

ASBESTOS MANAGEMENT GROUP

Notes from the meeting held on Tuesday 28th August 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)
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.

3. Actions from previous meeting

3.1 – SOP – Door Maintenance

- It was agreed at the last meeting that the SOP presented by AC was too technical. AC advised that he was to meet with GG and go through the details needed.
- It was discussed that initially a generic SOP was needed detailing the process to go through before work is carried out, and a generic door SOP for door maintenance. SOPs for other works carried out would follow at a later date.
- MJT pointed out that this action had been outstanding for two meetings, and wanted it sent to him by the end of next week, ready to be rolled out to tradestaff on all sites the following week.

AC/GG

**AC
EMs**

3.2 – Programme of Works - GHH

- A programme of works had been drafted, but the issue of surveying theatres was highlighted. It was discussed that surveying in between operations was an option, but the difficulty would be if samples were needed as a deep clean would then have to be done.
- DS said that he would arrange to meet with theatres to discuss.

DS

3.3 – Uploading onto MICAD

- GG informed the group that there were 50 areas missing from MICAD making uploading difficult. GG had been in touch with Adrian Cook who was in the process of working through the missing rooms/areas. It was pointed out that Adrian was now on annual leave and that Warren at SOL could put on the missing rooms.
- GG advised that all GHH surveys should be on MICAD by the end of September.
- GG to give a further update at the next meeting.

GG

3.4 - Surveys to offsite properties – Renal Units

- GG advised that he was still waiting for an order from SOL to survey the renal units. JF to chase up order and inform MJT of dates of surveys by the end of the week.

JF

3.5 - Ducts at SOL

- OHS had surveyed the ducts and ACMs were discovered. Tenders were due back by 12:00 today. It was a 36 day programme and the preferred bidder would start in two weeks.
- Further updates at next meeting.

GG

3.6 – Block 42 & Lincoln House Basement

- An order had been raised for a demolition survey of Block 42 and a management survey for Lincoln House basement. Work was to begin on 3rd September 2012.
- Further updates at the next meeting.

GG

3.7 – Firewall Blocking

- This had now been resolved by the IT department.
- TW said that all of the information put into MICAD would automatically update PLANET. TW to speak to PLANET and MICAD to establish how this can be achieved.

TW

3.8 – Staff Training

- It was confirmed that SOL awareness training had been completed. BHH training was arranged for 5th September and GHH in December.
- The four day asbestos competency training for managers was in November 2012.
- MJT said that the training of new starters would have to be looked at.

MJT

3.9 - Results of boiler-house at SOL

- An intrusive survey had been carried out and the results were positive.
- Mike Keye was collating information on who had worked on it in the past.
- JF to update at the next meeting.

JF

- 3.10 - Order for re-surveying at GHH
- It was confirmed that orders had been raised for a management survey.
- 3.11 - Contractors Induction Programme
- TW advised that this was to start next Monday at BHH.
 - DS mentioned that he was aiming to set up a programme whereby contractors have to do a test at the end of the induction. An idea suggested, was that he should talk to Tony Morgan about Moodle. DS to update at the next meeting. **DS**
 - It was discussed that when ELVIS is working to full capability, passes wouldn't be able to be issued until induction had been completed.
- 3.12 – Chest Clinic door sampling
- GG advised that all surveys and been completed but the report had yet to be issued. There was already knowledge of some asbestos, but no new asbestos had been found.
 - GG to speak to Mike Dawson and Adrian Cook to establish what floors HEFT occupy. **GG**
- 3.13 – Lift car Survey
- GG reported that Amesite had been located on the underside of the lift car.
 - OHS to carry out a reassurance air test.
 - GG/TW to update at the next meeting. **GG/TW**
- 3.14 – Retrospective Survey – level of risk staff exposed to @ GHH
- GG was drafting a proposal on how we should proceed but was waiting to hear back from OHS insurers.
 - MJT raised his concerns that if the level of exposure was high enough to cause concern then the 14 staff potentially exposed needed to be screened by Occupational Health.
 - DA advised that there needed to be an agreed Management Plan made at senior level involving John Sellars, Governance and Occupational Health
 - MJT would speak to JS and ask him to contact Hazel Gunter or Sara Brown from OH and Ann Keogh from Governance.
 - DS to speak to the 14 staff involved and informally brief them. **DS**
 - GG would contact OHS insurers and move it forward. **GG**
- 3.15 – Draft training leaflet
- MJT tabled the leaflet that he had reproduced from other hospitals and councils.
 - GG would review the leaflet and comment to MJT. **GG**
 - MJT said that he had presented this at the Statutory Compliance meeting.
 - DA had suggested having 200 to add to their literature which would be handed out to wards and departments. **MJT/DA**

