

## Science Museum Group Asbestos Policy

SMG strives for excellence and on-going improvement in Health & Safety management. This Asbestos Policy and any accompanying procedures outline key requirements and responsibilities to enable the organisation to achieve this.

This Policy applies to all colleagues and contractors at the following sites and explains our responsibilities and the structures in place to ensure this happens:

- Science Museum, London
- National Railway Museum (NRM), York
- Museum of Science and Industry (MSI), Manchester
- National Science and Media Museum (NSMM), Bradford
- Wroughton and Blythe House
- Locomotion, Shildon

Colleagues includes all employees and volunteers.

The Asbestos Policy is subject to a process of continuous review, to response to any organisational changes, state of knowledge in relation to workplace hazards and any changes in Health & Safety regulations.

Please always refer to the latest version of the Policy which can be found on the H&S page of the intranet.

### **Section One: SMG Director's Policy statement on Asbestos.**

The Science Museum Group (SMG) recognises its responsibilities under the Health & Safety at Work etc. Act 1974 and the Control of Asbestos Regulations 2012 and will take account of all related Approved Codes of Practice and Guidance.

SMG recognises the need to protect its employees and others from the harmful effects of asbestos by:-

- (a) complying with the 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; and
- (d) providing appropriate training.

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

## **Section Two: Introduction and scope of the policy**

It is assumed asbestos is present in all areas of SMG buildings, building services, showcases, historic objects, tools of trade and auxiliary materials unless a suitable risk assessment or investigation has been carried out to rule out the possibility that asbestos containing materials are present.

All SMG colleagues and contractors working on SMG sites must comply with the requirements of this Policy and relevant supporting control documents. Colleagues and contractors not trained to work with asbestos are not expected to work with or be exposed to asbestos on Museum sites.

No Science Museum Group colleagues are authorised to undertake any notifiable non-licensed work [NNLW].

All colleagues whose normal duties may bring them into contact with existing asbestos containing materials will be trained in asbestos awareness.

Contractors must be made aware of asbestos containing materials which are or may be present in the SMG Estate and historic objects.

## **Section Three: Organisational requirements**

### **1- Director People & Culture**

The Director People & Culture has executive responsibility for the review and implementation of this policy.

### **2- Director of Estates**

The Head of Estates will ensure that:

- Asbestos Management Plans are completed to manage asbestos risk in buildings, building services and showcases.
- Local rules have been developed for the management of Asbestos in their areas of responsibility.
- Records are maintained detailing the location of any know asbestos.

### **3- Head of Collection Services**

The Head of Collection Services will ensure that:

- Asbestos Management Plans are completed to manage asbestos risk in all collection items.
- Local rules have been developed for the management of Asbestos in the collection.
- Records are maintained detailing the location of any known asbestos.
- Procedures for the transfer of collection items containing asbestos, comprising acquisitions, loans and disposals is in place.

#### **4- Rail Operations Manager**

The Rail Operations manager will manage asbestos in non-collection vehicles and ensure any records are maintained.

#### **5- Contractor/project managers**

Contractor and project managers are responsible for any contractors under their control, and must manage their activities to ensure they are not exposing themselves or visitor to asbestos. In particular they will ensure:

- The estates asbestos manager is contacted prior to any intrusive work
- The collections asbestos manager is contacted prior to any work involving the collection
- Our assumptive Policy is communicated to any contractors under their control.
- Competent contractors are used for any work that may disturb asbestos.
- Adequate monitoring/supervision of any contractors working under their control.

#### **6- People managers**

All people managers must ensure their team are aware of this asbestos Policy, in particular they must ensure that:

- All colleagues consult the relevant estates asbestos manager or collections asbestos manager prior to any work that may affect the building or the collection.
- Colleagues have attended asbestos training in line with SMG training requirements.
- Monitor any activities under their control

#### **7- Health & Safety team**

The Health & Safety Team will support and promote awareness of the hazards of asbestos and the management procedures through information and training; and advise on the regulation and any associated guidance.

Circumstances that require SMG to undertake activities that are not covered by asbestos legislation may require clarification from HSE on a case by case basis.

When interpretation or clarification of legal requirements is needed, The Museums Health & Safety Advisory team will contact the HSE on SMG's behalf.