

University Asbestos Management Group Meeting

10<sup>th</sup> May 2023

VIA Microsoft Teams

10:00 – 11:30

WARWICK

ESTATES

**Attendees:**

Oliver Robinson (Chair)	OR	Asbestos Compliance Manager, Estates
Andrew Bastable	AB	Building Facilities Manager, Estates
Neil Slattery	NS	Compliance Surveyor, Estates
Vicki Knowles	VK	Facilities Manager, Library
Becky Murphy (Minutes)	BM	Senior Administrator, Estates
Robb Johnston	RJ	Technical Services Manager, Physics
Duncan Parkes	DP	Facilities and Safety Manager, Students Union
Clive Singleton	CS	General Commercial Manager, Warwick Conference Park and Events
Graham Steer	GS	Programme Manager, Estates
Wendy Jenkinson	WJ	Building Facilities Manager, Estates
Lee Cartwright	LC	Permit Officer
Darren Slattery	DSI	Waste & Recycling Assistant Manager

**Apologies:**

Adrian Seymour	AS	Building Facilities Manager, School of Engineering
Graham Hakes	GH	Senior Health & Safety Advisor, Health & Safety
Dorothea Mangels	DM	Technical Services Manager, Chemistry
Adrian Bishop	AB	Systems Support Officer
John Roberts	JR	Facilities Manager, WMG
Simon Loveridge	SL	Building Facilities Manager, Estates
Joe Mackie	JM	Building Fabric Officer, Estates
Graham Neish	GN	Building and Facilities Manager, Estates
Matt Bromley	MB	Mechanical Services Officer, Estates
Dan Collins	DC	Site Manager, Wellesbourne
Duncan Stiles	DS	Head of Assurance, Risk and Property Estates

**1. Apologies and Welcome**

OR welcomed and made apologies to the group.  
OR chaired in Duncan Stiles absence.

**2. Introduction**

OR introduced the meeting.

### 3. Group Terms of Reference

OR shared and talked through the updated [Terms of Reference](#) for this group;

- The content has remained the same but it has been reviewed.
- The tracked changes highlight the changes made which are mainly where job title have been updated.

### 4. Minutes of Previous Meeting

Minutes of the previous meeting were accepted.

### 5. Actions and Matters Arising

See updated [action log](#).

### 6. Accident Statistics and Investigations/Outcomes Update

Incidents between Nov 2022 – May 2023;

OR discussed the 2 near misses;

- The first near miss was in the Science Block where there was a potential issue with the contractor taking core samples of STEM columns without an intrusive survey being carried out. The contractor stood down until the intrusive survey's had been carried out before the work was continued, meetings were held with MACE, CTS and the University PM to resolve the issue.
- The second near miss was in the Science Block where it was found contractors had conducted unauthorised drilling on floor slabs. The contractor stood down and the Asbestos team investigated and found no asbestos material has been disturbed. A meeting was held with all involved to ensure there was no repeated incidents and a safety notice was sent out to project managers.

### 7. Asbestos Compliance Managers report

OR shared and discussed the [Asbestos Management Report](#);

#### **Asbestos Management Survey Re-Inspection Programme;**

- Steve Welch is running the re-inspection programme very effectively and looks at all Asbestos Containing Material (ACMs) across all University premises which is currently over 9000.
- Continual monitoring on a periodic basis and any actions noted are worked through.

- The 2022-2023 programme finishes at the end of May and as of 1<sup>st</sup> June the next programme starts which has been written to ensure known asbestos containing materials continue to be reassessed from June 2023 up until then end of May 2024.

#### **Asbestos Abatement. Outstanding remedial actions;**

- The current asbestos framework was unable to forecast abatement costs due to concerns over accuracy so the asbestos team will work on a high level and worst-case scenario to forecast the required abatement costs going forward.

