

ASBESTOS MANAGEMENT POLICY AND PLAN

EMPLOYER	Royal Institution of Cornwall	
COMPANY TRADING NAME	Royal Cornwall Museum	
MAIN CONTACT PERSON	John Negus	
ADDRESS OF WORKPLACE	25 River Street, Truro, Cornwall, TR1 2SJ	
DATE OF PREPARATION	10 April 2011	
NAME OF ADVISER	Terry Pike	<i>Health & Safety Adviser Safety Cornwall Ltd</i>
REFERENCE	TE04/TP/	<i>Safety Cornwall Ltd Client Reference Number</i>



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Royal Cornwall Museum	Asbestos management plan	Date compiled: April 2011
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ASBESTOS MANAGEMENT POLICY AND PLAN

ASBESTOS MANAGEMENT POLICY OVERVIEW

This asbestos policy document is designed to meet the ***legal requirements*** of the Health & Safety at Work Etc Act 1974 and The Control of Asbestos Regulations 2006.

This policy document contains relevant ***mandatory*** and procedural items, including in particular:

1. a signed undertaking by the Director and the Chair of the Trustees who are responsible for the approval of all RCM policies
2. A signed undertaking from the person responsible for administering and managing asbestos containing materials (ACMs) within the RCM's control.
3. A strategy for managing ACMs within the RCM's control whether identified by survey or presumed to exist.
4. Procedures for communicating the arrangements for managing ACM to employees, contractors or maintenance workers whose health or wellbeing may be affected by the possible release of asbestos fibres.

The signed undertaking is a ***commitment in law*** that the RCM will implement the contents of the asbestos policy document and management plan. The employer may be held to account in law if the company fails to manage health and safety accordingly.

The asbestos management policy and plan must be reviewed and revised, as often as may be appropriate: e.g. this should take place at least annually or at any time when there is planned to be any work, alterations or maintenance which has the potential to disturb asbestos containing materials.

This policy document must be ***brought to the attention of all employees, contractors about to be engaged in refurbishment work or maintenance workers about to be engaged in maintenance work.***

ASBESTOS MANAGEMENT POLICY AND PLAN

STATEMENT OF POLICY

It is the policy of the Royal Cornwall Museum to ensure, so far as is reasonably practicable, that risks to health from the release of asbestos fibres are eliminated.

The Royal Cornwall Museum is to engage the services of a competent person or persons to:-

- Survey and sample for asbestos containing materials
- Identify asbestos containing materials held as exhibits
- Assess the condition of any known asbestos containing materials
- Record the location of any known asbestos containing materials or presumed ACMs
- Assess the potential risk of the release of asbestos fibres
- Remove any ACMs which are at risk of releasing fibres, contained within the building fabric, if reasonably practicable to do so
- Append a copy of the current asbestos survey and location drawings to the asbestos policy / management plan
- Inform workers and employees of the consequences to health from exposure to asbestos fibres

Signed:	Dated:
Name:	
The Director responsible for the approval of all RCM policies	

Signed:	Dated:
Name:	
The Chair of the Trustees responsible for the approval of all RCM policies	

ASBESTOS MANAGEMENT POLICY AND PLAN

PROCEDURES

ASBESTOS REGISTER

- The findings of the asbestos survey and details of any exhibits containing asbestos are to be recorded in an asbestos register for the property.
- The Operations Manager is to ensure that an up to date asbestos register / survey is available at all times. All Heads of Departments are to ensure that their staff members are informed of the location and presence of the asbestos policy.
- Drawings and plans of the building are to be 'marked up' to show the location of asbestos containing materials. All marked up drawings/plans are to be included in the Asbestos Register.
- The Asbestos Register is to contain an overall risk rating for each object containing asbestos or presumed to contain asbestos. The risk from the asbestos containing materials is to be classified as follows:

High: Materials which contain asbestos and are in a condition and/or location which necessitates urgent remedial action. These materials are not normally suitable for containment and removal will normally be required.

Medium: Materials which contain asbestos and are in a condition and/or location where some remedial action is required. These materials may be suitable for containment e.g. encapsulation but removal in the long-term may be appropriate.

Low: Materials which contain asbestos but are in a condition and/or location which does not give rise to a significant health risk provided it remains undisturbed or undamaged by routine maintenance of regular work activities.

Trivial: This material does not pose a risk under normal conditions provided it is not finely abraded. When this material is removed, it should be removed without cutting or abrading and disposed of as special waste.

The "Risk Rating" is the risk to the normal users of the property based on the material type, its condition and location, whether it is vulnerable to damage and whether it has been protected or not. This risk assessment is to be updated every time the property or asbestos containing materials are re-inspected.

