

## **ASBESTOS MANAGEMENT GROUP**

Notes from the meeting held on Friday 8 March 2013 @ 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
- Adrian Cook (AC)

		<b><u>ACTION</u></b>
<b>1.</b>	<p><b>Apologies</b></p> <p>Apologies were received from Robert Davey, and Ann Wilson.</p> <ul style="list-style-type: none"> <li>➤ MJT advised he would speak to JS about the non attendance of OH.</li> </ul>	
<b>2.</b>	<p><b>Notes of previous meeting dated 29 January 2013</b></p> <p>The notes of the previous meeting were approved as a true record.</p>	
<b>3.</b>	<p><b>Actions from the previous meeting dated 29 January 2013</b></p>	
3.1	<p><b><u>Missing drawings on MICAD</u></b></p> <ul style="list-style-type: none"> <li>➤ AC had been invited to this meeting to give on update.</li> <li>➤ AC advised that he was about 98% complete inputting GHH areas onto MICAD. The areas still needing to be done were the plant room in kitchen dining; xray – underground duct; block 20 – something underground; plant room – pathology; gr flr theatres; plant room – Sheldon block, he said he needed a sketch for this, AC to email Alan Crowley.</li> <li>➤ AC was confident that GHH would be 100% complete on 19 March 2013.</li> <li>➤ It was confirmed that when complete OHS would finish inputting their data.</li> <li>➤ The only outstanding area at SOL was Mallory basement. This area had been checked and found clear but a drawing was still needed.</li> </ul>	

	<ul style="list-style-type: none"> <li>➤ GG advised that re-inspections were due to start in April.</li> <li>➤ DS mentioned that the areas GG was unable to gain access to would be supported by the relevant electrical/maintenance tradestaff.</li> </ul>	
3.2	<p><u>MICAD / PLANET links</u></p> <ul style="list-style-type: none"> <li>➤ DS said that the link between MICAD and Planet had still not been resolved. A meeting had been arranged to meet with Dave Hextall, but DH had cancelled.</li> <li>➤ DS has prepared a document with screenshots detailing exactly what the problems are and this is sitting with DH.</li> <li>➤ MJT advised that he has a meeting with Planet on 13 March with TW and will raise this problem. DS to be invited.</li> <li>➤ GG mentioned that Dave Scott Head of Estates at Doncaster Bassetlaw Hospitals NHS Trust was trying to achieve the same aim, and that it may be beneficial for DS to speak to him.</li> </ul> <p><u>OHS Data not transferring to MICAD</u></p> <ul style="list-style-type: none"> <li>➤ TW and DS had met and resolved the problem.</li> </ul>	DS
3.3	<p><u>Callsafe presentation/toolbox talks</u></p> <ul style="list-style-type: none"> <li>➤ NR gave an update and said that an order had been raised for the development of toolbox talks and that he would be meeting with Dave Carr in April to discuss a programme. It would take approximately 2 months to develop, and the order was for 24 toolbox talks plus any others that may be required to cover the HefmA rules.</li> <li>➤ The Train the Trainer course option was not going to be picked up.</li> <li>➤ NR will develop a programme of training and do in house on a rolling basis.</li> </ul>	
3.4	<p>Action Plan actions from the previous meeting</p> <p><u>Item 1.2 GHH – letter to trade staff</u></p> <ul style="list-style-type: none"> <li>➤ DS confirmed that the letter had been agreed, and he had met with the Union and Safety representative and decided with them that the letter would be issued in a week or two. He had received some feedback which was quite positive.</li> <li>➤ DS advised that a letter to other trade staff notifying them about receiving general health surveillance was needed.</li> <li>➤ NR to contact Anita Hutter, OH Nurse Advisor and establish what OH were intending to do.</li> <li>➤ NR to draft a generic letter to all trade staff and email to all.</li> </ul> <p><u>Item 5.3 - warning onto works orders</u></p> <ul style="list-style-type: none"> <li>➤ TW advised that it was impractical to achieve. All data would have to entered manually into Planet first.</li> <li>➤ It was discussed that as an interim solution supervisors who</li> </ul>	NR NR

