

University Asbestos Management Group Meeting

12 May 2021

VIA Microsoft Teams

09:00 – 10:30

WARWICK

ESTATES

Attendees:

Oliver Robinson	OR	Asbestos Compliance Manager, Estates
Duncan Stiles (Chair)	DS	Head of Compliance and Assurance, Estates
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
Becky Ross	BR	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
Trevor Brown	TB	Head of Financial Operations, Estates
Clive Singleton	CS	General Commercial Manager, Warwick Conference Park and Events

Apologies:

Robert Davies	RD	Facilities Manager, Library
Adrian Seymour	AS	Building Facilities Manager, School of Engineering
Andrew Bastable	AB	Building Facilities Manager, Estates
Matt Bromley	MB	Mechanical Services Officer, Estates
Laura Harris	LH	Site Manager, Wellesbourne

1. Apologies and Welcome

DS welcomed members to the Group

2. Actions from the previous meeting

See updated Action Log

3. Asbestos Compliance Managers Report

Asbestos related incidents between 1st November 2020 to 28th April 2021:

Date of incident	Building name	Incident description	Incident type	Action taken
19.11.2020	Rootes A-C	Suspect insulating board panel discovered during maintenance work at A11. DEL removed the panel from A11 and drove it to Gibbet Hill yard. Found to be negative for asbestos.	Near miss	DEL training records checked. Maintenance manager and supervisor investigated/held talks with DEL. TBT issued in December 2020 and re-issued in format of MS Forms to improve data capture for remote TBT quality.
08.12.2020	University House	DEL suggested that AAS removed a gasket in an unsafe way (using a power tool and without PPE). On investigating this was found to be inaccurate. Air test carried out for reassurance.	Near miss	Site visit to investigate. Contractor found to be following correct procedure i.e. no evidence of incorrect gasket removal. Reassurance Air tests satisfactory to prove area safe for occupancy. Informed contractor that no DEL should be within the designated working area albeit when only removing bolts from flanges and not asbestos containing materials.
04.02.2021	Science Block C	Contractor attending a fault, above the ceiling in the corridor, was informed by local contact that a docket would be raised for works. Docket was raised, but for the laboratory, rather than the corridor. Docket and associated asbestos information was sent to the Contractor. Contractor attended, and undertook work on actuator control within the ceiling void, outside the laboratory, and to which the asbestos information on the docket did not relate.	Near Miss	Reassurance air test carried out due to the accessed area containing residual asbestos containing material within the ceiling void. TBT with contractor – contractor followed the process but mis-quoted the room location for required work.
16.04.21	Humanities	District heating main leak caused damage throughout 5th - 2nd floors. AMT contacted midday (11:00) attended. It was found that some areas of ceilings with asbestos textured coating had been damaged.	Near Miss	Areas visually inspected by EEL, any areas with damage were secured and sealed off with signage, LARC attended to provide remedial quotation - awaiting quote

Asbestos Management Surveys Re-Inspection Programme:

- Wellesbourne Campus was completed late 2020. The occupied residential buildings are outstanding.
- Gibbet Hill Campus was completed end of February 2021. No new remedial actions identified although historical remedial actions are outstanding from management survey.
- Central campus and Westwood combined planned for completion by end May 2022. This will include accommodation blocks being used by Commonwealth Games planned for completion by end May 2021.
- By end May 2022 forecast that all sites would now have up to date asbestos condition risk assessments as per the requirements for CAR2012 Regulation 4.

•A temporary staff member joining the Asbestos team from mid May 2021. They will be tasked with carrying out the entire remaining re-inspection programme.

Dockets:

Between November 2020 to April 2021 there were 4803 Service Desk Dockets issues to the Asbestos Management Team for Asbestos Safety Checks before work effecting the fabric of the building was permitted.

Asbestos Remedial works from the Management Surveys and re-inspections:

As previously reported in November 2020 there are no current general asbestos remedial projects or programmes in respect of management survey and re-inspection data. As the re- inspection programme continues, we continue to understand the additional required remedial abatement actions.

Q2 Reports have been sought from Estates IT which identifies the extent of the historical/legacy asbestos abatement actions

The below figures are not from the findings of the new re-inspection programme but are those from the findings of the original management surveys (original risk assessments 2016/2017).

- Central Campus – 490 (56 low very low risk, 222 low risk, 212 medium risk)
- Westwood Campus – 27 (2 very low risk, 5 low risk, 20 medium risk)
- Gibbet Hill Campus – 68 (24 low risk, 39 medium risk)
- Wellesbourne Campus – 46 (26 very low risk, 18 low risk, 2 medium risk)

The Asbestos Management Code of Practice has been reviewed to reflect the adjusted timeframe for asbestos abatement.

The plan for long term risk reduction (plan):

The Asbestos Compliance Manager is in the process of producing a report (target date August 2021) to identify and address the extent of the legacy abatement actions, to group and categorise actions within a 4-tier priority rating, to provide a high-level cost estimation for the required work over a sensible period of time i.e. between 3 and 5 years and to explore the options in making this deliverable i.e. budget and access requirements.

