

ASBESTOS MANAGEMENT POLICY

1. Introduction

This Asbestos Management Policy sets out how the Royal Air Force Museum manages the risks from asbestos containing materials (ACMs).

It sets out the Museum policy and the associated procedures and is designed to manage and minimise asbestos- related health risks to employees and visitors to the museum.

Asbestos surveys (Type 2) for ACMs have been carried out at all sites operated by the Royal Air Force Museum and additional surveys have been carried out in relation to specific projects.

Where a survey has not been carried out ACMs are to be presumed present unless it is known to be otherwise.

The presence of an ACM does not in itself constitute a danger. However, the ACM may become hazardous when disturbed or damaged and must be treated accordingly.

Activities which give rise to airborne dust (breaking, sawing, cutting, drilling etc.) are most likely to present risks.

2. Policy

The aims of this policy are:

- To prevent exposure to the hazards associated with asbestos;
- To promote awareness of the hazards of asbestos, through training and induction of staff and those working on behalf of the Museum;
- To ensure that an asbestos register is maintained;
- To ensure that up to date information and advice on asbestos issues is available;
- To put in place and maintain an effective management strategy and set of procedures (for example, in relation to sealing, labelling, inspection or removal of ACMs).

The Policy is to ensure compliance with the Health and Safety at Work Act 1974 and the Control of Asbestos Regulations 2006.

3. Responsibilities of Postholders

The **Director General** (through the Director Corporate Services) is responsible for ensuring that:

- Adequate resources are provided and allocated to implement the Policy;
- Museum employees have the necessary facilities, training and competence to discharge their designated functions;
- The Policy is underpinned by the appropriate procedures;
- Any specific responsibilities assigned to postholders are set out in writing.

The **Buildings & Services Manager** is the designated Asbestos Manager (and Project Manager) on all matters relating to ACM's in buildings, mechanical and electrical fixed installations, and plant and equipment on all three sites. He will be assisted by designated staff on each site.

The **MBCC Manager** is the designated Asbestos Manager (and Project Manager) on all matters relating to ACM's in aircraft on display, in the MBCC workshops at Cosford, and on aircraft restoration projects undertaken on any museum site.

The following are designated as Asbestos Managers (and Project Managers) on all matters relating to ACM's contained within artefacts and aircraft on sites as stated:

London Site: **Aircraft Technician**

Reserve Collection Stafford: **Manager Stafford**

Cosford Including H9 Storage Hangar but excluding aircraft on display at Cosford:
Cosford Curator

The **Health & Safety Managers** at each site are responsible for:

- Undertaking audits as appropriate;
- Ensuring any breaches of compliance with the Policy or procedures are fully investigated;
- Reporting incidents to the Health and Safety Executive under the Reporting of Injuries;
- Diseases and Dangerous Occurrences Regulations (RIDDOR);
- Collating Dangerous Occurrence Forms;

The **Asbestos Managers** (as set out above) are responsible for ensuring that:

- Adequate information regarding ACMs is sought for all potential acquisitions;
- Any building or artefact acquired on behalf of the Museum is free of ACMs, so far as is reasonably practicable;

- Employees acting on their behalf are aware of the Policy and procedures and have the necessary training and competencies to undertake a given task;
- Any contractors employed on relevant work are similarly qualified;
- Information on ACMs is appropriately stored and is made available to any interested Parties (including Trade Unions);
- Proper records of asbestos works are kept;
- An Asbestos Register is maintained and audited regularly;
- Risk assessments, management options and emergency procedures are completed, developed and established as necessary;
- A list of Licensed Asbestos Removal Contractors and Analytical Companies approved for use on Royal Air Force Museum sites is maintained.

Project Managers (those co-ordinating relevant works) are responsible for ensuring that:

- The necessary requirements for the safe management of ACMs are fully identified and incorporated into any design or specification for refurbishment of artefacts or exhibits, locations subject of assessment being addressed at an early stage;
- All appropriate actions are completed;
- The relevant Asbestos Manager is informed of progress and any outcomes;
- All staff working on a project are informed of the location of any known ACMs;
- Works are halted if suspect ACMs are discovered during the course of work and further advice is sought from the Asbestos Manager before proceeding.

Contractors are responsible for:

- Complying with current legislation, associated Approved Codes of Practice and Guidance and the Royal Air Force Museum Policy and procedures;
- The preparation of quotations for asbestos remedial works which take account of and specify any health and safety issues;
- Providing a Plan of Work to the Project Manager which includes details of resources, a timetable and an emergency procedure - all agreed with the Project Manager;

- Providing Statutory Notice to the Statutory Authority prior to commencing asbestos works, or, by agreement with the Project Manager, applying for a waiver from the minimum notice period;
- Attending the contract pre-start meeting, progress meetings and handover meetings as required;
- Carrying out regular inspections of the work environment, any defects found being reported to the Project Manager or being rectified by the Contractor immediately;
- Complying with all reasonable requests from the Project Manager;
- Complying with Permits to Work;
- Liaising with the Analyst (see below) to ensure the satisfactory progress of the works;
- Providing copies of notification and consignment notes and other relevant documentation with the final account to the Project Manager.

