

**The Courtauld Institute of Art
Somerset House
Strand
London
WC2R 0RN**

Asbestos Management Plan

May 2017

Version 2.0

Next Review April 2018

Review and Document Control

This Plan is to be reviewed annually or sooner if there are changes to legislation, best practice or internal arrangements which mean it may no longer be valid.

The annual review is to be carried out by the Facilities Manager and submitted to the Health and Safety Committee for review in the Summer Term of each academic year.

Date	Version No.	Changes Made	Authorised
April 2017	1.0	Full revision of plan	
May 2017	2.0	Minor revisions following initial drafting	Anthony Tyrrell

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1. The Asbestos Management Plan

1.1 Statement of Intent

The Courtauld Institute of Art (hereinafter referred to as ‘The Courtauld’) recognises the risk asbestos poses to its staff, students, residents, contractors and the general public. The Courtauld will ensure that robust management measures are in place and adhered to in line with our responsibilities as a duty holder under the Control of Asbestos Regulations 2012. The Courtauld will ensure that we plan and undertake our work in a way that mitigates risk to our staff, students, residents, contractors, and others who may be affected by our work.

In order to comply with the Control of Asbestos Regulations 2012, The Courtauld will:-

Objective	Management Measures
Take reasonable steps to determine the location of materials likely to contain asbestos and will presume materials contain asbestos unless there is strong evidence that they do not.	Management surveys have been carried out to both the North Block of Somerset House and Duchy House.
Maintain an up to date record of the location and condition of known or presumed asbestos and undertake an assessment of the risk of any identified asbestos and record this assessment	Within the asbestos register contained at Appendix 2 and 3 to this plan.
Ensure that the condition of any material containing or presumed to contain asbestos is periodically assessed in accordance with the risk it poses and that the outcome of this assessment is recorded.	Via an annual re-inspection of all previously identified asbestos containing materials.
Ensure that information on the location, condition and risk of asbestos containing materials is passed onto contractors prior to work taking place and to anyone else who may need it.	Via a signing in process at reception / Facilities Officer and out of hours via the security control room.
Ensure that no intrusive works take place without a suitable asbestos survey being undertaken and the results communicated and understood.	All works to be approved by Facilities Manager.
Ensure that any asbestos containing materials identified as being vulnerable or damaged are repaired, protected or removed by a competent person in line with best practice	All high risk asbestos to be repaired or removed. All works to be arranged by Facilities Manager.
Ensure that all persons who have responsibility for managing, organising or carrying out works have undergone sufficient training to allow them to manage the risk of exposure to asbestos containing materials.	Training to be arranged by HR and records maintained.
Keep and maintain accurate records of asbestos removal	To be held and maintained by Facilities Manager and used to update asbestos registers.
Where The Courtauld is not the duty holder but is involved with the site or service, to cooperate fully with the duty holder	Facilities Manager to provide information and liaise as required.
Have a procedure in place for dealing with unplanned, uncontrolled release of asbestos fibres	See process charts contained within this plan. These are communicated to all building users.

This Management Plan should be read in conjunction with The Courtauld [Health and Safety Policy](#).

1.2 Overview

The Courtauld moved to Somerset House in 1990 and occupies the entire frontage (known as the North Block) onto the Strand which includes seven storeys of gallery, teaching and office space. The building is Grade 1 listed.

The main structural elements of the building comprises, mainly timber beams and bond timbers supporting and tying in the brickwork with carved stonework elevations and embellishments. The roofs have Westmorland or Welsh slate covered pitches and mainly lead covered flat roofs, hips and other detailing but with copper clad roofs over the central block. The exception to this is part of the West Wing, possibly a later extension, which has stock brick elevations with stone courses and architraves around some windows, under slate mansards and lead covered crown roofs. The floors in this part unusually incorporate cast iron beams and members.

Internally, the building is principally constructed of load-bearing masonry with most ceilings and wall surfaces finished in plaster.

The Courtauld is also the Duty Holder for Duchy House, a hall of residence (located at 133 Strand) housing 64 students. This property was refurbished in 2009/2010.

2. Roles and Responsibilities

<p>2.1 Governing Board</p>	<p>The board has ultimate responsibility for the effective governance of The Courtauld. Specific responsibilities of The Board which relate to this plan are to;</p> <ul style="list-style-type: none">• Ensure the effective management of business risk• Ensure appropriate frameworks are in place to support the proper management of The Courtauld affairs in accordance with legislation, regulatory requirements and agreed standards of performance and probity.• Ensure that policies and plans are in operation to support the achievement of The Courtauld’s objectives.• Ensure that clearly defined operational objectives are agreed to support The Courtauld’s established policies and plans.• Ensure that regular management information is presented to the board or appropriate sub-committee to facilitate comprehensive monitoring of performance and compliance in relation to approved policies, plans, budget, controls and decisions.• Review all reports of Serious Incidents as defined by the Health and Safety Policy
<p>2.2 Director of Operations</p>	<p>The Director of Operations is responsible for policy formulation and for overall implementation of this management plan.</p> <p>The Director shall ensure that;</p> <ul style="list-style-type: none">• the Facilities Manager is adequately resourced and suitably competent to fully implement this management plan• The Board are informed annually on the implementation of this plan• The Board are immediately informed of any incidents that may affect the image or reputation of The Courtauld or may lead to enforcement action, criminal prosecution or civil action being taken against The Courtauld• Suitable levels of insurance are maintained• The financial requirements needed to maintain compliance with relevant asbestos regulations are reported to the Board
<p>2.3 Facilities Manager</p>	<p>The Facilities Manager will be the Institute’s Appointed Person for the management of asbestos. The Facilities Manager shall ensure:</p> <ul style="list-style-type: none">• Contractors, consultants and Courtauld employees are aware of and follow the processes set out within this plan• That there are suitable and sufficient asbestos surveys in place• That no intrusive work takes place without an asbestos survey being carried out• That ‘client side’ information on asbestos risk is made available to those who need it prior to commencement of works

