

ASBESTOS MANAGEMENT POLICY

Revision	Revision Date	Owner	Reference	Comment
00	January 2016	Registrar	COL-POL-032-00	

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1. Statement of Purpose

The Royal Armouries recognises its responsibilities under the Health and Safety at Work Act 1974 and the Control of Asbestos Regulations 2012 (CAR 2012).

This Asbestos Management Policy is designed to help fulfil the requirements of Regulation 11 of CAR 2012 as far as possible, by detailing the relevant requirements that are adopted by the Royal Armouries to help reduce the spread or risk of exposure to asbestos.

The Royal Armouries recognises the need to protect its employees and others from the harmful effects of asbestos by:

- a) Complying with legislation and regulations;
- b) Providing a range of control documents that stipulate standards not less than those set out in the Approved Codes of Practice;
- c) Taking all reasonable steps to prevent its employees and others from breathing asbestos fibres;
- d) Providing appropriate training.

The Royal Armouries acknowledges that the presence of asbestos containing materials (ACMs) does not in itself constitute a hazard. However, it is hazardous when disturbed or damaged and must be treated accordingly.

2. Introduction

This policy expands on the Royal Armouries *Health and Safety Policy*. These two policies together, and any supporting information and procedures to support them comprise the Royal Armouries arrangements for asbestos.

If there is any doubt as to whether asbestos is present, we must assume that asbestos is present until a suitable risk assessment or investigation has been carried out to rule out the possibility that ACMs are present.

All Royal Armouries staff (including unpaid workers or contractors) must comply with the requirements of this policy and relevant supporting documents. Contractors and staff must be made aware of any ACMs in the areas that they work.

3. Responsibilities

The Duty holder is the Head/Director of Collections and has full legal responsibility for the management of asbestos and associated risks in the Collections Department.

The Appointed Person is the Registrar, to implement this policy and the legal requirements, and to ensure that all ACMs are managed effectively. Managers in the

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Collections Department are responsible for developing local rules that address specific area conditions and functions.

The Royal Armouries Health and Safety Department will be responsible for promoting the hazards of asbestos and the management procedures through information and training.

All Royal Armouries staff, volunteers, contractors or agents must be fully conversant with this policy. In line with Regulation of 4 Control of Asbestos Regulations 2012, all known ACM information must be made available to everyone who is liable to disturb ACM, including the emergency services.

4. Training

In line with Regulation 10 of the Control of Asbestos Regulations 2012, all employees who are liable to be exposed to asbestos as part of their normal day-to-day works will receive Asbestos Awareness Training.

No Royal Armouries staff are authorised to undertake any notifiable non-licensed work or licensed work on ACMs.

5. Conservation work

If conservation work is required on any object containing or assumed to contain asbestos, the Conservator must inform the Appointed Person. If the object has been inspected, adequately assessed and the conservation work will not have an impact on the ACM then the work can go ahead. However, if the object has not been inspected or adequately assessed, the Appointed Person will arrange for an inspection to take place with possible sampling. Applying the results of the inspection and bearing in mind the scope of the conservation work, the Appointed Person will make a decision in consultation with the Conservation Department (see *Collections Management Policies and Procedures 2016: Asbestos Management Procedure*).

6. Acquisitions and loans

In line with Regulation 25 of the Control of Asbestos Regulations 2012 the 'supply' of objects containing or likely to contain asbestos is prohibited, unless documented evidence is available to confirm that no one will come to any harm from the ACM.

All new acquisitions must be assessed for the likelihood of an ACM being present using a *Preliminary Asbestos Risk Assessment Checklist* (PARAC). If the item contains asbestos or is likely to contain asbestos, the Royal Armouries will decide whether to continue with the acquisition and treat or dispose of the ACM before transfer or transportation.

The Royal Armouries will not actively seek to borrow any objects with, or with potential, ACMs.

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7. Disposals

Objects authorised for disposal must be first assessed for the likelihood of asbestos being present, details of the assessment that can be made and inspections available are recorded. If an object contains an ACM it must first be removed from the object entirely prior to disposal.

8. Inspections and labelling

Once all ACMs have been identified, recorded and labelled, they will need to be re-inspected annually to check for accidental damage or deterioration. During this inspection the inspector must ensure that all labels remain securely in place.

It is important to note that labels may be removed or covered accidentally and should not be relied upon as the sole source of information.

Before moving or working on any object check the EMu record, the asbestos register or with the Appointed Person.

Objects on display will not be labelled for sensitivity purposes.

In line with REACH Regulations, all known asbestos containing material should be labelled using the EU recognised asbestos warning label:



9. Monitoring and Review

Line managers are responsible for monitoring the activity of all staff under their control to ensure they comply with all the requirements of the relevant control documents.

This document will be reviewed annually and updates in corporate policy and plan, legislation and international conventions will be amended or added where relevant.

This document will be reviewed by the Registrar and approved by the Head/Director of Collections and Director-General and Master of the Armouries.

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10. Risk Management

The associated risk of non-compliance with this policy is:

Impact of non-compliance: High

Likelihood of non-compliance: Medium

11. Effective date

This policy is effective from the date of signing.

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Director General & Master of the Armouries

Date.....

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