

ASBESTOS MANAGEMENT GROUP

Notes from the meeting held on Thursday 6th December 2012 @ 2pm, in the Planning Room, Bordesley House, Heartlands Hospital

PRESENT: Mike Taylor (MJT) Chair
Diane Aucott (DA)
Jim Fitzgerald (JF)
Andy Green (AG)
Mike Keye (MK)
Nick Rudge (NR)
Dave Smith (DS)
Tony Wright (TW)
Gareth Gentles (GG) OHS

		<u>ACTION</u>
1.	Apologies Apologies were received from Robert Davey and Ann Wilson.	
2.	Notes of previous meeting dated 8th November 2012 The notes of the previous meeting were approved as a true record. ➤ MJT advised that he wanted all actions from the original Action Plan closed by January's meeting.	Note
3.	Actions from the previous meeting dated 8th November 2012	
3.1	<u>Uploading data onto MICAD</u> ➤ The missing areas at GHH were mentioned as GG advised that he only had 48 hours worth of inputting left to do. ➤ DS would speak to Adrian after the meeting and point out the urgency of getting missing GHH areas onto MICAD. ➤ MJT pointed out that the areas/building didn't have to be exact in measurement as long as the footprint was there then dimensions could be tweaked at a later date.	DS
3.2	<u>MICAD / PLANET links</u> ➤ DS updated the Group and said that this still hadn't been resolved by PLANET. The problem was that we have non-standard templates and it was a matter of PLANET configuring the relevant areas. DS advised that PLANET was working on the problem. ➤ MJT said that if there wasn't any progress by the end of next week	

	<p>then DS was to apply some pressure.</p> <ul style="list-style-type: none"> ➤ DS to update at the next meeting. 	DS
3.3	<p><u>New starter training leaflets</u></p> <ul style="list-style-type: none"> ➤ LA advised that she was waiting for quotes to come back. ➤ DA said she had nearly run out of leaflets that she'd been handing out at training sessions. ➤ LA to arrange for DA to receive 200 leaflets. ➤ MJT said it had been arranged that the Fire Officers would hand out leaflets at new starter induction sessions. 	LA
3.4	<p><u>Callsafe presentation/toolbox talks</u></p> <ul style="list-style-type: none"> ➤ DS had spoken to Tom at New Cross Hospital about sharing the cost and was waiting for a call back. DS to chase. ➤ NR advised that HEFMA provide toolbox talks but not to trade staff. He also advised that Callsafe may be using the 2010 rules. ➤ It was discussed that NR could do the 'train the trainer' course and then update the trade staff. ➤ NR to look at the content of toolbox talks; timescale etc. and update at the next meeting. 	DS NR
3.5	<p><u>Labelling in Pathology</u></p> <ul style="list-style-type: none"> ➤ TW advised that all labelling had been completed. 	
3.6	<p><u>Access to A&E, Restaurant & Ante-natal @ GHH</u></p> <ul style="list-style-type: none"> ➤ GG confirmed these had now been booked in for surveying before Christmas. 	
3.7	<p><u>Re-visit to Generator Room @ SOL</u></p> <ul style="list-style-type: none"> ➤ MK advised that he had arranged for the batteries to be elevated so OHS could gain access to trench. ➤ GG raised concerns as to whether this would be suitable; JF said there was no risk as the batteries were sealed. GG said there could be a risk of the batteries falling onto someone. ➤ JF would get Rob Bovill to extend the lead so the battery could be moved to the side by the end of next week. ➤ GG said the trench would only take a day to be cleaned out. <p>Action Plan actions from previous meeting</p> <p><u>Item 1.2 GHH</u></p> <ul style="list-style-type: none"> ➤ DS confirmed he still needed to draft a letter that he could send to trade staff regarding asbestos exposure, and it would be done by the end of next week. ➤ DA said a copy of the letter needed to go to Sarah Carr-Cave Head of Legal and Investigations and Beachcrofts our lawyers to make them aware of potential claims. ➤ DA advised that the HSE could criticize the Trust for the delay in informing staff. 	JF DS DS Note

Item 1.5 SOL

- GG said that there was a backlog of hard copy reports.

Item 1.1 BHH

- TW confirmed that the labelling of door was complete.

Item 3.4 GHH

- DS said he hadn't updated the action plan as he had been away on a course; he would make sure the plan was updated by Monday.