	<p>assign the work are to instruct tradestaff of where asbestos is located when issuing works orders.</p> <ul style="list-style-type: none"> <li>➤ DS said that at GHH to supplement the information available to tradestaff there are folders to refer to which contain all OHS surveys, pictures etc. These were located in each workshop, in reception and AG's office.</li> <li>➤ MJT said as an interim solution and a good back up JF and TW were to adopt the same procedure.</li> <li>➤ It was discussed that when the link was resolved Topscan would provide training.</li> </ul>	<b>JF/TW</b>
	<p><u>Item 7.3 – SOP for invasive work on doors</u></p> <ul style="list-style-type: none"> <li>➤ NR circulated a SOP register for all to look at. This was located in the facilities shared folder under estates operational. It was discussed that he should create another folder in the facilities shared folder under a different name so all tradestaff could access. It was also discussed that they should be saved as PDF files to avoid any alterations.</li> <li>➤ NR said that in each SOP there was a hyperlink with other relevant information linked.</li> <li>➤ GG raised his concern about SOP02, he advised that you cannot have a generic SOP for asbestos areas. NR to review SOP.</li> </ul>	<b>NR</b>
3.5	<p><u>Face Fit Testing @ BHH &amp; SOL</u></p> <ul style="list-style-type: none"> <li>➤ GG confirmed he had received names from TW. GG to chase dates and let TW know.</li> <li>➤ MK to identify SOL staff and let GG know names.</li> </ul>	<b>GG</b> <b>MK</b>
3.6	<p><u>OHS Service Level Agreement</u></p> <ul style="list-style-type: none"> <li>➤ MJT to sign, LA to arrange.</li> </ul>	<b>LA</b>
3.7	<p><u>Incident Reporting (general awareness; personal decontamination; emergency entry &amp; exit procedure)</u></p> <ul style="list-style-type: none"> <li>➤ NR to produce SOP and communicate to all tradestaff before the next meeting.</li> </ul>	<b>NR</b>
3.8	<p><u>Order No. For Pathology Air Monitoring</u></p> <ul style="list-style-type: none"> <li>➤ GG confirmed he'd received the order from TW.</li> </ul>	
4.	<p><b>OHS Operational Report</b></p> <p>No report had been received for this meeting. GG to follow up.</p> <p>GG gave an overview of the key areas.</p> <p><u>Heartlands Hospital</u></p> <ul style="list-style-type: none"> <li>➤ High risk plant rooms and area 3 are all progressing well.</li> <li>➤ OHS were tendering for asbestos removal for block 42 demolition.</li> </ul>	<b>GG</b>

5.

- OHS will survey Bordesley House when vacated.

#### Solihull Hospital

- A five day programme of no access areas had been discussed.

#### Good Hope Hospital

- Work was currently on hold until the new financial year.
- A five day programme of no access areas had been discussed.
- A seven day programme of high risk areas had been put on hold until April.
- There were 23 duct reports still to be issued.
- Toby was working with DS on locating some missing reports.

#### **Trust Action Plan**

- MJT advised that 9 out of the 12 actions from the original action plan had been closed and the 3 outstanding would be monitored by the Group.
- MJT discussed that a new Action Log would be formed for the next meeting and the 3 outstanding actions transferred. Any that were a significant risk would be put on the risk register.

6.

#### **Incidents & Risk Assessments**

There had been two incidents at GHH:

- 1) An electrician had opened a panel in an electrical cupboard that was sealed. It should have been picked up as part of the supervisor's pre-check before work began. Karen Virco was on site and did an air quality test and nothing had changed from before to after entry.
  - DS had spoken to the staff involved and needed to write to them. GG advised that Forest's report said that it was an unfortunate incident and that their procedures had not been breached and were putting it down to human error.
  - MJT was assured no one had been put at risk and that it had all been recorded.
  - DA said that all papers should be attached to the report on Datix. NR to liaise with DS.
- 2) The second incident was a rumour one. A secretary had spoken to a secretary, to a secretary and blown things out of proportion.
  - AG had spoken to them and assured them that they were in no danger of being exposed to asbestos.
  - DA suggested that there should be leaflet drop at GHH to make them more aware of asbestos. LA to arrange a box of leaflets to go to GHH.

**NR/DS**

**LA**

7.

#### **Terms of Reference**

The Terms of Reference was discussed and the amended copy is

attached.

- DA was concerned about how the group were going to monitor the effectiveness of the Policy.
- It was discussed that at each meeting a different element of the policy should be covered.
- Score cards, KPIs could be developed to show what's been achieved.
- MJT said that after 12 months he would ask Andy Cooke to audit the information to the Policy.
- It was agreed that the Policy would be reviewed at the next meeting to see if there were any gaps, and agree an audit programme.

**All Note**

**8.**

### **Beta Test Induction Demonstration**

- DS gave an update and advised that the induction was working and had been tested.
- There was a problem with the IP address getting through the firewall. This was now in the hands of IT.
- DS said that initially this would be trialled at GHH for one month and then rolled out to the other sites.
- There would be an option for contractors to complete the test before coming onto site. In this instance the contractor would have to bring their unique reference number to clarify they had taken the test.
- There is a question asking the contractor if they have attended an asbestos awareness course within the last 12 months. Nothing would be done with this information at present but would be fed back to the group.
- At present it was GHH specific but taking it forward it would be three quarters generic and a quarter site specific.
- DS will give demonstration at the next meeting.

**DS**

**9.**

### **Any other business**

- AG had received an email from a supervisor in connection with drilling holes in walls and using a hepa vac.
- It was discussed that sufficient adequate procedures were in place which were to be followed.
- It was decided that a risk assessment was needed and that the tradestaff should be involved in creating it.
- AG to take forward with NR.
- MJT advised he would not be at the next meeting and that DS would chair.

**AG/NR**

**10.**

### **Date of next meeting**

Thursday 18<sup>th</sup> April 2013 @ 10am, Planning Room, Bordesley House

