | | | | | | | | | |

Annotated Plans and Other Additional Documents

The following documents accompany this report and should be regarded as an integral part of this report.

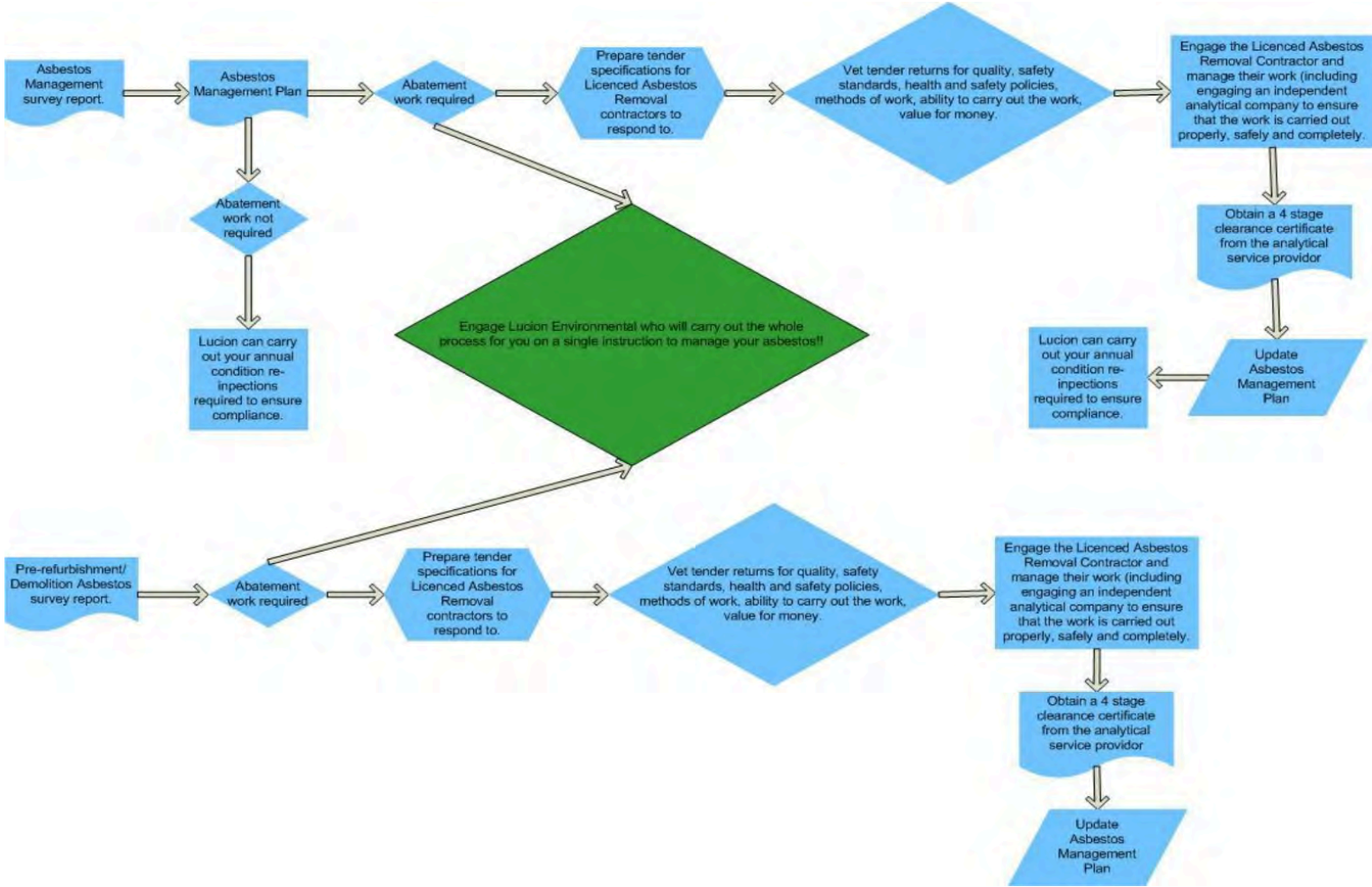
They can be downloaded from <https://web.lucion.co.uk/reports/520705/attachments>.

- [Method Statement \[https://web.lucion.co.uk/print/method_statements/520705?s=60f4cf3bd45686d69bfa1de1495e7876 \]](https://web.lucion.co.uk/print/method_statements/520705?s=60f4cf3bd45686d69bfa1de1495e7876)
- [Risk Assessment \[https://web.lucion.co.uk/print/risk_assessment/520705?s=232d1ba9b1df68cd19df37df9a3a570a \]](https://web.lucion.co.uk/print/risk_assessment/520705?s=232d1ba9b1df68cd19df37df9a3a570a)
- [A4-Plan_520705_North-and-South-Halls-Horniman-Museum-and-Gardens.pdf](#)

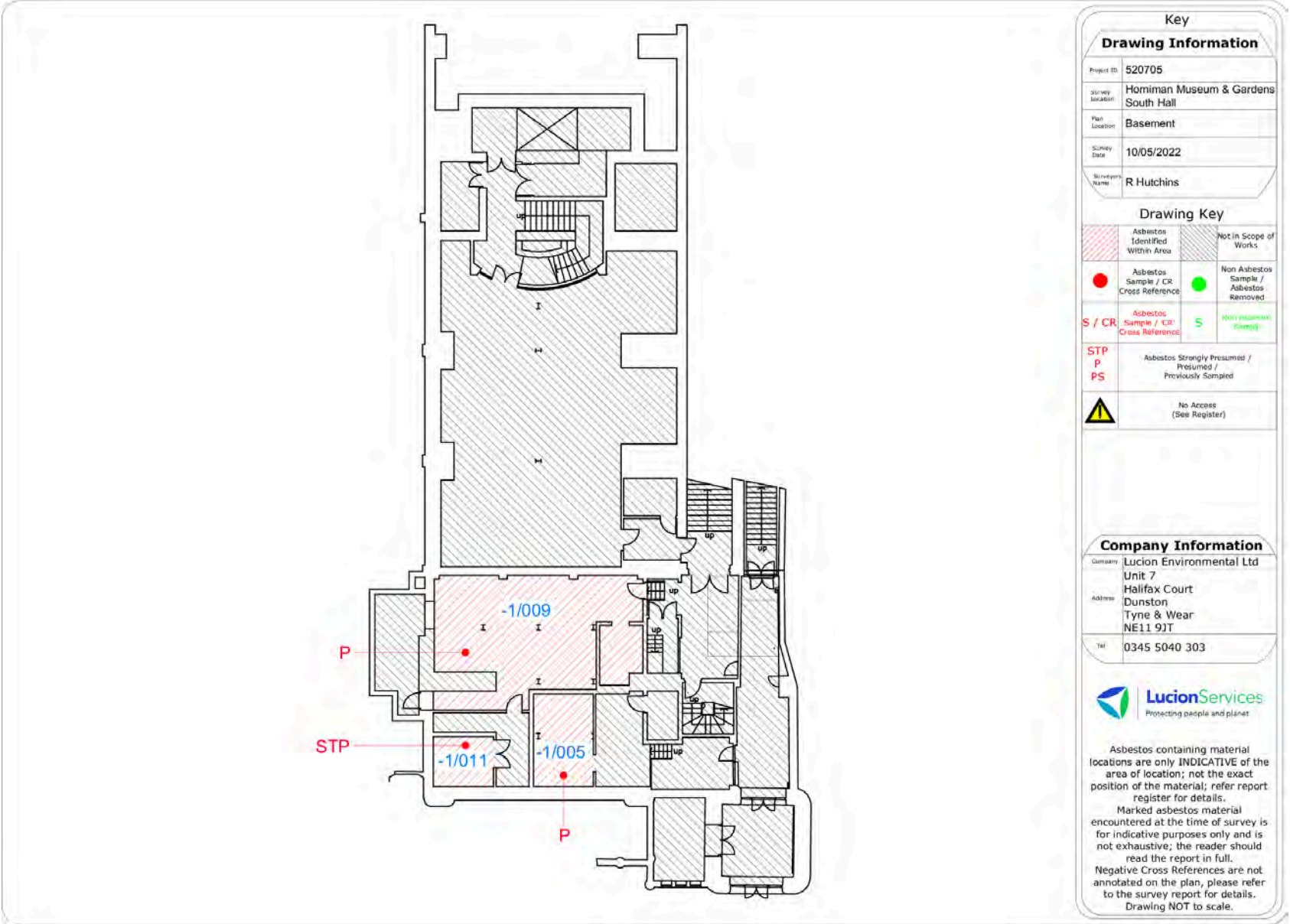
Post Inspection Support

The ultimate aim of any management plan must be the prevention of exposure to personnel working on your premises. You should therefore make this register available for consultation and keep it regularly updated. Publications relating to the Control of Asbestos Regulations (2012) suggest an annual reinspection as minimum (more frequently for higher risk materials) by a competent person.

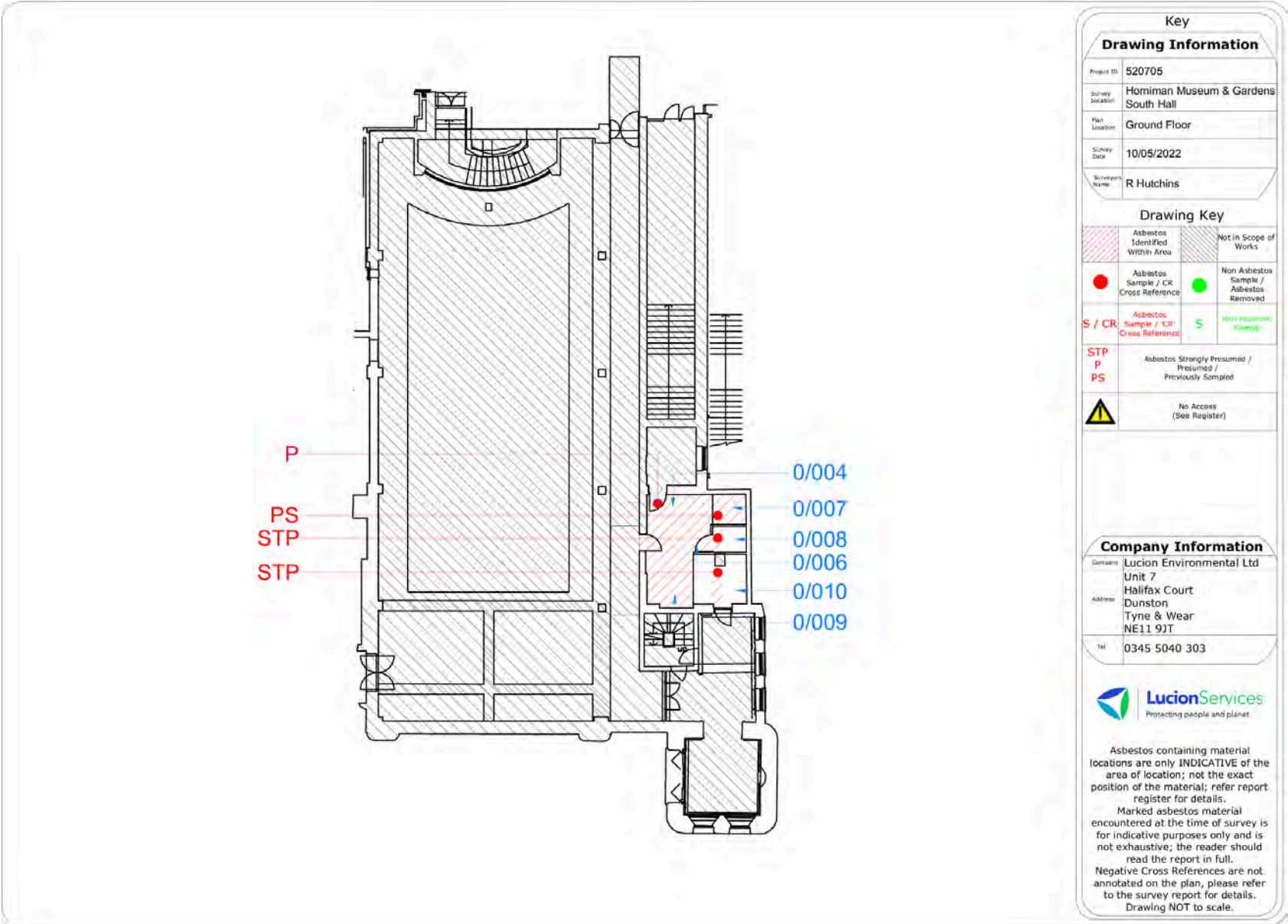
Remember, an asbestos survey is the first step in asbestos management. Effective asbestos management often needs specialist advice; have a look at the diagram below which shows the basic steps in formulating a typical asbestos management plan. Lucion realise that you may need some assistance in drafting your management plan; please give us a call on **0191 4618999** or send an email to enquiries@lucionservices.com or visit the lucion website [<https://www.lucionservices.com/>] for advice on any of the steps shown below:



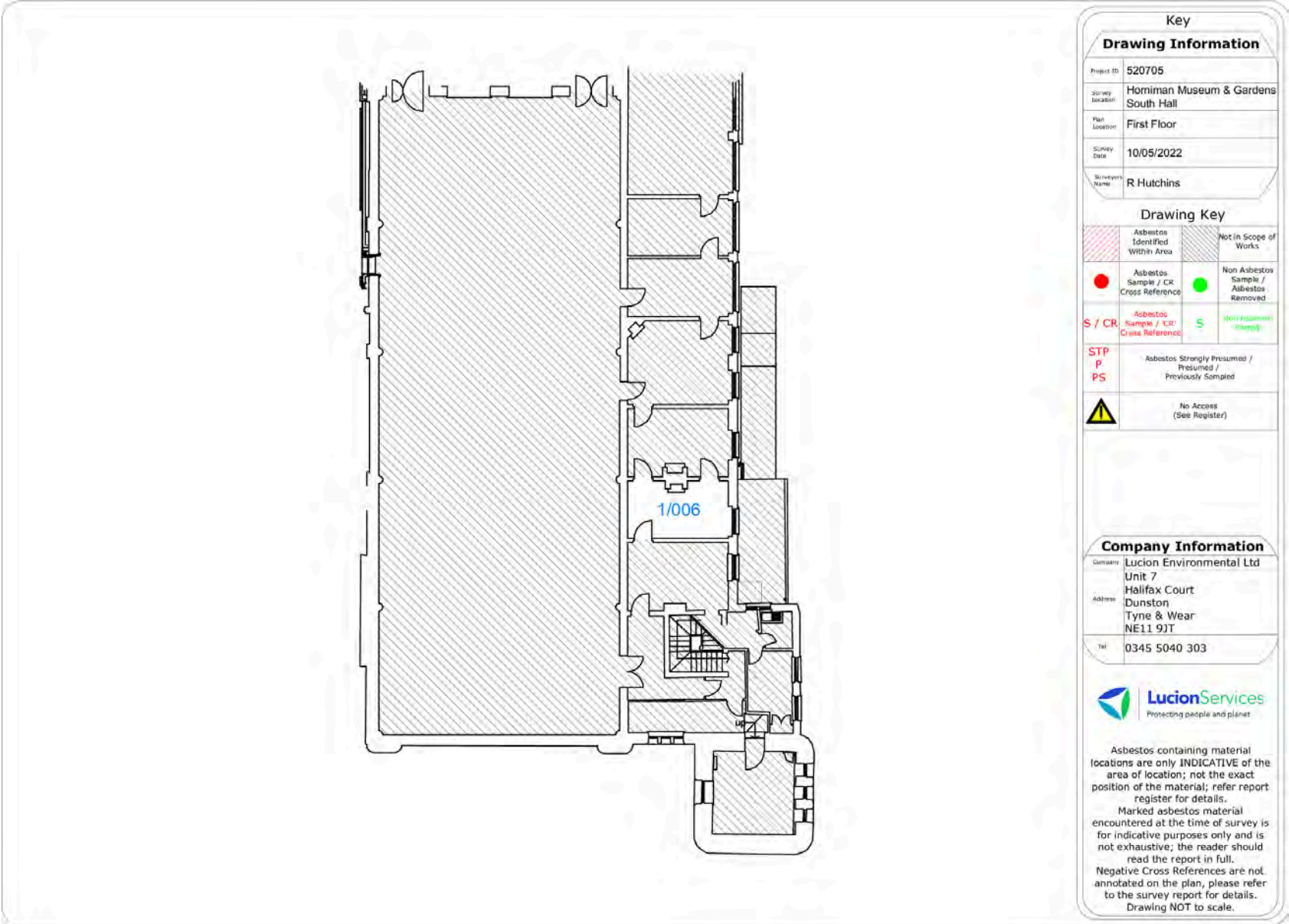
Annotated Plans A4-Plan_520705_North-and-South-Halls-Horniman-Museum-and-Gardens.pdf



