



4.06 RIDDOR – Criteria for reporting an asbestos incident

Revision	Date	Notes	By
1.1	21/05/2015	Review of criteria and addition of template	LMCG

1.0 PURPOSE

The purpose of this procedure note is to outline the criteria which an asbestos incident must be assessed against to ensure those which qualify as RIDDOR reportable Dangerous Occurrence, are reported in the correct manner and by the designated responsible team members to the HSE.

2.0 RESPONSIBILITY

Health and Safety Manager – incident management and reporting to HSE
Health and Safety Advisers – investigation assistance
Asbestos Co-ordinator – incident management and investigation assistance
Asbestos Compliance officers – investigation assistance

Other members of construction services may be required to provide assistance and be involved in investigations by the above noted people.

3.0 SCOPE

To identify and assess the criteria for a RIDDOR reportable dangerous occurrence incident for asbestos. To identify and describe the procedure which must be followed by those directly involved in an asbestos incident investigations or assisting with the investigation. This document is intended to be supplementary to the West Lothian Council asbestos policy and management plan.

4.0 PROCEDURE

Please refer to Appendix 1

5.0 VITAL RECORDS

WLC Incident Report (hard copy held at property)
WLC Asbestos Policy and Management Plan ([Link](#))

6.0 REVIEW

This procedure should be reviewed at least once every 3 years or following significant changes to legislation.

Appendix 1 - RIDDOR Dangerous Occurrence – reporting an asbestos incident

The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) places duties on employers, the self-employed and people in control of works premises (the responsible person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses). Through West Lothian Councils incident reporting procedure, Health and Safety take on the responsibility for reporting incidents where required and liaising with the Health and Safety Executive (HSE).

The HR Manager (Health and Safety) will report asbestos incidents to the HSE. In accordance with West Lothian Councils Health and Safety Policy, the HR Manager (Health and Safety) will coordinate the investigation of serious incidents and report directly to the relevant Head of Service in respect of these. The Asbestos Coordinator will manage asbestos incidents in accordance with the Asbestos Management Plan.

Exposure to asbestos is reportable under RIDDOR when a work activity causes the accidental release or escape of asbestos fibres into the air in a quantity sufficient to cause damage to the health of any person. Such situations are likely to arise when work is carried out without suitable controls, or where those controls fail – they often involve:

- Use of power tools (to drill, cut etc) on most ACMs;
- Work that leads to physical disturbance (knocking, breaking, smashing) of an ACM that should only be handled by a licensed contractor e.g. sprayed coatings, lagging, asbestos insulating board (AIB);
- Manually cutting or drilling (AIB);
- Work involving aggressive physical disturbance of asbestos cement e.g. breaking or smashing.

If these activities are carried out without suitable controls, or the precautions to control exposure fail, these would be classed as a 'dangerous occurrence' under RIDDOR and should be reported.

Asbestos incidents are a dangerous occurrence as defined in the RIDDOR Regulations 2013.

Deciding Factors:

- Dangerous Occurrence:
Any potential dangerous occurrence must be reported to the Corporate Services Health and Safety team and Asbestos Team for investigation immediately.
- Whether the incident is reportable or not depends on:
 - Product Type / Asbestos type
 - Activity on material which caused accidental release
 - Amount which escaped and its dispersal
 - Whether people could have been present at the time
- Disturbance has to be a **significant** uncontrolled disturbance.

To decide if there has been a significant uncontrolled disturbance, answer the following questions:

Has asbestos been disturbed	Y	N
Have persons been exposed	Y	N
Is it a significant uncontrolled disturbance, use the table below to decide	Y	N
Has it involved		

Use of power tools (drill, cut) on most ACMs	Y	N
Physical disturbance, such as knocking, breaking smashing of a licensable ACM eg sprayed coating, lagging, asbestos insulating board (AIB)	Y	N
Aggressive physical disturbance of asbestos cement (AC) eg breaking or smashing	Y	N
Installation of equipment screwed or nailed only where the surface has been disturbed	Y	N

In line with the Councils asbestos policy, the Health and Safety Manager ~~department~~ will submit reports of a dangerous occurrence involving asbestos to the Health and Safety Executive www.hse.gov.uk. Any dangerous occurrence of this type must be reported to the Health and Safety Executive within 10 days of the incident occurring.

An incident investigation should begin as quickly as possible following an incident. The aim of an incident investigation is to establish the facts behind what has happened and to implement remedial actions to prevent a future reoccurrence of the incident. It must be prompt and thorough, factual and impartial. Finding the underlying, or root causes during an investigation is the key to preventing similar accidents.

The degree of investigation required will be proportional and dependant on the frequency of occurrence and/or the degree of (or potential to cause) loss or injury.

An Incident Report must be completed in all cases, whether or not an injury is sustained and submitted to Health and Safety or service Health and Safety adviser in HCBS or Operational Services.