

Asbestos: Emergency Procedure

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Version History

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1.0	New document	03/07/19	Unknown	03/07/20
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3.0	Full revision in line with revised Asbestos Management Plan	23/10/24	R Wye, S Coombes, F Evans	23/10/25
4.0	Addition of the requirement to assess restricted areas, and complete the restricted area access form HAS-FT-078	03/03/2025	F Evans	03/03/2026

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1 Definitions

Term	Meaning
ACM	Asbestos Containing Material
ACO	Campus Division Asbestos Compliance Officer
ACCM	Campus Division Asbestos Compliance and Contract Manager
ALARP	As Low As Reasonable Practicable
CAR	Control of Asbestos Regulations
LARC	Licensed Asbestos Removal Contractor
PPE	Personal Protective Equipment
RIDDOR	Reporting of Injuries, Diseases & Dangerous Occurrences
RPE	Respiratory Protective Equipment
SOP	Stand Operational Procedures
UoB	University of Bristol

2 Overview

2.1 Purpose

- 2.1.1 The purpose of this document is to provide guidance on the process and actions to be undertaken should a material thought to contain asbestos be discovered and/or if there has been an incident involving uncontrolled or unexpected asbestos fibre release.
- 2.1.2 **This procedure is to be used in conjunction with the Asbestos Management Plan HAS-SP-024**, which goes into greater detail regarding roles and responsibilities, reporting, communications and RIDDOR.
- 2.1.3 The steps taken to respond to and 'clean up' the release should be appropriate to the scale of the release and the potential for further release and spread of fibres.
- 2.2 Two scenarios are likely where an incident occurs, and the material is suspected to contain asbestos
 - 1. Suspect ACM is discovered but not disturbed
 - 2. ACM or suspected ACM has been disturbed or damaged with potential asbestos fibres released

2.3 Clause Reference

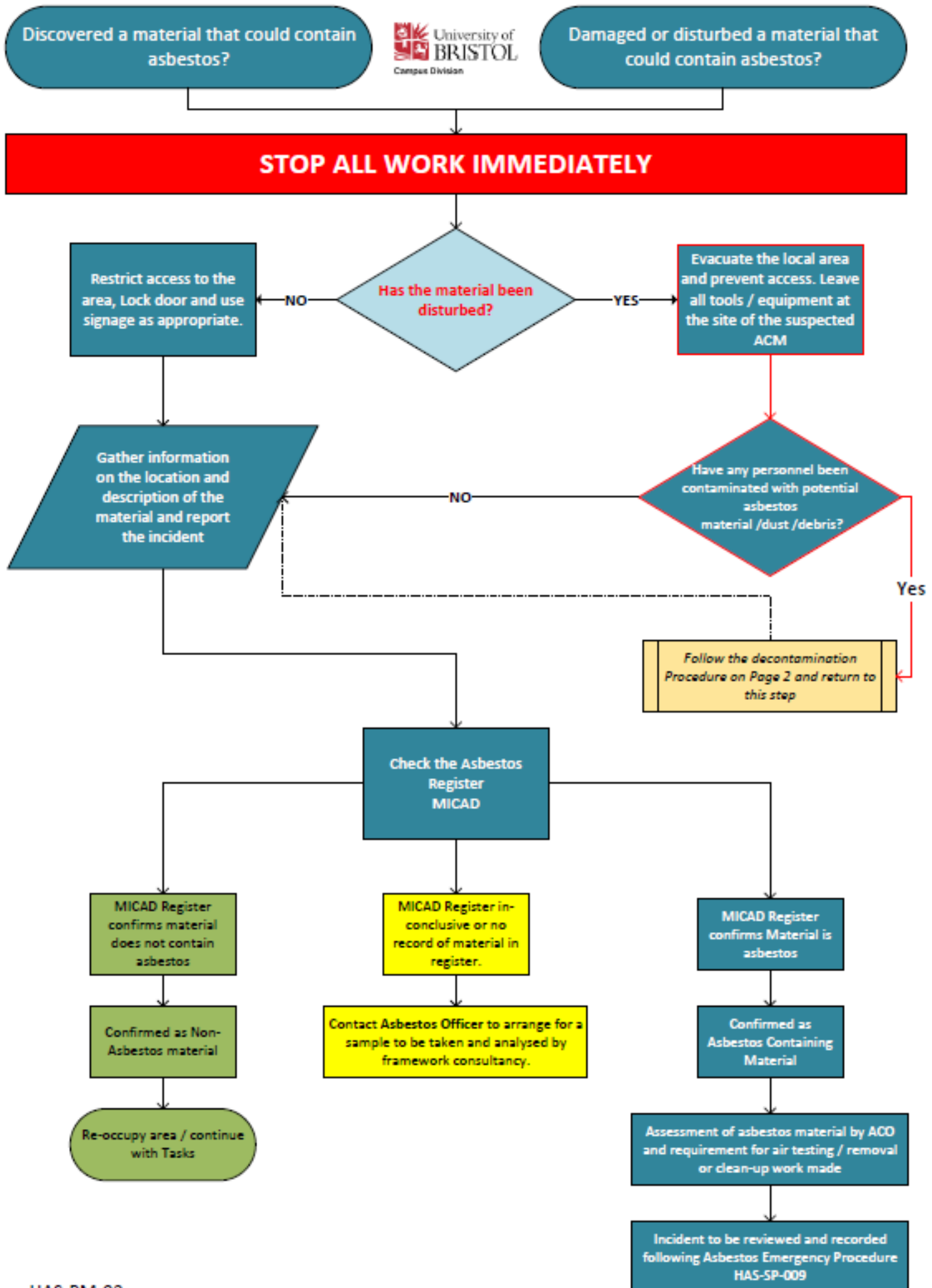
ISO 45001:2018 Clause 8.2 Emergency Preparedness and Response

