

## University Asbestos Management Group Meeting

02 July 2019

Argent Court AC01

14:00 to 15:30



### Attendees:

Robert Davies	RD	Facilities Manager, Library
Andrew Bastable	AB	Building Facilities Manager, Estates
Matt Bromley	MBr	Mechanical Services Contracts Officer, Estates
Laura Harris	LH	Site Manager, Wellesbourne
Robb Johnston	RJ	Technical Services Manager, Physics
Dorothea Mangels	DM	Technical Services Manager, Chemistry
Emily Bird	EB	Senior Administrator (Minutes)
Michelle Caffrey	MC	Administrator (Minutes)
Duncan Parkes	DP	Facilities and Safety Manager, Students Union
Clive Singleton	CS	General Commercial Manager, Warwick Conference park and Events
Alistair Lawry	AL	Infrastructure Manager, Estates
Duncan Stiles	DS	Head of Compliance and Assurance (Chair), Estates
Jack Beech	JB	Environmental Essentials
Janine Kimpton	JK	Technical Services Centre Manager, School of Life Sciences
Graham Hakes	GH	Senior Health & Safety Advisor, Health & Safety

### Apologies:

Richard Powner	RP	Environmental Essentials
Adam Whalley	AW	Environmental Essentials
Gavin Baker	GB	Compliance Surveyor, Estates
Mark Soule	MS	Operations Manager, Off Campus Housing
Adrian Bishop	AB	IT, Estates
Duncan Curry	DC	Facilities Coordinator, WMG

### 1. Apologies and Welcome

DS welcomed the group and made apologies for those who could not attend. DS welcomed Robert Davies, who has taken the role of Facilities Manager in the library.

### 2. Introductions

Everyone introduced themselves and which Department they are representing

### 3. Actions from the previous meetings

Please see action log

### 4. Group Terms of Reference

DS - Terms of Reference has been updated.

DS proposed that we remove names from the Terms of Reference and just leave titles as other Compliance related meetings.

DM does not fully agree with taking names out of the Terms of Reference. DS explained that names will still be included within the minutes and the group agreed to the proposed changes.

### 5. Incidents

JB gave a brief overview of the Science Block E plant room incident, the job was stopped and AAS were suspended pending an investigation and providing further information, however after further investigating they will be returning to the University with Estates procurement overseeing this. Performance will be monitored over the first 6 months, if no performance issues then they will remain until the end of the contract term.

JB and GB will now be receiving information before any work is carried out so they can make a decision if it needs to be licensed and notified to HSE.

### 6. Asbestos Management System update

DS the Q2 system will be rolled out to supervisors and Building section trades staff from August/ September. The Asbestos team will carry out audits to check compliance with the system, if the initial pilot goes well, then this will be rolled out to other trades including Electrical, Mechanical, BST's, Alarms and Wellesbourne.

### 7. Codes of Practice (COP)/Estates Standard Operating Procedure (SOP)

DS the Code of Practice and Standard Operating Procedure templates have been updated to reflect the Maintenance trades system pilot. If anyone has any comments to make on the COP's or SOP please email/contact DS by 19 July 2019.

JK raised that under the COP roles and responsibilities that the Building Facilities Manager responsibilities doesn't necessarily align with the Departments, DS referred to the Health and Safety Leadership Document. GH suggested that we slimdown the duties as this can be implied via Job Descriptions etc.

DM does not receive any notifications if a docket has been completed or if something is holding the docket up. DM will see that Service desk have closed off a docket but this means it has been passed over to the trades not that the work has been actioned.

RD in previous role was able to see all the dockets raised in the building so he could take command and control. RD is unable at present to see any dockets submitted for the Library.

**Action** DS/GH to review the COP roles and responsibilities section.

#### **8. Asbestos Re-inspections progress**

GB has been focusing on the Off Campus re-inspections and JB focused on all the buildings on Campus. A large majority of on campus buildings have been reinspected, however these are now on hold while summer works is underway and remedial actions are closed out from the previous surveys.

#### **9. Asbestos Awareness Training**

DS – Environmental Essentials are currently refreshing the training and have asked if UoW can test the training and provide any feedback before it goes out to any other clients.

EE are offering a Duty to Manager training in November to look more at the legal requirements. Members of the Estates Senior Leadership Team will be attending.

#### **10. AOB**

DS asked about events at the University.

GH events staff should not be interfering with fabrics of the building. If this is in their risk assessments then this should be picked up.

#### **11. Date of Next Meeting – Thursday 28<sup>th</sup> November 2019**