Maintenance, repair, installation, alteration or refurbishment works are subject to the ***Construction Design and Management Regulations 2007***. Directors and Heads of Department are to inform contractors of the location of the asbestos register.

ASBESTOS MANAGEMENT POLICY AND PLAN

MARKING OF ASBESTOS CONTAINING MATERIALS

The Operations Manager is to ensure that all asbestos containing material is labelled in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996 **unless it is in a public area**. The relevant sign to be used is as follows:



With the following notice if the sign is situated on the asbestos containing material
WARNING – ASBESTOS CONTAINING MATERIAL

Or with the following notice if the sign is situated at the entrance to an area in which asbestos containing material is located

**WARNING – AREA CONTAINS ASBESTOS CONTAINING MATERIALS;
SEE ASBESTOS REGISTER FOR FURTHER DETAILS**

EXHIBITS AND OBJECTS

Whilst the Operations Department is responsible for the management of asbestos within the building fabric, fixtures and fittings and services, the Collections Manager is responsible for the management of exhibits and objects containing asbestos.

Signed:	Dated:
Name: John Negus	Operations Manager
The Responsible Person for asbestos policy / management on behalf of the RCM	

Signed:	Dated:
Name: Sara Chambers	Collections Manager
The Responsible Person for asbestos policy / management on behalf of the RCM	

ASBESTOS REGISTER

ASBESTOS ACTION PLAN FOR KNOWN OR PRESUMED ASBESTOS CONTAINING MATERIALS

The following tables identify any sampled or presumed asbestos as noted in the type 2 survey.

The exposure risk is the estimated risk of exposure to asbestos fibres, released by the material identified as or presumed to contain asbestos, for staff and the general public using the Museum premises.

The person responsible for the administration of the Asbestos Management Plan will make the details of any presumed asbestos containing materials known to any company or worker carrying out maintenance or refurbishment to these areas. If any work is planned which could potentially disturb materials which may contain asbestos, suspected ACM will be subject to a Demolition / refurbishment asbestos survey, this information is to be passed to any company or worker likely to be carrying out this work The Control of Asbestos Regulations 2006.

Room No./Description	Sample Ref. No:	Location	Asbestos Type	Product Type	Condition	Exposure risk	Further action required
Level 1, safe room	P1	Presumed AIB within doors	Presumed Amosite & Chrysotile	Presumed Asbestos insulation board	Unknown Encapsulated	Low	No immediate action required. Eventual removal no time limit on this action
Level 1, safe room	P2	Presumed AIB within doors	Presumed Amosite & Chrysotile	Presumed Asbestos insulation board	Unknown Encapsulated	Low	No immediate action required. Eventual removal, no time limit on this action
Level 1, Bookshop office	P1	Presumed AIB within doors	Presumed Amosite & Chrysotile	Presumed Asbestos insulation board	Unknown Encapsulated	Low	No immediate action required. Eventual removal, no time limit on this action.
Level 3, De-Pass Gallery	5107/02	Low level panel covering pipe duct	Chrysotile	Asbestos cement	Good Decorated over	Low	Believed to have been removed and replaced with plywood. Establish status of material and remove if still present.

ASBESTOS REGISTER

Room No./description	Sample Ref. No:	Location	Asbestos Type	Product Type	Condition	Exposure risk	Further action required
Level 4, room above lift 2	P1	Presumed flash guards within electrical switch gear	Presumed Chrysotile asbestos textile	Presumed asbestos textile	Unknown Encapsulated	Low	No further action necessary at this time. Flash guards to be removed or replaced if electrical upgrade is required in the future.
Level 4, room above lift 2	F2	Presumed lift motor pads	Presumed Chrysotile	Presumed asbestos cement	Unknown	Low	No further action necessary at this time. Lift motor pads to be replaced as identified during lift maintenance procedures. Time limit to be established by lift engineers.
External	P	Presumed roof tiles over the front library area	Presumed Chrysotile	Presumed asbestos cement	Good	Low	No further action necessary at this time.
Hairdressers next to museum. External	P	Presumed roof tiles	Presumed Chrysotile	Presumed asbestos cement	Good	Low	The hairdresser's shop has been disposed and is no longer under the control of the museum. No further action necessary.

Royal Cornwall Museum

Asbestos management plan

Date compiled: April 2011

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ASBESTOS REGISTER

ASBESTOS ACTION PLAN FOR INACCESSIBLE AREAS

The following areas have not been examined for the presence of asbestos containing materials and therefore have, for the purpose of the Asbestos Management Plan, been presumed to contain asbestos.

The person responsible for the administration of the Asbestos Management Plan will make the details of any areas not tested for the presence of asbestos containing materials known to any company or worker carrying out maintenance or refurbishment to these areas.