- That the asbestos registers are up to date and maintained
- That any asbestos which poses a risk to health is removed or encapsulated so as to reduce its risk
- That any actions arising from asbestos surveys are managed and completed
- That remedial work is carried out by suitably competent persons, with adequate training and accreditation for the type of work
- That a Plan of Work is in place prior to any work with asbestos
- That the necessary documentation is in place prior to and on completion of removal or remediation work and that records are updated
- Report to the Director of Operations any deficiency or shortcomings in the management of asbestos risk
- Thoroughly investigate any breach in the management plan or following any confirmed release of asbestos and lead on reporting and future preventative action
- That budgets are in place to ensure that asbestos can be effectively managed

**2.4
Health and Safety
Advisor (Part Time)**

The Health and Safety Advisor is responsible for ensuring that:

- Asbestos is included in annual Health and Safety Inspections
- Any incidences or near misses relating to asbestos are appropriately investigating in line with the Health and Safety policy
- That RIDDOR reports are completed and submitted to the HSE if required

**2.5
Facilities
Officer/Security
Control Room**

The Facilities Officer/Security Control Room staff will ensure:

- That information on the presence of asbestos is passed to contractors, technicians, surveyors and consultants
- That all contractors, technicians, surveyors and consultants requesting access cards or keys are briefed on asbestos and view the asbestos register before commencing work.

**2.6
Consultants/CDM
Advisors**

Consultants engaged with works for The Courtauld have a duty to ensure they undertake their work in a way that mitigates the release of asbestos. Consultants shall;

- Ensure that the risks posed by asbestos are considered, understood and communicated at each stage of the project, from feasibility onwards
- Ensure that all staff have the correct level of asbestos awareness training
- Ensure that no works are undertaken without a suitable level of asbestos survey being carried out
- Ensure that information provided by The Courtauld on the presence of asbestos is passed onto contractors and others who may need to be aware of it
- That only suitably competent contractors undertake work with asbestos
- That a Plan of Work is in place prior to any work with asbestos

- That information and documentation on completed asbestos removal work is provided to the Facilities Manager to allow records to be updated.

2.7

Contractors, Maintenance Team, Gallery Technicians Gallery Operations Team and IT staff

Contractors, Maintenance staff, Gallery Technicians, Gallery Operations Team and IT staff have a duty to ensure they undertake their work in a way that mitigates the release of asbestos. Contractors, Maintenance staff, Gallery Technicians, Gallery Operations Team and IT staff shall;

- Follow guidance provided by The Courtauld on the undertaking of works including the processes set out in this Plan
- Ensure that all operatives have the correct level of training for the work they are undertaking (asbestos awareness training as a minimum)
- Ensure that no works are undertaken without reading and understanding the asbestos register
- Not undertake any works where the release of asbestos is possible
- Ensure that no works to asbestos are undertaken without a written Plan of Work being in place and agreed by the Facilities Manager
- Ensure that where all asbestos works are carried out by the correct contractor, under licence and notified where needed
- Ensure that all asbestos waste is disposed of correctly
- Provide details of asbestos removal with accompanying documentation
- To stop work if any suspect materials are identified and contact the Facilities Manager for advice

2.8

Accommodation Officer (Duchy House)

The Accommodation Officer (Duchy House) shall;

- Be aware of the location of asbestos in the property
- Ensure that no maintenance or other intrusive work takes place which may disturb any asbestos
- Advise the Facilities Manager of any deterioration in the condition of asbestos containing materials
- Assist in liaison where asbestos may impact upon residents e.g. for removal work or in the event of an incident

2.9

All Employees and Students

In line with the Health and Safety Policy, all employees and students shall be responsible for;

- Taking reasonable care for the health and safety of themselves and of others who may be adversely affected by their actions or omissions
- Complying with safe systems of work or any other safety instruction that will safeguard them and other fellow employees, students and other users of The Courtauld;
- Reporting to their immediate supervisor/line manager any defects in plant, machinery, equipment, slip/trip hazards or systems of work;
- Taking part in health and safety induction and training as required

2.10

Health and Safety Committee

In line with the Terms of Reference, the Health and Safety Committee shall;

- To recommend asbestos policy developments to the Governing Board, via the Senior Management Team.
- To advise the Director of any actions felt necessary to comply with The Courtauld's asbestos management plan.
- To receive and consider reports from the Health and Safety Advisor, Human Resources Manager, Facilities Manager and other Committee members as necessary.
- To consider reports on asbestos incidents and to recommend appropriate follow up action.
- To review strategic property risks and to consider reports and or audits relating to asbestos carried out by internal auditors and or external agencies or other bodies and to recommend appropriate follow up action.
- To contribute to raising awareness of asbestos risk throughout The Courtauld and any trading arm i.e. Samuel Courtauld Trading Enterprises Limited.
- To submit an annual report to the Governing Board via the Senior Management Team.

2.11 Specialist Advice

This document is not intended to provide detailed technical guidance on working with asbestos. Where this is required, staff should contact the Facilities Manager or Health and Safety Advisor. Those with responsibilities under this plan should also be aware of the guidance on asbestos which can be found on the [HSE website](#).

When required, The Courtauld will engage the services of a specialist health and safety or asbestos consultant to provide advice and guidance.

3. Asbestos Surveys and Asbestos Register

The Control of Asbestos Regulations 2012 (CAR 2012) and more specifically Regulation 4: 'Duty to manage asbestos in non-domestic properties' sets a legal requirement for owners and occupiers of non-domestic buildings to carry out a suitable assessment to determine whether asbestos is present or liable to be present. The Regulations also require a detailed survey to be undertaken prior to any building, maintenance or demolition work being carried out.

3.1 Management Surveys

Asbestos Management Surveys have been carried to in the North Block of Somerset House and Duchy House in March 2017.

Management surveys are intended to locate, as far as reasonably practicable, the presence, extent and condition of any Asbestos Containing Materials (ACMs) that could be damaged or disturbed during normal occupancy, or foreseeable maintenance and installation.

3.2 Refurbishment and Demolition Surveys

Refurbishment surveys will be carried out prior to any intrusive work (either project or maintenance work) taking place.

