

ASBESTOS MANAGEMENT GROUP

Notes from the meeting held on Thursday 18th April 2013 @ 10am, in the Planning Room, Bordesley House, Heartlands Hospital

PRESENT: Dave Smith (DS) Chair
Diane Aucott (DA)
Jim Fitzgerald (JF)
Andy Green (AG)
Nick Rudge (NR)
Tony Wright (TW)
Toby Gibbons (TG) OHS
Adrian Cook (AC)

| | | <u>ACTION</u> |
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| 1. | <p>Apologies</p> <p>Apologies were received from Mike Taylor, Mike Keye and Gareth Gentles (OHS).</p> <p>Toby Gibbons from OHS was introduced to the Group.</p> | |
| 2. | <p>Notes of previous meeting dated 8 March 2013</p> <p>The notes of the previous meeting were approved as a true record.</p> | |
| 3. | <p>Actions from the previous meeting dated 8 March 2013</p> | |
| 3.1 | <p><u>Non Attendance of OH</u></p> <ul style="list-style-type: none"> ➤ NR had spoken to Annette Jackson about the non attendance of OH at these meetings; she advised that OH were very short staffed, and she was on a phased return to work. ➤ NR and DA said they would raise the issue with John Sellars at the Statutory Compliance Group that afternoon. ➤ NR gave an update on the current status with OH; currently there were two strands; <ul style="list-style-type: none"> <u>First Strand</u> related to the asbestos incident at GHH. OH are going to write to each individual who had received their lung function test and advise them to take the results to their GP. Not all of the staff involved in the incident had received the test, NR to arrange for OH to send follow up appointment letters to the non-attendees. <u>Second Strand</u> is to be taken over by Anita Hutter who is going to draft a letter/questionnaire that will be sent to all tradestaff. NR to email draft to all for comments before it's finalized. <p>NR advised that this was only going to be a paper based</p> | <p style="text-align: center;">NR/DA</p> <p style="text-align: center;">NR</p> <p style="text-align: center;">NR</p> |

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| | <p>exercise, a lung function test would only be carried out if required.</p> <ul style="list-style-type: none"> ➤ NR advised that the timeline for first strand would be 1 month and two months for second strand. It was discussed that NR would speak to OH and let them know that this Group was concerned about the length of time it was taking to implement. ➤ DS and NR to meet with AJ and ascertain OH procedure for new tradestaff with a view to obtaining OHS's opinion of the baseline level. | <p>NR</p> <p>DS/NR</p> |
| 3.2 | <p><u>Missing drawings on MICAD</u></p> <ul style="list-style-type: none"> ➤ AC gave an update and said that all drawings that were outstanding from the last meeting were now on the system. ➤ OHS to let AC know if they find any missing areas whilst surveying. | <p>OHS Note</p> |
| 3.3 | <p><u>MICAD / PLANET links</u></p> <ul style="list-style-type: none"> ➤ DS advised that this problem would be resolved with Planet update version 23 which was due for release in June 2013. <p>Action Plan actions from the previous meeting</p> <p><u>Item 1.2 GHH – letter to trade staff</u></p> <ul style="list-style-type: none"> ➤ Discussed at agenda item 3.1. <p><u>Item 5.3 – Back up folders for BHH & SOL</u></p> <ul style="list-style-type: none"> ➤ JS advised he had them ready to hand out this week. ➤ TW said that it would take 2-3 weeks to collate all the information. Once the move to the new estates workshops was complete he would get the back up folders embedded into the new location. <p><u>Item 7.3 – SOP for invasive work on doors</u></p> <ul style="list-style-type: none"> ➤ NR had amended SOP02 in line with GGs comments from previous meeting. | <p>TW</p> |
| 3.4 | <p><u>Face Fit Testing @ BHH & SOL</u></p> <ul style="list-style-type: none"> ➤ BHH date for face fit testing had been postponed. TW to rebook. ➤ JF was unsure if MK had provided GG with names, JF will clarify at the next meeting. ➤ TG advised that there were a couple of failures at GHH. The seal on the mask is affected by tradestaff with full beards and stubble growth. It was discussed that alternative masks and specific training would be needed for these individuals. | <p>TW</p> <p>JF</p> <p>All Note</p> |
| 3.5 | <p><u>OHS Service Level Agreement</u></p> <ul style="list-style-type: none"> ➤ TW confirmed that MJT had signed the SLA and it was with OHS at present. | |
| 3.6 | <p><u>Incident Reporting (general awareness; personal decontamination; emergency entry & exit procedure)</u></p> <ul style="list-style-type: none"> ➤ NR had put SOP into shared folder. | |