Should any work be planned which could potentially disturb materials which may contain asbestos, the affected materials or areas will be subject to a Demolition / refurbishment asbestos survey, this information is to be passed to any company or worker likely to be carrying out this work, prior to the commencement of the work.

Room No./description	Details of access	condition	Further action required
Access was not gained to ceiling voids where ceilings are fixed	Within partition or behind clad walls	Unknown Encapsulated	No further action required at this time.
Level 1 Store	no access within safe	Unknown Encapsulated	No further action required.
Level 1 Safe Room	no access within safe	Unknown Encapsulated	Eventual removal no time limit on this action.
Level 1 Bookshop office	no access to fireplace	Unknown Encapsulated	No further action required.
Level 1 Workshop 1	no access to under floor ducting	Unknown Encapsulated	Eventual removal no time limit on this action.
Level 2 Middle Store	limited access due to storage	Unknown inaccessible	No further action. Establish presence of ACM if stored materials are removed.
Level 2 Store	limited access due to storage	Unknown inaccessible	No further action. Establish presence of ACM if stored materials are removed.

It must be assumed that all inaccessible areas contain ACMs until proven otherwise.

ASBESTOS REGISTER

Room No./description	Details of access	condition	Further action required
Level 3 Gallery	ceiling too high to access	Unknown inaccessible	No further action required at this time. Establish the presence of ACM prior to work to being carried out on this element.
Level 3 Archive Store	limited access behind storage	Unknown inaccessible	No further action. Establish presence of ACM if stored materials are removed.
Level 3 Archive Store	limited access behind storage	Unknown inaccessible	No further action. Establish presence of ACM if stored materials are removed.
Level 3 Philbrick Room	ceiling too high to access	Unknown inaccessible	No further action required at this time. Establish the presence of ACM prior to work to being carried out on this element.
Level 3 Office 2	no access behind wood units to chimney	Unknown Encapsulated	No further action required at this time. Establish the presence of ACM prior to work to being carried out on this element.
Level 3 Store 1	limited access due to storage	Unknown inaccessible	No further action. Establish presence of ACM if stored materials are removed.
Level 3 Store 2	limited access due to storage	Unknown inaccessible	No further action. Establish presence of ACM if stored materials are removed.
Level 3 Trefry Gallery	ceiling too high to access	Unknown inaccessible	No further action required at this time. Establish the presence of ACM prior to work to being carried out on this element.
Level 3 Art Store 1	limited access behind storage	Unknown inaccessible	No further action. Establish presence of ACM if stored materials are removed.
Level 3 Art Store 2	limited access behind storage	Unknown inaccessible	No further action. Establish presence of ACM if stored materials are removed.
Basement Store	limited access due to storage	Unknown inaccessible	No further action. Establish presence of ACM if stored materials are removed.

It must be assumed that all inaccessible areas contain ACMs until proven otherwise.

Royal Cornwall Museum	Asbestos management plan	Date compiled: April 2011
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ASBESTOS REGISTER

