

## ASBESTOS MANAGEMENT GROUP

Notes from the meeting held on Thursday 27<sup>th</sup> June 2013 @ 10am, in the Meeting Room 1, New Estates Building, Heartlands Hospital

**PRESENT:** Mike Taylor (MJT) Chair  
Diane Aucott (DA)  
Andy Green (AG)  
Sandra Roberts-Kellman (SRK)  
Mike Keye (MK)  
Nick Rudge (NR)  
Tony Wright (TW)  
Dave Smith (DS)  
Gareth Gentles (GG) OHS

		<u>ACTION</u>
1.	<p><b>Apologies</b></p> <p>Apologies were received from Jim Fitzgerald and Robert Davey.</p> <p>Sandra Roberts-Kellman from Occupational Health was introduced to the Group.</p>	
2.	<p><b>Notes of previous meeting dated 18<sup>th</sup> April 2013</b></p> <p>The notes of the previous meeting were approved as a true record.</p>	
3.	<p><b>Actions from the previous meeting dated 18 April 2013</b></p>	
3.1	<p><u>Non Attendance of OH</u></p> <ul style="list-style-type: none"> <li>➤ The non attendance of OH had now been resolved, SRK stated that she was the lead for BHH and SOL and in her absence someone from her department would attend.</li> </ul>	
3.2	<p><u>OH follow up appointment letters for the 17 staff involved in the asbestos exposure incident at GHH</u></p> <ul style="list-style-type: none"> <li>➤ The names of the non attendees of the lung function test would be sent to SRK so that follow up attendance letters could be dispatched.</li> <li>➤ NR advised that for those that had attended the lung function test, OH letters had been received and passed on to their GPs.</li> </ul>	NR SRK
3.3	<p><u>OH draft letter/questionnaire to tradestaff</u></p> <ul style="list-style-type: none"> <li>➤ The standard draft letter/questionnaire had been distributed. Responses should be back by the end of July.</li> </ul>	
3.4	<p><u>OH procedure for new staff</u></p>	

	<ul style="list-style-type: none"> <li>➤ NR had spoken to a small number of new tradestaff and established that they had received a lung function test.</li> <li>➤ SRK said that a baseline was needed and she would support a lung function test for all new starter tradestaff.</li> <li>➤ SRK requested that if there were any more questions then please email her.</li> </ul>	<b>All Note</b>
3.5	<u>MICAD / PLANET links</u> <ul style="list-style-type: none"> <li>➤ The link between MICAD and Planet was still to be resolved with Planet update version 23 which was due for release in June 2013. DS to update at the next meeting.</li> <li>➤ GG advised that there were a few minor revisions for MICAD which he had reported.</li> </ul>	<b>DS</b>
3.6	<u>Asbestos back-up folders</u> <ul style="list-style-type: none"> <li>➤ TW said that BHH back-up folders would be in place within the next 3-4 weeks.</li> <li>➤ MK stated that SOL back-up folders were in place and located in the Planning Office.</li> </ul>	<b>TW</b>
3.7	<u>Face Fit Testing @ BHH &amp; SOL</u> <ul style="list-style-type: none"> <li>➤ TW and MK were still to arrange dates with GG. LA to be notified with dates.</li> <li>➤ Face fit testing for staff with beards and stubble was discussed as there had been a couple of failures at GHH where insufficient seals were obtained. GG advised that an alternative 'positive pressure blouse' could be worn but this would be unsuitable for staff entering hot enclosed areas. It was decided that NR should do a risk assessment, look at the risks and clarify how many staff were needed to cover each site.</li> <li>➤ DA mentioned that NR would need to put a review date on the RA.</li> </ul>	<b>TW/MK</b>  <b>NR</b>  <b>NR Note</b>
3.8	<u>Incident @ GHH (Rumour)</u> <ul style="list-style-type: none"> <li>➤ AG had collected some asbestos leaflets and distributed them in key areas. DA mentioned that she had run out of leaflets, LA to arrange.</li> </ul>	<b>LA</b>
3.9	<u>Policy Review – Training (18.1)</u> <ul style="list-style-type: none"> <li>➤ DS and GG had reviewed the policy which was currently with DS for comments. DS would circulate to all for further comments next week. It was decided that if there were no comments then it could be ratified.</li> <li>➤ MJT thought that NR should be invited to the next Facilities Committee meeting in July and talk about the policy. It would then go to the Statutory Compliance Group to be signed off by JS.</li> </ul>	<b>DS</b>  <b>LA Note</b>
3.10	<u>Risk Assessment – Drilling into walls</u> <ul style="list-style-type: none"> <li>➤ NR tabled the revised RA which now identified that all services could be present whilst drilling into walls. The risk rating of 8 was discussed with the view that this was appropriate.</li> <li>➤ It was discussed that an SOP was needed for drilling into walls. AG had produced an SOP for drilling into doors and this was to be expanded to include walls. AG to email to all when complete.</li> </ul>	<b>AG</b>

