

University Asbestos Management Group Meeting

28 November 2019

Argent Court AC01

14:00 to 15:30

The logo for Warwick Estates, featuring the word "WARWICK" in a bold, gold, sans-serif font. Above the text is a stylized black and white graphic of a mountain peak or a downward-pointing triangle. Below the word "WARWICK" is a thin horizontal line, and underneath that, the word "ESTATES" is written in a smaller, black, sans-serif font.

ESTATES

Attendees:

Gavin Baker	GB	Asbestos Compliance Manager (Chair)
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
Michelle Caffrey	MC	Senior Administrator (Minutes)
Duncan Parkes	DP	Facilities and Safety Manager, Students Union
Clive Singleton	CS	General Commercial Manager, Warwick Conference park and Events
Adrian Seymour	AS	Building Facilities Manager, School of Engineering
Simon Loveridge	SL	Building Facilities Manager, Estates
Janine Kimpton	JK	Technical Services Centre Manager, School of Life Sciences
Graham Neish	GN	Building Facilities Manager, Accommodation

Apologies:

Robert Davies	RD	Facilities Manager, Library
Dorothea Mangels	DM	Technical Services Manager, Chemistry
Alistair Lawry	AL	Infrastructure Manager, Estates
Wendy Jenkinson	WJ	Building Facilities Manager, Estates
Duncan Stiles	DS	Head of Compliance and Assurance, Estates
Graham Hakes	GH	Senior Health & Safety Advisor, Health & Safety

1. Apologies and Welcome

GB Welcomed NS into the group (Compliance Surveyor, Asbestos)

2. Actions from the previous meetings

Please see action log

3. Group Terms of Reference

4. Asbestos Policy and Code of Practice

5. Asbestos Compliance Managers Report

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

1. GB went through the Asbestos Management Report from June to October 2019

There were two major incidences that were investigated by Central Health and Safety –

Incident 12/09/19	Reported that suspect material, which had been identified within the hedges to the side of Bericote, Westwood Campus.	Following a site visit with Estates Asbestos team, it was identified as asbestos cement debris within various locations, this was subsequently removed overseen by our Asbestos Management Consultants.
Incident Date:16/09/2019	Member of Estates Service desk operator	Following the Service desk Audit in September, it was highlighted that a member of the Service Desk were actioning dockets outside the Standard Operating procedure. Further checks on other dockets was completed and as a result action was taken by the Service desk Manager accordingly.

Once the Asbestos team have managed to get the dockets down, Matt Lowe from EE will be carrying on with the re-inspections in Physics.

Currently the SOP document is being updated which will be followed by the Service Desk, Fabrics team, Painters, Builders and Roofers when assessing responsive Maintenance work. It will now be the responsibility of the Building Fabrics team/individual who receives a docket to carry out the relevant checks to assess if the task can be completed safely.

Asbestos Service Desk Docket Stats:

Apr – Jun 2019: 2247

Jul – Sep 2019: 2661

Oct – Nov 2019: 2024

Duty to Manage Asbestos training was delivered by EE on Wednesday 13th November – there are 34 actions from the training, which GB is currently working through.

7. Asbestos Re-inspections progress

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8. Asbestos Awareness Training

With the EE Learning Asbestos training moving forward Line Managers will be CC'd into the first enrolment and GB will be CC'd on the second reminder to try and avoid continuous re-enrolments.

EE are currently on the final steps of updating the training pilot, which UoW will be testing out first.

9. AOB

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10. Date of Next Meeting – May 2020