

The level of risk from exposure to Asbestos: Guidance for Local Authority Employers and Employees.

Employees, contractors and users of our service who may have been exposed to asbestos are understandably anxious and concerned about the possible effects on their health. Therefore, this advice sheet is intended to provide information on how to manage the health aspects of such exposure.

There is at present no effective post-exposure prophylaxis for the effects of inhaled asbestos fibres. There are also no generally available techniques for determining individual lung burdens of asbestos fibres, other than post mortem.

HSE does not advocate an immediate routine X-rays for people exposed to asbestos in the majority of such circumstances, as Asbestos-related damage to the lungs takes years to develop before it becomes visible on chest X-rays.

In circumstances where cases of exposure to asbestos may have occurred, the following actions should be taken:

The employer/unit manager should provide their employees with a copy of this guide. Staff should be encouraged to complete an incident form and the manager should complete the attached 'Asbestos Incident Report Form'. Copies of the form should be sent to the following:

- The health and safety unit and most importantly,
- the property service unit for them to complete part B of the form and return it the manager so that it can be placed on the employee's personal file.

The completion of part B of the form will give the employer/unit manager further information from the property service/asset management service regarding the type of asbestos, the likely exposure levels involved and the duration of exposure etc.

The property service/asset management service should provide advice on how to prevent a re-occurrence of the circumstances that led to the incident and continuous management of the asbestos material that has to remain in situ.

It is important to note that under the Control of Asbestos Regulations 2006, employers are not required to retain health records for those employees who may be subjected to **accidental exposure** or for those working with asbestos, unless they carry out licensed work. Health records for employees of licence-holders should be retained for 40 years.

Consider offering those involved: employers, employees or members of the public, the opportunity to discuss the situation with a medical or occupational health inspector, particularly where they are otherwise unlikely to have access to an occupational health service.

Advise employees that if they wish to consult their GP's they should ask for a note to be made in their personal record of the possible exposure including date(s), duration, type of fibre, and likely exposure levels (if known).

The employer's Occupational Health and Counselling Service Providers should be alerted so that employees who wish to discuss the possible health effects with them should be provided with the contact number and support to do so.

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Asbestos Incident Report Form

This incident report form must be completed by the manager in all cases of damage or disturbance to known or suspected asbestos containing material as soon as possible. Copies of the form should be sent to the following units:

1	Property Service Team	Waltham Forest Town Hall, Forest Road, E 17 4JF	020 8496 3555/8053
2	Health & Safety Unit		020 8496 3408/6391

PART A - DETAILS OF INDIVIDUAL(S) KNOWN TO HAVE BEEN IN THE AFFECTED AREA AT OR AFTER THE TIME OF THE INCIDENT

	Name	Designation	Time from	Time to
1				
2				
3				
4				
5				
6				

DETAILS OF THE INCIDENT

Date of Incident		Time of Incident	
Premises address			
Exact locations affected			
Immediate action taken to minimize hazardous dust from staff, pupils residents etc.			

Have you reported this incident to Property Services and sent this form for them to complete the remaining sections? YES NO

PART B - TO BE COMPLETED BY PROPERTY SERVICES

Name of the property service's investigating officer	
Summary of how disturbance occurred	
Cause of disturbance	<input type="checkbox"/> User damage <input type="checkbox"/> Maintenance <input type="checkbox"/> Vandalism <input type="checkbox"/> Water penetration <input type="checkbox"/> Other (please specify)
Type of asbestos identified	<input type="checkbox"/> Brown (Amosite) <input type="checkbox"/> White (Chrysotile) <input type="checkbox"/> Blue (Crocidolite)
Details of clearance tests undertaken by a specialist contractor	
Remedial action arranged	
Please attach any other written information/statements and photographs	