

University Asbestos Management Group Meeting

10<sup>th</sup> November 2021

VIA Microsoft Teams

09:00 – 10:30

WARWICK

ESTATES

**Attendees:**

Oliver Robinson	OR	Asbestos Compliance Manager, Estates
Duncan Stiles (Chair)	DS	Head of Assurance, Risk and Property Estates
Neil Slattery	NS	Compliance Surveyor, Estates
Graham Hakes	GH	Senior Health & Safety Advisor, Health & Safety
Michelle Caffrey (Minutes)	MC	Senior Administrator, Estates
Vicki Knowles	VK	Facilities Manager, Library
Duncan Parkes	DP	Facilities and Safety Manager, Students Union
Simon Loveridge	SL	Building Facilities Manager, Estates
Graham Steer	GS	Programme Manager, Estates
John Roberts	JR	Facilities Manager, WMG
Joe Mackie	JM	Building Fabric Officer, Estates
Graham Neish	GN	Building and Facilities Manager, Estates
Matt Bromley	MB	Mechanical Services Officer, Estates
Laura Harris	LH	Site Manager, Wellesbourne
Trevor Brown	TB	Head of Financial Operations, Estates

**Apologies:**

Adrian Seymour	AS	Building Facilities Manager, School of Engineering
Andrew Bastable	AB	Building Facilities Manager, Estates
Dorothea Mangels	DM	Technical Services Manager, Chemistry
Wendy Jenkinson	WJ	Building Facilities Manager, Estates
Clive Singleton	CS	General Commercial Manager, Warwick Conference Park and Events
Robb Johnston	RJ	Technical Services Manager, Physics

**1. Apologies and Welcome**

DS made welcome and apologies to the group.  
Vicki Library – Facilities Manager, Library  
Joe Mackie – Building Fabric Officer, Estates

**2. Terms of Reference**

Alterations will be required on the Terms of Reference as titles have been changed.

There is no union representative in attendance at this meeting, DS suggested that a Union representative should be asked to attend. **ACTION** – DS to contact Lee Cartwright the Union Rep at the University Health and Safety Executive Committee that this meeting reports in to, to see if they want to attend the next meeting.

**3. Minutes of Previous Meeting**

Minutes of the previous meeting were accepted.

#### 4. Actions and matters arising

**ACTION:** OR and VK to discuss Asbestos reinspection surveys at the Library during November 2021.

#### 5. Accident statistics and investigations/outcomes update

Other than the incident within the Asbestos Compliance Managers Report there was an incident on 9<sup>th</sup> November 2021 that is low risk in Rootes Accommodation that will be investigated further.

It was also discussed that the group would benefit from having the past 12 months Asbestos reports to review.

#### 6. Asbestos Compliance Managers Report

##### Asbestos Incidents

Asbestos related Incidents reported between 1<sup>st</sup> May 2021 and 4<sup>th</sup> November 2021 these have been investigated in conjunction with the Health and Safety services office.

Date of incident	Building name	Incident description	Incident type	Action taken
05.10.2021	Arden	PC uncontrolled work to contaminated walls in plant room	Near Miss	Site visit followed by reassurance air monitoring, survey commissioned to target areas potentially effected by uncontrolled works, consultancy support provide additional professional opinion. Communication issued to Project Team affirming the importance of an accurate survey scope of works.

Assessments were carried out including a targeted survey to see if there was any associated debris. The major action to try and prevent this was a communication to the Projects team and work has been completed with the principal contractor.

##### Asbestos Management Surveys Re-Inspection Programme

Asbestos re-inspection programme continues, and we are on track to meet the requirements of the programme. Thank you to all involved in allowing and assisting with access arrangements as required to date.

The University recruited Steve Welch in July 2021, Temporary Asbestos Surveyor. Steve replaced the previous Asbestos Surveyor, who is tasked with carrying out the re-inspection programme and identifying any Asbestos Containing Material (ACMs) requiring remedial action. In doing this, the University are fulfilling key requirements of Regulation 4, CAR2012.

As the annual re-inspection programme progresses, any urgent asbestos remedial actions are noted, reviewed, and actioned. As with access for re-inspections, your assistance in helping to facilitate access for any asbestos remediation on site will be required.

#### **Central campus and Westwood (combined)**

The programme is reviewed regularly to monitor progress and to make adjustments where necessary. We are still on track and planned for completion by end May 2022.

All accommodation blocks serving the Commonwealth Games have been re-inspected other than Rootes M to P which will be fed into the future programme.

Other accommodation blocks not completed so far (Rootes A-C, Compton, Gosford, Bericote, Loxley, Hampton and Knightcote) will be fed into the future programme. These buildings were not completed due to the cross over period between the previous Asbestos Surveyor leaving the University and the new taking the role (Steve Welch)

#### **Wellesbourne Campus due to start from January 2022**

This was completed end of 2020/start of 2021 and is due for reinspection again from January 2022.

