

## ASBESTOS MANAGEMENT GROUP

Notes from the meeting held on Friday 11 October 2013 @ 11am, in the Meeting Room 1, New Estates Building, Heartlands Hospital

**PRESENT:** Mike Taylor (MJT) Chair  
 Jim Fitzgerald (JF)  
 Andy Green (AG)  
 Mike Keye (MK)  
 Nick Rudge (NR)  
 Tony Wright (TW)  
 Dave Smith (DS)  
 Gareth Gentles (GG) OHS

		<u>ACTION</u>
<b>1.</b>	<p><b>Apologies</b></p> <p>Apologies were received from Diane Aucott, Robert Davey and Sara Wood (Occupational Health).</p>	
<b>2.</b>	<p><b>Notes of previous meeting dated 27 June 2013</b></p> <p>The notes of the previous meeting were approved as a true record.</p>	
<b>3.</b>	<p><b>Actions from the previous meeting dated 27 June 2013</b></p>	
3.1	<p><u>OH follow up appointment letters to non-attendees of lung function test</u></p> <ul style="list-style-type: none"> <li>➤ An email from Sara Wood (SW) had been received to clarify that this action was complete.</li> <li>➤ MJT mentioned that from a monitoring point of view how we're we going to make sure that the non-attendees have attended their appointment? NR to find out from SW if OH sends out follow up letters if they don't attend.</li> </ul>	<b>NR</b>
3.2	<p><u>MICAD / PLANET links</u></p> <ul style="list-style-type: none"> <li>➤ The link between MICAD and Planet was still unresolved; the version 23 update had failed. A meeting with Qube earlier that week have given a commitment to resolve the problem. DS to follow up and feedback at the next meeting.</li> </ul>	<b>DS</b>
3.3	<p><u>Asbestos back-up folders</u></p> <ul style="list-style-type: none"> <li>➤ TW advised that the back-up folders had been in place since the end of July.</li> </ul>	
3.4	<p><u>Face Fit Testing @ BHH &amp; SOL</u></p> <ul style="list-style-type: none"> <li>➤ Testing for both sites had been booked. The asbestos budget had been used for BHH and the training budget for SOL.</li> </ul>	

	<ul style="list-style-type: none"> <li>➤ GG advised that from the early part of next year there will be new legal training requirements, and the current training will have to be reviewed.</li> </ul>	
3.5	<u>Risk Assessment to clarify how many staff were needed to cover each site.</u> <ul style="list-style-type: none"> <li>➤ NR tabled a risk assessment he had developed as a discussion point.</li> <li>➤ At present GHH were training all tradestaff, BHH certain personnel and SOL nominated personnel. JF mentioned that some of his staff were reluctant to co-operate.</li> <li>➤ NR to meet with each EM and discuss what level of cover was needed for their site.</li> <li>➤ The RA had a risk score of 9 as a Trust. The risk would be less if each site was scored separately.</li> </ul>	<b>NR</b>
3.6	<u>Policy Review</u> <ul style="list-style-type: none"> <li>➤ It was decided that the policy needed to be reviewed every six months.</li> <li>➤ Any amendments/comments to be sent to DS for incorporation into Policy.</li> </ul>	<b>All</b>
3.7	<u>SOP (Drilling into walls)</u> <ul style="list-style-type: none"> <li>➤ AG had circulated the SOP to GG and NR for comments. These had been received and AG would revise. NR to send AG standard template for SOP; this will sit in the Shared Folder on Planet.</li> <li>➤ AG and NR to devise a toolbox talk for tradestaff.</li> </ul>	<b>AG/NR</b>  <b>AG/NR</b>
3.8	<u>Responsible person appointment letter</u> <ul style="list-style-type: none"> <li>➤ LA had sent out appointment letters and was waiting for DS and JF to respond.</li> </ul>	<b>DS/JF</b>
3.9	<u>Action Plan in Shared Folder to be updated</u> <ul style="list-style-type: none"> <li>➤ It was decided that instead of updating the Action Plan in the Shared Folder each EM would send LA their site report one week before each meeting.</li> </ul>	<b>All Note</b>
3.10	<u>Training dates for BHH, &amp; SOL</u> <ul style="list-style-type: none"> <li>➤ Training dates had been agreed.</li> </ul>	
3.11	<u>Union Road Survey</u> <ul style="list-style-type: none"> <li>➤ Access to Union Road to carry out an asbestos survey had been completed.</li> <li>➤ There was one high risk item located in the ceiling void on the 4<sup>th</sup> floor. GG had given costs.</li> </ul>	
3.12	<u>Written Strategic Status Report</u> <ul style="list-style-type: none"> <li>➤ MJT had met with the team and it was agreed that he would be part of future developments in the Trust. He had no written report for this meeting but would report at the next meeting with a definitive list of Capital schemes and how they impact on estates operational works.</li> </ul>	<b>MJT</b>
3.13	<u>Management of Contractors Policy</u> <ul style="list-style-type: none"> <li>➤ NR advised he had incorporated the 'risk assessment checklist' and 'contractor verification checklist' into the Policy and was uploaded onto Sharepoint.</li> </ul>	