3 Responsibility

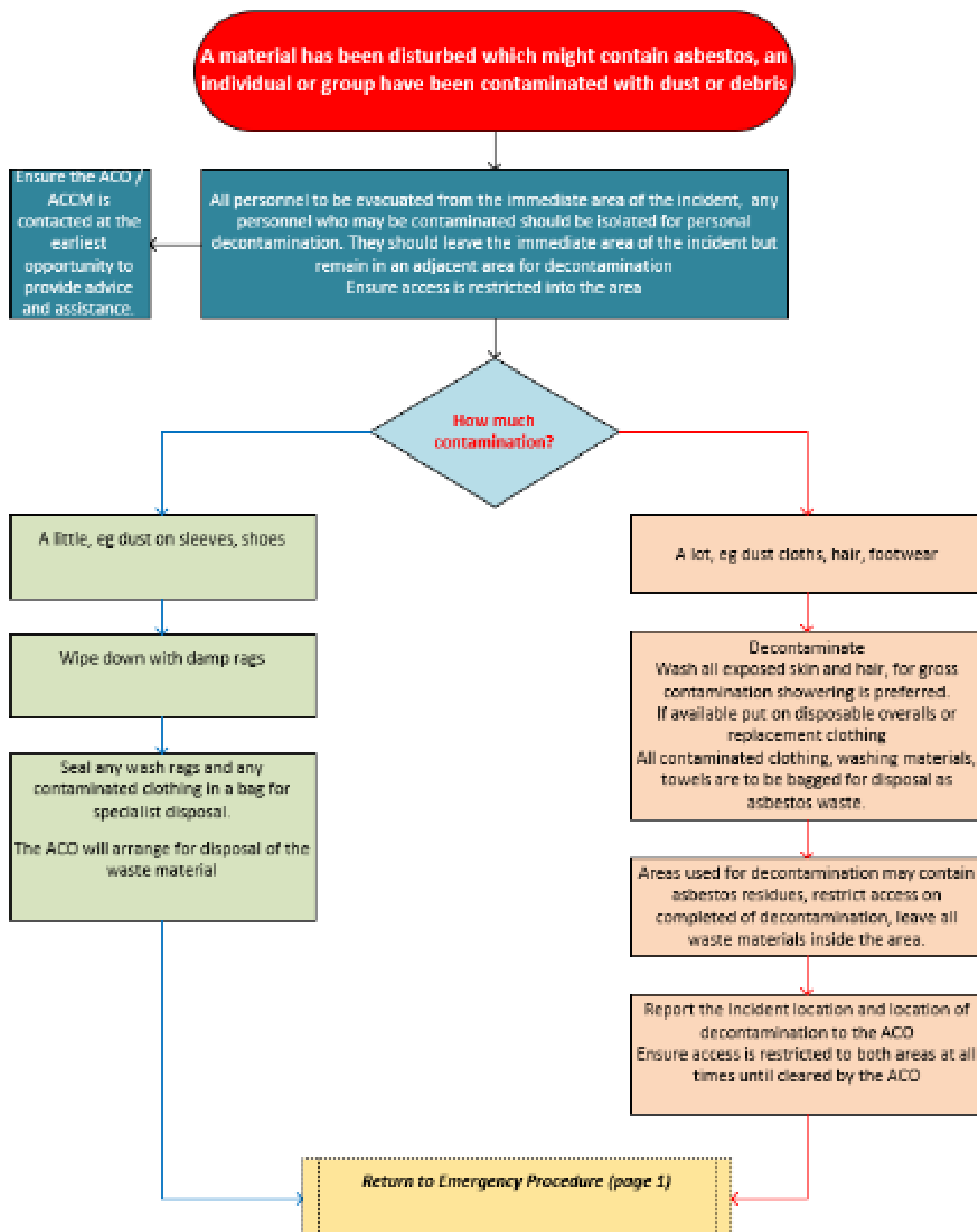
3.1 Refer to the Asbestos Management Plan for full responsibilities in relation to asbestos management. Emergency responsibilities are summarised below:

