

## ASBESTOS MANAGEMENT GROUP

Notes from the meeting held on Thursday 9 January 2014 @ 11am, in the Meeting Room 1, Estates Building, Heartlands Hospital

**PRESENT:** Nick Rudge (NR) Chair  
Diane Aucott (DA)  
Jim Fitzgerald (JF)  
Andy Green (AG)  
Mike Keye (MK)  
Dave Smith (DS)  
Gareth Gentles (GG) OHS  
John Horsfall (JH) OHS

		<u><b>ACTION</b></u>
<b>1.</b>	<p><b>Apologies</b></p> <p>Apologies were received from Mike Taylor, Tony Wright and Sara Wood (Occupational Health).</p>	
<b>2.</b>	<p><b>Notes of previous meeting dated 11 October 2013</b></p> <p>The notes of the previous meeting were approved as an accurate record.</p>	
<b>3.</b>	<p><b>Actions from the previous meeting dated 11 October 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>➤ NR had been in touch with Occupational Health who clarified that up to two reminder letters were sent out to non-attendees. If there was still a no show a letter would be written to their line manager.</li> </ul>	
3.2	<p><u>MICAD / PLANET links</u></p> <ul style="list-style-type: none"> <li>➤ DS reported that the upgrade had gone ahead and had been partially successful. A message did get printed onto the Works Order but not for the correct location. After further investigation it was discovered that the MICAD database didn't recognize the rooms because there was a missing zero in front of the room number. DS had spoken to Adrian Cook who would correct this. DS would do further testing and communicate the results to all.</li> <li>➤ DS advised that if you wanted asbestos information to print out a tick box would need to be checked. It was discussed whether it should default to a checked box, but on further discussion it was decided that the onus should be on the supervisor/works officer to make this decision.</li> </ul>	<b>DS</b>
3.3	<p><u>Face Fit Testing Risk Assessment</u></p>	

3.4	<p><u>Policy Review</u></p> <ul style="list-style-type: none"> <li>➤ NR advised this was located in the Shared Folder.</li> <li>➤ GG advised there would need to be major changes to the Policy due to new legislation. DS and GG to meet and re-draft.</li> <li>➤ DA mentioned that the faculty may need to be involved regarding the training.</li> </ul>	<b>DS/GG DS Note</b>
3.5	<p><u>SOP (Drilling into walls)</u></p> <ul style="list-style-type: none"> <li>➤ NR advised he had emailed the standard template to AG.</li> <li>➤ AG had revised and taken out the Permit to Work element as this was unmanageable. GG suggested that the emergency procedure from the policy should be incorporated on the back. GG to email AG the JPEG version.</li> <li>➤ AG would provide a mess room talk and go through with tradestaff. DA mentioned that a record of all attendees should be kept. It was suggested that this be done on all sites.</li> </ul>	<b>GG EMs Note</b>
3.6	<p><u>Responsible person appointment letter</u></p> <ul style="list-style-type: none"> <li>➤ LA was still waiting for a response from DS.</li> </ul>	<b>DS Note</b>
3.7	<p><u>Strategic Status Report</u></p> <ul style="list-style-type: none"> <li>➤ See agenda item 5</li> </ul>	
3.8	<p><u>Asbestos awareness leaflet @ induction</u></p> <ul style="list-style-type: none"> <li>➤ LA confirmed Tony Morgan had a sufficient supply of Asbestos leaflets.</li> </ul>	
3.9	<p><u>OHS data not transferring</u></p> <ul style="list-style-type: none"> <li>➤ GG confirmed this problem had been an admin error by OHS. There were still a few areas to be set up and he had sent a list to Adrian Cook. GG advised that for all buildings post 2000 which didn't need surveying Adrian would need to do a mass update to capture these because at present they were showing as non-compliant.</li> <li>➤ DS advised that the next stage was to find out where the non-compliances were. At GHH a member of the tradestaff was accompanying OHS on site to make sure they were able to access all areas.</li> </ul>	
3.10	<p><u>Contractor Asbestos awareness training – Ambinet</u></p> <ul style="list-style-type: none"> <li>➤ DS had met with Ambinet but was deferring the work until April due to Ambinet's other commitments.</li> <li>➤ GG suggested that they attend their week long training event in March. DS to notify Ambinet.</li> <li>➤ DS reported that he was still monitoring the online induction programme and that over 50% of Contractors had received no Asbestos awareness training.</li> <li>➤ It was discussed that this non-compliance needed to be addressed. DS to analyse data and quantify how many Contractors and sub-contractors visit the sites. DS said that he was looking to have a training package bolted on to the Contractors online induction programme.</li> <li>➤ DA asked whether the Approved Contractors List was monitored and what up to date information was available. NR and DA to discuss outside the meeting.</li> </ul>	<b>DS  DS  NR/DA</b>
3.11	<p><u>Compliance and Monitoring</u></p>	