Refurbishment and demolition survey are intended to locate all the asbestos in the building (or the relevant part), as far as reasonably practicable. This type of survey is disruptive and fully intrusive, and may need to penetrate all parts of the building structure. Aggressive inspection techniques will be used to lift carpets and tiles, break through walls, ceilings, cladding and partitions, and open up floors. In these situations, controls will be put in place to prevent the spread of any debris which may contain asbestos.

3.3 Risk assessment of Asbestos

Management surveys include an assessment of the condition of the various ACMs and their ability to release fibres into the air if they are disturbed in some way (a 'material assessment') as well as an assessment of the likelihood of disturbance and the potential for exposure based on the use of the areas (the 'priority assessment').

All identified asbestos has a risk score, generated by the asbestos surveyor. This score is comprised of the results of the 2 assessments;

- ACMs with scores of 20 = **very high risk**
- ACMs with scores of 15 – 19 = **high risk**
- those with a score between 11 - 14 = **medium risk**
- materials with a score between 6 – 10 = **low risk**
- scores of 5 or less = **very low risk**

The Facilities Manager is responsible for reviewing the risk rating of all ACMs and agreeing actions to be taken to reduce intolerable risk by arranging for remedial or removal work. Any asbestos with a very

high or high risk score will either be removed or encapsulated so as to reduce its score to below this threshold.

3.4 Asbestos Register

All asbestos survey information is held within the Asbestos Registers which is contained within Appendix 2 and 3 to this plan and held electronically (Facilities drive – Asbestos Management – Surveys and Registers).

It is a requirement that all contractors, maintenance staff, Gallery Technicians, Gallery Operations Team and IT Staff familiarise themselves with the process charts contained within this asbestos management plan and review the asbestos registers prior to commencing any work that involves alteration to and or fixing into any part of the buildings fabric including alterations to services.

The asbestos register is updated by the Facilities Manager when new survey data is received, when asbestos is removed or when the risk rating of an ACM changes.

3.5 Labelling

It is The Courtauld's policy not to label ACMs in areas which are accessible to the public. This is due to the potential for undue concern together with the likelihood of labels being removed or obscured and therefore not being a reliable indicator of asbestos.

Contractors will be made aware of the presence of asbestos materials by the processes detailed within this plan.

Asbestos warning signage may be used in areas that are not accessible to the public such as plant rooms, lift motor rooms, risers, accessible voids etc. but the absence of a label should not be relied upon as an indicator that a material is asbestos free.

3.6 Reinspection of Known Asbestos

All asbestos will be subject to an annual reinspection to monitor its condition - this will be arranged by Facilities Manager. The results of the reinspection will be used to update the asbestos registers to provide an auditable record. The registers will also be updated following any new surveys or removal work.

4. Asbestos Removal and Remediation Works

4.1 Asbestos Removal Strategy

HSE guidance states that if asbestos is in good condition and not disturbed it poses no risk to health. It is The Courtauld's policy to manage ACMs in situ where they are in good condition. Asbestos will only be removed;

- Where asbestos may impact on building work being safely carried out
- Where the asbestos has been identified as in poor condition, high risk or is vulnerable to damage
- Where the cost of managing the asbestos in situ (i.e. undertaking reinspections etc.) is disproportionate to the cost of removal

4.2 Undertaking Asbestos Removal Work

The Facilities Manager is responsible for ensuring that;

- All work on asbestos containing materials is to be carried out in accordance with the Control of Asbestos Regulations 2012, associated approved codes of practice and guidance
- All work on asbestos containing material is to be carried out by a licensed asbestos removal contractor (LARC)
- If required, for licenced and notifiable non licenced work (NNLW), the LARC gives notice to the HSE
- That a plan of work is prepared
- That the work is carried out in accordance with the procedures described in the plan of work and method statement
- That any air testing required is carried out by an independent UKAS accredited analyst
- That the licensed / qualified contractor provides verification of the clearance certificates once the works have been completed

4.3 Records of Asbestos Removal

The following records of asbestos removal work will be held by the Facilities Manager;

- Plans of Work
- Method Statements
- ASB5 HSE notification forms
- Air monitoring reports and air clearance certificates
- Waste Transfer Notes (Consignment notes)

5. Training and Competency

5.1 Asbestos Awareness Training

Asbestos awareness training is mandatory for all The Courtauld staff whose work could foreseeably disturb asbestos and those who supervise or influence this work. This includes staff who;

- Supervise or instruct contractors
- Supervise or instruct consultants
- Carry out maintenance works

Asbestos awareness training includes the following topics:

- The properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke
- The types, uses and likely occurrence of asbestos containing materials in buildings and plant
- Survey types and limitations and how to access survey information
- The procedures to be followed to deal with an emergency
- How to avoid the risks from asbestos when working in buildings

This training also includes The Courtauld's asbestos management processes and the procedures in place for accessing asbestos information. Asbestos is also included in regular toolbox talks for operatives.

5.2 Additional Training

More detailed training will be undertaken by the Facilities Manager. This training will take the form of one of the British Occupational Hygiene Society (BOHS) Proficiency Modules;

- P405 – Management of Asbestos in Buildings
- P407 – Managing Asbestos in Premises, the Duty Holder Requirements

Refresher training will be carried out as necessary and the requirement for this will be determined by employee's annual reviews and any changes in legislation or processes.

5.3 Training Records

The HR team will maintain a log of asbestos awareness training undertaken by Courtauld staff.

5.4 Competence of Asbestos Surveyors

The Courtauld will ensure that all asbestos surveyors employed to undertake surveys on its buildings are competent. This will include confirmation that surveyors;

- have sufficient training, qualifications, knowledge, experience and ability to carry out their duties in relation to the survey and to recognise their limitations;

- have sufficient knowledge of the specific tasks to be undertaken and the risks which the work will entail;
- be able to demonstrate independence, impartiality and integrity;
- have an adequate quality management system; and
- carry out the survey in accordance with recommended guidance
- have experience of carrying out asbestos surveys on historic and listed buildings

The Courtauld will only employ asbestos surveyors accredited to UKAS ISO/IEC 17020.

The Facilities Manager is responsible for ensuring that surveyors have the appropriate training and qualifications as well as the necessary accreditations and insurances.