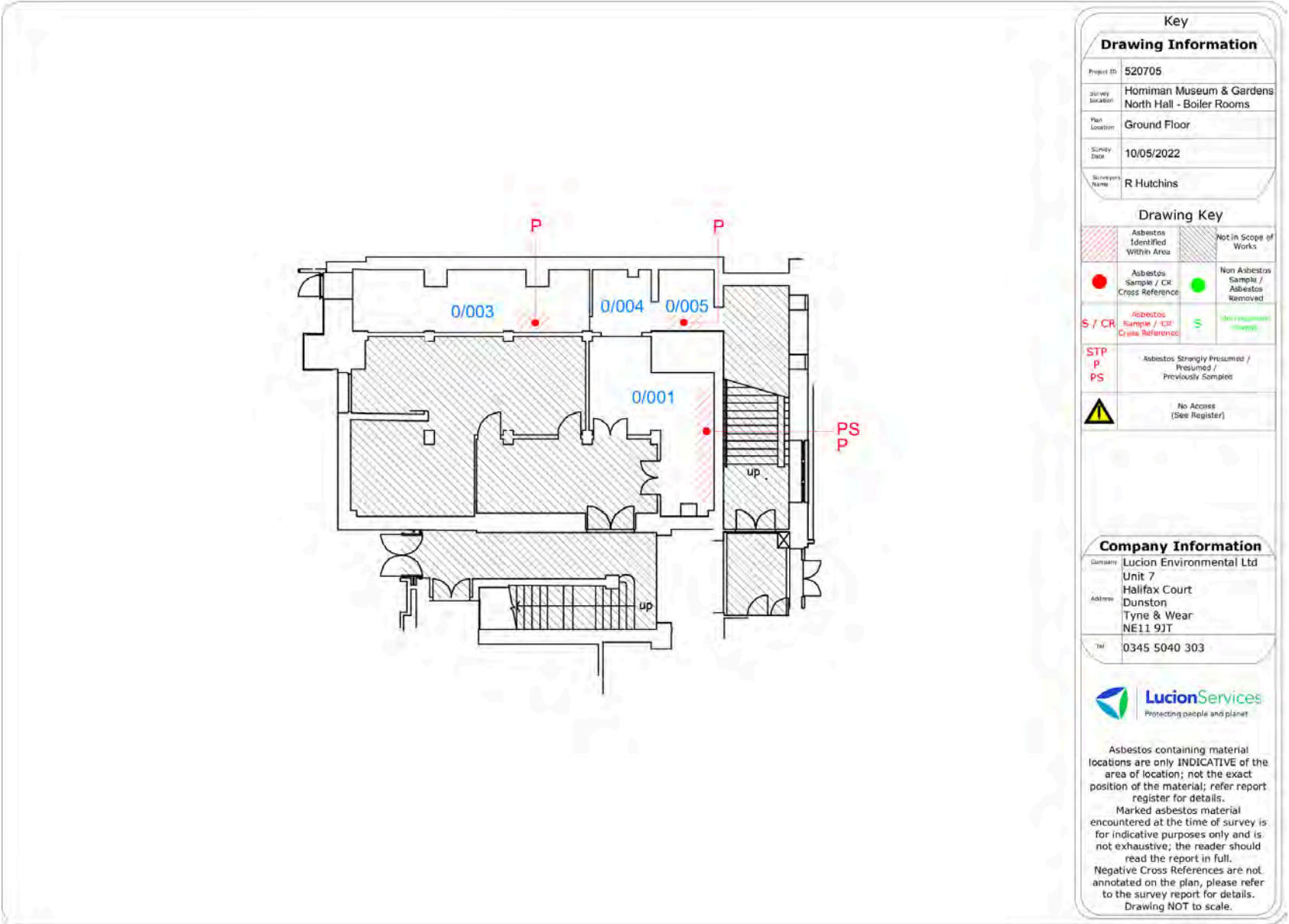
A4-Plan_520705_North-and-South-Halls-Horniman-Museum-and-Gardens.pdf



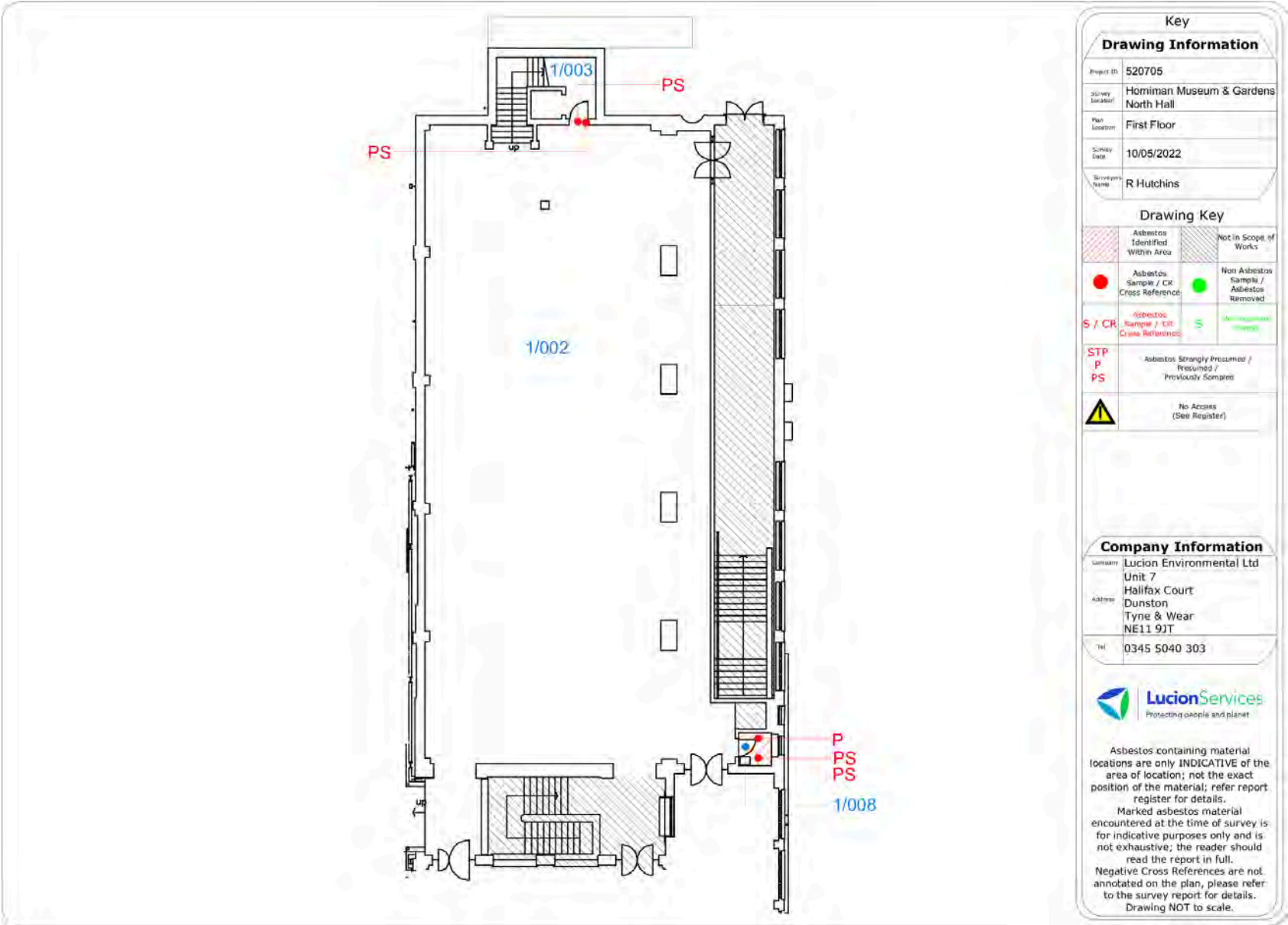
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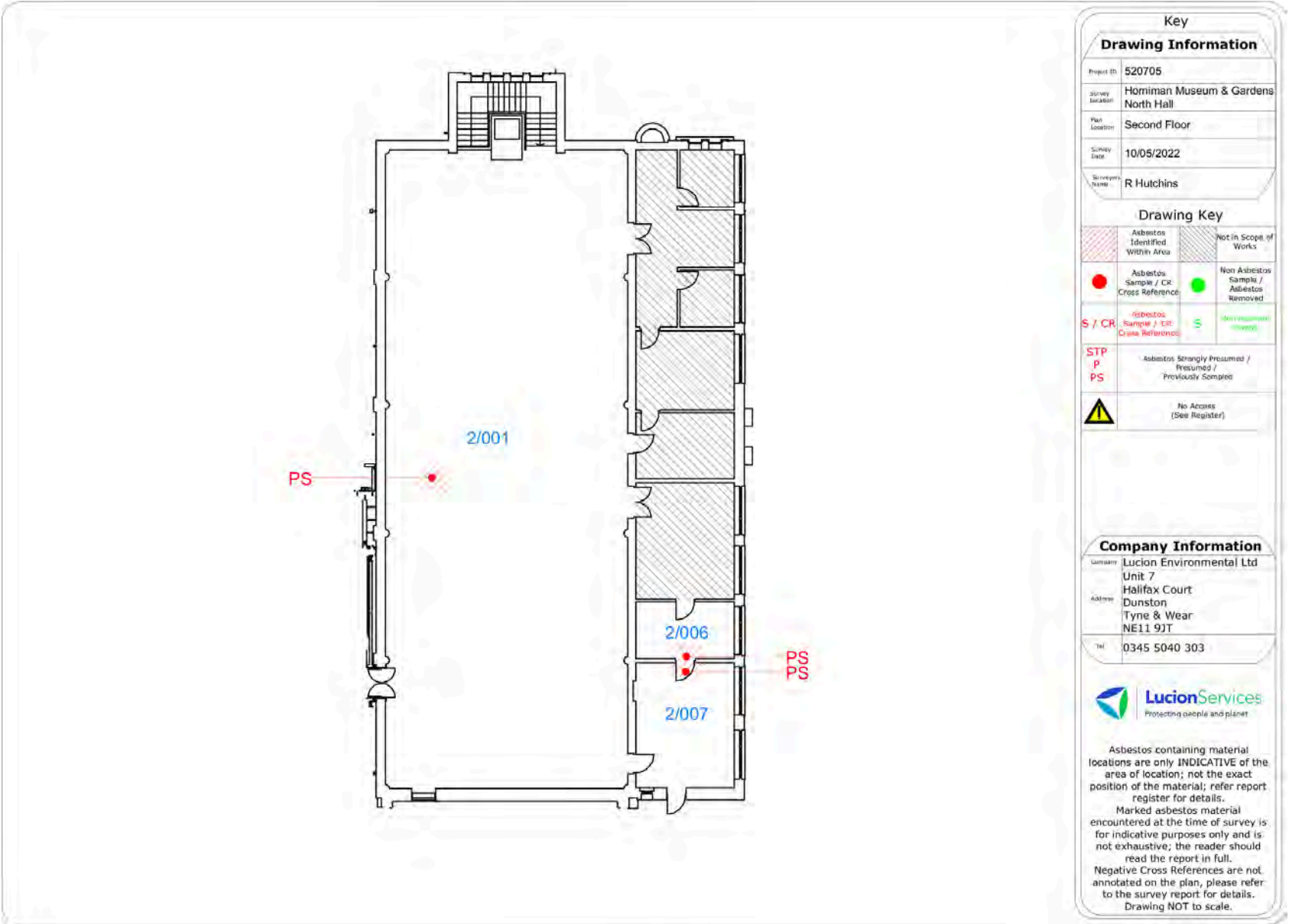
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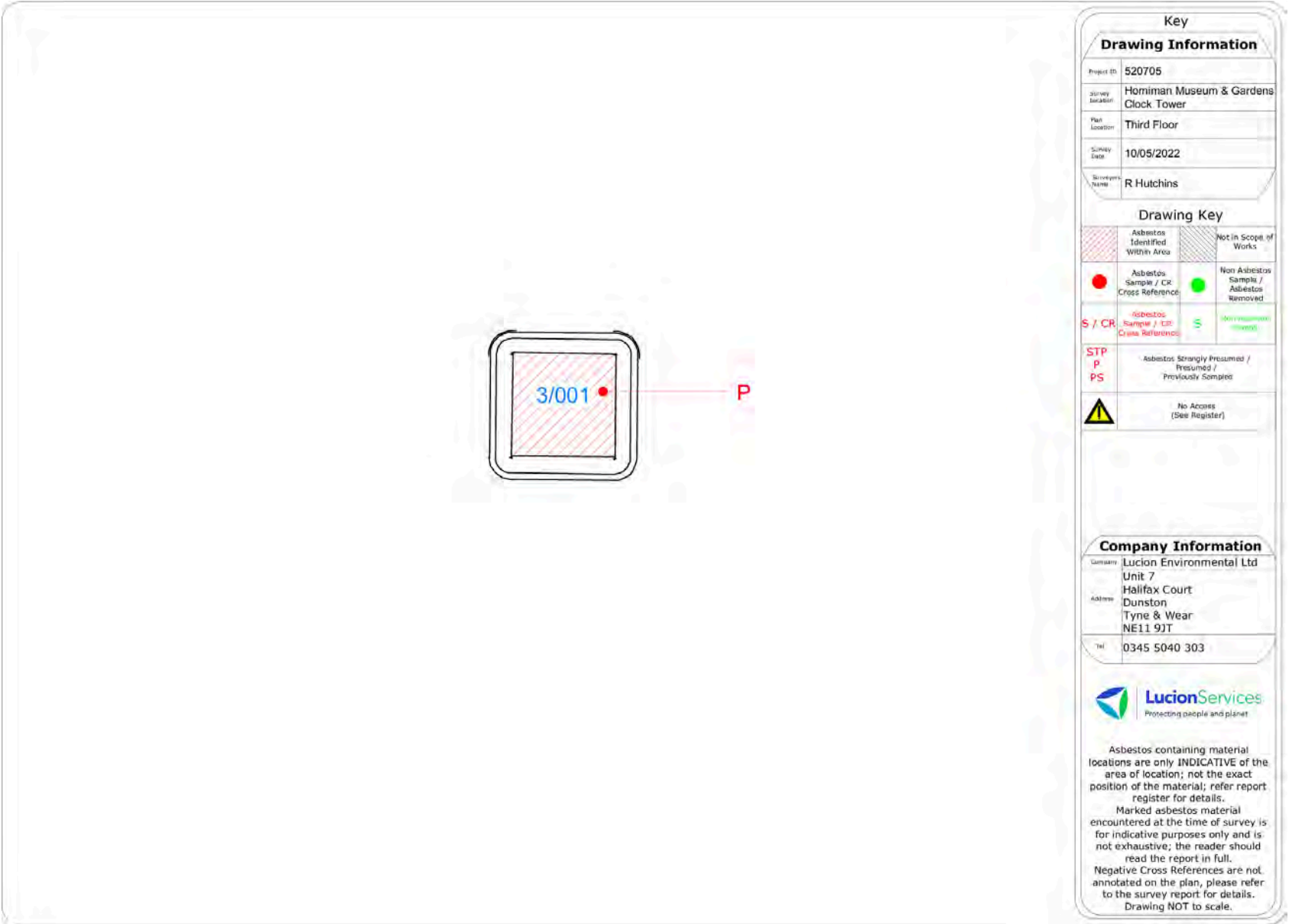
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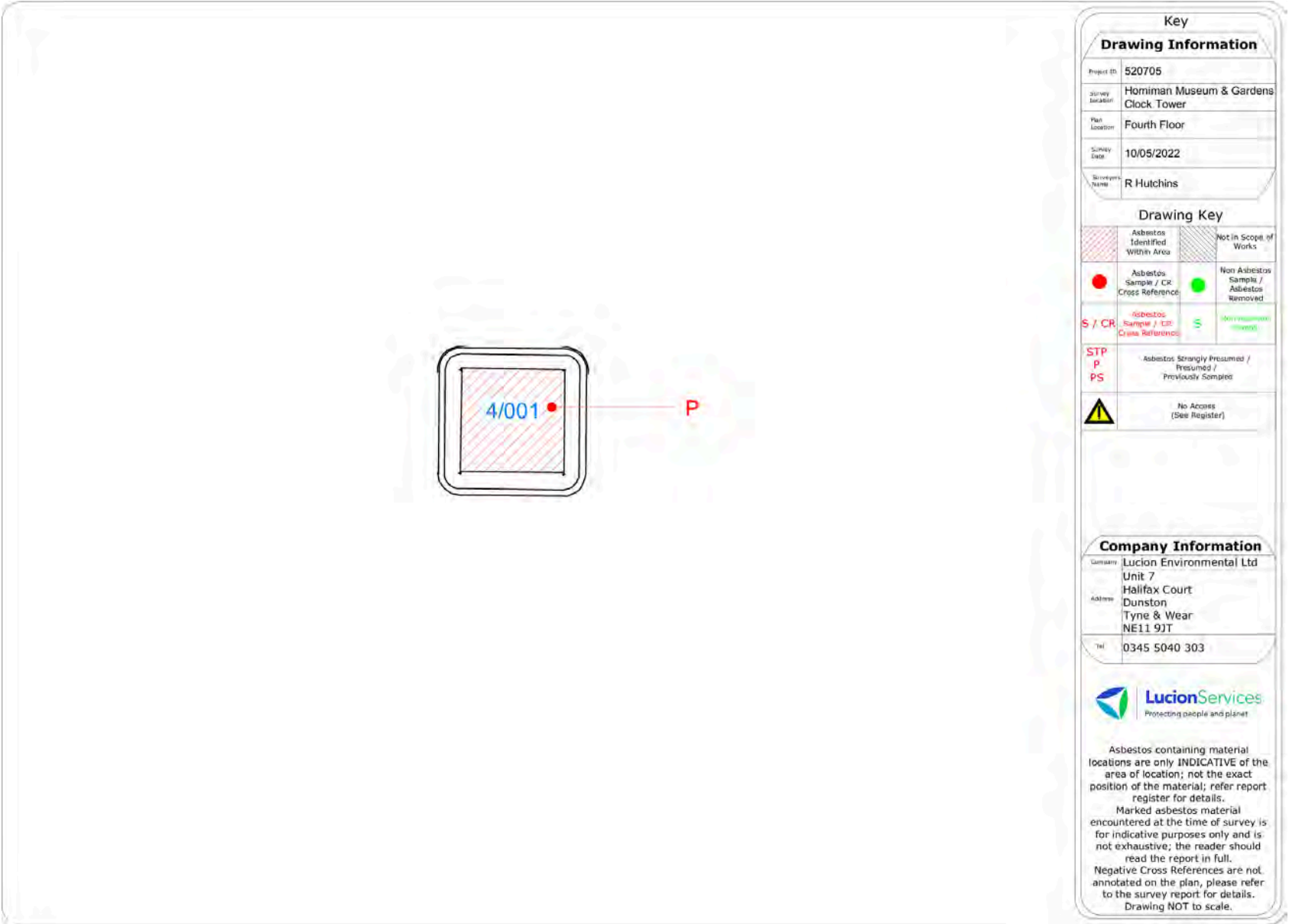
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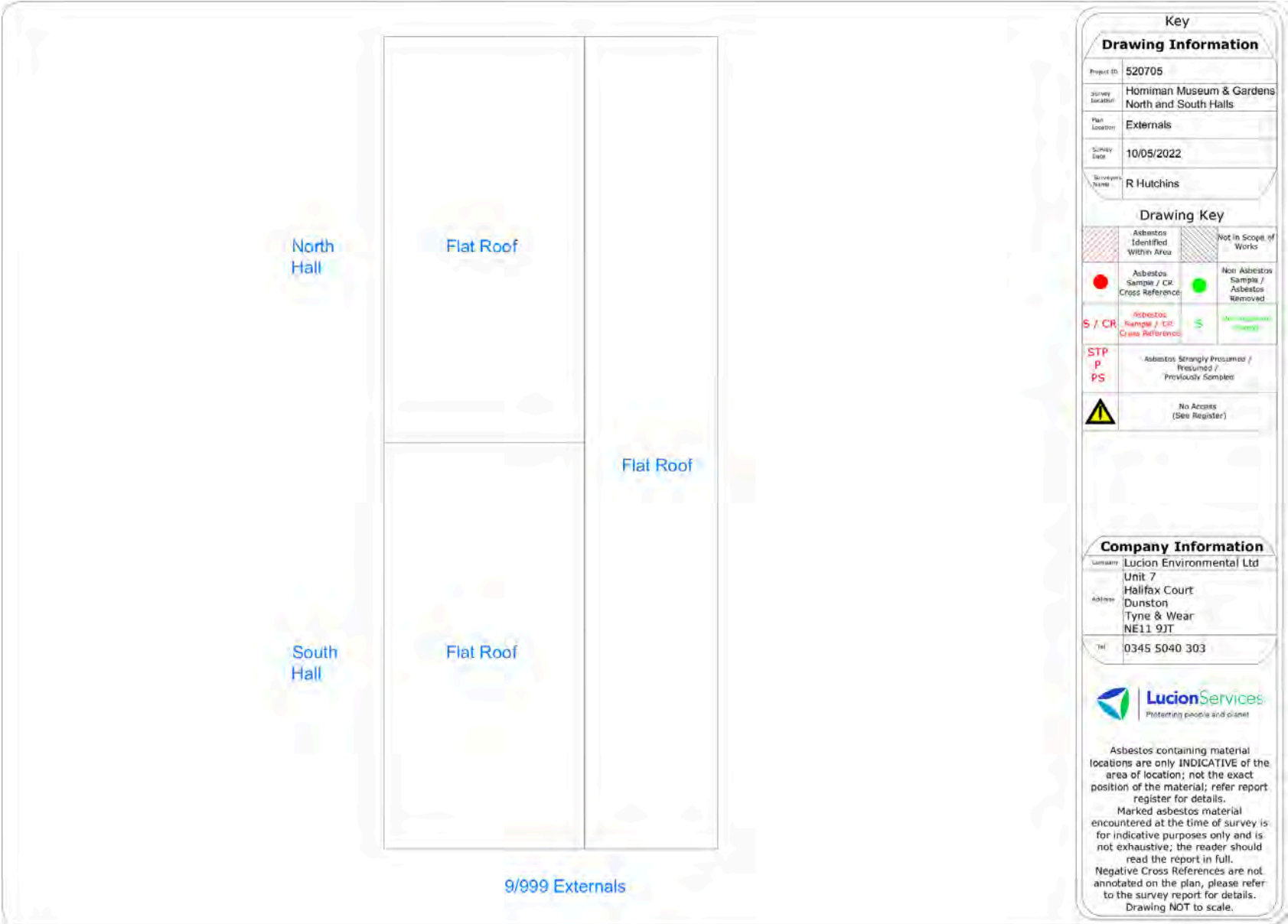
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APPENDIX C - 2021 ASBESTOS MANAGEMENT PLAN



