

ASBESTOS MANAGEMENT GROUP

Notes from the meeting held on Thursday 8th November 2012 @ 2pm, in the Planning Room, Bordesley House, Heartlands Hospital

PRESENT: Mike Taylor (MJT) Chair
 Robert Davey (RD)
 Jim Fitzgerald (JF)
 Andy Green (AG)
 Mike Keye (MK)
 Nick Rudge (NR)
 Amanda Savage (AS) Occupational Health
 Dave Smith (DS)
 Tony Wright (TW)
 Gareth Gentles (GG) OHS

Mike Taylor introduced Amanda Savage from Occupational Health to the Group.

It was noted that AS was leaving the Trust at the end of November and that Annette Jackson based at GHH and Ann Wilson based at SOL/BHH would be taking over her role.

1.	Apologies	<u>ACTION</u>
	Apologies were received from Diane Aucott.	
2.	Notes of previous meeting	
	The notes of the previous meeting were approved as a true record.	
3.	Actions from the previous meeting dated 10th October 2012.	
	3.1 – <u>SOP – Flow chart</u> <ul style="list-style-type: none"> ➤ It was decided that the minor changes made to the Flow Chart were agreed by the Group. ➤ MJT discussed that it should be issued to Contractors, and our own staff should be made aware of it and discussed at Team Meetings and Toolbox talks. 	Note
	3.2 – <u>Uploading data onto MICAD</u> <ul style="list-style-type: none"> ➤ GG had arranged for 3 extra staff to work at the weekend to input the data. ➤ GG informed everyone that there were still areas that needed to be set up on MICAD especially at GHH, and that this was holding up progress. ➤ MJT would speak to Adrian Cook (AC) and arrange for him to go 	MJT

over to GHH and agree a way forward.

- DS said he would print off a report to clarify what areas still needed to be put onto MICAD.

3.3 - Surveys to offsite properties – Renal Units

- The renal units at Runcorn Road and Castle Vale had been surveyed and reports were in draft at present.
- No areas were found that required management.

3.4 - Block 42 & Lincoln House Basement

- TW had received all documentation from GG.

3.5 - Colour coding on MICAD

- This had been discussed outside of the meeting and found that the problem that previously existed had now been eliminated.

3.6 - MICAD / PLANET links

- TW advised that every room needed to be linked.
- DS had carried out a test and the Planet links weren't working; there were configuration issues.
- DS to contact MJT if problem wasn't resolved by the next meeting.
- DS will update at the next meeting.
- DS advised that the problems with ELVIS had been resolved and progress was being made.
- A system for the Induction of Contractors on ELVIS should be in place by the end January 2013.

DS

3.7 - New Starter training leaflets

- Leaflets were given to DA to distribute at campaigns and training sessions.
- A quote is to be obtained from Medical Illustration and Prontaprint for the printing of leaflets that will be given out at New Starter Induction Sessions by the Fire Safety Officers across the three sites.

LA

3.8 - Toolbox Talks

- DS had been in touch with Callsafe who could provide a powerpoint presentation and toolbox talks, this would cost £7,800. To include training the trainer the cost would go up to £14,000.
- MJT said that in terms of funding this could be go against the Statutory Training Budget.
- DS said he would get in touch with Tom Butler at Newcross Hospital and see if he would share in some of the costs.
- DS and NR to meet and discuss.

DS

DS/NR

3.9 - Mallory Update

- JF had received OHS report which identified AIBs present as a

medium risk.

- GG said that a protective sealant was to cover area to prolong the life of the material as it could become damaged.
- GG stated that it was of no risk to staff and never has been a risk to staff.

3.10 – Written report from OHS

- A written report had been received from OHS.
- To be discussed under item 4.

3.11 – SOL Action Plan – Incorrect information on item 4.1

- JF said that this would be done before the next meeting.

JF

3.12 – GHH Action Plan – Plan to reflect the use of hand tools

- To be discussed under item 5.

