

University Asbestos Management Group Meeting

05 MAY 2020

VIA Microsoft Teams

10:30 – 12:00

WARWICK

ESTATES

**Attendees:**

Oliver Robinson	OR	Asbestos Compliance Manager, Estates
Duncan Stiles (Chair)	DS	Head of Compliance and Assurance, Estates
Andrew Bastable	AB	Building Facilities Manager, Estates
Matt Bromley	MB	Mechanical Services Officer, Estates
Laura Harris	LH	Site Manager, Wellesbourne
Robb Johnston	RJ	Technical Services Manager, Physics
Neil Slattery	NS	Compliance Surveyor, Estates
Graham Hakes	GH	Senior Health & Safety Advisor, Health & Safety
Michelle Caffrey (Minutes)	MC	Senior Administrator, Estates
Duncan Parkes	DP	Facilities and Safety Manager, Students Union
Simon Loveridge	SL	Building Facilities Manager, Estates
Janine Kimpton	JK	Head of Technical Services, School of Life Sciences
Tina Maisuria	TM	Operational Manager Off-Campus, Accommodation
Graham Steer	GS	Programme Manager, Estates
John Roberts	JR	Facilities Manager, WMG
Dorothea Mangels	DM	Technical Services Manager, Chemistry
Wendy Jenkinson	WJ	Building Facilities Manager, Estates

**Apologies:**

Robert Davies	RD	Facilities Manager, Library
Clive Singleton	CS	General Commercial Manager, Warwick Conference Park and Events
Adrian Seymour	AS	Building Facilities Manager, School of Engineering

**1. Apologies and Welcome**

DS welcomed the Group

**2. Introduction**

DS welcomed OR – Asbestos Compliance Manager  
OR gave introduction of previous experience at UoW and Previous role.

DS welcomed GS to the Group who is representing Projects – this is due to change for the next meeting.

**3. Actions from the previous meeting**

See updated Action Log

#### 4. Terms of Reference

Terms of Reference has been updated by OR and DS.

Item K under responsibility has changed in relation to the Code of Practice:

- (K) Produce and agree upon an asbestos action plan with a priority of actions table: showing short term and long term objectives with management actions in addition to asbestos remediation. This will be documented and managed through the university’s Code of Practice for asbestos management arrangements.

Terms of Reference and Previous Minutes are found here:

[https://warwick.ac.uk/services/estates/h\\_and\\_s/asbestos\\_management/uamg/](https://warwick.ac.uk/services/estates/h_and_s/asbestos_management/uamg/)

#### 5. Codes of Practice (COP)

OR has updated the Code of Practice

(2. Asbestos Management) OR and NS are currently working with Adrian Bishop in IT is to run and obtain reports on Q2 to show what has been re-inspected and which properties have not.

(2.1 Decision making rational regarding asbestos risk assessment scores) Regardless of a Risk Assessment score on a Survey Report the higher, the score means higher the risk. If the Asbestos contained material has been reported in a poor condition, we would need to isolate the area and remove the Asbestos:

Scores of 18 to 24	High risk asbestos material	Remove immediately or remove within 3 months. Immediate action restrict access.
Scores of 14 to 17	Medium risk asbestos material	Remove or improve within 6 months. If the ACM is improved re-inspect every annually.
Scores 1 to 13	Low risk asbestos material	Manage material if condition is good. Remove or improve within 12 months if condition is poor. If the ACM is improved re-inspect periodically

OR went through the Table of Priority for Action/Timetable of Action. Some of the dates will need to be amended due to COVID-19.

Required action	Prio	Target date	Frequency
Complete remedial actions for ACMs scoring 18 to 24	HIGH	Immediate access restriction and within 3 months	Subject to survey reports and risk register reports.
Complete remedial actions for ACMs scoring 14 to 17	MEDIUM	Within 6 months	Subject to survey reports and risk register reports.
Complete remedial actions for ACMs scoring 1 to 13	LOW	Within 12 months	Subject to survey reports and risk register reports.

