

## **ASBESTOS MANAGEMENT GROUP**

Notes from the meeting held at 2pm. on Monday 30<sup>th</sup> July 2012, in the Planning Room, Bordesley House, Heartlands Hospital

**PRESENT:** Mike Taylor (MJT) Chair  
Diane Aucott (DA)  
Atul Chauhan (AC)  
John Coley (JC)  
Robert Davey (RD)  
Jim Fitzgerald (JF)  
Mike Keye (MK)  
Gareth Gentles (GG) OHS

### **ACTION**

#### **1. Apologies**

Apologies were received from Tony Wright (TW) and Dave Smith (DS).

#### **2. Notes of previous meeting**

The notes of the previous meeting were approved.

#### **3. Action Log**

##### **3.1 – SOP – Door Maintenance**

- AC tabled a draft SOP. It was agreed that the SOP needed to be more generic and less technical homing in on the essential points so as to allow all disciplines in the Trust to understand the process before carrying out work.
- DA suggested that the SOP form a booklet so as to be user friendly in a manageable size.

**AC**

##### **3.2 – GHH Operational Report**

- Costs had been received from GG and it was agreed by close of play 1.8.12 an order would be raised to complete all areas identified as not having records from the re-survey work completed. It was also agreed that AC would agree a programme that would have a target date for completion of 30<sup>th</sup> September 2012. GG agreed that this was feasible.

**AC**

Once this work was completed it would then allow the GHH team to formulate a list of areas that require either environmental cleans or removal in terms of risk and cost

**AC/GG/DS**

- GG confirmed that currently all data from the surveys is being uploaded onto MICAD

### 3.3 – SOL Operational Report

- The order number for door samples had been given to GG and all surveys completed. No ACM's were found.
- GG confirmed that currently all data from the surveys is being uploaded on to MICAD
- Details of other buildings that needed testing had been given to GG. These were all off site renal units, Lyndon place and boiler house. MK to agree date for survey and to report back at the next meeting.
- Re-inspections had been done and the information was still being downloaded onto MICAD.

**GG**

**MK/GG**

### 3.4 – BHH Operational Report

- Re-inspections had been done and the information was still being downloaded onto MICAD.
- GG confirmed BHH was further ahead than other sites.
- GG advised a tender was being drawn up for block 42 (medical records) and Lincoln House basement and should be ready by the end of June. It was reported that a date had been scheduled for this work to be completed and would report back the results at the next meeting

**GG/TW**

### 3.5 – Training – competent users

- GG would send the Costings for training to LA. This had now been received and dates for staff training in both awareness and competent person had been agreed
- It was decided that the training was to be done at GHH.

**All**

**All**

### 3.6 – AOB - Grievances @ GHH

- DS confirmed he was to meet with carpenters on Friday 22<sup>nd</sup> June, and that the meeting would be documented. This

meeting had occurred and information with the assistance of OHS had been tabled with the Carpenters to demonstrate that the level of exposure was such that it did not pose a risk to their health.

### 3.7 - AOB – Firewall blocking

- This issue has now been resolved with the IT Department and it is envisaged that direct links to the hosted MICAD system will be achieved by the end of October 2012.
- This item will remain on the agenda until clear.

## 4. **Operational Reports**

### 4.1 - OHS Report

- GG confirmed he had completed re-inspections @ BHH and that two tenders were still outstanding, training was still to be booked in. Dates have now been agreed for training and survey data was currently being uploaded to MICAD
- GG would be surveying the Chest Clinic and it was discussed that there was a probability of asbestos in the plant rooms. GG to speak to Adrian Cook to ascertain whether there are any drawings on MICAD for the Chest Clinic.
- GG confirmed he had completed the fire door inspection @ SOL and the results would be ready in 7 days. GG would also be taking samples of the boiler house @ SOL. This work has now been completed. Survey results for doors showed no ACM's present, the results for the boiler house had not yet been published. MT requested that this be brought to the next meeting
- GG confirmed he had completed re-inspections @ GHH, and that he would be surveying Plant rooms, issuing specification and tender for any high risk items that's discovered. GG and DS will ascertain which buildings needed re-surveying and would prioritise which building needed doing first.
- DS advised that he had raised an order to OHS for £70k. DS to give MJT a breakdown of costs.
- It was agreed that an order would be raised to allow OHS to proceed with the remainder of the surveys and aims to have all areas surveyed by the end of September 2012.