#### **Gibbet Hill Campus due to start from February 2022**

This was completed at the start of 2021 and is due for re-inspection again from February 2022.

#### **Dockets**

The chart below confirms that between 1<sup>st</sup> May 2021 to 3<sup>rd</sup> November 2021, there were 7174 Service Desk docketts issued to the Asbestos management Team for asbestos safety checks before work effecting the fabric of the building was permitted.

Total Work Asbestos Approved Statistics for Period (1/05/2021 - 03/11/2021)



#### **Training**

##### **Online Asbestos Awareness statistics**

- How many completed to date; 434
- How many currently enrolled to date; 68 (43 full course and 25 refresher)
- How many currently enrolled for a second time or more; 16 (10 full course and 1 refresher)
- How many have been sent a second chaser or more; 65 (37 full course and 28 refresher)

##### **Duty to Manage training (DtM/Asbestos)**

Asbestos Duty to Manage Training (DtM) for Estates Senior Leadership, Health and Safety and, Maintenance Managers and the Assurance, Risk and Property Team was carried out in May and June 2021.

##### **Internal training for University staff associated with asbestos compliance**

Bespoke presentations delivered to University Security Teams in June 2021, focusing on what constitutes as an 'asbestos emergency' and what to do i.e. the difference of approach between incidents within core hours compared to out of hours. What the escalation process is and how to follow the emergency process to suit.

Bespoke presentation delivered to Estates Maintenance Teams (Building Fabric Team) in October 2021, focusing on complying with the Service Desk process, working safely by avoiding known asbestos hazards and the risks posed by hidden ACMs within the fabric of the building (Avoiding significant intrusive work). Additionally, to refresh the University asbestos emergency procedure, to stay organised with mandatory asbestos awareness training i.e. UKATA asbestos Awareness. (Other trades teams to follow)

Bespoke presentation delivered to CCSG management Health and Safety committee in November 2021, focusing on reporting building damage, defects, and maintenance issues via the service desk, refreshing the University Asbestos Emergency procedure and including what to do when there has been large scale damage to an area i.e., ceiling collapse.

Out of hours asbestos compliance training proposed for Estates Buildings Services Team in late November 2021. A bespoke presentation and practical training package is being put together to inform the team what to do out of hours and how to obtain the relevant asbestos information to support their work.

Additional presentations are to be created and rolled out to other departments in the future i.e., technician staff from Warwick Arts Centre and facilities teams from the library.

DS raised that over 18 months ago Environmental Essentials (EE) were looking at an updating the Asbestos Awareness training package.

**ACTION:** OR to enquire if a new training package will be provided via EE.

#### **External contractor asbestos compliance**

The University and External contractors continue to work to the agreed process as detailed within ES018 Standard Operating Procedure (SOP) which places the University contracts manager as having responsibility for obtaining the relevant asbestos registers 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 compliance processes within the Code of Practice are then adhered to. NB the latest Q2 asbestos register report has been produced and issued to the Estates Maintenance Managers for distribution to their contract mangers.

Earlier in the year Quantarc were asked to develop a reporting functionality within Q2 and to build a self-service system whereby University contract managers and external contractors can select the required areas of a building and to produce a report based on live system data. This will increase the quality of the information, ensuring that the most up to date records are retrieved and presented within a much more user-friendly format. The report will include a clear and concise executive summary of all known ACMS, details of samples taken which were found to be negative for asbestos, details of ACMs which have been removed of surface treatment and condition improved, general building description notes and importantly, photographs of the sampled materials. This development is due for completion by December 2021.

### **Q2 rollout to trades**

The training has been scheduled with the Estates Maintenance Teams during December 2021 and January 2022. This will include classroom-based training, presentation of the system and practical sessions where the trainees receive test version Service Desk dockets, access the asbestos information with Q2 and decide upon whether they would be able carry out the maintenance task or not.

Following successful training sessions, the trades teams will be authorised to receive their own work streams directly from the Service Desk operatives and will be tasked with checking the available asbestos information in respect of their work.

Retrospective auditing from both the Asbestos Management Team and Estates Maintenance Managers and Supervisors will take place immediately after authorisation is given. Fundamentally, all operatives carrying out work should only do so if they will not disturb a known ACM and no significant intrusive work will be carried out.

**ACTION:** OR and LH to discuss training on Q2 for Wellesbourne Maintenance Staff.

### **Q2 Development**

Collaboration with Quantarc and Estates Information and Systems Team continues to explore ways of improving the asbestos management system, Q2.