EXHIBITS COMPOSED OF OR CONTAINING ASBESTOS

Royal Cornwall Museum

Asbestos management plan Date compiled: April 2011

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ASBESTOS REGISTER

EXHIBITS COMPOSED OF OR CONTAINING ASBESTOS

Royal Cornwall Museum

Asbestos management plan Date compiled: April 2011

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ASBESTOS REGISTER

EXTRACT FROM TYPE 2 SURVEY

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

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

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

ASBESTOS REGISTER

EXTRACT FROM TYPE 2 SURVEY

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

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

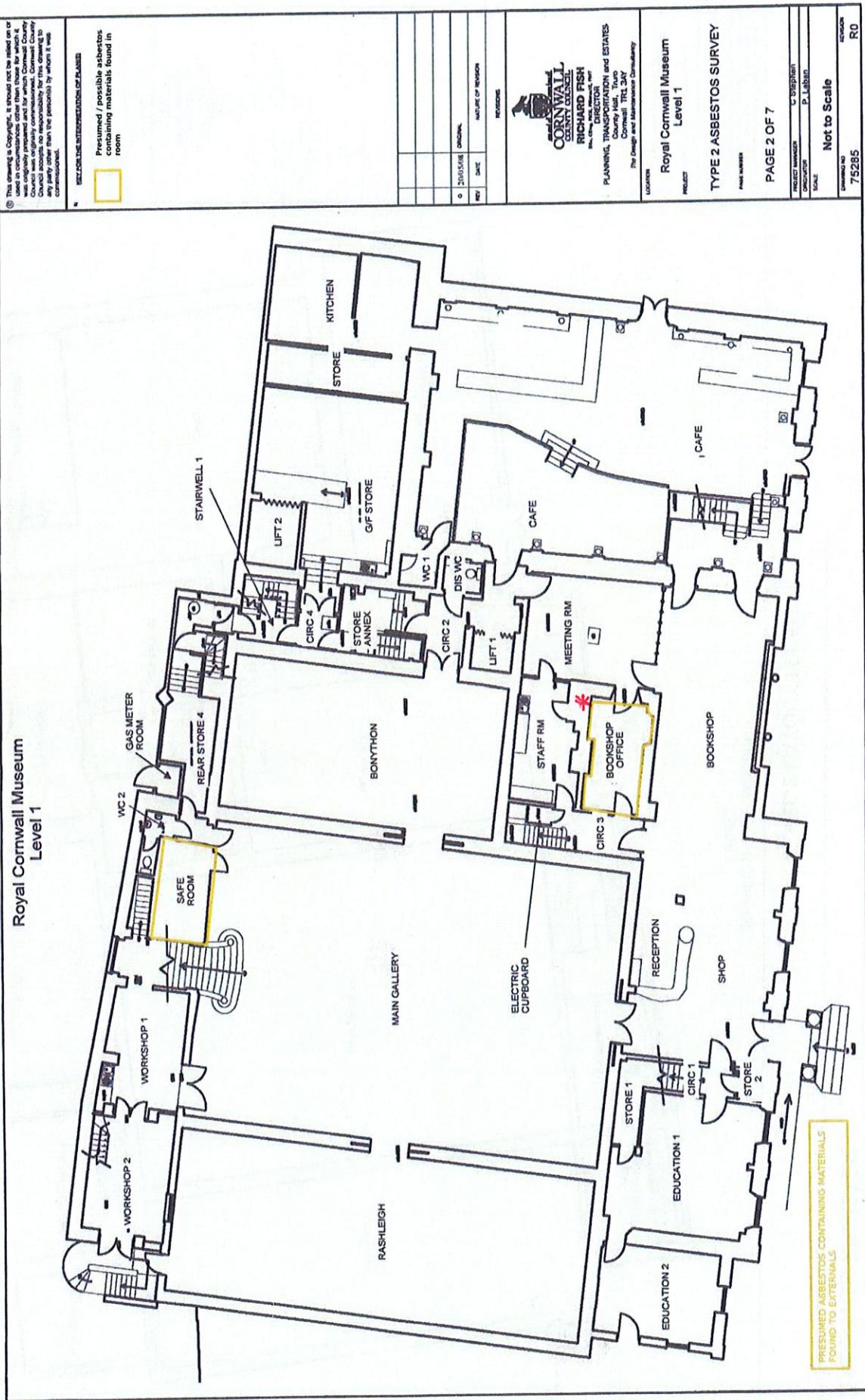
ASBESTOS REGISTER

BASEMENT LAYOUT / PLAN

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<p>N <input type="checkbox"/> PRESUMED ASBESTOS CONTAINING MATERIALS FOUND IN EXTERNSALS</p>	
<p>Presumed / possible asbestos containing materials found in room</p>	
<p><input checked="" type="checkbox"/></p>	
<p>PLANT</p>	
<p>BOILERS AND PUMPS</p>	
<p>BASEMENT STORE</p>	
<p>Royal Cornwall Museum Basement</p>	
<p>PRESUMED ASBESTOS CONTAINING MATERIALS FOUND TO EXTERNSALS</p>	
<p>TYPE 2 ASBESTOS SURVEY</p>	
<p>PLANNING, TRANSPORTATION AND ESTATES</p>	
<p>Richard Fish, Director</p>	
<p>Inc. Office: DIRECTOR'S OFFICE, PLANNING, TRANSPORTATION AND ESTATES, Royal Cornwall Museum, Truro, Cornwall TR1 3AY</p>	
<p>The Design and Maintenance Consultancy</p>	
<p>ROYAL CORNWALL MUSEUM</p>	
<p>Basement</p>	
<p>PAGE 1 OF 7</p>	
<p>Not to Scale</p>	
<p>Surveyor No: 75285</p>	
<p>Date: 10/01/2011</p>	
<p>Site Manager: C. Stephen</p>	
<p>Surveyor: P. Labam</p>	
<p>RO</p>	

