

Science Museum Group Asbestos Policy

The Science Museum Group ('SMG') strives for excellence and on-going improvement in Health & Safety ('H&S') 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 (including casuals and volunteers) 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
- Science and Industry Museum (SIM), Manchester
- National Science and Media Museum (NSMM), Bradford
- National Collections Centre ('NCC') Wroughton
- Blythe House, London
- Locomotion, Shildon

This Policy also applies where colleagues may be working at sites managed by other organisations. Any variations and local arrangements with the host organisation should be documented in a procedure.

The Asbestos Policy is subject to a process of continuous review, to respond 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.

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 relevant procedures 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 (ACM's) are present.

All SMG colleagues and contractors working for SMG 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 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 ACM's will be trained in asbestos awareness.

Contractors must be made aware of ACM's 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- Estates Operations Director

The Estates Operations Director will ensure that:

- Asbestos registers are held detailing asbestos risk in buildings, building services and showcases.
- Annual re-inspections are completed and remedial work prioritised and actioned as required.
- Upon notification of work affecting the building fabric or services, share the asbestos management register.
- Upon receipt of remedial work (via projects or estates remedial work) completed or new ACM's identified update the register.

3- Masterplan Director

The Masterplan Director will ensure that:

- Project teams consults the asbestos building registers prior to starting any work on the building fabric or services.
- Project managers seek prior approval from Estates for any changes to the building fabric.
- That where required asbestos remediation work is completed before the start of any intrusive works by competent contractors.
- That any updated information relating to asbestos in the building fabric/services is shared with estates following completion of any work so that the master asbestos register can be updated.

4- The Associate Director of Collection Services will ensure that:

- Asbestos Management Plans are completed to manage asbestos risk in all collection items and non-collection rail vehicles.
- Standard operating procedures have been developed for the management of asbestos within 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.

5- The Workshops and Traction manager must ensure that:

- The collections asbestos manager is contacted prior to any work involving collection items and non-collection rail vehicles
- Monitor any activities under their control

6- 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 visitors to asbestos. In particular they will ensure:

- The estates asbestos manager is contacted prior to any intrusive work and the asbestos register for the site consulted.
- The collections asbestos manager is contacted prior to any work involving the collection, this includes accessing 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.

7- People and/or department managers

All people and/or department 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
- Have a management plan and relevant procedures to manage asbestos risk in any machinery/equipment under their control.

8- Safety and Wellbeing team

The Safety and Wellbeing 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 the Health and Safety Executive ('HSE') on a case by case basis.

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