DS Note

Item 3.1 SOL

- JF advised that there was only one staff member outstanding to do asbestos training. GG will let JF know the date of course.
- GG informed that refresher training would be needed every 12 months by a 'Competent Person' and an external Consultant every 3 years. He also advised that the results of the Competency Person course would be out in February.

GG

Items 3.4 – 4.1

- Amendments to action plan had been completed.

Item 5.3 GHH

- Already discussed at agenda item 3.4.

Item 5.3 GHH

- TW advised that he was trialling inputting a warning onto Works Orders, "Warning ACMs detected in this area" without linking it to MICAD. TW to update at the next meeting.

TW

Item 6

- MJT advised that the Policy would be reviewed in February 2013.

Item 7.3

- AG presented a pictorial SOP for doors with digilocks which trade staff at GHH were currently using.
- It was discussed that a generic SOP for invasive work on doors was needed. AG to tweak the current SOP and send out to EMs.

AG

Items 7 – 12.1

- To be discussed at agenda item 5.

4. OHS Operational Report

To be read in conjunction with OHS report (attachment 2)

GG presented his report with further updates as follows:

Good Hope Hospital

- Main boiler house decontamination under way and on programme but the scaffolding would have to remain in place until January.
- GG will put a budget cost together for the 11 blocks outstanding.

GG

Solihull Hospital

- The high risk area 'Laundry room' works was planned for January; GG was trying to bring this forward to December. It was discussed that if Forest wasn't available then another Company should be used.
- GG will send a specific list of Mallory and Coniston areas to be surveyed to JF.

GG Note

GG

➤ A re-visit to generator room needed. (See agenda item 3.7) <u>Heartlands Hospital</u>	
➤ TW to identify which staff will need Face Fit Testing.	TW
➤ TW and MJT to talk outside of the meeting about the costs of the high risk plant rooms.	TW/MJT
➤ GG was waiting for confirmation as to when he could survey Pathology Block.	TW
➤ Debris was found in the Plant Room at Devon House. TW confirmed he had put emergency procedures in place. MJT and TW to arrange with GG a way forward.	MJT/TW/GG
➤ MJT advised EMs that he needed revenue/capital bids in by the end of next week.	EMs Note
➤ GG to work with EMs and estimate a figure for the next financial year.	GG
➤ GG advised that in year 2 and 3 the costs for asbestos should reduce significantly.	
➤ GG had met with TW and alterations were made to the SLA. TW to update MJT after the meeting and get agreement signed.	TW/MJT

5. Trust Action Plan

The Action Plan (attachment 3) was discussed with the following points highlighted;

➤ <u>Item 1.2 GHH</u> : MJT said that this needed to be closed before Christmas. DS to a draft letter for approval.	DS
➤ <u>Item 1.5 GHH</u> : GG advised that A&E, Neonatal and Restaurant would be done before Christmas.	
➤ <u>Item 2</u> : MJT advised that TW & JF may need to evidence how they interrogated the system, to prove that no other staff had been exposed to ACMs.	TW/JF Note
➤ <u>Item 3.4</u> : Contractor's requirement's was discussed with the view that Contractors on the approved contractors list should have had Asbestos Awareness training.	
➤ It was decided that this was not the correct forum for this discussion.	
➤ MJT to discuss with EMs in the New Year.	MJT/EMs
➤ <u>Item 5</u> : Risk Assessments and ways in which they could be communicated to trade staff/contractors was discussed. TW suggested they could be saved on the shared drive and added as an attachment to the works order. It was also mentioned that SOPs could be dealt with in the same way.	
➤ TW to update at the next meeting.	TW
➤ <u>Item 7.3</u> : DA said that in the event of exposure in areas accessed by the public an SOP on Emergency Release was needed which should feed into the Emergency Escalation Planning.	
➤ GG to send flow chart template to EMs.	GG
➤ <u>Item 10.2</u> : TW to include asbestos labelling into Contractor's Induction.	

- The labelling at BHH was complete; GHH & SOL labelling was still ongoing.
- MJT said he wanted this completed by the end of the year.

DA pointed out that we have to demonstrate to the HSE that the original Action Plan is closed with all actions/safeguards being undertaken.

It was decided that the original Action Plan would be bought back to the meeting in January with all actions being updated/completed.

It was discussed that an incident management plan was needed with all the current actions shown.

6. Incidents & Risk Assessments

Already discussed.

7. Any other business

There was no other business.

8. Date of next meeting

Tuesday 8th January @ 10am, Planning Room, Bordesley House