3.12	<ul style="list-style-type: none"> <li>➤ See agenda item 3.4</li> <li>➤ DS to check escalation routes as there had been some changes.</li> </ul> <p><u>5 Year Asbestos Abatement &amp; Project Works</u></p> <ul style="list-style-type: none"> <li>➤ GG confirmed he had issued the first revision to MJT.</li> </ul>	<b>DS Note</b>
4.	<b><u>Management Plan</u></b>	
4.1	<p><u>BHH Site Status Report</u> No status report due to TW absence.</p>	
4.2	<p><u>SOL Site Status Report</u> JF presented his report that had been previously circulated with the following points highlighted:</p> <ul style="list-style-type: none"> <li>➤ OHS and Forest Environmental to meet and discuss a way forward regarding the removal of ACMs from Mallory Plant room.</li> <li>➤ Face Fit training dates had been arranged.</li> <li>➤ All members of staff had received their Asbestos Awareness training except for 3 who couldn't attend due to A/L, these would be picked up at the sessions at BHH. JF to contact TW for dates.</li> <li>➤ There were no untoward incidents to report.</li> </ul>	<b>JF</b>
4.3	<p><u>GHH Site Status Report</u> DS presented his report that had been previously circulated with the following points highlighted:</p> <ul style="list-style-type: none"> <li>➤ Asbestos policy update/ review would be issued in February 2014.</li> <li>➤ DS mentioned he needed early release of funds to carry out asbestos works at GHH.</li> <li>➤ A tender for the replacement of fire doors had been carried out and Forest Environmental would be removing the doors. The doors would be stored in a lockable area and labelled. It was mentioned that the maglocks would be re-used, GG advised that these would have to be tested and removed in a confined environment.</li> <li>➤ DS was looking at creating a hyperlink on the Planet help desk so that the asbestos summary/ drawings in MICAD could be accessible. DS to provide a demonstration at the next meeting.</li> </ul>	<b>DS</b>
4.4	<p><u>OHS Operational Report</u> GG presented his report that had been previously circulated with the following points highlighted:</p> <ul style="list-style-type: none"> <li>➤ OHS had provided re-inspection costs for the next financial year.</li> <li>➤ GG advised that there had been a problem with the work that was due go ahead at the weekend on blocks 14 and 17. The notification hadn't been logged by the HSE, GG to speak to John Coley in TWs absence.</li> <li>➤ Works to RSU plant room would be planned for the summer.</li> <li>➤ GG advised he had notified each EM regarding missing areas on MICAD.</li> </ul>	<b>GG Note</b>  <b>EMs Note</b>
5.	<p><b><u>Strategic Status Report</u></b></p> <ul style="list-style-type: none"> <li>➤ GHH major projects were ward 7 and the restaurant area.</li> </ul>	

- SOL and BHH site strategy was still undecided.

**6. Incidents & Risk Assessments**

- The only ongoing risk assessment was for face fit testing.

**7. Management of Contractors**

See agenda item 3.10.

**8. Training/Awareness**

NR advised all the Asbestos Awareness training was planned.

**9. Compliance & Monitoring**

- DA advised that we needed assurance on the Monitoring; have we done what we said we were going to do? GG advised he had sent an email to MJT about carrying out a gap analysis.

**10. Any other business**

- DA mentioned that she had carried out a search of the Health & Safety Executive site for information re fines to other Hospitals. DA advised that Asbestos was still a hot topic. NR would bring information from the HSE site to the next Head of Estates Team meeting in February.

**11. Date of next meeting**

Monday 10 April 2014 @ 2pm, meeting room 1, Estates Building, BHH

**NR Note**