5.5 Competence of Contractors

The Facilities Manager will ensure that periodic checks are undertaken on the competency of contractor staff and operatives. This will include requesting and verifying training records for operatives in line with the work that they will be completing (e.g. non-licensed work) as well as confirming insurance and accreditation details.

6. Emergency Procedures

6.1 Identification/Disturbance of Suspect Material

The process to be followed following the identification or disturbance of a material which may contain asbestos is detailed in Process 4.

This process details the need to determine whether the material is asbestos and to reduce or contain the spread of asbestos. In the event of an emergency, the Facilities Manager will provide advice with the support of specialist surveyors and consultants if required and ensure appropriate internal escalation.

6.2 Disturbance of Asbestos

The process to be followed following the disturbance of asbestos is detailed in Process 5. This includes the process for personal decontamination. In the event of a disturbance, the Facilities Manager will provide detailed advice based on the material disturbed and the level of risk.

6.3 Incident Reporting

All incidents relating to uncontrolled release of asbestos must be reported to the Facilities Manager.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) places duties on employers, the self-employed and people in control of work premises (the responsible person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

Exposure to asbestos is reportable under RIDDOR when a work activity causes the accidental release or escape of asbestos fibres into the air in a quantity sufficient to cause damage to the health of any person. The Health and Safety Advisor is responsible for notifying the HSE in the event of a RIDDOR reportable incident.

6.4 Investigation following incidents

Any incident involving the uncontrolled release of asbestos will be subject to a full internal investigation. This will include a review of this asbestos management plan and working practices if found to be contributory.

6.5 Record Keeping following Incidents

Records of any exposure or potential exposure to asbestos will be retained on the individuals personnel file. Due to the long latency period of asbestos related diseases, these records must be kept for 40 years or until the employee reaches the age of 80, whichever is the longer. These records should be kept even if the employee leaves The Courtauld.

7. Process Charts

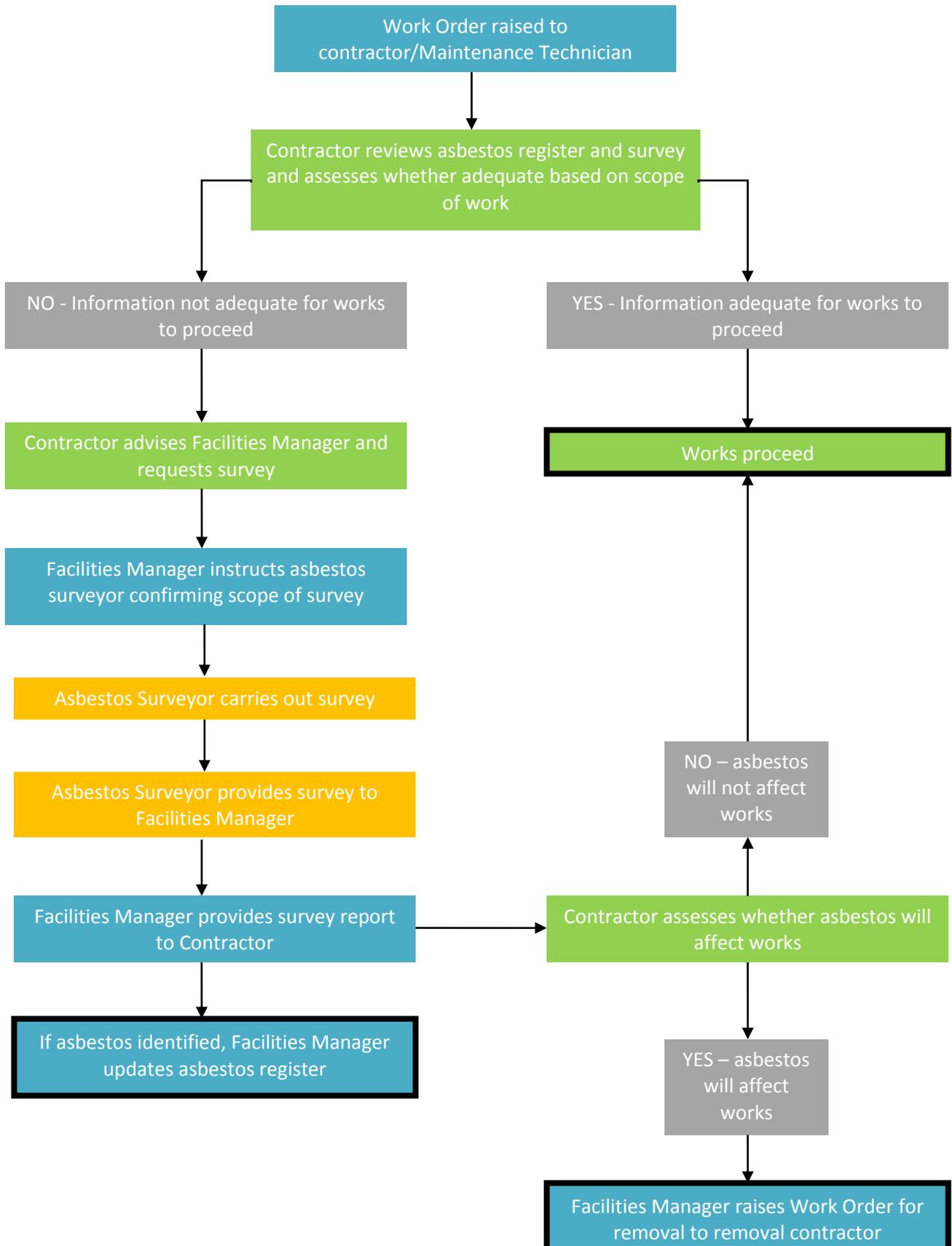
The following flow charts detail the processes to be followed regarding asbestos in The Courtauld properties;

- Process 1: Asbestos Information Process for Maintenance and Minor Works
- Process 2: Asbestos Information Process for Projects
- Process 3: Asbestos Removal Process
- Process 4: Identification/Disturbance of Suspect Material
- Process 5: Disturbance of Asbestos