- A recent Q2 version to update the system gave general improvement of speed/time taken to access Q2 asbestos register. This also addressed the issues where system users were logged out unexpectedly.
- Earlier in the year, Quantarc were asked to build an auditing tool within Q2. This feature will allow managers and supervisors to filter Service Desk HD numbers along with Q2 asbestos register access to understand from desktop whether the relevant asbestos register checks were made prior to the maintenance task being carried out. This development is due for completion mid-November.
- It is known that not all Q2 space locations hold Q2 asbestos information. This occurs if/when space data management has not been successful in the past. Recently Quantarc were asked to produce a data script which identifies any pre 2000 room space location within Q2 without asbestos information and identifies the space as an 'asbestos hazard'. This was received in late October and is currently being scrutinised to test to accuracy and effectiveness of the solution. When testing is complete, this function will be activated to ensure that any pre 2000 built areas are automatically 'presumed' to contain asbestos and will alert the system user not to carry out any work within the area until the room has been surveyed.
- *As detailed within point 6 of this report* -An asbestos register reporting function will be available for internal and external stakeholders such as contractors 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.

**ACTION:** Asbestos Management Group to have an overview of Q2 in a separate session in early 2022 to include Information & Systems team.

### **Procurement of asbestos service providers (Consultancy and removal contractors)**

All asbestos service provider contracts expire July 2022. Recent meetings with Estates Procurement Teams have

been held and it has been agreed that a 1-year contract extension will be activated with all service providers. The reason for this is to allow for time to plan due to the consideration of altering parts of the University asbestos compliance process and proposing these changes to the University which may in turn effect the contents of the service requirements detailed within future schedule of rates.

#### **Capital Projects Team Asbestos Compliance Process change**

Consideration has been made to explore making adjustments to the asbestos survey and abatement process with a view to improve efficiency and reduce time taken to obtain the services from our asbestos service providers. Currently the Asbestos management Team engage directly with the asbestos service providers on behalf of the Project Manager. It is envisaged that a self-service process could be designed and delivered, to allow (with the guidance from the Asbestos Management Team) the Project Manager greater involvement in obtaining the required asbestos information to suit the needs of their project.

The plan to draft and promote the changes to the process will commence in 2022.

#### **UK University Group**

The University has collaborated with the University of Manchester, Manchester Metropolitan University and University West of England Bristol with a view of forming a nationwide asbestos compliance university group. It is hoped that building a platform for all willing participants will allow for a safe place to share problems and issues as well as best practice and ideas. Currently we are in the planning phase and a questionnaire has been issued to all UK Universities to capture responses to detail interest, frequency of meetings and proposed agendas. The target date to analyse the received data is by the end of 2021.

#### **Space changes (historic) being actioned to reduce data gaps within Q2**

There is evidence that on occasions there are examples of mis-managed space changes within the Q2 asbestos register. This has been identified as a potential asbestos risk due to new space locations potentially not detailing the correct asbestos hazard and general asbestos record information from the existing/old space location. Currently the risk is managed by the Asbestos Team checking job requirements against the space location, realising that data is missing and a combination of checking existing survey reports, ACM removal records and site visits to verify the existing records if required.

The Asbestos Management Team has recently collaborated with Estates Information Team and a process to review the unactioned spaces changes has been agreed upon. This involves a member of the Asbestos Management Team visiting site to view the space and capturing the building description notes along with the asbestos sample information. Once completed, the new space data is imported into the relevant Q2 room location space and the CAD plans amended within the system too.

#### **Asbestos Abatement**

Due to the high extent of operational commitments linked to recent summer works programmes plus high levels of general maintenance asbestos risk assessment, the asbestos abatement programme review has been postponed until 2022. In the interim access and work which may disturb the fabric of the building within spaces is controlled by the use of the Service Desk and the appropriate asbestos risk assessment. The plan to revisit the review is by March 2022.

**Assurance Audits**

Service Desk Assurance audits continue to be carried out on a monthly basis. Only three occasions of minor corrective actions required over the last 6 months, indicating that the standard remains to be high.

**Concerto Audit relating to Capital Projects team**

A recent audit of CDM compliance was carried out by an external auditing service which focused on the Estates Projects Team and the processes and information held within Concerto. In relation to the consideration of Asbestos Compliance within CDM compliance the auditor's observation included:

- (1) The collaboration of Estates Projects Team and The Asbestos Management Team to ensure that both a principal designer and principal contractor are appointed in relation to survey assessments and asbestos abatement work.
- (2) Advise the Asbestos Management Team to consider requiring all contractors for refurbishment and demolition surveys, asbestos removal or remedial works to complete construction phase plans using the HSE guidance document CIS80.

**Date of next meeting: May 2022**