Reporting	<p>All staff are responsible for:</p> <ul style="list-style-type: none"> Following the Emergency Procedures outlined below Making reports on the Safety Portal in the event of an incident or near miss involving asbestos <p>ACCM/ACO are responsible for:</p> <ul style="list-style-type: none"> Obtaining information (i.e. from Project Managers) to determine exposure to asbestos, and completing the Asbestos Exposure Assessment Form.
Isolating	<p>All staff and contractors are responsible for:</p> <ul style="list-style-type: none"> Isolating areas in the event of a potential asbestos emergency. Placing temporary signage. Isolating potentially contaminated persons in an adjacent room <p>ACO/ACCM are responsible for:</p> <ul style="list-style-type: none"> Placing CD asbestos restricted signage (Appendix A) Risk assess required access to the area using HAS-FT-078) Arranging for decontamination if necessary Support and advice on incident response <p>Security/Shift Maintenance are responsible for:</p> <ul style="list-style-type: none"> Out of hours response to asbestos reports – isolating areas and contacting the Duty Manager.
Communicating	<p>All staff and contractors are responsible for:</p> <ul style="list-style-type: none"> Reporting and communicating potential or actual asbestos incidents to the ACO/ACCM. <p>Facilities Managers/Coordinators are responsible for:</p> <ul style="list-style-type: none"> Liaising with building users, notifying of restricted access areas. Receipt and handling of concerns from building users <p>HSQA are responsible for:</p> <ul style="list-style-type: none"> Communicating the incident to UoB S&H Services if reportable under RIDDOR
Investigating	<p>Project Managers/Contractors are responsible for:</p> <ul style="list-style-type: none"> Gathering information on the work taking place at the time of identification/disturbance. Checking the MICAD asbestos register Completion of incident investigation report (HAS-FT-061) <p>ACO/ACCM are responsible for:</p> <ul style="list-style-type: none"> Checking the MICAD asbestos register, and clarifying status of material if required Support and advise on investigation report <p>HSQA are responsible for:</p> <ul style="list-style-type: none"> Support and advice on investigation report Document retention
Resolving	<p>Project Managers/Contractors are responsible for:</p> <ul style="list-style-type: none"> Corrective and preventive actions arising from investigation reports <p>ACO/ACCM are responsible for:</p> <ul style="list-style-type: none"> Arranging for decontaminating. Contacting CD Framework asbestos contractors for removals and clearances.