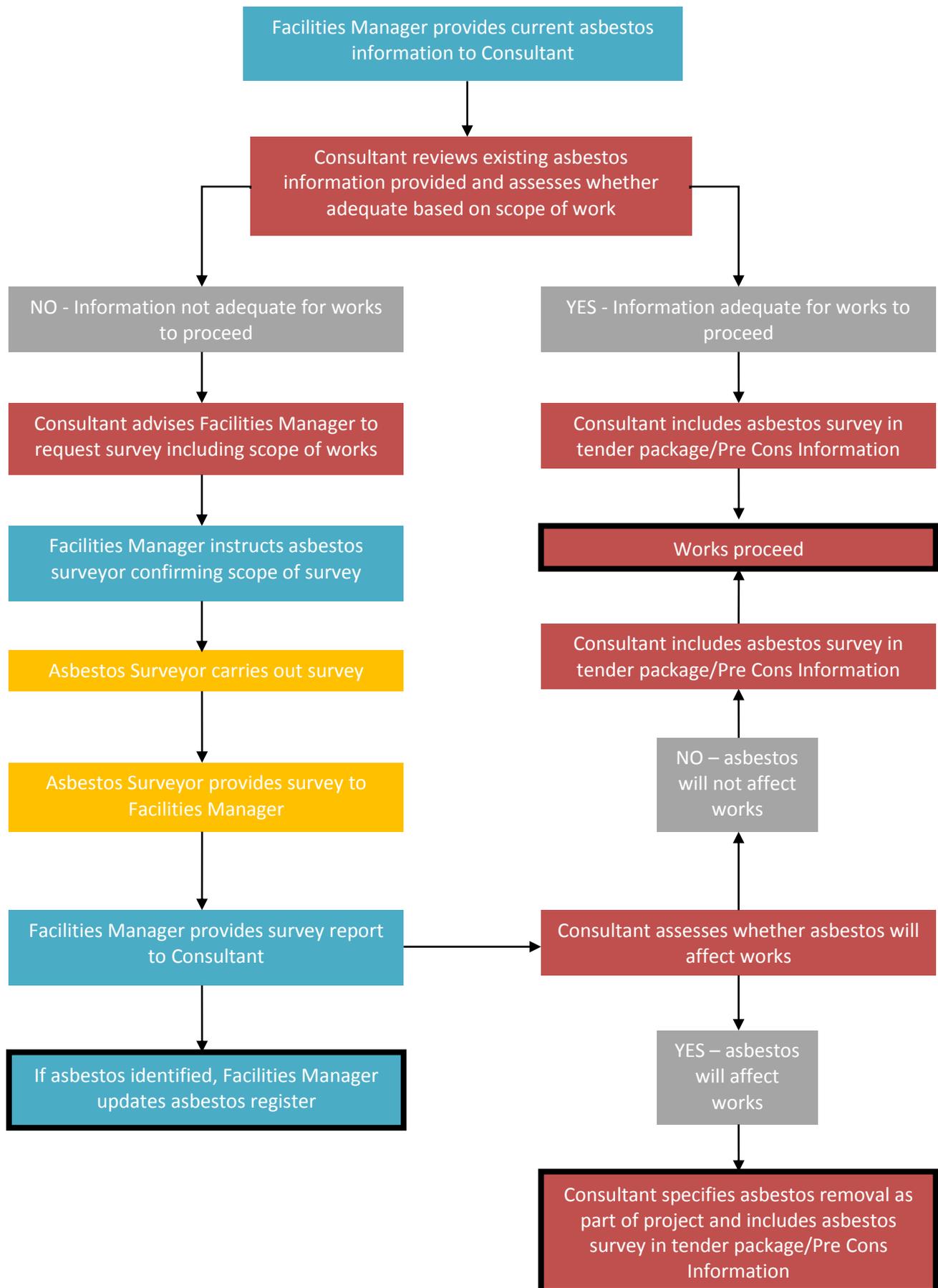
The flow charts are colour coded to illustrate the different parties with responsibilities under this plan;

	The Courtauld
	Contractor/Maintenance Technician
	Project Consultant
	Asbestos Surveyor

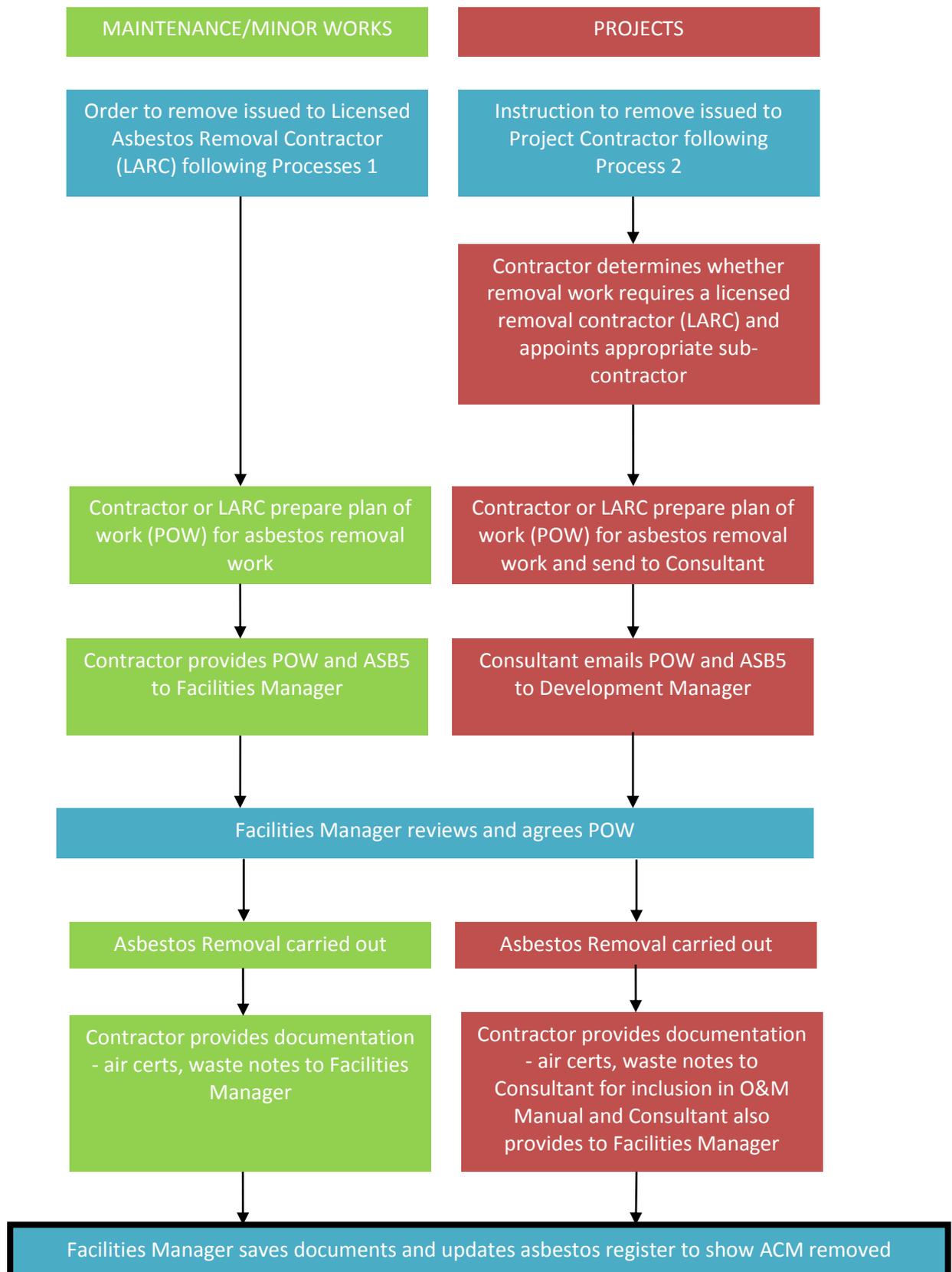
Process 1: Asbestos Information Process for Maintenance and Minor Works