ASBESTOS REGISTER

LEVEL 1 LAYOUT / PLAN

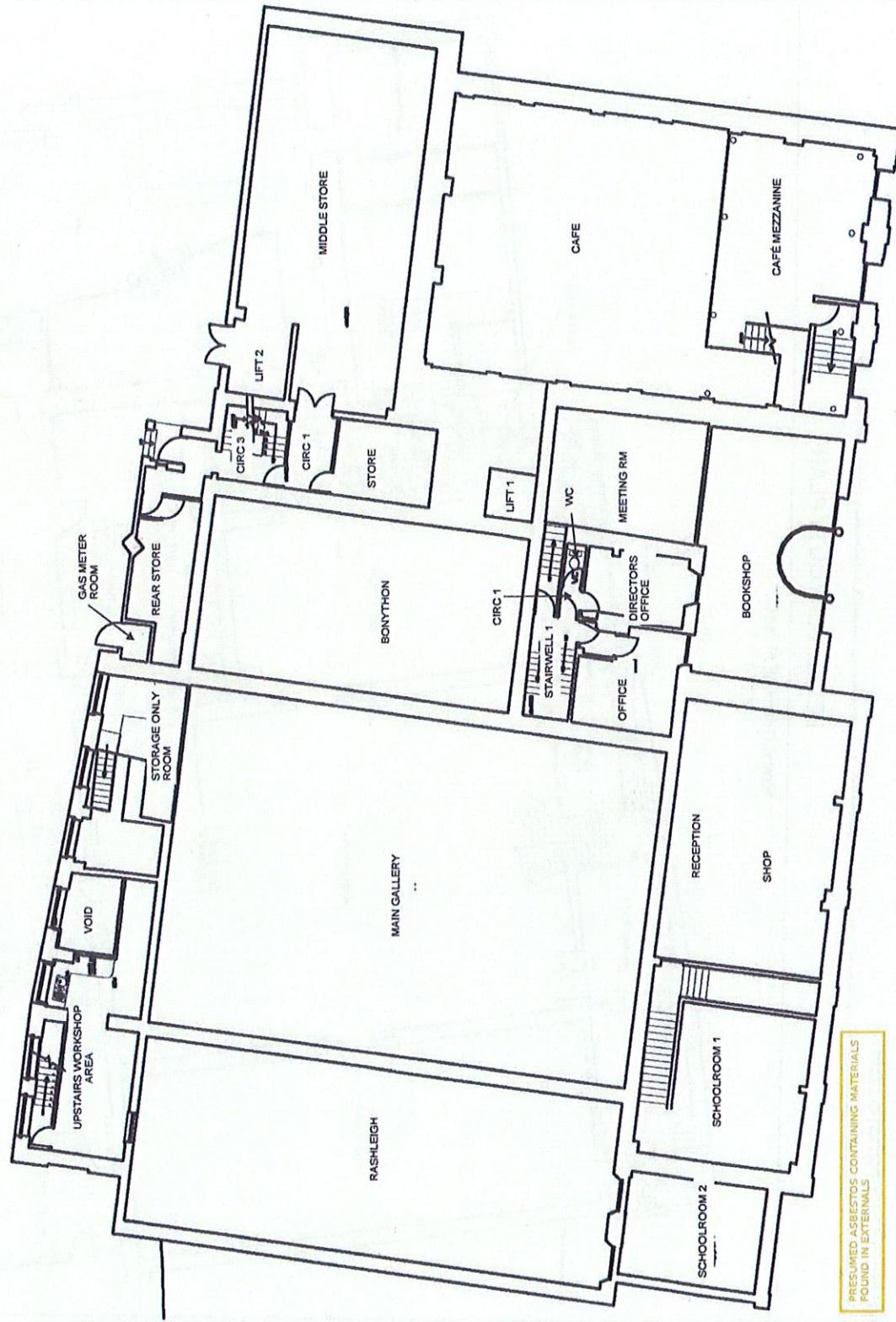


* SEE REPORT APPENDED

ASBESTOS REGISTER

LEVEL 2 LAYOUT / PLAN

Royal Cornwall Museum
Level 2



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INCLUDE THE ENTIRE DOCUMENT IN ITS ENTIRETY

Presumed / Possible asbestos containing materials found in room

REV	DATE	REVISIONS
0	JUL/05/RB	Initial Revision

CORNWALL
COUNCIL
RICHARD FISH
DIRECTOR
PLANNING, TRANSPORTATION AND ESTATES
County Hall, Truro, TR1 3LZ
The Design and Maintenance Committee