**JC/GG/TW**

**GG/MK**

**GG/DS**

**GG/DS/AC**

#### 4.2 – SOL Operational Report

- MK reported that 49 doors had been tested, and the early signs showed no asbestos being detected. OHS report ready in 7 days.  
Reports have now been received and show doors do not contain ACM's
- MK discussed the labeling of soffits and the possibility they could contain asbestos. MJT said as long as there was sufficient records/information there was no need to label soffits.  
It was confirmed by GG that it is not a requirement to label soffits.
- Contractors Induction Programme was discussed, TW to update at next meeting. To carry forward to the next meeting for TW to present.

**TW**

#### 4.3 – BHH Operational Report

- JC advised that an order had been raised for sampling doors at the Chest Clinic. GG to bring results to the next meeting.
- MJT said that TW would demonstrate the module that's bolted on to MICAD which gives an instant picture to contractors – carry forward to next meeting.
- GG suggested that Daniel Boardman (LA has contact details) should be contacted, as he has both ELVIS and MICAD working together. DS/TW to update at the next meeting.
- JC advised that surveys were to be carried out to passenger lift cars as debris had been identified to the underside which may contain ACM's, JC to brief at the next meeting.

**GG**

**TW**

**DS/TW**

**JC**

#### 4.4 – GHH Operational Report

- DS advised that he had received an email from EH Humphries requesting information regarding asbestos.
- GG advised that DS give them all the information requested including the Bradley Report, and to invite them to come in and alleviate any concerns they may have. See item 3.6.
- AC tabled a draft list of staff who have worked in areas that may potential contain ACM's for the last 12 months. AC

**AC/DS/GG**

agreed to work with GG to agree a retrospective survey to establish the level of risk that staff may have been exposed to. AC/GG to report at the next meeting.

- MT requested that TW/JC/MK/JF also carry out a review in the same manner and table for the next meeting **MK/JC/TW/JF**
- MT confirmed that he had discussed this request with Bob Anderson and John Sellars.
- DS mentioned that he was still waiting for an outcome from HSE.

## **5. Incidents & Risk Assessments**

- DS to bring existing RA's to table at the next meeting. AC tabled RA's received from the approved contractor who will be carrying out the environmental clean / removals. It was agreed that these were acceptable.
- The action plan was discussed and updated as attached.
- DA raised a concern that staff exposures had not been identified as per the plan.
- The plan identified that to date no staff had been exposed at Solihull or BHH and that due to the gaps in reports at GHH it was unknown until those areas had been surveyed, however those staff who had been identified are either under OHD surveillance or have been provided with information to demonstrate the levels of exposure., to date only those who have been identified on the plan require surveillance. At this point DA left the meeting.
- Discussions continued agreeing that as part of these notes an update would be issued, however overall it was felt that good progress was being made.

## **6. Staff Training**

- GG had received an order for staff training, JC to arrange dates over a 5 day period. Dates now agreed for September 2012.
- GG advised that a refresher course of 2-3 hours would be needed every year.
- Competency Training dates had now been agreed for

**JC/GG**

Managers for December.

- It was discussed that the crew room at BHH would be suitable for the training.
- Trust wide training was discussed, MJT had looked at other Trusts and Authorities and he's proposing to draft a leaflet. MT to table draft at the next meeting.
- DA advised that the Asbestos Policy would need rewording to this effect covering the extent of training for different staff groups.

**MT**

**MT**

**7. Any other business**

- MJT advised it is important that the agreed action Plan be maintained to ensure all targets are met.
- MT advised that the risk to Solihull Community had been entered on to the Directorates RR and had been tabled at the Solihull Governance Committee.
- It was decided that one central action plan was needed which would be updated by LA.

**ALL**

**8. Date and Time of Next Meeting:**

**10<sup>th</sup> October @ 2pm in the Planning Room, Bordesley House**