Asbestos Emergency Procedure



Emergency Personal Decontamination



4 Procedure

4.1 Asbestos Incident Timeline

Immediate	STEP 1 – STOP ALL WORK STEP 2 – Restrict Access, report to ACCM
ASAP	STEP 3 – Decontaminate affected persons (if applicable) ACCM arranges emergency response.
Within 48 Hours	STEP 4 – Report on the Safety Portal, completion of Asbestos Exposure Assessment (Appendix B)
Within 10 Days	Report RIDDOR to HSE if applicable (HSQA only)
Within 14 Days	Complete investigation, identify root cause and corrective actions.
-	Asbestos remediation arranged, update of asbestos register (ACCM)

4.2 Asbestos Emergency Process (Immediate Response)

When managing, responding or reporting an incident involving a potential ACM the material **must be** presumed to contain asbestos and the situation managed as such until otherwise proven.

STEP 1 - STOP ALL WORK

1.

It is critical that all work in the area of the incident is stopped. All tools and equipment should be left in the area. If the area is otherwise occupied by staff, students or visitors it should be vacated immediately.

Without increasing the risk or duration of exposure, ensure, as far as practicable all doors and windows are closed, and any ventilation systems switched off.

No attempt to clean up should be made. Access to the area should be immediately restricted.

STEP 2 - RESTRICT ACCESS

2.

The area in the vicinity of the incident should be evacuated. Any person potentially contaminated with asbestos fibres should be isolated in an adjacent area and the decontamination requirement assessed.

The ACCM/ACO shall risk assess the requirement to access the area i.e. in the event of an emergency such as for service isolation. Form HAS-FT-078 Restricted Access Checklist shall be completed in coordination with the area owner and other relevant persons such as Maintenance.

Under no circumstance should any person who is not authorised and /or is not wearing appropriate RPE and PPE enter the area. Access to the area will usually only be undertaken by a LARC or Asbestos Consultant once approved by the ACO or ACCM.

To prevent access into the area lock doors, place warning signage or barriers as appropriate.

The University of Bristol Asbestos Warning Sign is included in Appendix A of this document

3.

STEP 3 - DECONTAMINATE

It is important to recognise that while we wish to limit the exposure to any individual, we must also ensure that the spread of asbestos contamination is limited to prevent further individuals becoming exposed. Any person who is likely to have been contaminated with asbestos fibres during the incident should be advised to move from the immediate vicinity of the incident. If possible, any contaminated outer layers of clothing should be left in the area before they leave.

The contaminated person should be asked to remain in a vacant holding area, ideally adjacent to the incident while an assessment and advice on the extent of the contamination is made using the 'personal decontamination flow chart'. Where possible, a disposable FFP3 half mask will be provided to the contaminated individual (s) along with disposable coveralls.

For 'light' contamination e.g. a little dust on sleeves or shoes, this may be wiped down with damp rags. For more serious contamination such as dust or debris on clothes, hair, footwear the person should remove any outer layers of clothing, wipe all areas of contamination with a damp cloth / rags including footwear, skin hair etc.

For significant contamination, once the initial decontamination is complete and if available, the person should be advised to shower and dress in replacement clothing or a fresh coverall.

The UoB will endeavour to provide disposable coveralls for transit or until replacement clothing can be sourced.

All wipes, rags, towels, contaminated clothing, coveralls and RPE should be placed in a plastic bag, or similar and left in the area of decontamination. These items will be considered as contaminated and will be addressed during the clean-up operation where they will be transferred by a specialist into Asbestos waste bags and disposed of as Asbestos Waste.

All areas where decontamination has occurred, or the contaminated person has transited through shall be considered as potentially contaminated with asbestos and access restricted pending review and actioning by the ACO / ACCM.

Under no circumstances is any person who is not authorised, appropriately trained and not wearing the correct PPE / RPE to assist with the physical decontamination process.

The ACO / ACCM should be contacted at the earliest opportunity as they will be able to provide further advice and assistance via phone or video link.

A log of all personnel involved in the incident should be kept.

This log shall be recorded using the Asbestos Exposure Assessment Form in Appendix B and submitted as an attachment to the incident report on the [safety portal](#).