3.11	<u>Asbestos labels</u>	➤ AG had emailed JF purchase details of labels.	GG
3.12	<u>Asbestos Revenue Codes</u>	➤ TW said that the codes were now on Planet.	
3.13	<u>Contractors Induction</u>	➤ DS advised that he was testing the programme at present.	
3.14	<u>Responsible person appointment letter</u>	➤ GG to email LA draft appointment letter.	GG
4.	<b><u>Management Plan</u></b>	No status reports had been received from BHH, SOL, GHH and X Site Capital Development.	
		It was discussed that the Action Plan in the Shared Folder would be updated and finalised one week before each meeting. Failing this a written report was to be submitted to LA one week before each meeting. Also mentioned was that the minutes needed to reflect the status reports.	TW, JF, DS, RD
		For this meeting only a verbal report from each site was given.	
4.1	<u>BHH Site Status</u>	<ul style="list-style-type: none"> <li>➤ Re-inspections were to be carried out in July.</li> <li>➤ Training dates had yet to be agreed with GG.</li> <li>➤ Orders had been placed for Mortuary Plant Room, decontamination of corridors in Pathology, Devon House had been looked at and a survey was underway at Bordesley House. Unexpected items had been uncovered in the partitions of BH which halted progress. OHS and TW were currently looking at how this was going to be dealt with.</li> </ul>	TW/GG
4.2	<u>SOL Site Status</u>	<p>MK gave an update and said that he had no issues to report.</p> <ul style="list-style-type: none"> <li>➤ A date had been given for Union Road survey but on turning up OHS had been turned away by a member of staff. JF had tried to resolve the problem but was also turned away. MK to speak to Paul Afford and email MJT the outcome. New dates to be arranged.</li> <li>➤ Re-inspections were underway and should be finished today.</li> <li>➤ No access areas were to be completed in the next two weeks.</li> <li>➤ The resuscitation room in A&amp;E have a coating on the walls which was being tested for asbestos.</li> <li>➤ Training dates had yet to be agreed with GG.</li> </ul>	MK/GG
4.3	<u>GHH Site Status</u>	<ul style="list-style-type: none"> <li>➤ The no access areas had been completed.</li> <li>➤ Re-inspections were to be carried out in the next two weeks. Ward 26 had been re-surveyed and no additional items had been detected.</li> </ul>	MK/GG

- Tenders had been received for the high risk areas; Richard Salt Unit Plant room 23, 51 and theatres plant room. MJT advised that he had asked for additional funding from Adrian Stokes and should hear today if successful.
- Karen Virco would be talking to tradestaff at GHH next week and answering any questions or concerns.

4.4 X Site Capital Development Report

- No update received.

4.5 OHS Operational Report

- GG had submitted his report which was previously distributed to all.
- Updates had already been discussed at agenda items 4.1 – 4.3.

**5. Strategic Status Report**

MJT proposed that agenda items 4.4 and 5 be one report from the programme office which would disclose schemes that estates weren't aware of. MJT would speak to Mark Piggott and arrange for a written report to be submitted.

**MJT**

It was discussed that when refurbishment projects were being considered at planning stage that the areas where services were coming from should be included.

GG said that in some cases surveys were carried out the year before work started and the problems worked around.

**6. Incidents & Risk Assessments**

There were no incidents to report.

**7. Management of Contractors**

7.1 Beta Test Induction Demonstration

- DS gave a demonstration on his laptop, he said that it was being used at GHH and over 100 contractors had already gone through the induction. At present the contents were being updated by Paul Street and within two weeks it would be ready to roll out to all sites. The content is 80% generic and 20% site specific.
- The contractor has the option of carrying out the test at their workplace, at home or on site. When the test has been completed and passed the contractor will receive a text message which he must bring when signing in on site at reception. If the contractor can't provide the evidence of doing the online induction then they cannot come onto site.
- DS said that the biggest challenge was when a contractor was not computer literate. The option available was to use a touch screen. If the test was failed then the system would return to the

	<p>questions with incorrect answers.</p> <ul style="list-style-type: none"> <li>➤ DS advised that the next phase was to improve the content, and how it was going to work out of hours with security.</li> <li>➤ There would be 3 files; GHH, SOL and BHH. If a contractor needed to attend each site then 3 inductions would need to be completed. It was also discussed that if a generic standard procedure needed to be updated for all sites then it would need to be done on each site.</li> <li>➤ It was proposed that this needed to be incorporated within the Management of Contractors Policy. NR to update.</li> <li>➤ DS advised that one of the dashboard questions was “have you received Asbestos Awareness Training in the last 12 months”. It was discussed that at some stage in the future all contractors will have had to have received asbestos awareness training before they were allowed on site.</li> <li>➤ DS would do a further demonstration at the next meeting when a large screen would be available.</li> </ul>	<p>NR</p> <p>DS</p>
8.	<p><b><u>Training/Awareness</u></b></p>	
	<ul style="list-style-type: none"> <li>➤ The training matrix needed to be updated with figures from GHH. DS to email NR.</li> </ul>	<p>DS</p>
9.	<p><b><u>Any other business</u></b></p> <ul style="list-style-type: none"> <li>➤ MJT to advise GG of names for the Competent Person Course, AG and MK to re-sit the course, and someone from the X Site team needed to be included.</li> <li>➤ MJT to discuss the auditing of the Compliance and Monitoring Plan with Andy Cooke.</li> <li>➤ It was discussed whether the leaflet approach was adequate for Communicating asbestos awareness, DA suggested placing something in Heartbeat. MJT to confirm with Tony Morgan that the fire officers were handing out the leaflets at new starter inductions.</li> <li>➤ Compliance and Monitoring should be kept as an agenda item for future meetings.</li> </ul>	<p>MJT</p> <p>MJT</p> <p>MJT</p> <p>LA note</p>
10.	<p><b><u>Date of next meeting</u></b></p> <p>Thursday 5<sup>th</sup> September 2013 @ 2pm, meeting room 1, new estates building</p>	