Consultants and UKAS Accredited Analysts

Museum staff will be supported by a **Nominated Asbestos Consultant** who, on request, will provide:

- Pro-active support to the Asbestos Manager, but to a level which would not fall within the HSE requirement for a Supervisory License;
- A review and comment on asbestos works specifications and, prior to start of the works, on a contractors Plan of Work;
- Quotations concerning the project site and analytical requirements;
- Attendance at meetings, including but not restricted to, pre-start, progress and handover meetings;
- Completion of check lists, warning and advisory signs etc. as supplied by the Project Manager
- Assistance with the application and completion of Museum specified permits and warning signs relevant to any remedial project, including hot works permits, etc.;
- Analytical works and inspections as agreed with the Project Manager;
- Reports to the Project Manager regarding any defects or non-compliances relating to the contractors performance. (Where the Project Manager is not immediately available the Consultant/Analyst is to take any measures

necessary to ensure the health and safety of the contractor and building occupants);

- Completion checks to ensure that the contractor has completed works satisfactorily;
- Daily written reports on project progress to the Asbestos Manager;
- Formal reports, including 4 Stage Clearance and Certificate of Re-Occupation, to the Asbestos Manager on completion of site works.

Heads of Department are responsible for ensuring that:

- All staff are aware of their individual responsibilities under this Policy;
- Departments implement any measures deemed necessary by the Asbestos Manager;
- Equipment, materials and apparatus containing ACMs are clearly identified, appropriately recorded and managed;
- Attendance of staff for asbestos awareness training as required.

Staff (and Volunteers) are responsible for:

- Reporting to the Asbestos Manager, any known ACMs which are damaged or disturbed or any suspect ACMs of any condition and any defects or concerns they may have related to asbestos issues or remedial works;
- Contacting their Asbestos Manager or Project Manager (where appointed) regarding any work to be undertaken which may involve ACMs;
- Attending asbestos awareness training as required.

4. Acquisition of Exhibits

The Museum will not normally increase its holdings of material containing asbestos by knowingly acquiring any objects containing any form of asbestos material. All objects intended for acquisition will be checked initially by thorough research, inquiry and physical inspection. Where an item is being considered for acquisition the justification will be set out by a Curator, in consultation with an Asbestos Manager.

If any object is considered to present too great a risk to staff or visitors it will not be recommended for acquisition. The final decision will be made by the Director General in consultation with the Curators where agreement cannot be reached.

5. Risk Assessments of ACM's

All ACMs in the Asbestos Register are objectively assessed by the appropriate Asbestos Manager using a formal scoring scheme. This considers aspects of

materials assessment and priority assessment as described in the HSE document HSG 227 'A comprehensive guide to managing asbestos in premises'.

The materials assessment considers features of the material and the priority assessment takes into account the environment in which the ACM is located and the likelihood that persons may be exposed to asbestos fibres.

The scheme considers the following:

- product type;
- condition;
- surface treatment;
- asbestos type;
- location;
- position of material(for example, how accessible it is during normal building occupancy);
- susceptibility to damage;
- number of people potentially exposed;
- whether the material is subject to maintenance, refurbishment or other possible disturbance.

The Asbestos Manager manages and keeps details on the scoring scheme and reviews the scores annually. ACMs with higher assessment scores are likely to require greater consideration regarding remediation measures than those with lower scores.

6. Management of ACMs

Management options contained in the Asbestos Register are assigned by the Asbestos Manager and are considered the appropriate choice at the time of Register review.

The option chosen will be determined by the Asbestos Manager after consideration of the assessment score and discussion with relevant parties, for example, those with information on future maintenance or refurbishment plans.

Long term ACM maintenance considerations (including cost, resources, potential for exposure), will also be considered and opportunities taken for removing materials, particularly during periods of building closure or refurbishment. In general, ACMs with higher risk scores will be identified for remedial works, whilst those with lower scores will be retained within the management scheme for in-situ materials.

7. Inspection and Labelling of ACMs

Formal re-inspections of known or suspected ACMs (based upon the Asbestos Register) will be carried out by the Asbestos Consultant and will be arranged and co-ordinated by the appropriate Asbestos Manager. Re-inspection findings will be used to update the Asbestos Register and subject to formal risk assessment. The period between inspections will be set by the Asbestos Managers, taking into consideration a review of current risk assessments and previous inspection history. ACMs with higher score may be subject to more regular re-inspection than those with lower scores.