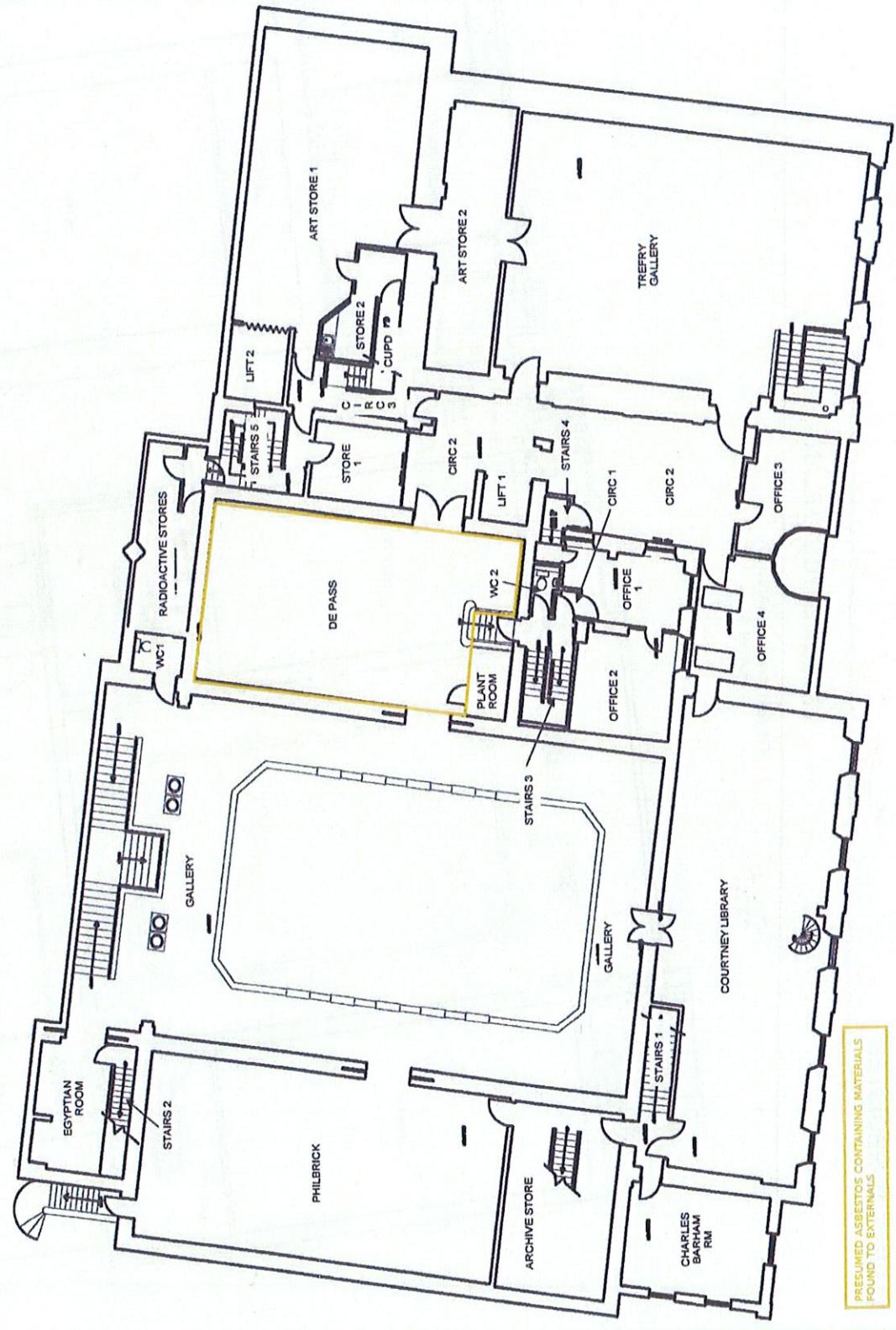
LOCATION
Royal Cornwall Museum
LEVEL 2

TYPE 2 ASBESTOS SURVEY
PAGE 3 OF 7
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APPROVED BY
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75255
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ASBESTOS REGISTER

LEVEL 3 LAYOUT / PLAN

Royal Cornwall Museum
Level 3



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INDICATE THE ASBESTOS CONTAINING MATERIALS

Presumed / possible asbestos containing materials found in room

0	25/05/98	ORIGINAL
REV	DATE	NATURE OF REVISION
		REVISION

CORNWALL COUNTY COUNCIL
RICHARD FISH
Dir. CIV. PLANNING & ENV.
DIRECTOR
PLANNING, TRANSPORTATION AND ESTATES
County Hall, Truro, TR1 3AX
The Design and Environment Consultancy

LOCATION
PROJECT
TYPE 2 ASBESTOS SURVEY
REF NUMBER
PAGE 4 OF 7

Project Manager: C. Chapman
Orchestrator: C. Chapman
Scale:
Drawing No: 75285
Revision No: R0