Complete reconciliation of re-inspection project for university	HIGH	August 2020	Once for 2020
Risk profile the university buildings and commence the re-inspection programme prioritising sites with	HIGH	August 2020	Once for 2020
Carry out subsequent asbestos remedial abatement actions	HIGH	December 2021	Once for 20/21
Complete the requirements of the training matrix including UKATA Asbestos Awareness and Duty to	MEDIUM	December 2020	Once for 2020
Carry out internal staff and external contractor audits i.e. university front line staff and asbestos	LOW	Month ends	On a monthly basis
Design an asbestos dashboard within Q2 to assist with the monitoring and reporting of statutory	MEDIUM	March 2021	Once for 2021
Finalise Service Desk and Trades Asbestos SOP.	LOW	July 2020	Once for 2020
Train Service Desk Team and Building Fabrics Team in-line with Service Desk and Trades Asbestos	LOW	March 2021	Once for 2021 and if required following auditing.
Audit up to 50% of docket in-line with the rolling out of the Service Desk and Trades Asbestos SOP for the first 4 weeks of the pilot. Once a confidence rating is achieved 5%	LOW	April 2021	On a weekly basis
Review of Code of Practice Asbestos Management Arrangements.	LOW	MAY 2020	Annually unless internal or external events trigger a review

Version 7 to be changed in the Footer to Version 8. Once this document replaces the original document on the Health and Safety Webpage it will be Version 2.

The COP will be reviewed by Central Health and Safety before the document goes live on the University webpages.

<https://warwick.ac.uk/services/healthsafetywellbeing/guidance/asbestos>

If anyone has any comments please send them through to OR.

TM will need to amend one of her SOP to reflect the Asbestos Code of Practice. Gavin Baker and NS completed the re-inspections and sent TM a list of what needs to be followed up and which properties need work completing. Due to the current circumstances, this is not a priority at the moment. Some of the properties are being returned to Landlords at the end of the Academic year. TM will follow up the ones, which are outstanding and look at what works need to be done.

TM has been amending all SOPs to reflect on when Landlords to the work as we cannot control when Landlords do their own works. Property owners do not follow the protocol in terms of Asbestos Removal. Property owners do not always give us a R&D Survey or Waste note; we need a way to bring the properties back up to satisfactory.

TM and OR to meet and review SOP's and look at when Landlords do their own work.

## 6. Asbestos Compliance Manager Report

OR went through the Asbestos Management Report:

Incidents reported between November 2019 – April 2020 that have been investigated in conjunction with the Central Health and Safety Office.

- 1) Bericote/Compton/Dunsmere/Ellesmore (Plant Rooms) – NS had a report from a BST who was completing some checks noticed that there were some damage in the corner of the plant rooms. NS went over to do a visual inspection; there is a riser with cladding on them. A Contractor had been in the Plant Rooms and torn off the Cladding. The materials were Asbestos contained. The area was sealed off, Environmental Essentials came onsite as part of the Emergency response and done some Air Monitoring. All the air tests came back satisfactory, only two of the plant rooms have positive thermal residue identified. There may be concealed residue in the other two plant rooms, which have not been identified on the Survey. This when then passed onto Security to look at who had access into those rooms and why they had completed the work.
- 2) Tocil 15 Room H – We had work scheduled in with AAS to remove a plasterboard ceiling with textured coating to it. The light fitting was isolated by an Electrician who reported they had concerns the work had been started before they left the area. This was brought up AAS and an investigation with their Contractors to clarify what had happened. The light fitting had been fitted a vacuum panel, they had started to unscrew the fitting from the panel but not the Asbestos textured coating. AAS were requested to do another toolbox talk to staff.
- 3) Rootes D-H – 3<sup>rd</sup> Floor – Room H57 – Damage on the textured coating in one of the rooms, the Student was evacuated from the room. Environmental Essentials came out and do reassurance tests the following day. There was no damage to the textured coating NS contacted the Student Representative in Rootes; the decision was to investigate further on the Monday. It had become known that they were told the incorrect room number so the Student was evacuated from that room. NS went over and a concrete slab, which is on the top floor of Rootes, had split the textured coating, no loose coating had fallen down. EE completed reassurance air monitoring and AAS repaired the area.

Asbestos Management Surveys Re-inspection Programme: Currently preparing for the re-inspection data project, working with Adrian Bishop. We have a number of spreadsheets, which do not give an accurate position of sites that have been re-inspected and have not and any sites that require remedial actions. Q2 holds re-inspection data however; it does not hold or easily present the required records.