3.14	<u>Training Matrix</u>	<ul style="list-style-type: none"> <li>➤ The matrix had been updated with figures from GHH.</li> </ul>	
3.15	<u>Competent Person Course</u>	<ul style="list-style-type: none"> <li>➤ Names had been provided to GG for Competent Person course.</li> </ul>	
3.16	<u>Compliance &amp; Monitoring Plan Audit</u>	<ul style="list-style-type: none"> <li>➤ MJT had met with Andy Cooke who would put it through the quality programme.</li> </ul>	
3.17	<u>Asbestos awareness leaflet @ induction</u>	<ul style="list-style-type: none"> <li>➤ MJT confirmed that the leaflet was being handed out at new starter inductions. LA to check whether Tony Morgan needed more leaflets.</li> </ul>	<b>LA</b>
<b>4.</b>	<b><u>Management Plan</u></b>		
4.1	<u>BHH Site Status Report</u>	<p>TW presented his report with the following points highlighted:</p> <ul style="list-style-type: none"> <li>➤ A refurbishment survey of YG Partners in Health had been carried out. No floor plans were available on MICAD. MJT advised that Adrian Cook should be informed of any missing areas on MICAD.</li> <li>➤ TW raised his concerns of the data entry on MICAD of surveys, re-inspections and removals carried out was not up to date. GG confirmed that all data had been entered but that there was a problem of it transferring. GG to get in touch with MICAD and resolve the problem asap.</li> <li>➤ TW advised that there was £50k worth of work required for this financial year which needed funding.</li> <li>➤ The demolition survey of Bordesley House was only 30% complete as the building needed to be empty to finish. MJT advised that the Business Case for YG PIH hadn't been approved and would be January/February 2014 before BH was empty.</li> </ul>	<b>All</b> <b>GG</b>
4.2	<u>SOL Site Status Report</u>	<p>JF presented his report that had been previously circulated with the following points highlighted:</p> <ul style="list-style-type: none"> <li>➤ The high risk item at Union Road would need £15k to put right. MJT mentioned that as long as it's managed to safeguard our staff then it wouldn't need to be removed. When handing the building back a report would be given to the landlord. MJT and JF to discuss outside the meeting how it's to be managed.</li> <li>➤ The removal of ACM's from Mallory Plant room and duct started on time. There was an issue regarding the scope of works which was to include 61 linear metres of ductwork to be contaminated. GG and JF to resolve outside the meeting.</li> </ul>	<b>MJT/JF Note</b> <b>GG/JF Note</b>
4.3	<u>GHH Site Status Report</u>	<p>DS presented his report that had been previously circulated with the following points highlighted:</p> <ul style="list-style-type: none"> <li>➤ DS mentioned that when the problem with MICAD was resolved he would like further training on the system.</li> <li>➤ DS and GG had met with Ambinet to discuss the possibility of offering visiting Contractors the opportunity to undertake Asbestos Awareness training on line. Further meetings to be arranged, DS</li> </ul>	<b>DS</b>

	<ul style="list-style-type: none"> <li>➤ to update at the next meeting.</li> <li>➤ DS had found plant rooms missing on MICAD drawings. DS to invite AC to visit GHH.</li> <li>➤ DS reported that from his £225k budget he had committed £193k, and still had RSU and theatre plants rooms to complete. MJT and DS to discuss funding outside the meeting.</li> </ul>	DS
4.4	<u>X Site Capital Development Report</u>	MJT/DS Note
	<ul style="list-style-type: none"> <li>➤ No report had been received from X Site team.</li> </ul>	
4.5	<u>OHS Operational Report</u>	
	<ul style="list-style-type: none"> <li>➤ GG reported that all the issues raised on his report had now been dealt with.</li> </ul>	
5.	<b><u>Strategic Status Report</u></b>	
	See item 4.4.	
6.	<b><u>Incidents &amp; Risk Assessments</u></b>	
	No incidents to report.	
7.	<b><u>Management of Contractors</u></b>	
	See item 3.13.	
8.	<b><u>Training/Awareness</u></b>	
	NR advised there were no further developments.	
9.	<b><u>Compliance &amp; Monitoring</u></b>	
	<ul style="list-style-type: none"> <li>➤ A copy of section 19 of the Asbestos Policy had been circulated with revisions by DS.</li> <li>➤ NR to ensure this is implemented.</li> </ul>	
10.	<b><u>Any other business</u></b>	NR
	<ul style="list-style-type: none"> <li>➤ GG advised that his OMD would like to be invited to the next meeting.</li> <li>➤ MJT reported that finance have made a provision for asbestos of £750k for this financial year with a possibility of a further £750k. He had been asked to put together a schedule of areas that require some form of work to contain or remove asbestos on all 4 sites, the costs over a 5 year period and to take into account future developments.</li> </ul> <p>It is to be underwritten by an external source. GG advised OHS have their own QS. GG to send in fee bid proposal asap, and MJT to provide GG with a programme of works. The deadline for the draft report is the first week in December; it is to include all high, medium and low risk remedial works, demolition surveys for redevelopment works, removal, soil analysis, bolt on</p>	GG MJT

consequential works/making good. QS to work with EMs on costing. The cost is to be by site in any one year then a total cost. Some areas under consideration are:

- BHH to demolish OPD, physical medicine and build a 4 storey building; refurbish A&E and move it; knock down Bordesley House; demolish Oncology; reconfigure Maternity; demolish Stratford House; refurbish Theatres & ITU.
- SOL to refurbish Block 20; demolish Dermatology.
- Chest Clinic is a full refurbishment in all HEFT areas.
- GHH is the link corridor between Fothergill and RSU; refurbishment of Ward 23.

**GG/EMs  
note**

**Date of next meeting**

11. Thursday 9 January 2014 @ 10:30am, meeting room 1, estates building