Lucion
Environmental

Delivering **Trusted** Hazard Management to the Built Environment

Asbestos Management Plan:

**Horniman Museum
100 London Road
Forest Hill
London
SE23 3PQ**

| | | | |
|--------------------------------|-----------------|-------------------------|--------|
| Nexgen Contract ID: | 56690 | NexGen Job ID: | 461914 |
| Version: | DRAFT | Completion Date: | |
| Report Author: | Joanne Cooke | | |
| Report Issue Date: | 29th March 2020 | | |
| Recommended review date | | | |

| Date | Version | Comments |
|------------|---------|--------------------------------|
| 22/03/2021 | DRAFT | First draft issued for comment |
| | | |
| | | |
| | | |
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Important Information about your Asbestos Management Plan

**This Asbestos Management Plan is a document with legal status
IT SHOULD BE MADE AVAILABLE AT ALL TIMES**

If you need help understanding the requirements of this document contact:

Responsible Person (Asbestos):

Estates Manager

Tim Hopkins

Tel: 020 8291 8680

Email: thopkins@horniman.ac.uk

Alternative contact:

TBC

1.0 - Introduction to the Management of Asbestos

Introduction

Regulation 4 of the Control of Asbestos Regulations 2012, requires that reasonable steps are put in place to manage the risk posed by the presence of asbestos containing materials in non-domestic premises. Those responsible for managing these risks are termed "Duty Holders".

The broad requirements on duty holders are to:

- Take reasonable steps to determine the location of materials likely to contain asbestos
- Presume materials to contain asbestos, unless there are good reasons not to do so
- Make and maintain a written record of the location of the asbestos and presumed asbestos materials
- Monitor the condition of asbestos and presumed asbestos materials
- Assess the risk of exposure from the asbestos and presumed asbestos materials and document the actions necessary to manage the risk
- Take steps to see that the actions above are carried out.

In order to manage the risk from asbestos-containing materials there is a requirement to:

- Keep and maintain an up-to-date record of the location, condition, maintenance and removal of all asbestos-containing material on the premises
- Repair, seal or remove, if there is a risk of exposure due to its condition or location
- Maintain it in a good state of repair and regularly monitor the condition
- Inform anyone who is likely to disturb it about the location and condition of the material
- Have arrangements and procedures in place, so that work which may disturb the material complies with CAR 2012
- Review the plan at regular intervals and make changes to the plan and arrangements if circumstances change.

This document outlines the steps needed to ensure compliance with the aforementioned requirements whilst occupying and/or working throughout Horniman Museum owned or controlled buildings.

Scope of Policy

The Horniman Museum recognise their duties under the Health and Safety at Work Act 1974, the Control of Asbestos Regulations 2012 and all associated Approved Codes of Practices and are committed to the effective management of asbestos.

The Horniman Museum recognise their responsibilities to contractors and others involved in building and maintenance projects established through the Construction (Design and Management) Regulations 2015 and its duties as Duty Holder to ensure that asbestos is managed as defined by Regulation 4 of the Control of Asbestos Regulations 2012.

This Asbestos Management Plan sets out the Horniman Museum's strategy for compliance of all relevant Health and Safety legislation regarding asbestos for all Birchwood Park properties under its control.

This document details what steps will be undertaken by the Horniman Museum (referred to throughout this document as the Museum) to ensure that the risk from known or suspected Asbestos Containing Materials (ACMs) identified is adequately managed, so that as far as reasonably practicable no one can come to any harm from asbestos.

It also details the responsibilities of the Museum and its employees, contractors and regular building users. All procedures outlined within are mandatory for all parties involved. This document and the procedures outlined require the cooperation of all employees, all staff, building users and contractors who also have responsibilities to ensure a safe and healthy working environment is maintained at all times.

2.0 - Asbestos management legislation

There are many health and safety regulations that directly or indirectly place duties on employers in relation to asbestos. These are outlined in relation to the management of asbestos across all sites for which the Museum and all other key stakeholders have responsibility:

The Health & Safety at Work etc Act 1974 (HSW): requires employers to conduct their work in such a way that their employees will not be exposed to health and safety risks, and to provide information to other people about their workplace which might affect their health and safety. Section 3 of the HSW Act contains general duties on employers and the self-employed in respect of people other than their own employees. Section 4 contains general duties for anyone who has control, to any extent, over a workplace;

The Management of Health & Safety at Work Regulations 1999: (the Management Regulations) requires employers and self-employed people to make an assessment of the risks to the health and safety of themselves, employees and people not in their employment, arising out of or in connection with the conduct of their business – and to make appropriate arrangements for protecting those people's health and safety. Any assessment made for the purposes of the Asbestos Regulations will not need to be repeated for the Management Regulations;

The Workplace (Health, Safety and Welfare) Regulations 1992: requires employers to maintain workplace buildings so as to protect occupants and workers;

The Construction (Design & Management) Regulations 2015: require the client to pass on information about the state or condition of any premises (including the presence of hazardous materials such as asbestos) to the CDM Coordinator before any work begins and to ensure that the health and safety file is available for inspection by any person who needs the information.

The Control of Asbestos Regulations (CAR) 2012: requires employers to prevent the exposure of their employees to asbestos, or where this is not practicable, to reduce the exposure to the lowest possible level.

Regulation 4 specifically requires duty holders to:

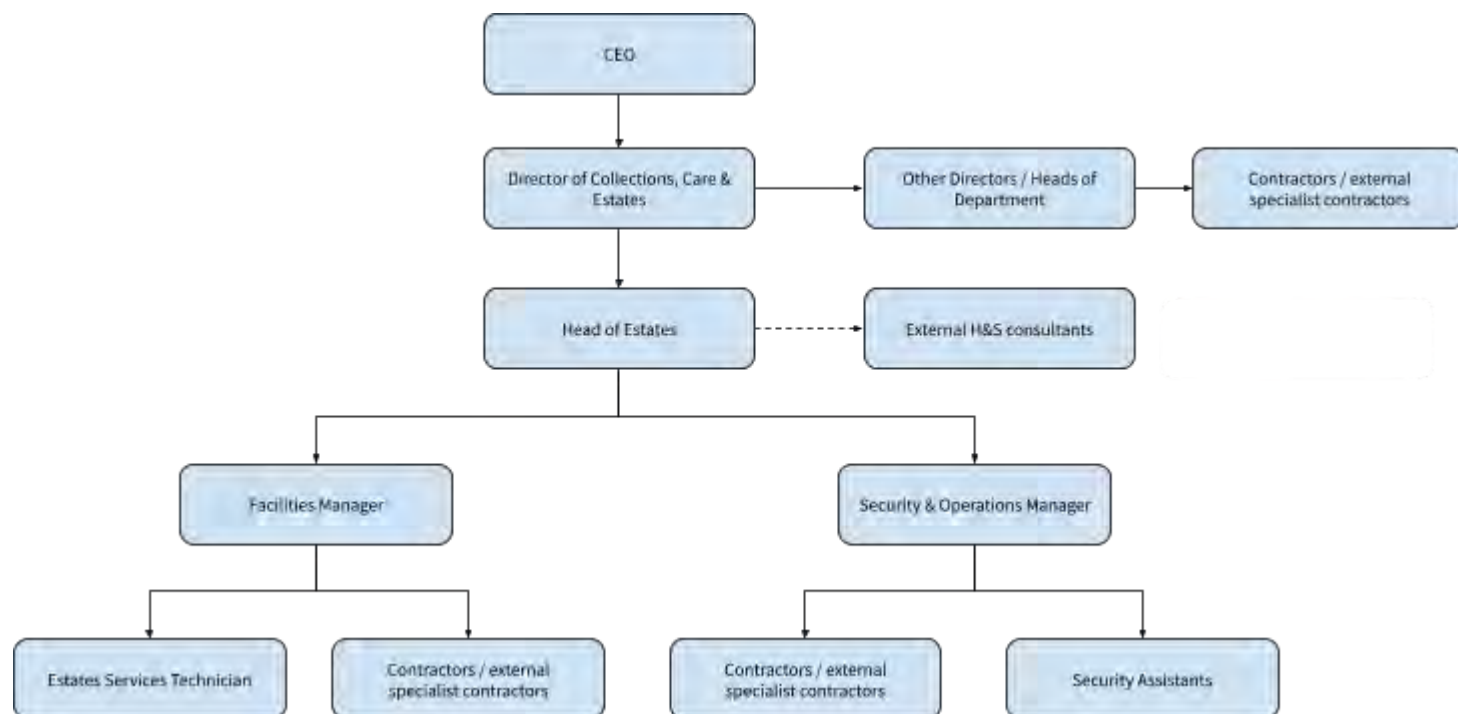
- a) Take reasonable steps to find materials in premises likely to contain asbestos and to check their condition;
- b) Presume that materials contain asbestos unless there is strong evidence to suppose that they do not;
- c) Make a written record of the location and condition of asbestos and presumed asbestos-containing materials (ACMs) and keep the records up to date;
- d) Assess the risk of the likelihood of anyone being exposed to these materials; and
- e) Prepare a plan to manage that risk and put it into effect to ensure that:
 - 1. Any material known or presumed to contain asbestos is kept in a good state of repair;
 - 2. Any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired or if necessary removed; and
 - 3. Information on the location and condition of the material is given to anyone potentially at risk.

Managing and working with asbestos, ACOP L143 (2013): A publication containing the Control of Asbestos Regulations 2012, the Approved Code of Practice (ACOP) and guidance text for employers about work which disturbs, or is likely to disturb, asbestos, asbestos sampling and laboratory analysis. The Regulations set out the legal duties and the ACOP and guidance give practical advice on how to comply with those requirements. The Regulations give minimum standards for protecting employees from risks associated with exposure to asbestos.

3.0 - Roles and Responsibilities for Asbestos Management

This section will outline the roles and responsibilities of all those concerned with the management of asbestos within Horniman Museum. It is recommended that you familiarise yourself with the hierarchy of responsibility that follows to allow rapid and accurate communication in the event of an asbestos incident.

The roles and responsibilities detailed below should be read in conjunction with the below Horniman Museum organogram for asbestos management.



Duty holder and responsible persons

Regulation 4 (CAR 2012) 'the duty to manage' covers all non-domestic premises.

The duty holder as defined by Regulation 4 of CAR 2012: 'every person who has, by virtue of a contract or tenancy, an obligation of any extent in relation to the maintenance or repair of non-domestic premises or any means of access or egress to or from those premises'.

To make sure that asbestos containing materials (ACMs) are properly managed, a named person will be identified and appointed within the Museum who will be responsible for that management. This person has been identified as the Responsible Person (Asbestos) and will be undertaken by the Estates Manager. The responsible person will need the resources, skills, training, authority etc to ensure the job can be done.

The duty holder's legal responsibilities cannot be delegated, but duty holders can nominate others to do all or part of the work to assist in complying with the duties. Anyone or any organisation who is nominated to do some work must know what it is they have to do and be able to do it safely. They should be competent to do this work.

Overview of roles and responsibilities

Where duties have been outlined, this should be used as an initial guide for discussion/definition of roles. All responsibilities can be delegated, unless otherwise stated, but it should remain the responsibility of the designated person to ensure they are completed satisfactorily.

Role: Duty Holder - Horniman Museum (CEO)

Roles and responsibilities:

Overall responsibility for ensuring that all regulations and legislation relevant to asbestos are implemented and that appropriate management systems are in place to minimise the risk of exposure to asbestos, of its staff, visitors and any persons engaged to carry out work on its behalf.

Ensure adequate resources are made available to enable the Responsible Person (Asbestos) to fully comply with all Asbestos Regulations and Guidance.

Role: Other Directors / Heads of Department / Other Senior Managers

Roles and responsibilities:

All Directors / Heads of Departments / Senior Managers have a responsibility to ensure that their staff are aware of the Asbestos Management Plan and for ensuring that they comply with the requirements as detailed within this Asbestos Management Plan (including organising asbestos training as identified in this Asbestos Management Plan).

Role: Responsible Person (Asbestos) - Head of Estates

Training requirements: UKATA Asbestos awareness, UKATA Duty to Manage

On-going training requirements: Refresher training

Roles and responsibilities:

1. Act as the asbestos lead and oversee asbestos management provision across Horniman Museum.
2. Inform all relevant parties of the asbestos management provision and their responsibilities.
3. Undertake a training needs analysis to ensure adequate instruction and training is provided to enable persons to fulfil their responsibilities with regards to asbestos management.
4. Coordinate appropriate training with a suitable refresher training regime.
5. Oversee the implementation of all procedures and safe systems of work regarding asbestos throughout Horniman Museum.
6. Act as the main point of contact for any contracted works directly commissioned and ensure that they are provided with all asbestos information.
7. Ensure a Refurbishment & Demolition survey is undertaken ahead of refurbishment and demolition works (where applicable). All survey works to be undertaken by organisations who have organisational UKAS accreditation to ISO/IEC 17020.
8. Coordinate asbestos remediation works for works in line with the asbestos removal procedure documented in this Asbestos Management Plan. All air testing works to be undertaken by organisations with organisational UKAS accreditation to ISO/IEC 17025.
9. Ensure survey reports are reviewed upon completion to enable any high risk asbestos items present to be dealt with in a timely manner. Any asbestos items requiring remediation that are not affected by proposed project works should be actioned accordingly.
10. Ensure the asbestos records (any additional surveys or remediation works) are uploaded to NexGen upon completion of the survey/remedial site works. These records should be uploaded in a timely fashion to ensure information is available to all parties.

