- **Emergency Asbestos Incident Procedures**
- **Access to the University Register Access**
- **Disturbing the fabric of the building**

In the event of an unplanned release of asbestos fibres or where it is suspected that an individual has been exposed to asbestos fibres, the following action should be taken by any available personnel following a reported incident:

- Arrange for the affected area to be evacuated and prevent others from entering the area by using signage, closing doorways or posting guards at an appropriate distance.

  DO NOT enter the contaminated area.

Those who may have been exposed to asbestos fibres:

- Do not disturb the material or stay any longer in the affected area than is absolutely essential.

- Inform the **Estates Help Desk 0121 204 4433** or **Security on 0121 359 2922 (out of hours).**

- Security or the Help Desk should contact a senior member of the Estates Management Team who can contact an asbestos specialist who will advise, make safe and arrange for air monitoring to be carried out if required.

  Cullen Thermals - 07887 764 509

  Bradley Environmental:

  1. **Chaz Reeves 07740 088 901**
  2. **Matthew Turner 07764 862 351**
  3. **Stuart Hill 07976 645 136**

  In the event that a manager cannot be contacted then Security should report the incident to the above and follow any advice given.

  General advice to those affected whilst waiting for specialist advice or the arrival of a specialist:

- Seal off the area, isolate ventilation systems, close windows, doors, etc so long as this is possible without causing further disturbance to the material and without staying in the area any longer than necessary;

  or

  Arrange for others to do this if possible, ensuring that they are advised to avoid entering the contaminated area.

- **Avoid further contamination** by remaining in one place, preferably outside in the fresh air or in an area that has not been contaminated by the incident. Be aware that your clothes may be contaminated and that this contamination can be passed onto

others or other areas and vehicles. Make a note of any other areas where you have been since the incident as this may have created a secondary contamination.

- Access to the contaminated area can only be given under the control of a Licensed and Qualified Asbestos Contractor or Environmental Analyst.

Those requiring access may include:

Plumbers or Electricians who are required to carry out services isolations.

Experts who are required to carry out first aid or similar.

In the event that the Emergency Services need to gain access in the absence of a Licensed and Qualified Asbestos Contractor or Environmental Analyst then they must be informed that the area may be contaminated with Asbestos.

Emergency Services

The Emergency Services can obtain information in an emergency situation by contacting the emergency numbers for Cullens or Bradleys above. Both companies have access to the registers and will give specific information as required.

General access to the Register

Anyone who may have concerns about asbestos in their workplace or who need information about the location of asbestos should contact the Estates Help Desk to make a request for information. This will then be arranged through one of the senior managers in the department.

Disturbing the Fabric of the Building

Works undertaken to the building fabric can create or expose many unexpected hazards and risks such as asbestos, electrical hazards, Legionella in water and fire risks. It is therefore essential that **ALL** works being planned to campus buildings (including, and especially, anything that may puncture a wall, ceiling or floor) such as drilling must be discussed with the Estates & Capital Developments team at the earliest opportunity and most certainly BEFORE any works are carried out or instructions to contractors confirmed.