

ASBESTOS MANAGEMENT GROUP

ACCOUNTABLE TO:	Safety Committee
REPORTING TO:	Directorate of Asset Management – Statutory Compliance Group
OVERALL AIM:	The primary aim of the Asbestos Management Group is to develop and maintain policies and procedures that will enable the Trust to comply with the Control of Asbestos Regulations 2012 and provide a safe environment for patients, visitors and staff.
KEY DRIVERS:	Health and Safety at Work etc. Act 1974 Control of Asbestos Regulations 2012 Management of Health and Safety Regulations 1999 HSG 227 A Comprehensive Guide to Managing Asbestos in Premises Care Quality Commission Regulation 15, Outcome 10

ACCOUNTABILITY & SCHEME OF DELEGATION

The Asbestos Management Group is chaired by Head of Estates and is directly accountable to the Trust Safety Committee reporting via the Directorate of Asset Management's Compliance Group.

REPORTING

The Asbestos Management Group will report directly to the Statutory Compliance Group, providing documented evidence of compliance, who will then report to the Trust Safety Committee.

MEMBERSHIP & ADMINISTRATION

- Head of Estates (Chair)*
- Estates Manager Good Hope Hospital*
- Estates Manager Heartlands Hospital*
- Estates Manager Solihull Acute & Community Services*
- Hotel Services Manager*
- Work & Wellbeing representation*
- Head Nurse representation from each site – to be invited by the Group by invitation as & when required*
- Trust Health & Safety Manager*
- X Site Programme Office representation*
- Asbestos Consultant*

*or a nominated representative

In the event that any one member cannot attend, a suitable representative must be nominated.

Membership will be reviewed in one year.

FREQUENCY OF MEETINGS:

Meetings will be held on a quarterly basis. The chair may call an extraordinary meeting as required.

MINUTES & ACTION SHEET

Minutes shall be produced for the transaction of the Group. The minutes should be concise and should include all decisions made by the Group and a summary of all discussions.

They should refer to the papers as appropriate, the meeting papers will not be summarised/reproduced in the minutes.

An action sheet in the prescribed format should be circulated within a week of the meeting with the actions agreed upon at the Group.

Any documents tabled should be submitted to the Group at least 1 week before the meeting.

RESPONSIBILITIES

The key responsibilities of the Asbestos Management Group are to:-

- Keep up to date with regulatory and Department of Health, health technical memorandum for:-
 - Control of Asbestos
 - Refurbishment Projects
 - Control of contractors
- Develop and maintain policies that directly relate to Asbestos management.
- Provide expert advice to the Trust Board, via the appropriate communication routes.
- Ensure that suitable monitoring systems are in place for:-
 - Management Plans
 - Change Control
 - Records
- Regularly review relevant risk assessments and monitor the implementation of risk management controls identified within the assessments.
- Approve the Trust's Asbestos management plans.
- Agree and keep under regular review Asbestos management training.
- Ensure adequate provision of expert advice i.e. responsible persons, work and wellbeing department.

QUORUM

The Group will be quorate when a minimum of those named above* are present. Deputies with full authority count toward the quorum.

Deputies are acceptable. Deputies must have full delegated authority. Deputies have to be approved by the Chair before the meeting unless there are exceptional circumstances in which case they may be approved at the meeting.

Non-members who are not deputies may be invited to attend by the Group or Chair but they may not speak unless invited to and their attendance will be recorded in the minutes.

All papers submitted to the Group must be presented by a suitable member of the Group or a speaker invited by the Group.

Date of last review: (....)

Date of next review: (maximum timescale is 3 years)