ASBESTOS REGISTER

LEVEL 4 LAYOUT / PLAN

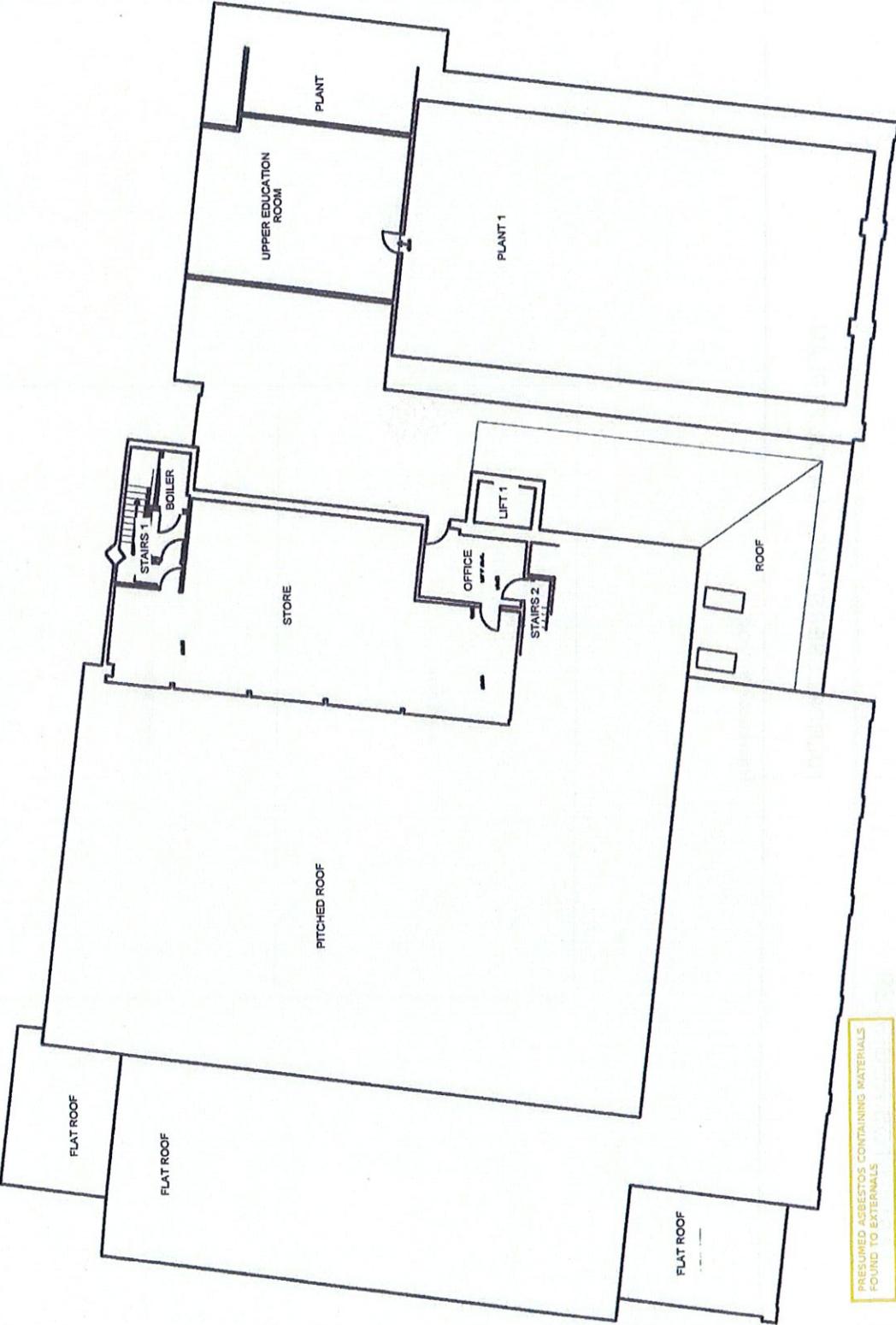
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<p>Project No. 75285 Surveyor's Name: P. Lehane Survey Date: 20/05/08 Nature of Survey: Inspection Location: Royal Cornwall Museum Project: Level 4</p> <p>CORNWALL COUNTY COUNCIL RICHARD FISH Managing Director and Director of Planning, Transportation and Estates County Hall, Truro Cornwall TR1 3AY The Design and Maintenance Consultancy</p> <p>TYPE 2 ASBESTOS SURVEY Page Number: PAGE 5 OF 7 Project Manager: C. Stephen Designer: P. Lehane Scale: Not to Scale Drawing No: 75285 Rev: RD</p>	
<p>PRESUMED ASBESTOS CONTAINING MATERIALS FOUND TO EXTERNALS</p>	

ASBESTOS REGISTER

LEVEL 5 LAYOUT / PLAN

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<input checked="" type="checkbox"/> Presumed / possible asbestos containing materials found in room	
SECTION AND IDENTIFICATION OF PLATE	
	
PLATE NUMBER	
DATE	
NATURE OF FINDING	
0	2nd/5th OCTOBER
REV	DATE
REVISIONS	
 CORNWALL COUNTY COUNCIL RICHARD FISH MANAGING DIRECTOR PLANNING, TRANSPORTATION AND ESTATES Court House, Truro Cornwall TR1 3AY The Design and Maintenance Consultancy Division	
Royal Cornwall Museum Level 5	
PAGE 6 OF 7	
PREVIOUS PAGE	
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C. S. SPENCER	
P. L. LEWIN	
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Royal Cornwall Museum
Level 5