Where ACMs are in good condition, with minimal potential for fibre release, they may be left in-situ. The designated Asbestos Manager is responsible for ensuring these materials are kept in a sound condition, but ACMs left in-situ will be subject to an inspection regime. The Asbestos Manager will determine the inspection period, likely to be 6 or 12 months dependent on the risk assessment.

Labelling with standard 'asbestos warning labels' or fixing of appropriate warning signage will be carried out for all known accessible ACMs considered to be of significant risk where this will prevent accidental damage and not cause undue concern.

Labelling of lower risk materials, for example, floor tiles, gaskets, may not be carried out if other control mechanisms (e.g. site awareness) are considered adequate in preventing accidental exposure.

8. Improvement Works and Removal of Asbestos Materials

Where an ACM sustains minor damage, simple repair and/or sealing (encapsulation), may be appropriate. The technique and materials used will be dependent on the ACM and may include over-cladding or use of liquid applied encapsulates. These encapsulates are typically polymeric applications which dry to give a robust water resistant surface. Work on materials requiring an asbestos license will only be completed by a licensed asbestos contractor.

The term 'removal' is used to describe both the removal of bulk materials and the decontamination of areas where debris or trace asbestos contamination has been identified.

Removal of ACMs is carried out as a result of:

- Such work being required by an Asbestos Manager;
- Recommended works related to planned projects;
- Unplanned circumstances (for example, identification of high risk ACMs, damage to ACMs, arising from maintenance or building works and unforeseen).

The option to remove ACMs will be authorised by:

- An Asbestos Manager for aspects of on-going management of ACMs;
- A Project Manager for any specific building or project works.

The responsibility for arranging and co-ordinating asbestos remedial works lies with Project Managers. Removal of ACMs is an operation with inherent risks and requires careful management by qualified persons.

Consideration of building occupation, co-ordination with other projects and the effective use of budgets, will be taken into account when arranging remedial works.

Remedial works planning must allow sufficient time for key stages, including:

- Agreement of scope of works;
- Contractor's quotation period;
- Method statement assessment;
- Decant arrangements;
- Statutory HSE notification;
- Re-instatement requirements assessment;
- Occupant Liaison meetings;
- Pre-start meeting.

9. Completion of Asbestos Works

The Asbestos Manager will generally provide a completion report which will include:

- a summary of what materials have been removed;
- project references;
- contact and documentation details;
- comment on residual asbestos risks.

Records will be held by Asbestos Managers (with relevant documents copied to Project Managers). These will include:

- Works specification;
- Removal method statement;

- Air monitoring reports;
- Certificate of Re-Occupation with Clearance (Stage 4) documentation (where relevant);
- Waste consignment notes.

10. Emergency Reporting Of Suspected Asbestos Containing Material (ACM)

The following procedure should be followed by all Museum staff, contractors, volunteers etc., whenever suspected ACMs are discovered during work or known ACM's become damaged by any other physical method.

- **Stop work immediately;**
- **Isolate the area** (i.e. shut doors and windows, turnoff ventilation systems and fans);
- **Post warning notices** (if available) and inform people in the immediate area and request that everyone keep away;
- **Contact** immediately the nominated Asbestos Consultant (if appropriate) and the site General Manager and provide them with details of the incident;
- **Check the on-site register** to establish whether ACMs are known to be present in the area. In circumstances where no register details are available the Museum will arrange sampling testing and analysis by a UKAS accredited laboratory;
- If the analysis proves that the material does not contain asbestos then work can continue and normal repairs carried out. If the analysis proves the material to be an ACM then either remedial works or removal will be carried out, if necessary, by a licensed asbestos removal company, all in accordance with the Control of Asbestos Regulations 2006.

Do not attempt to take a sample. Should the material be found to contain asbestos and the work required means that a licensed contractor is necessary, then:

- An asbestos removal contractor and analyst will be appointed;
- The work must be agreed with the analyst and asbestos removal contractor to remove the material as soon as possible;
- The removal contractor will submit notification to the HSE where it is required;

- The area will remain closed until the asbestos works have been completed and the analyst has issued the relevant certificate of reoccupation.

11. Persons becoming contaminated with asbestos fibres

If any person believes he/she may have become exposed to and their clothing contaminated by asbestos fibres following a release of asbestos the following procedure should be adopted:

The above procedure should be followed securing the safety of others in the building.

The contaminated person should go directly to the outside of the building and find an isolated area. (Not if large numbers of people prevent easy or direct egress).

If access to the outside is not available use an adjoining vacant room.

Suitable overalls and disposal bags should be given to the contaminated person.

The contaminated person should change into the overalls and place all external clothing being worn at the time of exposure, into the disposal bags. The bags should then be double bagged and conspicuously marked asbestos.

If it is found that the contamination was asbestos then the clothes will be disposed off as if ACM.

The relevant areas will be closed and sealed.