

ASBESTOS MANAGEMENT GROUP

Notes from the meeting held on Wednesday 10th October 2012 @ 2pm, in the Planning Room, Bordesley House, Heartlands Hospital

PRESENT: Mike Taylor (MJT) Chair
Diane Aucott (DA)
Atul Chauhan (AC)
Robert Davey (RD)
Jim Fitzgerald (JF)
Mike Keye (MK)
Tony Wright (TW)
Dave Smith (DS)
Gareth Gentles (GG) OHS

ACTION

1. Apologies

There were no apologies.

2. Notes of previous meeting

The notes of the previous meeting were approved as a true record with the following amendments:

- Item 3.7 – TW said that all of the information put into MICAD could be linked to PLANET.
- Item 3.13 Spelling of Amosite.

3. Actions from previous meeting

3.1 – SOP – Flow chart

- The flow chart was discussed and it was decided that with some minor changes this could be ratified.
- GG/AC/TW to discuss further after meeting.
- Updated Flow chart to be circulated once finalised.

GG/AC/TW

3.2 – Programme of Works - GHH

- AC had met with GG and it was decided that the majority of areas had already been completed and no programme of works was needed. Once all the surveys had been finished then they would look at the non accessible areas.

3.3 – Uploading onto MICAD

- GG informed the group that the uploading of information was progressing well. There were still some areas that needed to be on the system, he had spoken to Adrian Cook (AC) who was

- working on it.
 - GG advised that Heartlands is almost complete. At Good Hope he was uncovering a lot of areas that still needed to be set up. At Solihull management surveys had been completed.
 - GG to give a further update at the next meeting. **GG**

- 3.4 - Surveys to offsite properties – Renal Units
 - The renal units at Runcorn Road and Castle Vale were due to be surveyed on 29th October 2012.
 - GG will update at the next meeting. **GG**

- 3.5 - Ducts at SOL
 - The main service duct was found to have no asbestos.

- 3.6 – Block 42 & Lincoln House Basement
 - These had now been completed. Debris had been detected and an air test had been carried out. Nothing airborne was discovered. TW waiting for documentation from GG. **GG**

- 3.7 – Links to MICAD
 - DS advised that AC had sent him the link and they had agreed to colour code areas in purple that haven't been surveyed.
 - TW disagreed with this as a report could already be populated without areas being colour coded.
 - TW and DS to discuss outside of the meeting. **TW/DS**
 - DS and Dereck Virgin (DV) were testing a works order to ascertain whether the links were working.
 - DS will update at the next meeting. **DS**

- 3.8 – Staff Training
 - MJT had spoken to Bob Anderson and it was decided that the Fire Officers would hand out the '*A Guide to Asbestos in Our Working Environment*' leaflet at the Trust induction for new starters.
 - DA mentioned that she could also handout the leaflets at H & S campaigns and training.
 - LA to arrange leaflets. **LA**

- 3.9 - Results of boiler-house at SOL
 - This building is categorized as low risk and would be managed and monitored.
 - It was found that no one had been working on it in the last 2 years.

- 3.10 - Contractors Induction Programme
 - DS advised that ELVIS had been upgraded.
 - DS briefly went through the details of how it was going to work.
 - The Contractor details would be entered.
 - A list of questions would be asked. (A score of 100% is

needed to pass. If scoring isn't 100% Contractor would be navigated to a different screen.

- Contractor will be given a unique code once 100% is scored.
- DS said that an on-line version was being looked at so that Contractors could do the induction before coming on to site.
- The programme should be fully functional by April 2013.
- The cost is circa £3,000 per site with an annual charge of circa 9% for updates and service.
- It was discussed that when this was fully functional then departments could then be targeted who are not conforming to Trust Policy.
- It was mentioned that this was going to be demonstrated and discussed at the Statutory Compliance Group on Monday 15th October.

3.11 – Lift car Survey

- A reassurance air test had been carried out and no debris was found.
- GG advised that this was a medium risk but that once it's sealed and labeled it would be a no risk.