11. Ensure directly managed contractors are aware of the requirements of the asbestos management plan and ensure compliance with all documented procedures.
12. Ensure an assessment of the hazards and risks from asbestos containing materials is undertaken and recommended appropriate control measures defined
13. Ensure adequate instruction and training is provided to enable persons to fulfil their responsibilities with regards to asbestos management.
14. Keep staff and managers informed about asbestos hazards and control measures that are relevant to their work, department and staff
15. Ensure the asbestos records are updated upon completion of any additional surveys or remediation works.
16. Ensure contractor compliance with asbestos management plan requirements.
17. Ensure all records are maintained in accordance with the regulatory requirements and codes of practice for asbestos work.
18. Ensure reinspection surveys are undertaken annually.
19. Implement and review the Asbestos Management Plan every 12 months
20. Request copies / confirmation from Term Contractors that their operatives have undertaken asbestos awareness training as in accordance with Regulation 10 of CAR 2012.
21. Act as the main point of contact for all questions and queries relating to asbestos.

Role: Those commissioning works / People who put people to work

Training requirements: UKATA Asbestos awareness, UKATA duty to manage

Ongoing training requirements: Refresher training

Roles and responsibilities:

1. Act as the main point of contact for any directly managed contracted works commissioned and ensure that they are provided with all asbestos information.
2. Undertake a thorough search of existing asbestos information held prior to undertaking project works. Should information appear insufficient or inaccurate queries should be raised with the Responsible Person (Asbestos).
3. Ensure directly managed contractors are aware of the requirements of the asbestos management plan and ensure compliance with all documented procedures.
4. Ensure directly managed contractors working on site have appropriate and current asbestos training as per the requirements of CAR 2012 (Regulation 10).
5. Undertake asbestos UKATA duty to manage training.
6. Ensure a Refurbishment & Demolition survey is undertaken ahead of refurbishment and demolition works (where applicable). Survey to be organised through the Responsible person (Asbestos). All survey works to be undertaken by organisations who have organisational UKAS accreditation to ISO/IEC 17020.
7. Coordinate asbestos remediation works in line with the asbestos removal procedure documented in this Asbestos Management Plan. Remedial works to be organised by the Responsible person (Asbestos). All air testing works to be undertaken by organisations with organisational UKAS accreditation to ISO/IEC 17025.
8. Ensure the Responsible Person (Asbestos) is informed of any reported previously unidentified or suspected asbestos, damaged asbestos or if they know that the condition of any asbestos containing material has changed in any way.
9. Ensure an assessment of planned works is made against the asbestos information provided prior to commencing works.
10. Ensure satisfied with asbestos management plan safe working procedures and operate within these procedures.
11. Fully comply with Horniman Museum and the Responsible Person (Asbestos) in order to maintain compliance with asbestos legislation and achieve the goal of effective asbestos management.
12. Direct any questions or queries regarding asbestos to the Responsible Person (Asbestos).

Role: Term contractors, general contractors and subcontractors

Training requirements: Asbestos awareness

On-going training requirements: Refresher training

Roles and responsibilities:

1. Provide Horniman Museum with verification that all operatives have undertaken asbestos awareness training as per Regulation 10 of CAR 2012.
2. Ensure works are undertaken with due care and attention following asbestos safe working practices.
3. Ensure an assessment of planned works is made against the asbestos information available prior to commencing works. Should information appear insufficient or inaccurate queries should be raised with the property help desk before undertaking works.
4. Ensure any subcontractors have undertaken asbestos awareness training, are provided with the relevant asbestos information to their planned works and agree to work within all safe systems of work and procedures implemented by Horniman Museum.
5. Ensure satisfied with asbestos safe working procedures within Horniman Museum and operate within these procedures.
6. Stop works IMMEDIATELY and inform the person commissioning the works if they find any previously unidentified asbestos, damaged asbestos or if they know that the condition of any asbestos containing material has changed in anyway.
7. Fully comply with Horniman Museum in order to maintain compliance with asbestos legislation and achieve the goal of effective asbestos management.
8. Direct any questions or queries regarding asbestos to the person instructing the works.

4.0 - Action Plan

This section details what steps should be undertaken to achieve the goal of effective asbestos management. The detail given here is further to the comments and recommendations given within the Asbestos Registers held.

Short Term Actions

Actions which should be undertaken in the next three months:

| Action | Timescale | Responsibility | Status |
|---|---------------------|---|--------------|
| 1. Appoint a person responsible for asbestos management | March 2021 | Horniman Museum | Complete |
| 2. Prepare an Asbestos Management Plan | March 2021 | Lucion / Responsible Person (Asbestos) | Draft issued |
| 3. Inform all parties (in writing) of their responsibilities with regards to asbestos management | May 2021 | Responsible Person (Asbestos) | |
| 4. Undertake a training needs analysis and devise training strategy (including refresher training requirements) | May 2021 | Responsible Person (Asbestos) | |
| 5. Coordinate appropriate asbestos training | June 2021 | Responsible Person (Asbestos) | |
| 7. Ensure all relevant parties have access to the asbestos records/register | May 2021 | Responsible Person (Asbestos) | |
| 8. Ensure priority assessments are undertaken and recorded for all asbestos containing materials | June 2021 | Responsible Person (Asbestos) in liaison with Asbestos Consultant | |
| 9. Arrange remediation works for any high risk identified risks (R1) where posing a direct risk to health | As soon as possible | Responsible Person (Asbestos) | |

Medium Term Actions

Actions which should be undertaken in the next three to six months:

| Action | Timescale | Responsibility | Status |
|---|-----------------|-------------------------------|--------|
| 1. Arrange remediation works for any medium identified risks (R2) that may be restricting day to day maintenance throughout the sites | Within 6 months | Responsible Person (Asbestos) | N/a |
| 2. Request verification from term maintenance contractors that their operatives have asbestos awareness training | September 2021 | Responsible Person (Asbestos) | |

Long Term Actions

Actions which should be undertaken in the next 12 months:

| Action | Timescale | Responsibility | Status |
|---|------------|-------------------------------|--------|
| 1. Arrange remediation works for any R3 identified risks where required | March 2022 | Responsible Person (Asbestos) | |

On-going Actions

Actions which should be undertaken on an ongoing basis:

| Action | Timescale | Responsibility |
|---|--------------------------|---|
| 1. Review and update of the Asbestos Management Plan | Annual | Responsible Person (Asbestos) |
| 2. Organise annual reinspection surveys | Annual | Responsible Person (Asbestos) |
| 3. Organise Refurbishment & Demolition surveys (where applicable) ahead of planned refurbishment works | Ahead of planned works | Responsible Person (Asbestos) |
| 4. Update of asbestos records following any survey and / or remediation works | Upon completion of works | Responsible Person (Asbestos) |
| 5. Ensure all personnel whose work may bring them into contact with any known or suspected ACMs are informed prior to the work starting | Ongoing | Responsible Person (Asbestos) / Project Manager |
| 6. Ensure suitable assessments are undertaken before any works which may disturb known or suspected ACMs | Ongoing | Responsible Person (Asbestos) / Project Manager / Contractors |
| 7. Refresher training as appropriate to roles | Annual | Responsible Person (Asbestos) |

5.0 - Asbestos Records

The following summarises what information is held:

Asbestos Management Plan:

The Control of Asbestos Regulations 2012 requires all duty holders as part of their on-going asbestos management to have a written Asbestos Management Plan (this document). This document details what steps will be taken to effectively manage all items of asbestos; it is specifically written for Horniman Museum and cannot be transferred. It also details all assessments made of ACMs (asbestos-containing materials) and provides recommendations, priorities and deadlines for action.

The Asbestos Management Plan is available for reference and use to all those who plan, supervise or carry out maintenance work or special projects. In addition, it is available for staff and contractors upon request.

A copy of the Asbestos Management Plan will be retained centrally by the Responsible Person (Asbestos) and also held electronically on the NexGen portal.

Asbestos Registers:

All pre-2000 build properties occupied by Horniman Museum have been assessed by means of an asbestos management survey undertaken by Lucion Environmental in 2020. The buildings surveyed were as follows with an asbestos register documented for each building:

- Bandstand & Storage Area Lucion Asbestos management survey report ref [407365](#);
- Bothy & Garage Shed Lucion Asbestos management survey report ref [407370](#);
- Conservatory Lucion Asbestos management survey report ref [407378](#);
- Cue Building Lucion Asbestos management survey report ref [407367](#);
- Detached House, Boiler Room & Glass House Lucion Asbestos Pre-Demolition Survey [140513](#) and Pre-refurbishment Survey [140510](#);
- Dutch Barn Lucion Asbestos management survey report ref [407373](#);
- Emslie Horniman Building Lucion Asbestos management survey report ref [407377](#);
- Garden Toilets Lucion Asbestos management survey report ref [407374](#);
- Horniman Museum and Gardens & Study Collection Centre Lucion Asbestos management survey report ref [407379](#);
- North & South Halls Lucion Asbestos management survey report ref [407376](#);
- Nursery Gardens Cottage Lucion Asbestos management survey report ref [407372](#).

Copies of the asbestos surveys can be found in hard copy at reception or electronically via the NexGen database. Full details of the asbestos containing materials identified along with actions required can be found within the asbestos register. The asbestos records will be updated following any additional asbestos surveys or remedial works.

As new properties are acquired Horniman Museum will ensure that they undertake a review of existing asbestos. Where no information is available the Horniman Museum will ensure that an Asbestos Management survey is undertaken as a priority with the information uploaded to NexGen.

This Asbestos Management Plan should be read in conjunction with the asbestos registers and information held for each building.

Training Records:

All those who undertake maintenance works or who plan and manage works which may affect or be affected by asbestos and other identified personnel will be given an appropriate level of training and help to understand their responsibilities and any information regarding asbestos. All training will be an ongoing process.

All training must cover the regulatory duties under CAR2012 and be suitable and sufficient for the tasks and roles that the individual is going to perform. All training will be an ongoing process. Horniman Museum employees will have their training organised in conjunction with the Responsible Person (Asbestos). Contractors, subcontractors and third parties have a legal obligation to provide training to their workers and Horniman Museum may request proof at any time. Failure to provide evidence of adequate training will result in workers being removed from site.

Records are collated as training is undertaken / received. Training records are held centrally as a full record of who has received what training and when. These records are treated as confidential to each member of staff and kept in a controlled location. Each employee has access to their own records upon request.

All Contractors, subcontractors or third parties conducting work in properties where asbestos may be present shall provide details of their accreditations and operative training records, and any other pertinent information, to the Responsible Person (Asbestos) or Project Manager when requested.

Asbestos Remediation:

All details of asbestos removal or remedial works undertaken will be held electronically on NeGen. The Asbestos Records will be updated when new information becomes available at the end of every project.

The information held for remedial projects should include where applicable:

- ASB5 Notice and Contractors Method Statement;
- Smoke test certificate for each enclosure before work commences;
- Leak tests and air tests;
- Visual checks of the integrity of each enclosure to ensure its seals remain intact and control measures remain adequate and operational;
- Records of the monitoring and inspection of waste removal;
- Copies of consignment notes;
- Four Stage Clearance certificates;
- Visual check the area upon dismantling of the enclosure;
- Clearance test certificate of the decontamination unit;
- Certificate for Reoccupation for each enclosure and area worked on;
- Statement of Cleanliness for non-licensable asbestos works.

The Responsible Person (Asbestos) is responsible for managing these works and for ensuring the asbestos records are updated upon completion.

Re-inspections:

Regulation 4(9) of the Control of Asbestos Regulations 2012 states that:

‘(9) The measures to be specified in the plan for managing the risk shall include adequate measures for –
(a) monitoring the condition of any asbestos or any substance containing or suspected of containing asbestos.....’

Any ACMs identified or suspected will be reinspected at least annually to check that it has not changed condition, deteriorated or been damaged in any way. Reinspections will be undertaken as in accordance with the Approved Code of Practice, L143 second edition, Managing and working with asbestos. Reinspections will include an inspection of areas sealed and labelled during the reinspection to ensure the seals remain in place.

The Responsible Person (Asbestos) is responsible for ensuring that asbestos re-inspections are undertaken and for ensuring that the asbestos records are updated upon completion.

Approved Asbestos Contractors:

Only approved contractors will be employed to undertake licensable and non-licensable asbestos works throughout Horniman Museum. Insurance certificates, licenses, Health & Safety policy and training records will be viewed for these contractors ahead of any works.

Subcontractors working on behalf of main contractors or other contractors are also expected to provide required documents and fulfill the requirements of Horniman Museum approved asbestos contractors.

The Asbestos Removal Contractors Association (ARCA) website will be consulted prior to commissioning of any asbestos works (www.arca.org.uk).

It is expected that all other contractors employed to undertake maintenance within Horniman Museum which may disturb the fabric of the building or known or presumed asbestos containing materials (ACMs) have undertaken asbestos awareness training as in accordance with Regulation 10. Horniman Museum is not responsible for providing third party contractors commissioned to undertake work on their behalf with asbestos awareness training, they will however provide them with all relevant asbestos information to the planned works before they attend site and before works commence. All contractors working on site will be expected to comply with Horniman Museum internal policies and procedures.

Records of Exposure / Incidents:

Any accidental exposure (asbestos) whilst carrying out maintenance operations or project work MUST be notified to the Responsible Person (Asbestos) as soon as possible. The Responsible Person (Asbestos) will liaise with the relevant people to ensure that, if relevant, it is reported through to the Health and Safety Executive by the responsible employer in line with the RIDDOR Reporting Requirements.

These records will be collated if necessary to detail the exact nature and known extent of any exposure to asbestos that has occurred in any part of Horniman Museum or to an employee: contractors, including asbestos removal contractors will be expected to control the records of their own staff unless previously arranged.

The Responsible Person (Asbestos) shall maintain a central register of all incidents – this shall be reviewed and any investigations needed shall be conducted to determine what went wrong and how the asbestos was disturbed. These investigations and central register will be used to inform the reinspection regimes and the suitability of this Asbestos Management Plan under which the work was being undertaken.

Whilst every step has been taken to ensure exposure to asbestos does not occur, it is vital good record keeping is maintained. These records will be treated as confidential to each member of staff and be kept in a controlled location. Each employee will have access to their own records upon request.

Updating Information

It is imperative that all asbestos records are regularly updated with any new information that becomes available. Asbestos records will be updated covering the following:

| Action | Timescale | Responsible Party |
|--|--|--|
| Remedial / removal works | Upon completion of works | Responsible Person (Asbestos) |
| Reinspections, bulk sampling, further surveys works (including refurbishment and demolition surveys) | Upon completion of works | Responsible Person (Asbestos) |
| Training / site inductions | Upon completion of works / site inductions | Responsible Person (Asbestos) / Project Managers |
| Accidental disturbance of known or suspected ACMs | Upon accidental disturbance of asbestos | Responsible Person (Asbestos) |
| Any changes made to the contact details for the Responsible Person (Asbestos) and/or emergency contacts | If / when contact details are amended | Responsible Person (Asbestos) |
| Any changes to the organisational structure of Horniman Museum which may affect asbestos management facilities | If / when organisation changes are made | Responsible Person (Asbestos) |
| Any new procedures adopted | If / when new procedures are adopted | Responsible Person (Asbestos) |

6.0 - Dissemination of Management Plan Information to Maintenance Operatives and Contractors

Prior to Maintenance and/or Project Works Commencing

In order to allow for Maintenance staff / contractors to be able to plan and prepare their site specific method statement (where required) and risk assessments, the Horniman Museum will provide the relevant information with regards to asbestos. The below considerations will be taken into account:

Area of work has documented evidence of the presence of ACMs

- Information will be shared regarding the type of asbestos, its location and current condition. This information can be supplied in the form of the management plan, reinspection survey, asbestos management survey or pre-demolition survey (including photos and plans) dependent upon the nature of works to be carried out.

Area of work had known ACM's present, but have been removed prior to works going ahead

- Horniman Museum will supply the certificates of reoccupation that have applied to the asbestos removal work within that area.
- If any ACMs remain in the area that were not part of the removal specification, these will be identified to the contractor in the form of an updated register or reinspection survey.

Area of work is known to have had an asbestos survey carried out, and no known ACMs are present

- Horniman Museum will issue the survey report indicating that the area has been surveyed, and that no items of asbestos were found within the limits of the survey.

Area of work has no information on the presence of ACMs

- The Responsible Person (Asbestos) will assess the scope of work to ascertain the level of asbestos survey required, likely to be a **Refurbishment/Demolition** survey.

Maintenance Operatives and Contractors

Maintenance operatives and contractors working on behalf of Horniman Museum must consult the building asbestos register held before proceeding with any works. They must have suitable training to allow them to undertake their work safely. They must progress all works diligently and should any suspicious materials be encountered, operations should be immediately suspended with further assistance sought from the person instructing the works or the Responsible Person (Asbestos). All contractors working on site must fully comply with all Horniman Museum policies and procedures.

Any relevant risk assessments, method statements, statutory notices must be in place before work commences.

The Responsible Person (Asbestos) and / or the person managing the works will make reasonable checks that the contractors are aware of these requirements.

7.0 - Ongoing Assessment of Asbestos

On-going Assessment

On-going assessment of known or suspected ACMs will take the form of periodic reinspection surveys as in accordance with the Control of Asbestos Regulations 2012. It is imperative that both known and presumed asbestos containing materials are effectively monitored and that all asbestos information is as up to date and accurate as possible.

Similarly, any management procedures, permit-to-work systems, etc, will be audited and regularly assessed to ensure that they are achieving the goal of effective asbestos management. If any procedures are proved to be inadequate or any accidental or unknown disturbance of asbestos materials has occurred then the necessary action can be taken.

REINSPECTION: All items that have been positively identified will undergo regular, ongoing reinspections at 12 monthly intervals (minimum) from the date of the last inspection/survey.

