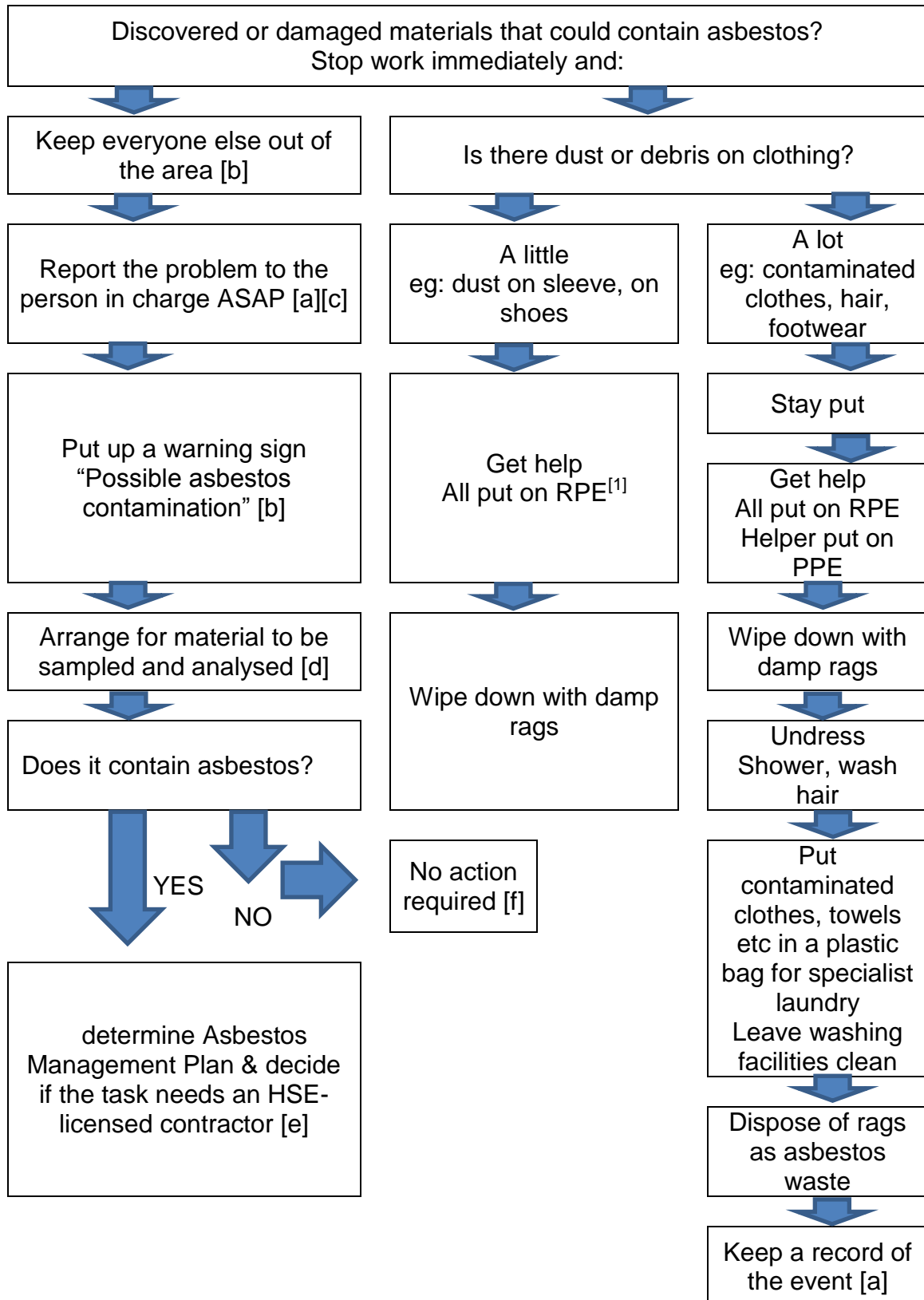


**Emergency Procedures**

If ACMs are damaged during works, staff, contractors and other agents are required to stop work immediately and implement the following procedures. Bracketed reference letters refer to additional requirements that follow. The left stream is mandatory, the right stream also if relevant.



**Additional guidance for Emergency Procedures**

The following guidance amplifies that provided by the HSE and, as part of this Policy, is deemed to be part of it. Bracketed reference letters included in the HSE's process map (above) refer to those sections following below.

- [a] The incident must be reported immediately to Waltham Forest Health and Safety Team (in all events) and Contract Manager (if relevant) and, if the affected personnel are employed by others, to the relevant parties of their own organisation(s). The names of all persons potentially affected must be recorded under each organisation's Health & Safety Accident/Incident Log procedures and entered on their personal files. The Health and Safety Team will determine if the incident is reportable under RIDDOR, and the report will be lodged in accordance with HSE guidelines.
- [b] The affected area must be evacuated, without causing alarm, and must be cordoned off, isolated and (if possible) locked. These arrangements maintained until such time as authorised by competent person. The signage does not have to be specially prepared – it can be written on an adjacent door or wall if necessary
- [c] For residential properties, the immediate impact on the access to, and the habitability of, the affected dwelling must be reviewed. If either access or habitability are compromised beyond continuing safe usage, then Housing Management Services must be engaged to arrange and manage a temporary decant of the affected residents to emergency accommodation. Subsequently good communication with residents and any other affected parties must be maintained, providing regular updates as necessary, the better to ensure that access prohibitions are not breached
- [d] The Health and Safety Team/Contract Manager must consult the Asbestos Register data for the relevant area. If details of the relevant ACMs are not already logged correctly in the Register, the Contract Manager will instruct a new survey and sample analysis of the affected area, together with an analysis (including air testing if appropriate) and report on any continuing threats to health and safety. The scope of this survey, analysis and testing may be expanded to other areas in the same property and/or similar areas in other similar properties dependent on circumstances and at the discretion of the Health and Safety Team.
- [e] If the sample contains asbestos and any works to it are required, the Health and Safety Team will advise if these works are licensable and the Contract Manager will proceed accordingly.
- [f] If the sample does not contain asbestos, no further emergency action is required other than updating the Asbestos Register.