3.12 – Retrospective Survey – level of risk staff exposed to @ GHH

- OHS had completed a Workplace Risk Assessment for the 14 staff potentially exposed. The exposure levels were below the permitted levels.
- A meeting to discuss the exposure was to be arranged with MJT, DS, and GG.
- DA advised that Ann Keogh from Governance should be invited and a representative from Occupational Health.
- It was discussed that it was vital to have someone from Occupational Health at these meetings. MJT to get in touch with Ruth Davies from OH.
- MJT asked whether there were other areas where staff have worked and could have been potentially exposed.
- TW mentioned that in 1999 Dave Harrison had found that 61 members of staff were potentially exposed to asbestos due to working on the main ducts under the hospital. They were all referred to OH for health monitoring, and all ACMs were removed.

MJT

3.13 – Training leaflet

See item 3.8

- It was suggested by MJT that he may get Communication department to write an account of what we do at these meetings.

3.14 – Asbestos Policy rewording

- MJT advised that would go to the Statutory Compliance Committee for ratification, and then to the Safety Committee for

information.

- DA said that once the Policy is embedded, the Terms of Reference needed to be looked at to make sure it conforms to the Policy.

3.15 – Toolbox Talks – Callsafe

- DS mentioned that he would speak to Callsafe Services regarding toolbox talks powerpoint presentation, and safety rules.
- DS will update at the next meeting. (carried forward)

DS

3.16 – Action Plan – Shared folder on PLANET

- MJT reiterated that the Action Plan was to be updated by each EM one week before the meeting.

EMs

4. **Operational Reports**

4.1 OHS Operational Report

Good Hope Hospital

- GG advised that 98% of Good Hope had received management surveys apart from non accessible areas.
- High risk plant room certificates had been issued.
- Ward 10 refurbishment had been completed and asbestos removal to risers planned for tomorrow.

Solihull Hospital

- No asbestos detected in Maternity duct.
- MICAD areas needed to be set up, AC working on this.
- MK said that Forest hadn't given a date for Mallory. GG said it was because they hadn't received their order. JF to chase.

JF

Heartlands Hospital

- GG was moving forward on 4-5 risk areas, these were currently under lock and key and were not accessed regularly.
- GG mentioned that Rowan/Beech wards needed to be updated on MICAD.

Refresher Training

- It was discussed that staff who may have missed the training due to sickness and annual leave would be picked up on the training at Heartlands (date to be confirmed).

OHS written report

- GG said that he would get a written report sent to LA prior to the meetings.

GG

4.2 BHH, SOL, GHH Operational Report

- It was decided that these reports would no longer be presented as the details are in the Trust Action Plan.

5. Trust Action Plan

- The Action Plan was tabled (see attachment 3) and discussed.
- *Item 4, 4.1- Detail of information on works orders issued to carry out work*; Incorrect information given by JF. JF to update plan on Facilities Shared Folder. **JF**
- *Item 6 – Review of Policies and Procedures*; It was decided that in the New Year the Asbestos Policy would be reviewed to see whether it needed amending.
- *Item 7 – Incident Reporting*; it was discussed that no emergency procedure was in place when staff at GHH were contaminated.
- MJT said that once the Competency Person course had been attended in November a procedure could be written.
- DA also asked whether the Emergency Planning Officer needed to be involved.
- *Item 12 – Review of equipment used when working in areas of risk*; DS to update plan that reflects the use of using hand tools and not power tools. **DS**

6. Incidents and Risk Assessments

- This had been covered during the meeting.

7. Any other business

- DA asked what the likelihood was of another member of staff being exposed to asbestos with what we have in place today?
- TW said that once the labeling had been completed in Pathology he would be happy. MJT said that he wanted TW to make labeling a priority. **TW**
- DS said that once everything was in place the risk would be very low.
- JF said that with training and awareness for trade staff then it would be very unlikely.
- JF mentioned that trade staff at Solihull had been requesting x-rays.
- GG advised that he would amend the ordering instruction; OHS will now accept a verbal instruction, an email will then be sent from OHS confirming costs, an order can then be raised.
- TW wanted to know whether bids would still have to be made for re-inspection monies. MJT said that yes, the bids would be put forward as a revenue consequence.

8. Date of next meeting

- Thursday 8th November @ 2pm, Planning Room, Bordesley House.