The purpose of undertaking the reinspection is to ensure that Material and Priority Assessments are still current. i.e. that the material has not deteriorated in any way and that the use of the building has not changed. Any change to either criterion will result in the overall Risk Assessment being invalid and therefore a new assessment will be required. This will in turn be recorded.

Reinspections are a requirement of ACoP L143 second edition, Managing and working with asbestos.

Reinspections will be organised annually by the Responsible Person (Asbestos). The asbestos records will be updated on TrackRecord upon completion of the works.

MONITOR AND REVIEW: This Asbestos Management Plan will be regularly reviewed and revised bi-annually to ensure that all information is correct and that the plan achieves its objectives.

More information regarding how the Asbestos Management Plan will be monitored and reviewed is given in Section 8.

8.0 - Training and Induction

Different training and induction will be provided for different building users; the purpose being to provide all relevant personnel with the skills and knowledge necessary to understand the hazards and risks involved when working in or near an area where asbestos has been identified.

Persons defined under CAR 2012, Regulation 4 will require information, instruction and training to ensure they undertake their responsibilities to ensure compliance with CAR 2012.

HSG 264 requires an appointed person to assist in the management of asbestos containing materials in buildings (paragraph 14). HSG 264, requires the person appointed to be provided with the necessary skills and training for the effective management of asbestos in buildings.

Training will be provided for all relevant employees. Asbestos information will be provided for all third party contractors.

Any training provided to Horniman Museum employees will incorporate general asbestos awareness that is not only site specific but will also incorporate general asbestos knowledge and advice that can be used across Horniman Museum managed properties.

Within the Museum it is envisaged that there a number of main user groups who require regular training/induction and the opportunity for feedback;

1. **DIRECT LABOUR OPERATIVES:** Any staff directly employed by Horniman Museum whose work could foreseeably expose them to asbestos will be provided with asbestos awareness training.
2. **THIRD PARTY CONTRACTORS:** Any contractors whose work may affect or be affected by asbestos present will be provided with relevant asbestos information.
3. **THOSE WHO PLAN AND MANAGE WORKS:** Anyone who is involved in planning or supervising works which may affect or be affected by ACMs will be provided with UKATA duty to manage training.

Direct Labour Operatives

As in accordance with the ACOP L143, second edition, Managing and working with asbestos, employees whose work could foreseeably expose them to asbestos should be provided with compulsory asbestos awareness training. This includes the direct labour operatives who undertake minor reactive works.

Compulsory asbestos awareness training will be provided to:

- employees whose work could foreseeably expose them to asbestos
- employees whose work could foreseeably disturb the fabric of a building and expose them to asbestos
- employees who supervise or influence the work.
- workers undertaking maintenance where it is foreseeable that ACMs may become exposed during their work.

In particular, it should be given to those workers undertaking maintenance where it is foreseeable that ACMs may become exposed during their work. This includes, but is not limited to: gas fitters, painters and decorators, joiners, plasterers, roofers and heating and ventilation engineers.

As in accordance with Regulation 10 of the Control of Asbestos Regulations 2012 training should cover the following topics;

1. the properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke;
2. the types, uses and likely occurrence of asbestos and ACMs in buildings and plant;
3. the general procedures to be followed to deal with an emergency, eg an uncontrolled release of asbestos dust into the workplace ;
4. how to avoid the risks from asbestos eg for building work, no employee should carry out work which disturbs the fabric of a building unless the employer has confirmed that ACMs are not present.

Training will be undertaken by a UKATA certified provider and will be undertaken as a formal face to face session in year 1 with training refreshed annually. Refresher training will be online in years 2 & 3 with formal face to face training provided year 4. Formal face to face training may be provided earlier should there be any significant changes including to regulations.

New starters who's role requires asbestos awareness training will, as a minimum, undertake online asbestos awareness training pending provision of a formal face to face course.

Third Party Contractors

Horniman Museum recognises its responsibilities to contractors and will ensure that adequate information, instruction and training is provided to any contractors on its premises in the form of access to the asbestos information.

The information provided to contractors will cover:

1. A brief summary of the location of any known or suspected ACMs which may affect, or are local to, the planned works.
2. The types of activities which are prohibited, areas which are controlled access, etc.
3. What to do should they suspect ACMs have been accidentally disturbed along with a contact number.

In addition, it is also important to emphasise that any damage to an asbestos containing material (ACM) – no matter how minor - MUST be reported to the person instructing the works and/or the Responsible Person (Asbestos) as soon as possible so that appropriate action can be taken.

It is the responsibility of those commissioning or managing third party contracted works to ensure that contractors receive a copy of the asbestos information in advance of the works. Access to the asbestos register (either hard copy or PDF) will be provided to all contractors before they attend site. Contractors will be advised of their responsibilities to ensure works are assessed against the asbestos records held and that should they have any queries then works should not be undertaken until further guidance has been sought from the person instructing the works.

The Project Manager for the works in conjunction with the Responsible Person (Asbestos) will ensure that competency checks are carried out, and evidence of suitable asbestos training is obtained from all prospective contractors who are liable to disturb asbestos containing materials as part of their works.

Persons who have direct involvement in emergency procedures, such as the Fire Brigade, etc, will also be included here. The Responsible Person (Asbestos) will liaise with the emergency services with regards to what information they require.

Those who plan and manage work

To demonstrate that those 'managing' asbestos have the appropriate training to undertake their roles as in accordance with Regulation 4 of CAR 2012 asbestos awareness training would not provide sufficient information. This includes the Facilities Manager and any other persons who put people to work or manage works to the fabric of the building.

A 'management' training course will be undertaken by all those who order, plan or supervise works to demonstrate people have been provided appropriate training. It is expected that those undertaking asbestos management training have up to date asbestos awareness training in place.

The UKATA duty to manage course provides asbestos training for those employees requiring an overview of managing asbestos containing materials in buildings. It is designed to provide a basic understanding of the legislative requirements of CAR (2012) and covers:

- Regulation 4 - Duty to Manage Asbestos in Non-Domestic Premises and responsibilities as detailed in CAR (2012)
- Asbestos surveying - the different types of surveys available
- Asbestos survey reports - how to decipher the information contained within the asbestos survey report
- Understanding the need for an asbestos management plan and its use.
- Non-licensable and licensable work with asbestos (including>NNLW)).

On successful completion of this course, delegates should be able to:

1. Be familiar with types, uses, risks and likely occurrences of asbestos in buildings and, where appropriate, items of plant;
2. Be familiar with the requirements as set out in CAR 2012 with regard to responsibilities;
3. Understand the requirements for asbestos surveys and different types of surveys;
4. Be familiar with the results of an asbestos survey, how to decipher the information contained within the asbestos survey report;
5. Understand the need for an asbestos management plan and its use.

All training provided will be recorded and a certificate of attendance issued.

Future Training

The Horniman Museum will provide any additional persons where it is deemed that asbestos training would be beneficial at the next available opportunity.

This may include anyone who has particularly requested more information regarding asbestos; or anyone else deemed in a position that will benefit from asbestos training. It is possible that these sessions can be open invite to a certain extent and will be done in a short presentation, and maybe a question and answer session.

Additionally, asbestos refresher training of an appropriate level will be carried out to ensure that up to date and accurate asbestos knowledge best compliments the management strategies put in place.

9.0 - Safe Systems of Work

A safe system of work is a procedure or adopted policy which should always be followed to ensure that the relevant precautions are taken and that no-one is exposed to asbestos during the course of their work.

Any planned maintenance activities, refurbishment, demolition works or works which may impact upon known or suspected asbestos will not take place until an assessment of the task has been carried out by a competent person. This assessment will be undertaken prior to any works being undertaken and will be documented.

All persons must cooperate with the process of identification, assessment and control of asbestos, and participate in training and induction programmes.

Employees should be made aware that areas listed as 'No Access' on any Asbestos Register must be presumed to contain asbestos unless there is strong evidence to the contrary. Procedures for those working near known asbestos, including emergency procedures, should also be clearly communicated.

In this section areas of work covered includes:

1. Direct Labour Operatives
2. Third Party Contracted Works
3. Project Works
4. Asbestos Removal
5. Unplanned Incidents

Direct labour operatives

Minor reactive works which are carried out by the in-house estates services technician (direct labour operatives).

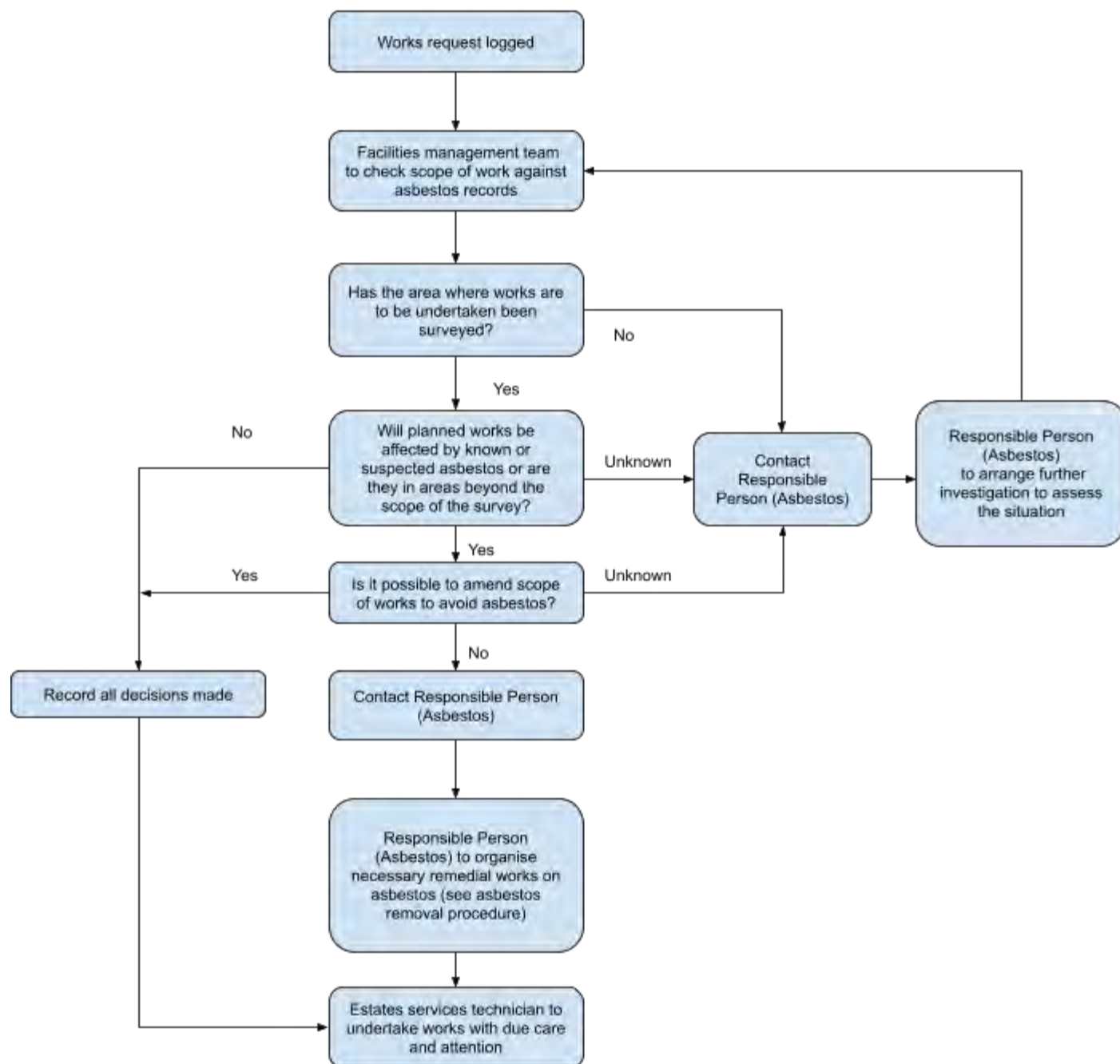
Minor works maintenance requests are logged on the CAFM database. They are then passed to the direct labour operatives by the facilities management team who in turn are responsible for ensuring an assessment of the planned works is undertaken against the asbestos records held. All operatives are aware of the asbestos register, its location and have been informed to stop works should they have any concerns regarding asbestos. These must be raised with the Responsible Person (Asbestos) before proceeding with works.

For every-day maintenance works, once this task assessment has been carried out and a safe system of work defined, then provided the environment remains the same, it will be valid for all such activities. Some guidance may be needed to assess certain maintenance activities, but essentially every task should be checked to ensure that no-one is accidentally disturbing known or suspected asbestos containing materials whilst carrying out a task.

All persons must cooperate with the process of identification, assessment and control of asbestos, and participate in training and induction programmes.

Employees should be made aware that areas listed as 'No Access' on any Asbestos Register must be presumed to contain asbestos unless there is strong evidence to the contrary. Procedures for those working near known asbestos, including emergency procedures, should also be clearly communicated.

Flowchart summarising the steps which should be taken to ensure that all reactive and PPM works undertaken are carried out in a safe manner:



Third Party Contracted Works

This group consists of works which are carried out by one-off third party contractors on a reactive, PPM or term contract basis.

It is expected that contractors employed to undertake maintenance on behalf of Horniman Museum which may disturb the fabric of the building or known or presumed asbestos containing materials have undertaken asbestos awareness training as in accordance with Regulation 10 of CAR 2012. Horniman Museum is not responsible for providing third party contractors commissioned to undertake work on their behalf with asbestos awareness training, they will however provide them with all relevant asbestos information to the planned works before works commence. It is the responsibility of contractors commissioning any sub contracted works to ensure that any contractors working on site have suitable training and are working in accordance with all Horniman Museum policies and procedures including this Asbestos Management Plan.

Copies of risk assessments and method statements are requested prior to award of works. In return all relevant asbestos information to the planned works is shared with the contractor. It is important to note that whoever commissions the works (Project Manager) from a third party contractor is responsible for undertaking a preliminary check of the scope of works against the asbestos records and for ensuring the contractor is provided with all relevant asbestos information. Information shared must be prior to arriving on site. It is the responsibility of the person commissioning the works alongside the contractor to ensure the asbestos information is sufficient for the planned task.

Should contractors have any queries or should planned works be affected by known, presumed or suspected asbestos they should initially make contact with those commissioning their services so that further investigation can be undertaken. Any additional queries regarding the sufficiency of existing information should then be discussed with the Responsible Person (Asbestos).

It is just as important to inform all concerned if no asbestos is present but that safe systems of work should always be followed. Should any ACMs be discovered during the course of the works or if it is suspected that asbestos may have been disturbed then the person commissioning the works should be notified **immediately**. The project manager will then liaise with the Responsible Person (Asbestos) regarding required actions.

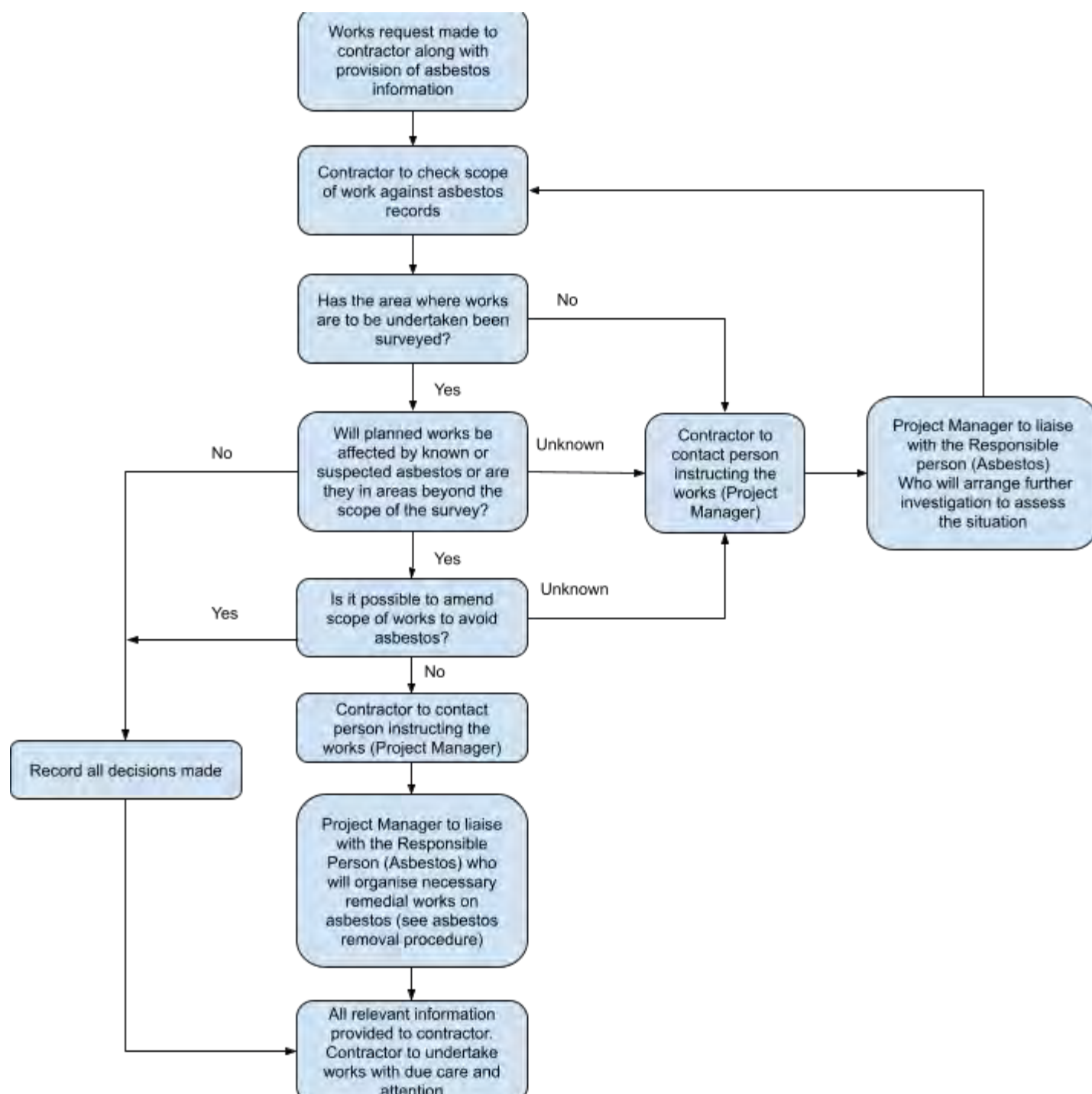
All contractors should be required to provide copies of their policies in relation to the general provisions of the Health and Safety at Work Act 1974, and asbestos management. They should in turn be given access to all relevant Asbestos Records.