4.

STEP 4 - REPORT THE INCIDENT

The incident should be reported as soon as possible, this should be as soon as the incident occurs, or if not as soon as practicable after the initial response is made.

Depending on the personnel involved in the incident the reporting pathway will vary however the incident will ultimately be reported to the ACO / ACCM.

Guidance on the reporting pathways including out of hours is given in the table 1 below.

<u>Asbestos Incident:</u>	<u>Communication Pathways</u>
Contractors:	Report the incident via your UoB point of Contact
Campus Division:	Direct to the Compliance Team / ACO / ACCM (0117 9288045)
All other UoB Staff:	Building Facilities Manager/Coordinator
Students:	Facilities Manager / Residential Facilities Coordinator
Out of Hours:	Security (0117 3311223)

All incidents or near misses must be logged on the health and safety portal within 48 hours of the occurrence.

Where a person has been potentially exposed to asbestos fibres, the Asbestos Exposure Assessment Form (Appendix B) should be attached to the incident report.

An assessment shall be made at the earliest opportunity as to whether the material involved contains asbestos. The ACO/ACCM may arrange for a sample to be sent for analysis.

Should the material involved in the incident be confirmed NOT to contain asbestos the incident should still be reported

4.3

Recording Asbestos Exposure and RIDDOR

Recording and reporting of Asbestos Exposure is detailed in the UoB Asbestos Management Plan section 8.1.

5 Forms to be Used

HAS-FT-069 Asbestos Exposure Asbestos Form

HAS-FT-078 Asbestos Restricted Access Checklist

6 References

6.1 Internal References

HAS-SP-013 Incident Reporting and Investigation

HAS-SP-024 Asbestos Management Plan

HAS-GD-033 RIDDOR Reporting Guidance

[UoB Health and Safety Roles, Responsibilities and Organisation.](#)

[H&S Reporting Portal](#)

6.2 External References

Control of Asbestos Regulations (CAR) 2012

<http://www.legislation.gov.uk/uksi/2012/632/contents>

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

<http://www.legislation.gov.uk/uksi/2013/1471/contents>

HSE EM1 What to do if you discover or accidentally disturb asbestos during your work [em1.pdf \(hse.gov.uk\)](#)

7 Appendix A

Asbestos Emergency Signage



**No unauthorised
persons allowed
beyond this point**



**Danger
Asbestos**



**Permit to
work
must be
obtained**

Asbestos Controlled Area

Do not enter until clearance is given.

For more information, contact:

Mr Mark Schafer

1-9 Old Park Hill

Bristol BS28BB

Telephone: **01179288045**

Out of Hours contact Security: **01179287848**

8 Appendix B

Asbestos Incident: Asbestos Exposure Assessment Form

Asbestos Exposure Assessment Form

This form details a log of an incident involving asbestos exposure and is supplementary to the University of Bristol Incident report updated onto the health and safety portal.

Section 1 - Details of Person completing Form

Name		Company	
Email		Contact Number	
Date		UoB Incident reference	SN-

Section 2 - Incident Details

1. Where did the incident occur? <i>(include property ID, Space, description of location)</i>
2. What Date / Time did the incident occur?
3. Provide any details of witnesses to the event
4. Who the incident was initially reported to? <i>(detail mechanism, date and time attached a copy or reference to written report)</i>
5. Detail the type of work or activity that was undertaken when the asbestos material was discovered / disturbed. <i>(Detail if the disturbance did not involve any work e.g. rain water leak)</i>
6. Detail the duration of exposure, any PPE in use at the time of the incident <i>(include detailed timeline for all potentially exposed personnel)</i>
7. Detail of the asbestos material type and content <i>(reference the asbestos register, survey report, certificate of analysis, attached a copy / photographs / plans where possible)</i>
8. Detail any air monitoring undertaking at the time of or after the incident. Clearly state the timeline and location of monitoring in relationship to the incident. Reference / attach analytical certificates
9. Detail any previous asbestos exposure / medical examination or monitoring relating to asbestos
10. Is the exposure to any person deemed RIDDOR reportable? Yes / No