ASBESTOS REGISTER

HAIRDRESSERS' SHOP LAYOUT / PLAN

<p>Hairdressers Shop</p> <p>BACK ROOM</p> <p>FIRST ROOM</p> <p>PRESUMED ASBESTOS CONTAINING MATERIALS FOUND TO EXTERNALS</p>		<p>© This Survey is Confidential. It should not be relied on or used in circumstances other than those for which it was originally prepared and for which Cornwall County Council, its Surveyor, or its employees, have been specifically authorised to use it. No other person may use it without the written consent of the person(s) by whom it was commissioned.</p> <p><input type="checkbox"/> SAY THIS SURVEY IS CONFIDENTIAL OR DO NOT USE</p> <p><input checked="" type="checkbox"/> Presumed asbestos containing materials found in room</p> <p><table border="1"><tr><td>REF</td><td>DATE</td><td>OFFICER</td></tr><tr><td></td><td>20/05/08</td><td>Richard Fish</td></tr><tr><td>REV</td><td>DATE</td><td>NATURE OF INSPECTION</td></tr><tr><td></td><td></td><td>INSPECTION</td></tr></table></p> <p>CORNWALL COUNTY COUNCIL RICHARD FISH DIRECTOR PLANNING, TRANSPORTATION and ESTATES County Hall, Truro Cornwall TR1 3AY The Design and Assessment Consultancy LOCATION</p> <p>Hairdressers Shop</p> <p>PROJECT</p> <p>TYPE 2 ASBESTOS SURVEY</p> <p>PAGE 7 OF 7</p> <p><small>PRINTED AND PREPARED FOR: C. Chapman BY: P. Leishman DATE: 20/05/08 NOT TO SCALE DRAWN BY: R.O. 75285</small></p>		REF	DATE	OFFICER		20/05/08	Richard Fish	REV	DATE	NATURE OF INSPECTION			INSPECTION
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	20/05/08	Richard Fish													
REV	DATE	NATURE OF INSPECTION													
		INSPECTION													

HEALTH AND SAFETY POLICY REVIEWS

POLICY REVIEWS

Date	Summary / comments	Verified by:

Review of the health and safety policy statement

It is the policy of the employer to review this written policy statement **annually**.

HEALTH AND SAFETY POLICY REVIEWS

TABLE OF AMENDMENTS ARISING FROM REVIEWS

Date	Amendment	Remarks
11/10/12	SAMPLE TAKEN FROM PATCH PAHCL ROOM PROVED TO BE NEGATIVE	CORNWALL REPORT 11/10/12 APPENDED



Engineering Services Laboratory
Radnor Road, Scorrier, Redruth TR16 5EH TEL : 01872 327381 FAX : 01209 821539
ASBESTOS BULK SAMPLE ANALYSIS TEST REPORT



In House Method based on HSG248

Scheme / Site: Bulk Sample Analysis

Location: Unknown

Date Sampled: 11/10/2012

Sampled By: CLT

Date Received: 11/10/2012

Date Tested: 11/10/2012

Tested By: EB

Test Report No: AS6744.1

Project No: 76647

Client Ref: -

Sample Cert No: AS 5436

Date Reported: 12/10/2012

Page Number: 1 of 1

Test Results

Sub Sample Number	Client Sample Number	Sample Type	Sample Details	Asbestos Type(s) Present
1	-	IB	Panel in cupboard	AND

For additional information see the Sampling Certificate.

KEY:

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

Asbestos Type: AM = Amosite, CH = Chrysotile, CR = Crocidolite, Trem = Fibrous Tremolite, Actin = Fibrous Actinolite, Anth = Fibrous Anthophyllite, AND = Asbestos Not Detected.

Remarks : Materials have been referred to as Asbestos Insulating Board or Asbestos Cement based on upon their asbestos content and visual appearance alone. Water absorbency checks on materials have not been carried out unless stated otherwise. Where this has been done, the test is outside the scope of UKAS Accreditation.

Where samples have not been taken by Engineering Services Laboratory, it can only report analysis results. No responsibility can be taken for any consequences arising from the client's sampling strategy or procedures, or the use of these results in subsequent reports.

Client Name: Safety Cornwall

F.A.O: Terry Pike

Address: 6 Glenthorne House
Truro Industrial Park
Threemilestone

Truro

TR3 6BW

Tel No: 01872 242207 Fax No:

Authorised Signatory:

Paul Laban – Geoenvironmental Engineer