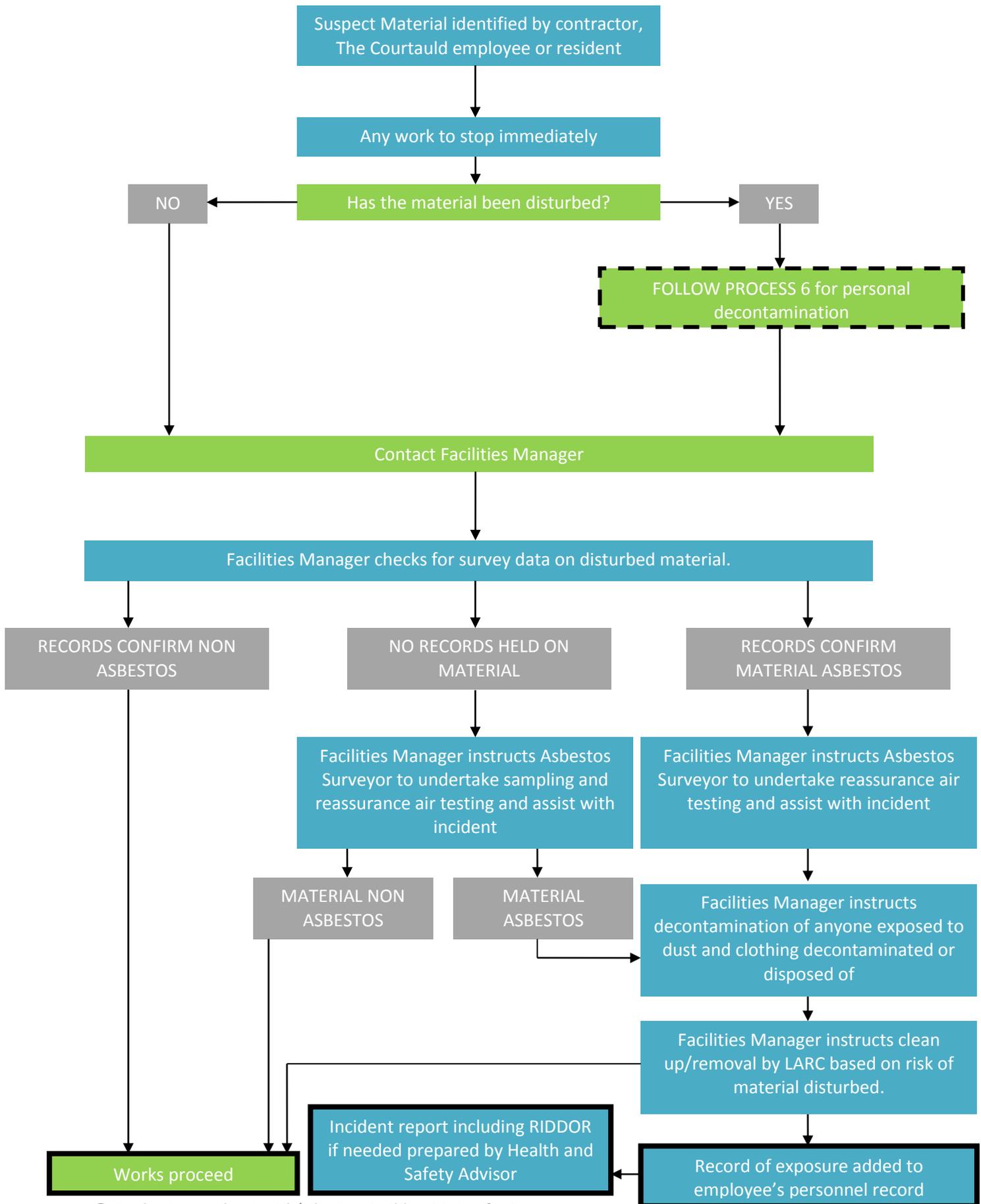
Process 2: Asbestos information Process for Projects



