ASBESTOS EMERGENCY PROCEDURE GUIDE:

what to do if you think you have disturbed asbestos in your home:

Without causing alarm, the IMMEDIATE area should be evacuated, the door closed and all ventilation equipment switched off. Prevent others accessing the area by locking the door or placing appropriate signage.

Personal decontamination should take place, with all shoes/clothing stored in a double sealed bag. Residents or Operatives are not to move around the property or enter their vehicle until asbestos surveyor/contractor has arrived and taken charge of the area.

Contact Arches Housing on 0114 2288100 if it is outside office hours please follow the instructions for an emergency and you will be put through to our Out of Hours contractor who will assist. All incidents, no matter how small, must be reported and recorded as soon as possible

The person contacted will consult the asbestos register to see if a record of the material is already held, and if so, what the material type identified is.

**Non asbestos**

Consultation with the asbestos register confirms items disturbed to be non-asbestos

**Asbestos**

Consultation with the asbestos register confirms item is asbestos

**Reoccupy Area**

Instruct Reassurance air monitoring if material is badly damaged and debris is present (if this hasn’t already been conducted)

Sample results confirm item to be **non-asbestos**

Risk assessment for remedial actions undertaken by competent person

Asbestos remedial works undertaken and asbestos register updated

**Reoccupy Area**

**Unknown**

Consultation with the asbestos register shows no records exist for this item / location

Arrange for urgent sampling of material (and debris if applicable). Instruct Reassurance air monitoring if initial assessment suspects the material **is** asbestos

Sample results confirm item does contain **asbestos**