Any companies undertaking bulk sampling and/or air testing works are expected to have UKAS accreditation to ISO/IEC 17025. Asbestos surveys should only be undertaken by companies that have UKAS accreditation to ISO/IEC 17020.

All persons must cooperate with the process of identification, assessment and control of asbestos and participate in training and induction programmes.

Employees and contractors should be made aware that areas listed as 'No Access' on any Asbestos Register must be presumed to contain asbestos unless there is strong evidence to the contrary. Procedures for those working near known asbestos, including emergency procedures, should also be clearly communicated.

Flowchart summarising the steps which should be taken to ensure that all third party contracted works undertaken are carried out in a safe manner:



Project Works

This group consists of all project driven tasks inclusive of refurbishments, IT projects, security projects, telecommunications / AV projects and any other project works.

All project works undertaken are procured through a project manager. The project manager for the works is responsible for reviewing existing information available. Where information is insufficient the project manager is responsible for liaising with the Responsible Person (Asbestos) who will commission additional surveys (including Refurbishment and Demolition surveys ahead of any refurbishment / demolition works) and arranging remedial works ahead of any planned works.

Any companies undertaking bulk sampling and/or air testing works are expected to have UKAS accreditation to ISO/IEC 17025. Asbestos surveys should only be undertaken by companies that have UKAS accreditation to ISO/IEC 17020. Remedial works must be undertaken inline with the asbestos removal procedure documented in this Asbestos Management Plan.

Copies of risk assessments and method statements will be requested prior to award of works. In return all relevant asbestos information to the planned works is shared with the contractor in the form of electronic copies. It is important to note that whoever is project managing the works is responsible for ensuring that they are provided with all relevant asbestos information.

For any works that are managed internally, the project manager for the work is responsible for ensuring that the procedures detailed in this Asbestos Management Plan are followed.

The Responsible Person (Asbestos) will ensure that unless commissioned through a Principal contractor that they engage the services of an analytical company directly. **Under no circumstances will the asbestos removal contractor commission the services of the analytical company on behalf of Horniman Museum.**

For any projects that fall under the CDM Regulations 2015 (Construction, Design & Management) the project manager for the works will ensure that the CDM Principal Designer is provided with all asbestos information in their possession relating to the project for inclusion in the Health and Safety file as in accordance with Regulation 4(9)(C) of the Control of Asbestos Regulations 2012.

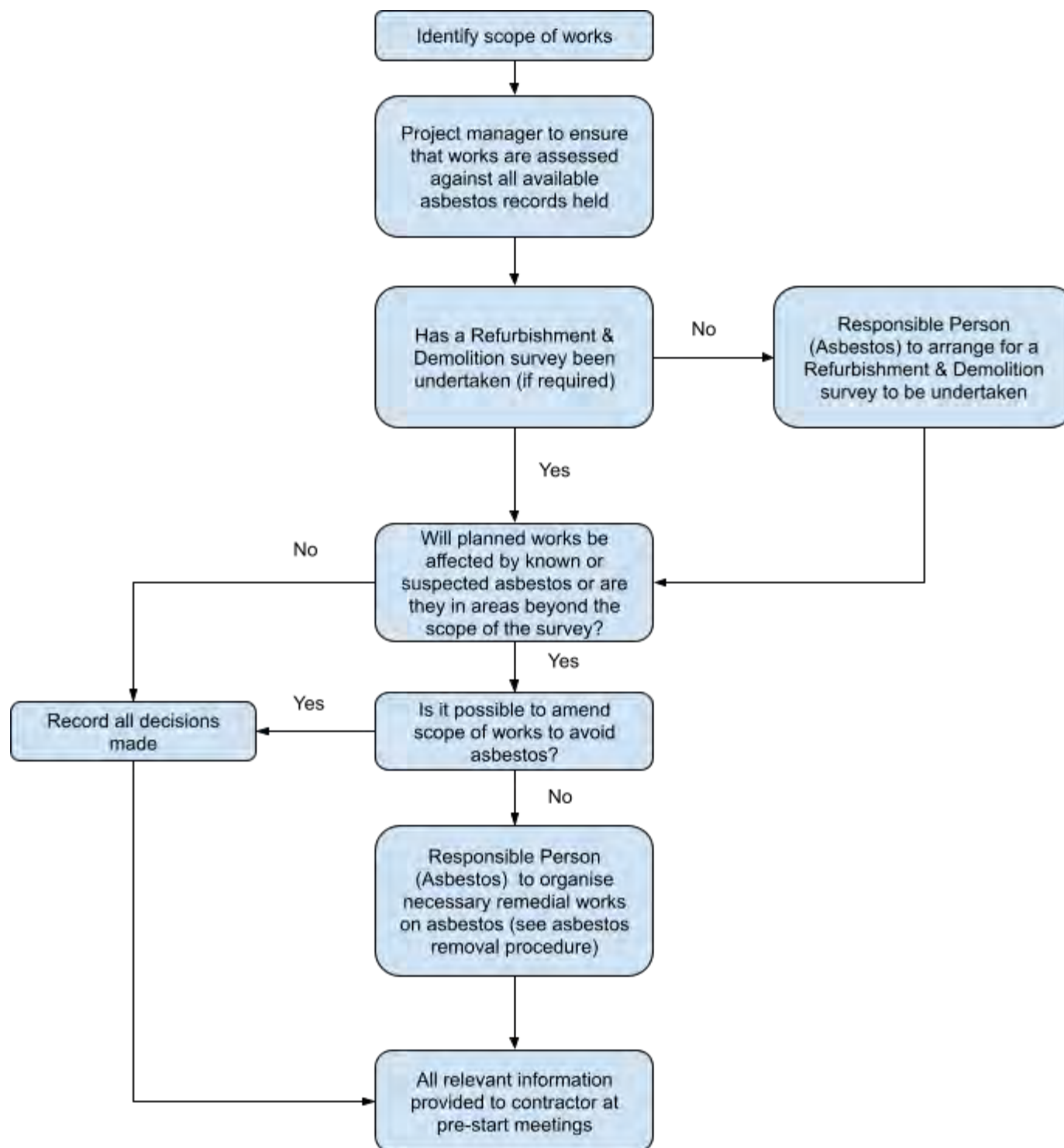
It is just as important to inform all concerned if no asbestos is present but that safe systems of work should always be followed. Should any ACMs be discovered during the course of the works or if it is suspected that asbestos may have been disturbed then the person commissioning the works should be notified **immediately**. The project manager will then liaise with the Responsible Person (Asbestos) regarding required actions.

All persons must cooperate with the process of identification, assessment and control of asbestos and participate in training and induction programmes.

Employees and contractors should be made aware that areas listed as 'No Access' on any Asbestos Register must be presumed to contain asbestos unless there is strong evidence to the contrary. Procedures for those working near known asbestos, including emergency procedures, should also be clearly communicated.

The Responsible Person (Asbestos) is responsible for ensuring that the asbestos records are updated following the completion of any additional surveys and/or remedial works.

Flowchart summarising the steps which should be taken to ensure that all project / capital works undertaken are carried out in a safe manner:



Asbestos Removal Works

This group consists of all maintenance and project driven asbestos removal works.

It should be noted that only approved asbestos removal contractors and asbestos consultants will be employed to undertake asbestos removal and analytical works on any Horniman Museum owned or controlled property. This includes any works undertaken on behalf of contractors/subcontractors.

For licensable removal works the appointed contractor must hold:

- A valid Health and Safety Executive Licence (without restrictions) for the removal of all classes of asbestos material.
- Public liability insurance cover of £10m with specific mention of asbestos removal works given in the policy wording.
- No pending or historic (last 5 years) prohibition or improvement notices from an enforcing authority.
- A current Waste Carriers Licence.
- Valid medical surveillance and appropriate respirator face fit test certificates for removal operatives (who must be in the full time employment of the contractor).

The appointed asbestos consultants must carry:

- Public liability insurance cover of £10m with specific mention of asbestos related consultancy works given in the policy wording.
- Professional indemnity insurance cover of £5m with specific mention of asbestos related consultancy works undertaken given in the policy wording.
- Where air testing and asbestos bulk sample analysis (as described in the analyst's' guide) are carried out, organisational UKAS accreditation to ISO/IEC 17025, satisfactory performance in the Regular Interlaboratory Counting Exchange (RICE) and Asbestos In Materials Scheme (AIMS). Valid and current UKAS accreditation.
- Where asbestos surveys (as described in HSG264) are carried out, organisational UKAS accreditation to ISO/IEC 17020.
- Valid medical surveillance and appropriate respirator face fit test certificates for all site personnel.

The Responsible Person (Asbestos) is responsible for managing all asbestos removal works. Prior to any asbestos removal works the Responsible Person (Asbestos) will ensure that full survey information is available for the area in question. In the case of refurbishment / demolition works a Refurbishment / Demolition survey as described in HSG 264 will be undertaken as required.

Prior to the commencement of any removal works the asbestos removal contractor will be expected to:

- Provide a method statement and risk assessments as to how the asbestos is going to be removed;
- Attend a pre-contract site meeting.

The appointed asbestos consultant will be expected to prepare, review and comment on asbestos removal works specifications and prior to commencement of the works the contractor's' method statement on behalf of Horniman Museum.

Unless commissioned through a Principal Contractor Horniman Museum will engage the services of an analytical company directly. **Under no circumstances should the asbestos removal contractor engage the services of the analysts on behalf of Horniman Museum.**

Where appropriate the appointed asbestos consultant will oversee the smoke testing, provide air monitoring (including leak testing where appropriate), conduct the Four Stage Clearance procedure and oversee the contractor at all stages of the works. The asbestos consultant will also be expected to attend any pre-start meetings, progress meetings and a handover meeting so that Horniman Museum is kept fully informed at all times.

On completion of any asbestos remedial works the asbestos consultant will ensure that the Project Manager is provided with a completion document. The completion document should include the following:

- Air monitoring certificates;
- Waste consignment notes;
- Removal contractors method statement;

The Responsible Person (Asbestos) is responsible for ensuring that the asbestos records are updated upon completion.

Unplanned Incidents

An assessment will be undertaken following any accidental disturbance of material known or suspected of containing asbestos: all staff will be made aware that any incident, no matter how small, **MUST** be reported to the Responsible Person (Asbestos) as soon as possible. An incident log should then be completed and any necessary safety measures will then be taken.

More detail as to what to do if known or suspected asbestos is disturbed can be found in the Emergency Procedure (see Section 11).

10.0 - Monitoring and Review of the Asbestos Management Plan

The key objective of any Asbestos Management Plan is to reduce the risk of exposure. If it can be demonstrated that the risk from asbestos containing materials is under control, this Asbestos Management Plan will be fulfilling its intended purpose.

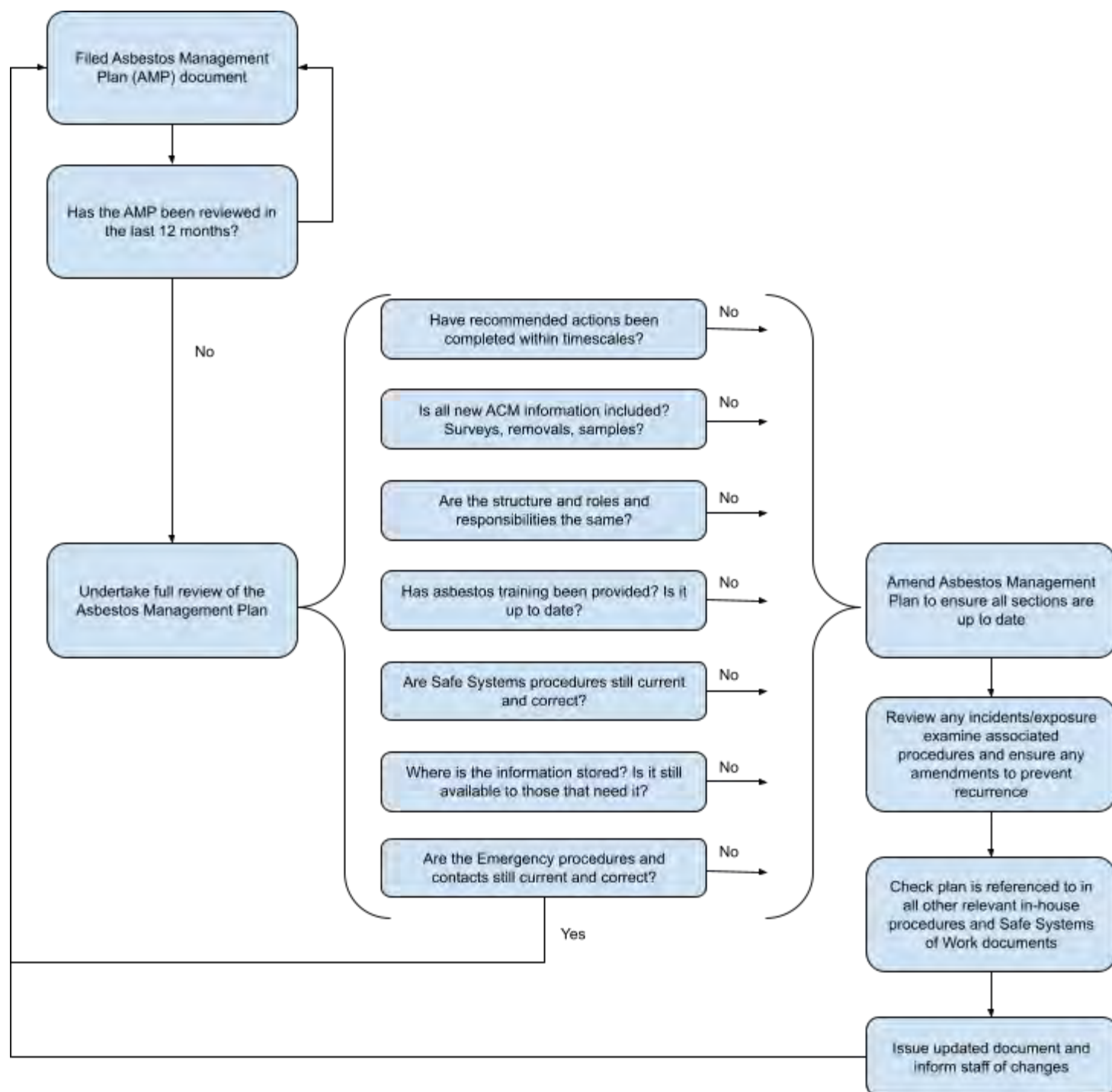
This Asbestos Management Plan will be reviewed every 12 months by the Responsible Person (Asbestos) in conjunction with other key members involved in asbestos management to ensure that it remains effective. This may not mean that any changes are necessary, but rather that all current provisions are appraised, checked and audited and that any changes which may make them more efficient are discussed and implemented where necessary.

Monitoring of the asbestos management plan will be carried out at two levels:

1. A recorded audit monitoring the continued relevance and application of the asbestos management plan. This will be performed by the Responsible Person (Asbestos) or their nominated independent agent (third parties are acceptable).
2. Asbestos management plan records will be audited as follows:
 - Asbestos management plan will be checked for accuracy and condition at the time of material re-inspection.
 - The key personnel log will be verified for accuracy annually.
 - Asbestos removal contractor audits and continued adherence to performance criteria will be reviewed annually.
 - Random contractor register consultation records will be selected 3 monthly and the contractor will be asked to provide proof of personnel training in asbestos awareness for those who undertook sampled works.
 - This audit will be performed by the Responsible Person (Asbestos) and written records retained by them. An asbestos review document will be published annually and made available to all who wish to consult it.