3.13 – Labeling in Pathology

- TW reported that this hadn't been done but would be completed by the next meeting.

TW

4. OHS Operational Report

To be read in conjunction with OHS report (attachment 2).

GG gave further updates to his report.

Good Hope Hospital

- Asbestos Awareness Training was to be bought forward from January 2013.
- Main Boiler House decontamination works had been delayed due to scaffolding, and was now due to start on 17/11/12 with a completion date of 22/12/12.
- Access issues to A&E, Restaurant and Ante Natal to be picked up by DS.

DS

Solihull Hospital

- A re-visit was required to generator room to clean trench, MK to inform GG of a convenient date to return.

MK

Heartlands Hospital

- It was noted that isolation of some areas would be needed when removal works planned for External Duct to block 14 was carried out.

MJT advised that he would be issuing the re-inspection costs as a bid and declaring it as a recurring cost.

5.

Trust Action Plan

The Action Plan (attachment 3) was discussed with the following points highlighted.

- MJT advised that he wanted this Action Plan closed off by January 2013, with a view to producing a new Action Plan for new developments.
- Item 1.2, GHH; Karin Virco of OHS who specializes in asbestos hygiene had carried out a retrospective survey, and had completed a personal profile on each member of staff exposed. It was found that the risk was minimal. DS would be drafting a document that would be shared with staff and that MJT could take to Governance.
- DS would meet with the 14 members of staff and give them information that would put their minds at ease, then meet with the remainder of staff and present them with the information from the retrospective surveys.
- Occupational Health would write to each individual and to their GPs.
- Item 1.8, GHH; Asbestos register from Bradleys was to be taken out and replaced by OHS register when available.
- Item 1.5, SOL; JF was waiting for hard copy of report from GG. GG to supply costs for removal of asbestos.
- Item 1.1, BHH; It was discussed that fire doors should be reported on the system against location and then asset number of door.
- The labeling of doors was discussed and only needed to be done for buildings that were built before 2000.
- TW would have the labeling of doors done by next meeting.
- Item 2.2; AS advised that the 'lung efficiency CALM testing' should read 'Lung Function Testing (LFT)'
- Item 3.4, GHH; DS to re-write with comments regarding ELVIS and target date.
- Item 3.1, SOL; TW to confirm dates of training for SOL staff in January to GG and JF.
- Item 3.4, SOL; MJT advised that actions and dates were needed, and not statements. JF to amend.
- Items 3.3 & 3.4, BHH; MJT advised that actions and dates were needed, and not statements. TW to amend.
- Item 4.1, BHH; TW to expand on this area.
- Item 5.3, GHH; Discussed at item 3.8. DS advised that Callsafe would need 2 months notice from placing the order. NR to take the lead on this.
- It was discussed that the risk assessment folder needed to be reworded.
- When the system is working between Planet and MICAD a works order would bring up whether asbestos was in the room. DS to bring a works order to the next meeting with standard warning i.e. ACMs in roof void etc.

Note

DS

DS

**GG
GG**

Note

Note

**TW
Note**

DS

TW

JF

**TW
TW**

NR

Note

DS

- Item 6, Review of Policy: MJT advised that the Groups role was to monitor the Policy, and this couldn't be achievable until the Action Plan was closed. MJT would update the Action Plan regarding reviewing the Policy.
- Item 7.3: It was discussed that a pictorial SOP for doors was needed, DS and AG to work on this.
- Items 7, 8 & 10, SOL: Target dates were needed.
- Item 8, 9, 10 & 11, BHH: TW to update plan.
- Item 12.1, GHH: DS to update Plan to reflect the use of hand tools.

MJT

**DS/AG
JF
TW
DS**

6. Incidents and Risk Assessments

- This had been covered during the meeting.
- TW advised that suspect material in Devon House had been found, but had turned out to be non-asbestos.

7. Any other business

- RD mentioned that he was in the process of getting quotes for the Car Park and Pathology.

8. Date of next meeting

Thursday 6th December @ 2pm, Planning Room, Bordesley House