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| 3.7 | <u>Incident @ GHH (Elec. Cupboard)</u> | <ul style="list-style-type: none"> ➤ DS had seen Forest's report which stated that their procedures hadn't been breached and had put it down to human error. ➤ DS confirmed all related information/paperwork was attached to the report on Datix. | |
| 3.8 | <u>Incident @ GHH (Rumour)</u> | <ul style="list-style-type: none"> ➤ AG to collect box of asbestos leaflets and distribute in key areas. ➤ DA advised that she hadn't received any negative feedback regarding the leaflets. Tony Morgan (Specialist Fire Safety Advisor) distributes them at new starter induction sessions and DA has one in every pack that's distributed in Health & Safety campaigns. | AG |
| 3.9 | <u>Asbestos Policy – Agree an Audit Programme</u> | <ul style="list-style-type: none"> ➤ It was discussed that Andy Cooke (Quality & Information Manager) would audit the policy. ➤ It was agreed that certain aspects of the Policy should be discussed at each meeting. ➤ Key elements of the policy was discussed:- <ul style="list-style-type: none"> ▪ <u>Responsibilities</u> <ul style="list-style-type: none"> · Assurance to the Trust Board would be done via the Statutory Compliance meeting which was then reported to Safety Committee who do an assurance report to Governance and Risk Committee. · It was agreed that each site manager should be the trained responsible person. ▪ <u>Training</u> <ul style="list-style-type: none"> · It was discussed that the point 18.1 needed to reviewed, (examples of types of staff; general information will be provided to employees via asbestos leaflet). · DS and NR to review and pass to OHS for comments. ▪ <u>Compliance and Monitoring</u> <ul style="list-style-type: none"> · The monitoring table was to be reviewed by DS/DA and sent out to all for comments. Comments to be returned to LA by 30 April. ➤ It was decided that the Group should have Bi monthly meetings. ➤ <u>Standard Agenda Items</u> <ul style="list-style-type: none"> · A 'Management Plan' update/progress report from each site. · MJT to update the Group on strategic plans. · Management of Contractors. | <p>DS/NR/GG</p> <p>DS/DA All</p> <p>EMs</p> <p>MJT All</p> |
| 3.10 | <u>Risk Assessment – Drilling into walls and floors</u> | <ul style="list-style-type: none"> ➤ AG and NR had met with tradestaff and discussed with them their concerns. It was agreed that they should use their local knowledge, training and reports to risk assess the situation. NR | |

said that currently the risk is a 9 but with some additional control measures (damp down areas with a paste so that dust would be absorbed) it would come down to a 6.

- AG had purchased vac's that are attached to drills which would capture dust whilst drilling.
 - It was discussed that the RA needed to be expanded to include the possibility of drilling into medical gas pipes and other cables.
- NR to amend and email to all for comments.

NR

4. OHS Operational Report

TG gave an overview of the key areas.

Good Hope Hospital

- Surveys were underway for block 47 ducts leading to plant room 44.
- High risk areas currently waiting to be surveyed are theatre above Richard Salt Unit; window boarding in Sheldon Block; single riser at back of theatre prep wards RSU.

Heartlands Hospital

- Yardley Green Car Park had been done.
- 2nd tender process was underway for Medical Records, Partners in Health and Bordesley House, it was noted that Bordesley House would not be surveyed until vacated.
- Hybrid theatre ducts were being surveyed.

Solihull Hospital

- 20 Union Road was to be surveyed.
- JF mentioned that there was an asbestos folder at Union Road but wasn't convinced it was comprehensive. JF would like OHS to audit the current survey.
- It was mentioned that when OHS carry out surveys they would be supplied with a roll of labels, and would label any ACMs found.
- It was discussed that perhaps there should be two labels; the standard one a yellow triangle with black **a** to be displayed in public areas, and a yellow triangle with black **a** containing a descriptor for non public areas.
- AG will email JF details of where to obtain the labels from.

AG

DS mentioned that the codes for asbestos still needed to be put on Planet so that orders could be raised. TW to complete that day.

TW Note

5. Incidents & Risk Assessments

- There were no incidents to report.

6. Beta Test Induction Demonstration

- DS gave an update and advised that the induction programme was now working and had been tested. He was due to meet with the Company that afternoon to discuss a few minor issues. DS to demonstrate at the next meeting.

DS

7. Any other business

- TW mentioned that a letter of appointment was needed for each responsible person trained.
- LA to send DS a list of responsible persons and draft letter for JS to sign.

LA

8. Date of next meeting

Thursday 27th June @ 10am, Meeting Room 1, New Estates Building