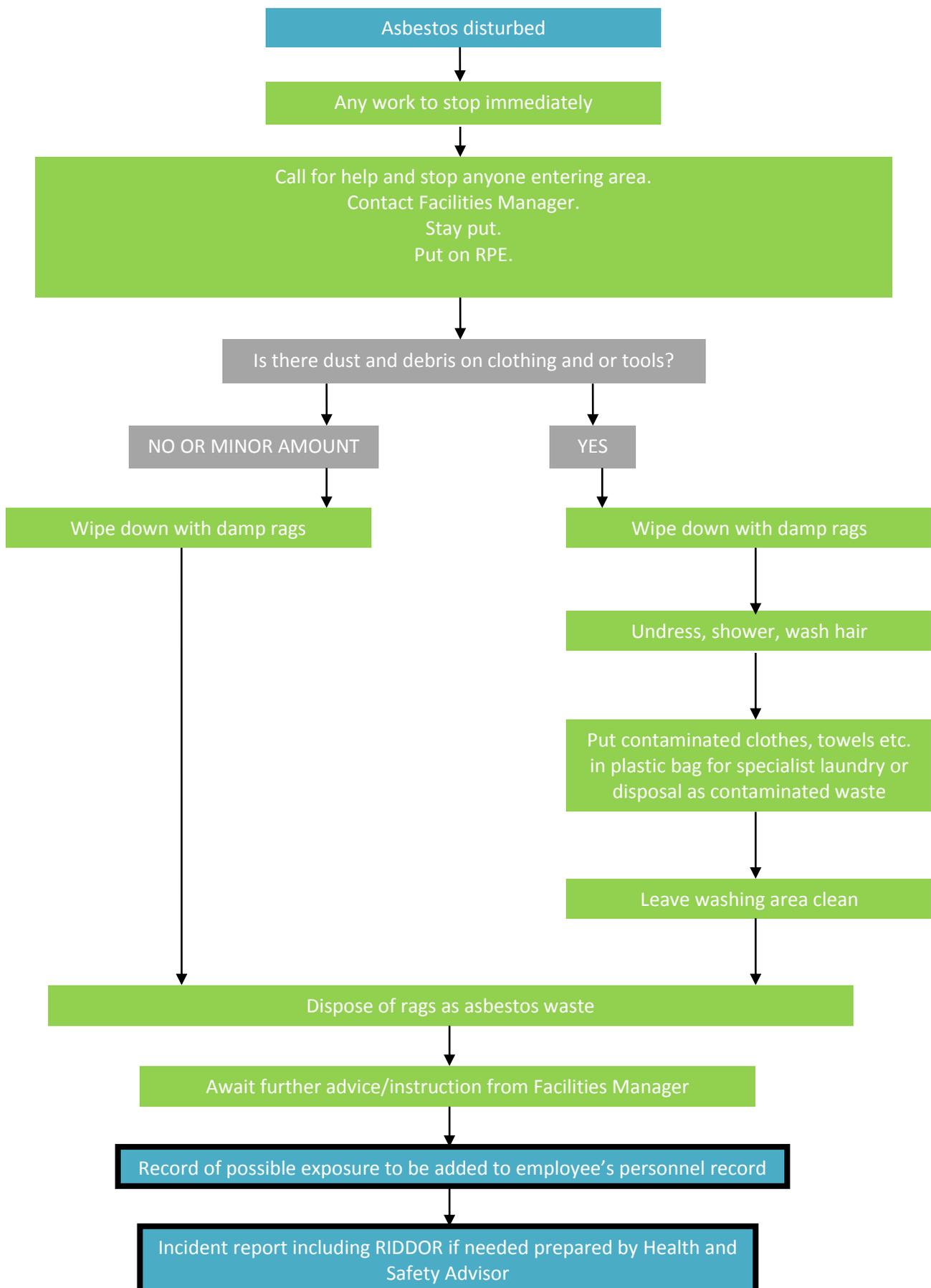
Process 3: Asbestos Removal Process



Process 4: Identification/Disturbance of Suspect Material



Process 5: Disturbance of Asbestos



Appendix 1 - Background and Legislation

A What is Asbestos?

Asbestos is a term used for the fibrous forms of several naturally occurring silicate minerals. The fibres have high tensile strength and chemical, electrical and heat resistance which mean asbestos containing materials (ACMs) have been used extensively in building products such as roofing, cladding, thermal insulation and fire-resistant internal panelling. Millions of tonnes of asbestos materials have been imported into the UK since 1880, of which the largest proportions have been used in building products, the peak use being in the 1960's and 1970's.

The three main types of asbestos used commercially are:

- Crocidolite - 'blue asbestos'
- Amosite - 'brown asbestos'
- Chrysotile - 'white asbestos'

Other forms of asbestos are also found but are much less common. Different types of asbestos present different levels of risk, those fibres in the amphibole group (including blue and brown) present a higher risk than the serpentine group (white asbestos). Colour is not a reliable indicator of the type of asbestos used - in the manufacturing process the raw asbestos is mixed with various other materials which makes laboratory analysis the only way to identify the type of asbestos used.

B What are the Risks?

Although asbestos is a hazardous material it can only pose a risk to health if the fibres become airborne and are then inhaled. Therefore the risks related to asbestos are low unless the material becomes disturbed. Breathing in asbestos fibres can lead a range of serious diseases, many of which are fatal; these include;

- **Asbestosis** - Asbestosis is a serious scarring condition of the lung that normally occurs after heavy exposure to asbestos over many years. This condition can cause progressive shortness of breath, and in severe cases can be fatal.
- **Lung cancer** - Asbestos-related lung cancer is the same as (looks the same as) lung cancer caused by smoking and other causes. It is estimated that there is around one lung cancer for every mesothelioma death.
- **Mesothelioma** - a cancer which affects the lining of the lungs (pleura) and the lining surrounding the lower digestive tract (peritoneum). It is almost exclusively related to asbestos exposure and by the time it is diagnosed, it is almost always fatal

The risk of developing an asbestos-related disease depends on a number of factors including the cumulative dose received, the time since first exposure and the type and size of the asbestos fibres as well as the health of the individual. There is usually a long delay between first exposure to asbestos and the onset of disease. This can vary from 15 to 60 years.

Asbestos is the biggest single cause of work-related death and ill-health in Britain. Past exposure to asbestos currently kills around 5000 people each year, this is more than the number of people killed on the roads. Around 20 tradesman die each week as a result of past exposure.