Access within ceiling voids where asbestos is present -

In relation to the legacy asbestos remedial actions which have not yet been completed, it is acknowledged that some minor tasks may be permitted within such instances until the required asbestos abatement can be carried out. For example, minor maintenance tasks such as changing a valve or accessing services to equipment within a ceiling void where it is known that there is minor asbestos contamination within a ceiling void such as residues to redundant building materials

Following the receipt of a Service Desk docket which states the need for work within an example area such as ceiling void where there may be minor contamination, the Asbestos Management Team shall consider allowing the job to be carried out on the basis that:

- The areas may contain asbestos which will not be disturbed during the required works i.e., an internal asbestos cement soffit in good condition.

- Access is only permitted if the known contamination is deemed as low i.e., 2 or 3 positive samples within a large ceiling tile grid and it is clear that the work will not be carried out in close proximity to the areas with minor contamination and so the risk of disturbing the asbestos residue is none.
- A satisfactory air test has been carried out within the area of work i.e., ceiling void or a representative area as comparable prior to the job being carried out.

Training:

Online Asbestos Awareness Statistics:

Completed: 395

Enrolled to date: 57 (28 full course and 3 refresher)

Enrolled second time or more: 12 (9 full course and 3 refresher)

Overdue for a second chaser: 5 (4 full course and 1 refresher)

Overdue for a third chaser: 0

Duty to Manage Training:

Estates SLT, Health & Safety and Compliance and Assurance attended 6th May 2021, there will be further dates in May/June 2021 for others to attend from this group, Contractors, Maintenance etc.

Audit Programme:

An assurance auditing programme is in place within Estates. The areas for auditing and monitoring asbestos compliance involves both internal and external stake holders. Any significant findings are reported directly to relevant managers and via the Estates quarterly management reports. Such audits include the Service Desk process, Capital Projects, Asbestos consultancy and removal work.

External Contractor Asbestos Compliance:

A weakness was identified where external contractors and University contract managers were not obtaining the relevant asbestos registers to proceed safely with work at risk of disturbing building fabric, services and associated grounds.

ES018 Standard Operating Procedure (SOP) is now in place and signed off by the Director of Estates, which now places the University contracts manager as having responsibility for requesting the relevant asbestos register from the Asbestos Management Team and issuing to their contractors with an agreed method of work. The contractors have the reasonability to read and understand the asbestos register, to not carry out work at risk of disturbing the known asbestos containing materials and to not carry out any un-agreed intrusive works. Where abatement or further risk assessment is required, the standard Asbestos processes and Code of Practice are then adhered to.

Q2 rollout to trades:

Meetings held with internal stakeholders between November 2020 and February 2021 to review the proposed pilot as per the drafted Standard Operating Procedure. The outcome from the meeting was an apparent difference in opinion in respect of how much asbestos information should be made available to the trades carrying out the work.

A further meeting was proposed and attended by the Asbestos Compliance Manager, Head of Compliance and Assurance, newly appointed Head of Maintenance and Asbestos Compliance Surveyor with a view to redefine the process, clearly establish roles and responsibilities and move towards planning training requirements, subsequent role out and to establish sensible and reasonable auditing and monitoring arrangements. It was agreed that all available information and records should be made available to the trades to ensure that all

building description notes plus asbestos sample records (including samples to be found not to contain asbestos) would be made available.

Currently the revised SOP for this process is under development along with a road map to detail the plan to implement the required actions i.e., training, dates of roll out to Maintenance teams and subsequent auditing and monitoring of the process. The target date to implement this process is by Autumn 2021.

Q2 Development:

There have been ongoing meetings and communications with Quantarc to explore the potential of the Q2 asbestos register. It has been agreed that a new version of Q2 will be rolled out in October 2021 to ensure that:

- An asbestos register reporting function will be available for internal and external stakeholders to access live asbestos register information. This will essentially be a live and up to date report comparable to the original EEL asbestos management surveys in appearance and will include key features such as an executive summary to quickly look up known asbestos containing materials, building construction comments and positive and negative samples. This will be particularly useful for the continuous improvement of asbestos compliance for those commissioning works within the University and also for those carrying out the work such as approved external contractors.
- General improvement of speed/time taken to access Q2 asbestos register. At present the system can be very slow when accessing asbestos records and information.
- Remove or significantly improve system errors. For example, there are occasions when the system can crash, or time out or even display asbestos records for a previous assessment rather than a new one.

4. Asbestos Training Frequency/COP

DM questioned if people who get involved in the training could get some help by having invites on outlook calendars as it would help to have it visible on outlook. **ACTION:** DS/OR to look at Admin to complete this.

Duty to Manage is open to this group if you feel its valuable to your role, the course is nearly at capacity, but another course can be put on for this group to train.

NS put together toolbox talks for Estates, it will be sent out to the group for all to review.

OR has a list of all the job roles across the University in which Asbestos training they need to complete.

5. AOB

DM has recently been in the Office and noticed the ceiling tiles lift if the windows are open and its windy, DM was wondering whether this has any implications on Asbestos. OR to investigate the rooms and update DM:
Science Block B, fifth floor, location reference 014
Science Block C, fifth floor, location reference 062
Science Block C, fifth floor, location reference 063A

DS confirmed that Robert Davies has notified him that he is leaving the University soon and thanked him for supporting this group.

6. Date of Next Meeting – 10th November 2021