The procedure in the following flow chart will be undertaken to ensure this remains a valid document and that the risks from asbestos are being adequately assessed:

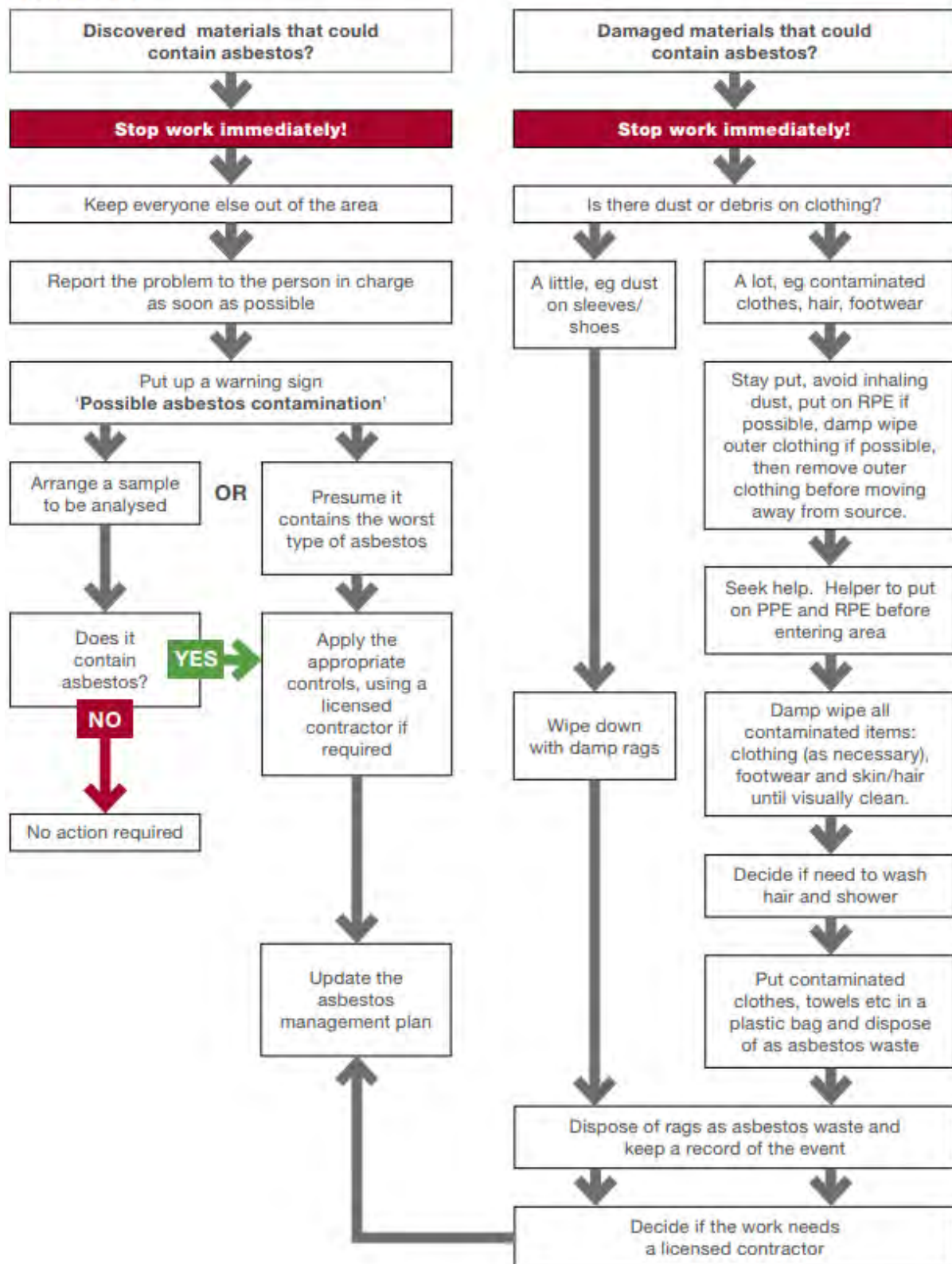
FLOWCHART: Lucion suggested procedure for review of the Asbestos Management Plan:



11.0 - Asbestos Incident / Emergency Procedure

Below is a suggested emergency asbestos procedure taken from EM1, Asbestos Essentials:

Flow chart



Further supporting information can be found in Appendix 4, Emergency Procedure supporting information.

12.0 - References

1. Control of Asbestos Regulations (CAR) 2012
2. The Health & Safety at Work Act (1974)
3. The Management of Health & Safety at Work Regulations (1999)
4. The Construction (Design & Management) Regulations 2015
5. The Workplace (Health, Safety and Welfare) Regulations 1992
6. Managing and working with asbestos, ACOP L143 (2013) - copy available via <https://www.hse.gov.uk/pubns/books/l143.htm>

Other pertinent reference documents:

- Asbestos: The Survey Guide HSG 264 (2012) - copy available via <https://www.hse.gov.uk/pubns/books/hsg264.htm>
- Asbestos: The analysts' guide for sampling, analysis and clearance procedures HSG248 (2005) - copy available via <https://www.hse.gov.uk/pubns/books/hsg248.htm>
- A comprehensive guide to managing asbestos in premises, HSG 227 (2002) - available via <https://www.hse.gov.uk/pubns/books/hsg227.htm>

Appendix 1. Survey Type Specification

Management Survey

A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

Management surveys will often involve minor intrusive work and some disturbance. The extent of intrusion will vary between premises and depend on what is reasonably practicable for individual properties, i.e. it will depend on factors such as the type of building, the nature of construction, accessibility etc. A management survey should include an assessment of the condition of the various ACM's and their ability to release fibres into the air if they are disturbed in some way. The 'material assessment' will give a good initial guide to the priority for managing ACMs as it will identify the materials which will most readily release airborne fibres if they are disturbed.

The survey will usually involve sampling and analysis to confirm the presence or absence of ACM's. However a management survey can also involve presuming the presence or absence of asbestos.

By presuming the presence of asbestos, the need for sampling and analysis can be deferred until a later time (e.g. before any work is carried out). However this approach has implications for the management arrangements. The duty holder bears potential additional costs of management for some non-ACMs. Any work carried out on 'presumed' materials would need to involve appropriate contractors and work methods in compliance with CAR 2012 irrespective of whether the material was actually an ACM or not. Alternatively, before any work starts, sampling and analysis can be undertaken to confirm or refute the presence of asbestos. The results will determine the work methods and contractors to be used. The 'presumption' approach has several disadvantages: it is less rigorous, it can lead to constant obstructions and delays before work can start, and it is more difficult to control, see *A comprehensive guide to managing asbestos in premises*. 'Default' presumptions may also lead to unnecessary removal of non-ACMs and their disposal as asbestos waste. Default presumptions may be suitable in some instances, eg 'small' or simple premises, as part of a client's management arrangements.

All areas should be accessed and inspected as far as is reasonably practicable. Areas should include under floor coverings, above false ceilings, and inside risers, service ducts, lift shafts etc. **Surveying may also involve some minor intrusive work**, such as accessing behind fascia and panels and other surfaces or superficial materials. The extent of intrusion will depend on the degree of disturbance that is or will be necessary for foreseeable maintenance and related activities, including the installation of new equipment/cabling. Surveyors should come prepared to access such areas (ie with the correct equipment etc). Management surveys are only likely to involve the use of simple tools such as screwdrivers and chisels. Any areas not accessed must be presumed to contain asbestos. The areas not accessed and presumed to contain asbestos must be clearly stated in the survey report and will have to be managed on this basis, i.e. maintenance or other disturbance work should not be carried out in these areas until further checks are made.

Management surveys should cover routine and simple maintenance work. However it has to be recognised that where 'more extensive' maintenance or repair work is involved, there may not be sufficient information in the management survey and a localized refurbishment survey will be needed. A refurbishment survey will be required for all work which disturbs the fabric of the building in areas where the management survey has not been intrusive. The decision on the need for a refurbishment survey should be made by the duty holder.

Refurbishment and demolition surveys

A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances, e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

There is a specific requirement in CAR 2012 (regulation 7) for all ACMs to be removed as far as reasonably practicable before major refurbishment or final demolition. Removing ACMs is also appropriate in other smaller refurbishment situations which involve structural or layout changes to buildings (e.g. removal of partitions, walls, units etc). Under CDM, the survey information should be used to help in the tendering process for removal of ACMs from the building before work starts. The survey report should be supplied by the client to designers and contractors who may be bidding for the work, so that the asbestos risks can be addressed.

In this type of survey, where the asbestos is identified so that it can be removed (rather than to 'manage' it), the survey does not normally assess the condition of the asbestos, other than to indicate areas of damage or where additional asbestos debris may be present. However, where the asbestos removal may not take place for some time, the ACMs' condition will need to be assessed and the materials managed.

Refurbishment and demolition surveys are intended to locate all the asbestos in the building (or the relevant part), as far as reasonably practicable. It is a disruptive and fully intrusive survey which may need to penetrate all parts of the building structure. Aggressive inspection techniques will be needed to lift carpets and tiles, break through walls, ceilings, cladding and partitions, and open up floors. In these situations, controls should be put in place to prevent the spread of debris, which may include asbestos. Refurbishment and demolition surveys should only be conducted in unoccupied areas to minimize risks to the public or employees on the premises. Ideally, the building should not be in service and all furnishings removed. For minor refurbishment, this would only apply to the room involved or even part of the room where the work is small and the room large. In these situations, there should be effective isolation of the survey area (e.g. full floor to ceiling partition), and furnishings should be removed as far as possible or protected using sheeting. The 'surveyed' area must be shown to be fit for reoccupation before people move back in. This will require a thorough visual inspection and, if appropriate (e.g. where there has been significant destruction), reassurance air sampling with disturbance. Under no circumstances should staff remain in rooms or areas of buildings when intrusive sampling is performed.

Appendix 2. Assessment Algorithms

Material Assessment

| Assessment factor | Score | Examples of Score Variables |
|---------------------------------------|-------|--|
| Product Type (or debris from product) | 1 | Etonite, cement, lino, paints, artex etc |
| | 2 | AIB boarding, gaskets, ropes, textiles etc |
| | 3 | Thermal insulation |
| Extent of damage / deterioration | 0 | No visible damage |
| | 1 | Low damage – e.g. scratches |
| | 2 | Medium damage – e.g. breakage of material revealing fibres |
| | 3 | High damage – visible debris |
| Surface Treatment | 0 | Composite materials – Etonite, vinyl's, painted AC |
| | 1 | Enclosed sprays and lagging, encap. AIB, unsealed AC |
| | 2 | Unsealed AIB, encap. Lagging and sprays |
| | 3 | Unsealed lagging and sprays/debris |
| Asbestos Type | 1 | Chrysotile |
| | 2 | Amphibole asbestos excluding Crocidolite |
| | 3 | Crocidolite |

Priority Risk Assessment

Under CAR 2012 the duty holder is required to undertake a Priority Risk Assessment using their detailed knowledge of the activities carried out in the premises.

The priority assessment can only be carried out with the detailed knowledge of all these factors. The surveyor can help in this process, by obtaining information which will contribute to the priority assessment, particularly in small or simple premises where information on occupancy and use is straightforward. However, such help must be undertaken with caution.

The combined material and priority assessment results should be used to establish the priority for those ACMs needing remedial action and the type of action that will be taken. There are various remedial options available: in many cases the ACMs can be protected or enclosed, sealed or encapsulated, or repaired. These options should be considered first. Where such actions are not practical, ACMs should be removed.

Further guidance is provided within HSE document *HSG227; A comprehensive guide to managing asbestos in premises* and *HSG264 Asbestos: The survey guide*.

| Assessment parameter | Score | Examples of Score Variables |
|----------------------------------|-------|---|
| Normal occupant activity | | |
| Main type of activity in area | 0 | Rare disturbance activity (e.g. little used site room) |
| | 1 | Low disturbance activities(e.g. office type activity) |
| | 2 | Periodic disturbance (e.g. industrial or vehicular activity which may contact ACMs) |
| | 3 | High levels of disturbance, (e.g. Fire door with AIB sheet in constant use) |
| Score | | |
| Likelihood of Disturbance | | |
| Accessibility | 0 | Usually inaccessible |
| | 1 | Occasionally likely to be disturbed |
| | 2 | Easily disturbed |
| | 3 | Routinely disturbed |
| Location | 0 | Outdoors |
| | 1 | Large Rooms |
| | 2 | Rooms up to 100m ² |
| | 3 | Confined spaces |
| Extent | 0 | Small amounts or items |
| | 1 | <10m ² or 10m |
| | 2 | >10 – 50m ² or 10 – 50m |
| | 3 | >50m ² or >50m |
| Average Score | | |

| Human Exposure Potential | | |
|-----------------------------------|---|---------------|
| Number of occupants | 0 | None |
| | 1 | 1-3 |
| | 2 | 4-10 |
| | 3 | >10 |
| Frequency of use | 0 | Infrequent |
| | 1 | Monthly |
| | 2 | Weekly |
| | 3 | Daily |
| Average time each use | 0 | <1 |
| | 1 | >1 - <3 hours |
| | 2 | >3 - <6 hours |
| | 3 | >6 hours |
| Average Score | | |
| Maintenance Activity | | |
| Type of Maintenance Activity | 0 | |
| | 1 | |
| | 2 | |
| | 3 | |
| Frequency of Maintenance Activity | 0 | |
| | 1 | |
| | 2 | |
| | 3 | |
| Average Score | | |

Risk Assessment Summary

For each ACM:

MATERIAL ASSESSMENT + PRIORITY ASSESSMENT = RISK ASSESSMENT

High Risk - Total Score = 19-24

Medium Risk - Total Score = 13-18

Low Risk - Total Score = 8-12

Very Low Risk - Total Score = 0-7

The Risk Assessment score of a particular item of asbestos should be the basis for assessing possible asbestos management options.

Appendix 3. Glossary of Terms

ACM: Asbestos Containing Material. A complete definition as to the percentage and type of asbestos content is given in the Asbestos Register.

AIB: Asbestos Insulation Board. This product is a lightly compressed board made from asbestos fibre and other filler materials.

ACOP – Approved Code of Practice: Guidance document giving advice on the preferred means of compliance with the Control of Asbestos Regulations 2012. Two ACOPs, L127 (The management of asbestos in non-domestic premises) and L143 (Work with materials containing asbestos) have been consolidated into the single revised ACOP L143 (Managing and working with asbestos – second edition).

Asbestos: A naturally occurring, fibrous, silicate mineral. The Control of Asbestos Regulations, 2012 refers to any material or product containing any of the asbestos types.

Asbestos Register: A summary list of all identified items containing asbestos, their condition, location, any comments or recommendations and the type and extent of asbestos present. These documents are produced after an asbestos survey and should contain all analytical results, drawings, and a full introduction and methodology.

Control measure: Something that will *reduce* the risk posed by that hazard.

Date for Action: This details the timescale that remedial option should be undertaken. As and when any works are undertaken, all Asbestos Records must be updated.

Encapsulation – Recommendation: Some exposed or damaged asbestos material may require encapsulation that can significantly reduce the risk posed by the material. Once encapsulated it may be suitable to simply manage the asbestos through an effective reinspection regime. The re-assessment of the material will dictate this outcome.

Extent: Indicates the length, volume, or area of the asbestos containing material.

Hazard: Something that has the *potential* to harm a person or persons.

Identified Asbestos: Refers to a brief description of the material found to contain asbestos.

Location: The exact location of the asbestos – the original survey report should be consulted to give more detailed information.

Manage – Recommendation: Asbestos that is in good condition and is unlikely to be disturbed can be simply managed. However an appropriate reinspection regime will still need to be implemented to ensure that the condition of the material or building use does not change.

Material Assessment: assesses the type and condition of the ACM and the ease with which it will release fibres if disturbed.

MMMF: Man Made Mineral Fibre. These products are often used as an asbestos alternative, and include products such as fibreglass.

PPE – Personal Protective Equipment: refers to protective clothing (coveralls), hard hats, goggles, safety boots or other gear designed to protect the wearer's body or clothing from injury.

Priority Assessment: assesses the likelihood of someone disturbing the ACM.

Removal – Recommendation: This indicates that, based on the assessment conducted, the recommended approach is to have the asbestos physically removed. Recommendations are based on the parameters available at the time. New information or a change in circumstance may alter these recommendations. All products falling under the Asbestos Licensing Regulations will require a licensed contractor.

Risk: The *likelihood* of that hazard causing harm.

Risk Assessment: Risk rating given to each identified item of asbestos which incorporates factors such as the location and condition of the material, its likelihood of being disturbed, the materials use, and an indication of how urgent any remedial works

may be.

Risk Score: This is the overall risk score that has been derived for completing and adding together of the Material and Priority Assessments. It states the overall risk that the item of asbestos represents in terms of likelihood of exposure.

RPE – Respiratory Protective Equipment: refers to protective equipment worn to protect the respiratory system (for example, half mask, and full face mask)

Appendix 4. Emergency Procedure supporting information

Where there is a potential for contamination of people or their clothing (instances of significant damage or debris) all persons suspected of being contaminated shall (wherever practicable):

1. Stop works immediately.
2. Carefully remove outer layers of clothing (including footwear).
3. Remove clothing by carefully turning inside out so as to avoid liberating any attached fibres.
4. Wash down with damp towels or baby wipes (if available).
5. Leave and if possible (by closing doors and windows) seal the area as quickly as possible subject to removing suspect items of contamination.
6. All and any suspect items or contaminated clothing, and any used wipes, towels etc. are to be left altogether in the immediate vicinity of the incident - preferably in a polythene bag.
7. Contact must be made with the Responsible Person (Asbestos) (either by mobile phone, radio or by non contaminated personnel) to report the following information:
 - Name of operative and company worked for
 - Number of operatives within the area
 - Location within the building
 - Nature of the disturbance, including any information pertinent to the disturbance (what tools were used, mechanic or hand, gentle abrasion or significant breakage etc)
8. If possible, remain within this area until a Horniman Museum appointed emergency response team (asbestos consultant, removal contractor and project manager) can arrive. If it is not possible to remain in this area, the building must be vacated using the minimal distance to the external emergency muster zone.*see 'Transit to muster zone below.
9. The trained emergency response team will ascertain the best course of action to assist operatives in safe decontamination. This may include the putting on of an orinasal half mask and transit overalls, if a further transit is required. Suspected dust and debris may be required to be removed using appropriate removal techniques, including the wipe down with damp cloths, or the use of an H-Type Vacuum.
10. Once personnel are deemed suitable for transit (limiting potential further contamination), operatives will be escorted to the on site Decontamination Shower Unit supplied by the on site licensed asbestos removal contractor. The operative will be instructed how to use the facilities, including transit route through the DCU and the putting on of clean overalls.

Transit to Muster Zone

Where it is not possible to remain in the vicinity of the sealed suspected contaminated area, a transit to an external muster zone must be made. This route must be known prior to transit (follow fire escape route). Once the transit has been completed, this route must be deemed as contaminated until proven otherwise. As a result, further access to this transit must be controlled, and the appropriate PPE/RPE measurements taken.