C Legislation

Since the first introduction of the Asbestos Prohibitions Regulations in 1985, the importation and use of all types of asbestos within the UK has gradually been banned with few specific exceptions. Work with and involving asbestos is now covered under a number of different pieces of legislation including;

The Control of Asbestos Regulations 2012 regulate how work with asbestos containing materials must be carried out, control measures, prevention of exposure to and spread of asbestos, training and the use of licensed asbestos removal contractors for certain types of work. Regulation 4 places a 'duty to manage' asbestos on those responsible for non-domestic premises. The requirements of regulation 4 include the need to identify the presence of asbestos, assess the risk and have a written plan in place to manage the risk.

The Health and Safety at Work etc Act 1974 applies to all risks and requires employers to conduct their work in such a way that their employees will not be exposed to health and safety risks, and to provide information to other people about their workplace which might affect their health and safety.

The Management of Health and Safety at Work Regulations 1999 (MHSW) require employers and self-employed people to make an assessment of the risks to the health and safety of themselves, employees and people not in their employment arising out of or in connection with the conduct of their business - and to make appropriate arrangements for protecting those people's health and safety.

The Construction (Design and Management) Regulations 2015 require the client to pass on information about risks (including the presence of hazardous materials such as asbestos) to designers and contractors before any work commences and to ensure that work is planned and carried out so as to reduce risk.

The Workplace (Health Safety and Welfare) Regulations 1992 require employers to maintain workplace buildings so as to protect occupants and workers.

Hazardous Waste (England and Wales) Regulations 2005 require hazardous waste (including asbestos) to be stored, collected, transported and disposed of in controlled ways and consignment notes to be issued and retained to demonstrate this.

Appendix 2 – The Courtauld Institute of Art - Asbestos Register – North Block

This register details all positive ACMs only – the full asbestos survey should be consulted to see all suspected/presumed ACMs and areas and materials that were not accessed for sampling.

Area/ Room	Sample No	Building Component	Asbestos Content	Extent	Risk	Management Actions	Comments	Next inspection
BE13 Library	12A	Thermal Insulation Pipe Insulation	Crocidolite Amosite Chrysotile	0.5m ²	High	Improvement works Required Enclose pipe within boxing to prevent accidental disturbance. Removal of the pipe will require access to the Lightwell on the other side of the wall which has not been fully inspected. It is recommended that further inspection works are carried out within Lightwell 4 prior to removal.	Asbestos thermal insulation to cut off pipe in high level wall between Library and Lightwell. Insulation is damaged and friable. No visible debris identified, however caution should be used when removing the bookcase leant against the wall beneath the pipe as there is potential for debris to be present behind furniture.	March 2018
BE16 Pump Room	O5A	CAF Gaskets	Chrysotile	0.1m ² per joint	Low	Monitor condition of Material If splitting joints then sample to confirm presence of asbestos. If asbestos confirmed then employ a licensed asbestos contractor or use a HSE approved methodology to remove/dispose of the gasket material.	Compressed asbestos fibre (CAF) gaskets to bolted flange joints on pipework. Ad-hoc replacement with non-asbestos gaskets identified.	March 2018
BE22 Boiler Room	01A	CAF Gaskets	Chrysotile	0.1 m ² per joint	Low	Monitor condition of material. If splitting joints then sample to confirm presence of asbestos. If asbestos confirmed then employ a licensed asbestos contractor or use a HSE approved methodology to remove/dispose of the gasket material.	Compressed asbestos fibre (CAF) gaskets to bolted flange joints on pipework. Ad-hoc replacement with non-asbestos gaskets identified.	March 2018

Area/ Room	Sample No	Building Component	Asbestos Content	Extent	Risk Assess.	Management Actions	Comments	Next inspection
BE22 Boiler Room	01M	CAF Debris	Chrysotile	<0.1m ²	Medium	Improvement works required Remediate using a licensed asbestos contractor or using a HSE approved methodology.	A minor amount of compressed asbestos fibre (CAF) debris is present to the floor as heating pipework enters the sub floor duct system. The debris is not directly accessible to room users.	March 2018
LGC24 – LEB Corridor (Cleaners Store)	15A	Thermoplastic Stair Nosing	Chrysotile	10m	Low	Monitor condition of material Label and manage in situ.	Thermoplastic stair nosing to redundant staircase contains asbestos.	March 2018
SE06 – Staircase	27M	Rope Gasket	Chrysotile	6m ² of glazing	Low	Monitor condition of material Label and manage in situ.	Asbestos rope gasket around glazing within skylight construction.	March 2018
SW01A – Office	27M	Rope Gasket	Chrysotile	6m ² of glazing	Low	Monitor condition of material Label and manage in situ.	Asbestos rope gasket around glazing within skylight construction	March 2018
SW04 – Staircase	27M	Rope Gasket	Chrysotile	3m ² of glazing	Low	Monitor condition of material. Label and manage in situ.	Asbestos rope gasket around glazing within skylight construction	March 2018
SW10 - Classroom	27A	Rope Gasket	Chrysotile	22m ² of glazing	Low	Monitor condition of material Label and manage in situ.	Asbestos rope gasket around glazing within skylight construction	March 2018
RF.01 - Skylight	27A	Rope Gasket	Chrysotile	28m ² of glazing	Low	Monitor condition of material Label and manage in situ.	Asbestos rope gasket around glazing within skylight construction	March 2018
RF.02 - Skylight	27A	Rope Gasket	Chrysotile	3m ² of glazing	Low	Monitor condition of material Label and manage in situ.	Asbestos rope gasket around glazing within skylight construction	March 2018
RF.05 - Skylight	27A	Rope Gasket	Chrysotile	28m ² of glazing	Low	Monitor condition of material Label and manage in situ.	Asbestos rope gasket around glazing within skylight construction	March 2018

Appendix 3 – Duchy House – Asbestos Register

This register details all positive ACMs only – the full asbestos survey should be consulted to see all suspected/presumed ACMs and areas and materials that were not accessed for sampling.

Area/ Room	Sample No	Building Component	Asbestos Content	Extent	Risk	Management Actions	Comments	Next inspection
No asbestos detected in management survey								