Once this has been completed OR and NS will review each premises and assign a risk rating based on a number of factors including the frequency of Asbestos Containing Materials (ACMS), ACM type i.e. high friable / high risk materials such as asbestos insulating boards and thermal insulations, ACM risk assessment scores and previous asbestos surveyor management recommendations.

Once the risk ratings have been established, the AMT shall use internal and external consultancy resources to carry out the required re-inspections.

Off-Campus Asbestos Compliance: There is no data in Q2 on Off-Campus; this will be looked at in the future. OR is looking is Properties have an acceptable management survey on file or not. If there are re-inspection records and when the next re-inspection date is due. If there are any outstanding remedial actions from previous years which require abatement. What the established site risk rating is. I.e. all sites with non-friable / low risk ACMs in satisfactory condition may be deemed appropriate for 24 month compared to sites with higher risk ACMs requiring annual re-inspection.

Electronic Asbestos Register Update: The updated SOP documents process to be followed by the Estates Office Service Desk Operators and Estates Building Maintenance assessing responsive maintenance works prior to issue to the Maintenance Trades and the Maintenance Trades' responsibility in regards to asbestos when receiving or checking prior to starting work.

Due to current restrictions, relating to the outbreak of COVID-19 the priority of this project has reduced as there has and there will continue to be a reduction in general day-to-day maintenance activities the rolling out of the procedure has been postponed provisionally to early 2021.

Asbestos Service Desk Stats: Total number of dockets between 1<sup>st</sup> November 2019 and 28<sup>th</sup> April 2020 is 5226. NS suggested including in more detail to the dockets so we can get a better understanding of what the team are looking at.

Asbestos Remedial works from the EEL Management Surveys and in house re-inspections: OR explained his view of what the remedial action should be. It has been decided that Environmental Essentials will be called on to assist the team with producing technical removal specifications for complex licensed work. There are no current general remedial projects or programmes in respect of management survey and re-inspection data. The AMT will complete the reconciliation of the re-inspection programme and commission the necessary re-inspections. Once this has been achieved, we will understand the required remedial abatement actions.

Development of Q2: This has been covered in the meeting but the main purposes of the dashboard is to enhance the current Q2 platform functionality whereby high level reports of key performance indicators such as building risk ratings, all buildings 'in date' from re-inspections, buildings requiring remedial actions, completed and required internal and external audits etc.

Code of Practice Review and Asbestos Action Plan: This has been covered in the meeting

Training Stats on Asbestos Awareness Training:

- How many completed to date (Total on training list: 526 = 542 -16 (LTS +unable to complete the course due to Covid -19) )  
Full Course: 245 (47%); Refresher: 198 (37%) Total: 442 (84%)
- How many enrolled to date (Total on training list: 526)  
Full Course: 48 (9.13%); Refresher: 23 (4.56%) Total: 74 (14.6%)
- How many enrolled second time or more (Total enrolled: 71)  
Full Course: 10 (14.08%); Refresher: 6 (8.45%) Total: 16 (22.5%)
- How many are overdue for a second chaser (Total enrolled: 71)  
Full Course: 13 (18.3%); Refresher: 5 (7.04%) Total: 18 (25.35%)
- How many are overdue for a third chaser or more (Total enrolled: 71)  
Full Course: 2 (2.8%); Refresher: 1 (1.4%) Total: 3 (4.2%)

When we are alerted that an individual has missed an enrolment an email will be sent to their Line Manager to confirm if they are still in the Business or have been furloughed. This is so we can cut down on any license request payments that are not being completed.

RJ questioned if the Asbestos Awareness Training will be updated to those who have completed the awareness several times already. DS confirmed that EE have developed a new training package, which we hope will be available at the end of this year.

## **7. AOB**

GH explained the BSI Audit was on 12<sup>th</sup> and 13<sup>th</sup> March, NS was interviewed on 13<sup>th</sup> March with the rest of the Compliance Team. From an Asbestos perspective, the Auditor was extremely happy and it went really well.

## **8. Date of Next Meeting – 12<sup>th</sup> November 2020**