Do not attempt to sweep, vacuum or remove any debris if the nature of the damaged material is not known. Where there is no electrical hazard, smaller damaged areas may be damped-down with a fine mist water spray, to which a little detergent has been added. Apply so as to allow the spray to "fall" onto the affected area.

Where the contaminated area is within a designated fire escape route, additional contingency measures may be required - these will be managed by the designated Manager in charge of the building at that time. In some instances, it may be necessary to close the entire building and await further instruction.

Where exposure to asbestos fibres has been confirmed, or cannot be discounted, (Horniman Museum approved asbestos consultant will normally confirm), employees should make a record of personal exposure using the Horniman Museum recording procedures.

Dealing with the potentially contaminated area

1. The asbestos records will be checked to identify the material.
2. Where asbestos is identified or the information is inadequate, the Responsible Person (Asbestos) will appoint an asbestos consultant to undertake a survey and risk assessment of the area, to include bulk samples and reassurance air tests.
3. If the material is found to be non-asbestos, the area will be reopened.
4. Should the material be found to contain asbestos, to correct the situation; a scope of work must be agreed with the appointed asbestos analyst and an approved asbestos removal contractor will be appointed to repair or remove the material as soon as possible. The removal contractor will submit notification to the HSE where appropriate.
5. The area will remain closed until the asbestos works are complete and the asbestos analyst has issued the relevant clearance certificates. It may be necessary to programme further asbestos removal works.

A RIDDOR reportable accident report may be required to be completed by the contractor or Responsible Person (Asbestos) as soon as possible after the incident. In any case the report must be retained by the organisation.

Appendix 5. Asbestos Management Requirements

This section lists the positively identified items of asbestos within the Museum and details the recommended management options. The detail given here is further to the comments and recommendations given within the Asbestos Register. Further guidance on the following table is also given in Appendix 3 Glossary of Terms. Short term and longer term management options are given.

Information regarding the scope and specification of these survey works must be clarified before the information in this survey report is relied upon; it is possible that asbestos remains in previously inaccessible areas or in areas outside the scope of previous surveys.

It should be further noted that the type of survey conducted may not necessarily be suitable for the tasks you plan to undertake on the premises. A further definition of different survey types can be found in Appendix 1, Survey Type Specification.

Management Requirements

1. **Where it states Prohibit/restrict access to area pending removal or remediation of item/material:** All works must be carried out by competent, trained personnel with the correct RPE and PPE, using suitable methods in accordance with the Control of Asbestos Regulations 2012. In some cases works will need to be carried out by a licensed contractor, but this will depend on the product, its application, location and condition.
2. **Where it is recommended that asbestos is removed:** All works must be carried out by competent, trained personnel with the correct RPE and PPE, using suitable methods in accordance with the Control of Asbestos Regulations 2012. In some cases works will need to be carried out by a licensed contractor, but this will depend on the product, its application, location and condition.
3. **Where it recommended that asbestos is encapsulated:** These works should again be undertaken by suitably trained personnel with the correct RPE, PPE and working methods. A suitable encapsulant paint or material must be well applied to all accessible surfaces of the material to ensure that the material is kept sealed.
4. **Where it is recommended that asbestos is managed / reinspected periodically:** Where ACMs are in a stable condition, they should be managed and safe systems of works should be put in place. In general, items in this category require no remedial or removal works, but their condition must be regularly monitored to ensure that the risk is being effectively managed.
5. Any areas that were not accessed during the recent asbestos management survey should be presumed to contain asbestos until proven otherwise.
6. All personnel working in the building that may come into contact with asbestos must be informed that asbestos has been identified within the building, and that any damage, no matter how minor, must be reported to the Responsible Persons (Asbestos) immediately.
7. Any persons working specifically near any items identified as containing asbestos must be informed as to the nature and extent of asbestos identified within.
8. All retained ACMs should be reinspected at least every 12 months.

| Lucion Job ID | Survey Date | Building | Level | Location | Item Description | Material Description | Sample ID | Asbestos Type Description | Extent | Material Score | Risk Level | Tentative Recommend | Comments |
|---------------|-------------|---|-------|-----------------------------------|--|----------------------|-----------|------------------------------|-------------------------|----------------|------------|------------------------|---|
| 407370 | 2020-03-25 | Bothy Main Building | 0 | 004/Boiler room | panel to wall | insulating board | 407370-11 | Amosite, Chrysotile | No. | 6 | R3 | Reinspect Periodically | |
| 407370 | 2020-03-25 | Bothy Main Building | 0 | 014/Garage | ceiling | insulating board | 407370-2 | Amosite, Chrysotile | 25m2 | 6 | R3 | Reinspect Periodically | |
| 407370 | 2020-03-25 | Bothy Main Building | 1 | 009/airing cupboard | gasket to hot water tank | gasket | | Presume Chrysotile | | 4 | R3 | Reinspect Periodically | presumed due to damaging integrity of gasket |
| 407370 | 2020-03-25 | Bothy Main Building | 9 | 999/externals | cowl to roof | cement | | Strongly Presume Chrysotile | 1No. | 4 | R3 | Reinspect Periodically | presumed due to excessive height |
| 407370 | 2020-03-25 | Bothy Main Building | 9 | 999/externals | undercloak to roof | cement | 407370-6 | Chrysotile | 30Lm. | 4 | R3 | Reinspect Periodically | |
| 407370 | 2020-03-25 | Bothy Main Building | 9 | 999/externals | Soffits to high level | insulating board | 407370-7 | Amosite, Chrysotile | 80Lm. | 6 | R3 | Reinspect Periodically | |
| 407370 | 2020-03-25 | Bothy Main Building | 9 | 999/externals | seals to walls | mastic | 407370-9 | Chrysotile | 20Lm. | 3 | R3 | Reinspect Periodically | |
| 407370 | 2020-03-25 | Bothy Shed | 0 | 001/Store | seal to brickwork | mastic | 407370-12 | Chrysotile | 40ml | 3 | R3 | Reinspect Periodically | |
| 407370 | 2020-03-25 | Bothy Shed | 0 | 002/Store | seal to brickwork | mastic | 407370-12 | Chrysotile | 10ml | 3 | R3 | Reinspect Periodically | |
| 407370 | 2020-03-25 | Bothy Shed | 9 | 999/externals | roof | cement | 407370-14 | Chrysotile | 50m2 | 4 | R3 | Reinspect Periodically | |
| 407376 | 2020-05-19 | Clock Tower | 4 | 001/tank room | pipework flange gasket | gasket | | Presume Chrysotile | No.4 | 4 | R3 | Reinspect Periodically | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | -1 | 001/boiler room | pipework flange gasket | gasket | | Presume Chrysotile | No.20 | 4 | R3 | Reinspect Periodically | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | -1 | 004/store room | pipework flange gasket | gasket | | Presume Chrysotile | No.1 | 4 | R3 | Reinspect Periodically | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | -1 | 007/basement store | residue to walls behind large bore pipe | insulation | 407379-27 | Amosite, Chrysotile | Extent Indiscernible | 9 | R2 | Remove | scattered residue to walls |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | -1 | 007/basement store | insulation to large bore pipework | insulation | 407379-28 | Chrysotile | 4 Lm. | 6 | R3 | Remove | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | -1 | 007/basement store | insulation to lower large bore pipework | insulation | 407379-29 | Chrysotile, Amosite | 4 Lm. | 8 | R2 | Remove | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | -1 | 007/basement store | insulation to small bore pipe | insulation | 407379-30 | Chrysotile, Amosite | 4 Lm. | 8 | R2 | Remove | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | -1 | 007/basement store | pipework flange gaskets | gasket | | Presume Chrysotile | No.3 | 5 | R3 | Reinspect Periodically | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | -1 | 007/basement store | insulation to vertical pipework | insulation | 407379-30 | Chrysotile, Amosite | 2 Lm. | 8 | R2 | Remove | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 0 | 002/pest control room | panel to ceiling | insulating board | | Strongly Presume Amosite | 0.5 Sqm. | 6 | R3 | Reinspect Periodically | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 0 | 003/anthropology room | panel to ceiling | insulating board | | Strongly Presume Amosite | 0.5 Sqm. | 6 | R3 | Reinspect Periodically | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 0 | 003/anthropology room | within floor duct | no access | | Strongly Presume Crocidolite | Extent Indiscernible | 10 | R1 | Remove | sub floor ducting is historically known to contain asbestos. opening the duct could lead to contamination of location and client is happy to have presumptions in place |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 0 | 004/anthropology room | panel to ceiling | insulating board | | Presume Amosite | 0.5 Sqm. | 6 | R3 | Reinspect Periodically | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 0 | 005/receiving room | panel to high level wall | insulating board | | Strongly Presume Amosite | 0.25 Sqm. | 7 | R2 | Encapsulate | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 0 | 007/cold store | assorted products awaiting disposal | woven product | | Strongly Presume Crocidolite | Extent Indiscernible | 11 | R1 | Remove | exhibits which the museum has identified as potentially containing asbestos and have earmarked for disposal. these vary from old bellows to raw asbestos samples from historical exhibits |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 2 | 009/room 2/2 natural history room | panel to ceiling | insulating board | 407379-9 | Amosite | 0.5 Sqm. | 7 | R2 | Encapsulate | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 3 | 001/room 3/4 transport room | panels surrounding door | insulating board | 407379-6 | Amosite | 8 Sqm. | 6 | R3 | Reinspect Periodically | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 3 | 001/room 3/4 transport room | panel to door face | insulating board | 407379-7 | Amosite | 2 Sqm. | 6 | R2 | Reinspect Periodically | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 3 | 002/room 3/3 weapons room | panels surrounding door | insulating board | 407379-6 | Amosite | 10 Sqm. | 6 | R3 | Reinspect Periodically | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 3 | 002/room 3/3 weapons room | panel to door face | insulating board | 407379-7 | Amosite | 2 Sqm. | 6 | R2 | Reinspect Periodically | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 3 | 002/room 3/3 weapons room | high level panels to wall behind shelving | insulating board | 407379-8 | Amosite | 6 Sqm. | 6 | R3 | Reinspect Periodically | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 3 | 002/room 3/3 weapons room | panel to ceiling near vertical wood boxing | insulating board | 407379-9 | Amosite | 0.25 Sqm. | 6 | R3 | Reinspect Periodically | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 3 | 003/room 3/2 weapons room | panels surrounding door | insulating board | 407379-6 | Amosite | 10 Sqm. | 6 | R3 | Reinspect Periodically | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 3 | 003/room 3/2 weapons room | panel to door face | insulating board | 407379-7 | Amosite | 2 Sqm. | 6 | R2 | Reinspect Periodically | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 3 | 003/room 3/2 weapons room | high level panels to wall behind shelving | insulating board | 407379-8 | Amosite | 6 Sqm. | 6 | R3 | Reinspect Periodically | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 3 | 003/room 3/2 weapons room | panel to ceiling | insulating board | 407379-9 | Amosite | 0.25 Sqm. | 6 | R3 | Reinspect Periodically | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 3 | 003/room 3/2 weapons room | panel to face of side door | insulating board | 407379-7 | Amosite | 2 Sqm. | 6 | R2 | Reinspect Periodically | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 3 | 004/room 3/1 textile room | panels above door | insulating board | 407379-6 | Amosite | 3 Sqm. | 6 | R3 | Reinspect Periodically | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 3 | 004/room 3/1 textile room | panel to door face | insulating board | 407379-7 | Amosite | 2 Sqm. | 6 | R2 | Reinspect Periodically | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 3 | 004/room 3/1 textile room | high level panel to wall | insulating board | 407379-9 | Amosite | 0.25 Sqm. | 6 | R3 | Reinspect Periodically | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 3 | 004/room 3/1 textile room | panel to face of side door | insulating board | 407379-10 | Amosite | 2 Sqm. | 6 | R2 | Reinspect Periodically | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 3 | 007/room 3/5 pot room | panels surrounding door | insulating board | 407379-6 | Amosite | 4 Sqm. | 6 | R3 | Reinspect Periodically | |
| 407379 | 2021-02-23 | Horniman Museum-Dreadnaught House | 3 | 007/room 3/5 pot room | panel to door face | insulating board | 407379-7 | Amosite | 2 Sqm. | 6 | R2 | Reinspect Periodically | |
| 407373 | 2020-03-26 | Horniman Museum-Dutch Barn | 9 | 999/externals | roof tile | cement | 407373-1 | Chrysotile | 150 Sqm. | 4 | R3 | Reinspect Periodically | |
| 407372 | 2020-05-27 | Horniman Museum-Nursery Cottage | 9 | 999/externals | under cloaking | cement | | Presume Chrysotile | 20 Lm. | 3 | R3 | Reinspect Periodically | |
| 407374 | 2020-03-26 | Horniman Museum-Toilet Block | 0 | 002/electrical cupboard | wrap to incomer cable | bituminous product | | Presume Chrysotile | 1 Lm. | 3 | R3 | Reinspect Periodically | |
| 407374 | 2020-03-26 | Horniman Museum-Toilet Block | 9 | 999/externals | soffit | insulating board | 407374-3 | Amosite | 20 Sqm. | 8 | R2 | Encapsulate | |
| 407376 | 2020-05-19 | North and South Halls External and roof | 9 | 999/externals | pipework flange gasket | gasket | | Presume Chrysotile | No.1 | 3 | R3 | Reinspect Periodically | |
| 407376 | 2020-05-19 | North Hall, First Floor | 1 | 008/cleaners store | loose packing within pipe intrusion to ceiling | insulation | 407376-11 | Amosite | Small Quantity Observed | 10 | R1 | Remove | |
| 407376 | 2020-05-19 | North Hall, First Floor | 1 | 008/cleaners store | woven material around ceiling pipe intrusion | woven product | 407376-12 | Amosite | Small Quantity Observed | 7 | R2 | Remove | |
| 407376 | 2020-05-19 | North Hall, First Floor | 1 | 008/cleaners store | debris in pipework | insulation | 407376-13 | Amosite | Small Quantity Observed | 11 | R1 | Remove | loose debris on several pipes |

| Lucion Job ID | Survey Date | Building | Level | Location | Item Description | Material Description | Sample ID | Asbestos Type Description | Extent | Material Score | Risk Level | Tentative Recommend | Comments |
|---------------|-------------|--|-------|--------------------------------|--------------------------------------|----------------------|-----------|-----------------------------|----------------------|----------------|------------|------------------------|--|
| 407376 | 2020-05-19 | North Hall, First Floor | 1 | 008/cleaners store | electrics | limited access | | Presume Chrysotile | Extent Indiscernible | 3 | R3 | Reinspect Periodically | |
| 407376 | 2020-05-19 | North Hall, Ground Floor Boiler Rooms | 0 | 001/entrance lobby/switch room | electrics | woven product | | Presume Chrysotile | No.30+ | 5 | R3 | Reinspect Periodically | |
| 407376 | 2020-05-19 | North Hall, Ground Floor Boiler Rooms | 0 | 001/entrance lobby/switch room | pipework flange gasket | gasket | 407376-21 | Chrysotile | No.3 | 4 | R3 | Reinspect Periodically | |
| 407376 | 2020-05-19 | North Hall, Ground Floor Boiler Rooms | 0 | 003/boiler room | electrics | modern | | Presume Chrysotile | Extent Indiscernible | 5 | R3 | Reinspect Periodically | |
| 407376 | 2020-05-19 | North Hall, Ground Floor Boiler Rooms | 0 | 003/boiler room | pipework flange gasket | gasket | 407376-22 | Chrysotile | No.8 | 5 | R3 | Reinspect Periodically | |
| 407376 | 2020-05-19 | North Hall, Ground Floor Boiler Rooms | 0 | 005/boiler room corridor | electrics | woven product | | Presume Chrysotile | Extent Indiscernible | 5 | R3 | Reinspect Periodically | |
| 407376 | 2020-05-19 | North Hall, Second Floor Gallery and Offices | 1 | 002/north hall gallery | panels on door to boiler room | cement | 407376-7 | Chrysotile | 2.5 Sqm. | 4 | R3 | Reinspect Periodically | |
| 407376 | 2020-05-19 | North Hall, Second Floor Gallery and Offices | 1 | 003/North hall boiler room | panels on door | cement | 407376-7 | Chrysotile | 2.5 Sqm. | 5 | R2 | Reinspect Periodically | |
| 407376 | 2020-05-19 | North Hall, Second Floor Gallery and Offices | 2 | 001/north hall gallery | sealant to panel on top of cabinet | mastic | 407376-2 | Chrysotile | 0.25 Sqm. | 3 | R3 | Reinspect Periodically | |
| 407376 | 2020-05-19 | North Hall, Second Floor Gallery and Offices | 2 | 007/office | panel to door | cement | 407376-3 | Chrysotile | 2 Sqm. | 4 | R3 | Reinspect Periodically | |
| 407376 | 2020-05-19 | South Hall, Basement | -1 | 005/staff rest room | cable wrap within ceiling void | bituminous product | | Presume Chrysotile | 3 Lm. | 4 | R3 | Reinspect Periodically | |
| 407376 | 2020-05-19 | South Hall, Basement | -1 | 005/staff rest room | pipework flange gasket to gas main | gasket | | Presume Chrysotile | No.2 | 4 | R3 | Reinspect Periodically | |
| 407376 | 2020-05-19 | South Hall, Basement | -1 | 009/aquarium plant room | residue to walls | insulation | | Presume Crocidolite | Extent Indiscernible | 9 | R2 | Reinspect Periodically | there is evidence of past removals and encapsulation throughout location |
| 407376 | 2020-05-19 | South Hall, Basement | -1 | 011/plant switch room | woven product/paper within old fuses | woven product | | Strongly Presume Chrysotile | No.100 approx | 5 | R3 | Remove | |