#### **Dockets and Estates Trades Audits stats associated with Q2 rollout.**

- The roll out of Q2 asbestos register checks linked to Service Desk dockets began at the end 2021 and phased through into early 2022, training all existing trades staff on Q2.
- At present OR runs a monthly training session for new starters where Maintenance managers and Zone manager should inform the Maintenance admin of new starters who need to attend this training.
- Audits are carried out weekly with 430 audits taking place in the last 6 months.
- We promote regardless of what the job is if there is a hazard this has to be checked before starting a job hopefully, as this is reinforced the audit frequency can be reduced.

#### **Q2 Asbestos register.**

- **Q2 system issues** – Since the recent system updates it is apparent that the general speed to access various functions and modes within the Q2 asbestos register has significantly increased.
- **Q2 reporting tool** – Unfortunately, the developer has not been able to build the reporting tool as promised. This change request would have enabled better access to university asbestos risk information for 3<sup>rd</sup> parties i.e., presenting the report in an illustrated PDF format. We are exploring alternative options with Estates Information and Systems Team to supply the information as required.
- OR offered if anyone wants more training on the Q2 asbestos register this can be arranged.

#### **Contracts**

- Estates Procurement Team have supported the existing contract extensions with both Environmental Essentials and Rhodar, to request that the current rates and service agreements are extended to summer 2024. From Early 2024 the Asbestos Compliance Team will design bespoke tender specifications for both asbestos consultancy and asbestos removal.

#### **Code of Practice, University Asbestos Management Arrangements.**

- The current code of practice is under review and anticipated to be completed by end of Summer 2023. Key updates and changes to the arrangements will include the strategy in addressing asbestos abatement remedial actions, changes to the University staff roles and responsibilities, i.e., new staff roles and the changes implemented affecting existing staff associated with Evolve Programme. The aim is to improve upon the current Code of Practice by making it more relevant, easier to use/read and to clearly set out an action plan in respect of continuous improvement.

#### **Project KEA**

- The draft tender specification for the Integrated Workplace Management System (IWMS) under Project KIER was received and reviewed in recent weeks. Within the document there is a section which specifically focuses on asbestos and hazard management. The contents of the schedule were reviewed by the Asbestos

Management Team to ensure that all the requirements for the new asbestos register have been noted however it is unclear at this stage whether the proposed new system will completely emulate the current Q2 asbestos register functionality.

- Service providers bids and physical system demonstrations have been scheduled for July/August 2023.

**Questions;**

GS stated raising dockets is hard as the system is very clunky there should be the option to select a service or one for asbestos checks.

ACTION – OR to review how dockets are raised.

GS also noted with the Abatement work the project team would be able to help especially with the Gibbet Hill work to get prices so high risk buildings can be prioritised.

OR agreed that would be good.

ACTION - OR to collaborate with GS on the abatement at Gibbet Hill.

## 8. Asbestos Awareness Training – COP Appendix Update

OR shared the following stats relating to the Asbestos Awareness Training;

- Total persons listed within the training matrix: **532**.
- Completed: **398**– 74.8%
- Enrolled onto full course: **51** – 9.6%
- Enrolled onto refresher course: **83** – 15.6%

Duty to manage training is for those who have the responsibility of managing premises on a legal standard and in the past this training has been rolled out to the Leadership team. Last year’s training was postponed due to the content not being accurate, so this year the asbestos team are working on creating a bespoke version to focus more on the University. This was due to be rolled out in July but it is still in consultation so it might be pushed back to the end of 2023 but there will be more updates on this in November.

OR is working on a Capital Project training presentation which will be shared with GS once completed and can be delivered to the Projects team and anyone who commissions work to focus on the current scope. This will allow staff to use the Q2 system allowing them to improve the accuracy on their project information as they can see the data and identify where the risks are.

The COP appendix will be amended to represent training updates and any other training changes that are rolled out.

## 9. CAFM System update - Asbestos

Already discussed in the Asbestos Management Report.

## 10. Summary and Actions

Actions;

1. OR to review how dockets are raised but, in the meantime, GS can send an email with the requirements on.
2. OR to collaborate with GS on the abatement at Gibbet Hill.

## 11. AOB

No AOB was discussed.

**Date of next meeting: 8<sup>th</sup> November 2023**