- MJT advised that he was having 1000 printed by Prontaprint which would then be circulated around the Trust.

3.16 – Asbestos Policy rewording

- MJT advised that this had now been completed and would go to the Statutory Compliance Committee for ratification.

4. Operational Reports

4.1 - OHS Operational Report

- This had been discussed under items 3.1 – 3.14.

4.2 – SOL Operational Report

- JF presented his report; work was ongoing, with quotations received for the re-surveying of Runcorn Road and Castle Vale Units.
- A quotation had been received for the removal of AIBs and hot water cylinder insulation at Mallory.
- The level of access to the ducts was being controlled. See also item 3.5.
- JF confirmed that Calm Screening (lung efficiency test) was carried out on a yearly basis by Occupational Health.

4.3 – BHH Operational Report

- TW presented his report; work was ongoing, with remediation work by Forest Environmental in high risk areas due to commence on 3rd September. ASB5 notification had been submitted to HSE on 17th August.
- The survey of rooms where previously there was no access is still outstanding. TW said that once all data had been input onto MICAD then a report could be populated of areas not surveyed.

4.4 – GHH Operational Report

- DS presented his report; work was ongoing, with phase 1 of plant room survey completed.
- Main boiler house delayed until October because of ongoing 10 year boiler insurance inspections.
- Analysis of estates works carried out in plant rooms over a 12 month period had been carried out. OHS is to carry out a retrospective RA to establish potential asbestos exposure to the individuals identified.
- OHS had commenced with the remaining surveys following additional funding.
- DS mentioned that he would speak to Callsafe Services regarding toolbox talks powerpoint presentation, and safety rules. DS will update at the next meeting.

5. Trust Action Plan

- MJT discussed with the Group that the current Action Plan was becoming unmanageable. A new Action Plan was tabled and would be emailed to all. MJT would talk to Dereck Virgin and ask him to create a shared folder for all of the Group to see, and for EMs to update their own Action Plan.
- It was also discussed that once the Action Plan had been completed the Group could re-focus on the Terms of Reference of the Group.
- MJT said that by January the Group should be in a position to hold the meetings on a quarterly basis.
- It was also mentioned that Capita Symonds would audit the Asbestos Policy in the New Year.

MJT

MJT

6. Incidents and Risk Assessments

- This had been covered previously.

7. Staff Training

- This had been discussed under item 3.8.

8. MICAD live web link demonstration

- TW demonstrated the live web link and its capabilities. He also explained that the MICAD Asbestos Portal is a short form version of MICAD and would be linked to PLANET. This would enable Contractors to establish if asbestos present in their work area.

9. Any other business

- GG advised that as from September OHS would need a hard copy of purchase orders rather than a verbal or emailed order number.
- RD mentioned that he had linked up with TW and GG on the Pathology scheme and a couple of other works at GHH which Mark Wadsley was doing.
- RD to pick up any refurbishment surveys needed in schemes carried out by the Estates Development Department.

EMs

RD

10. Date of next meeting

- Wednesday 10th October @ 2pm, Planning Room, Bordesley House