

UNIVERSITY OF WARWICK
ASBESTOS MANAGEMENT GROUP MEETING
MINUTES OF THE MEETING HELD ON MS TEAMS
ON WEDNESDAY 8TH NOVEMBER 2023

Attendees	Oliver Robinson	OR	Asbestos Compliance Manager
	Duncan Stiles	DS	Head of Assurance, Risk and Property (Chair)
	Duncan Parkes	DP	Facilities and Safety Manager, Students Union
	Matthew Bromley	MB	Clerk of Works, Estates
	Dorothea Mangels	DM	Technical Services Manager, Chemistry
	Tina Maisuria	TM	Property Management and Compliance Officer, Estates
	Graham Steer	GS	Programme Manager, Estates
	Wendy Jenkinson	WJ	Zone Manager (Res), Estates
	Lee Cartwright	LC	Permit Officer, Estates
	Dan Collins	DC	Estates Site Manager, Estates
Apologies	Graham Hakes	GH	Senior Health & Safety Advisor, Health & Safety
	Neil Slattery	NS	Assurance and Risk Officer, Estates
	Andy Bastable	AB	Zone Manager (Non-Res)
	Robb Johnson	RJ	Technical Services Manager, Physics
	Clive Singleton	CS	General Commercial Manager, Warwick Conference Park and Events
	John Roberts	JR	Facilities Manager, Finance

No.	Item	Owner	By
1.	Welcome and apologies.		
2.	Introduction.		
3.	Group terms of reference – <ul style="list-style-type: none"> - DS went over the current Terms of reference agreed. - Add: The Asbestos Management Group is a University of Warwick sub-group that will report directly to the Estates Strategic Health, Safety and Wellbeing Group - Add: To provide update reports to the University Health and Safety Executive Committee as requested. - Membership Add: Estates Projects Mechanical Clerk of Works - We have a gap with Estates Operations - Responsibility section item a, update to: Oversee the asbestos re-inspection survey programme to allow for ongoing condition checks of known asbestos containing materials within premises and equipment. - - DS informed the group that anyone in the group can convene a meeting in an emergency over and above the two meetings per year in May and November. 		
4.	Minutes of previous meeting. Agreed		
5.	Actions and matters arising		

No.	Item	Owner	By
	<p>Action 15 – closed.</p> <p>Acton 20 – Refer to Asbestos Compliance Managers report.</p> <p>Action 21 – closed at last meeting.</p> <p>Action 22 – closed.</p> <p>Acton 23 – Refer to Asbestos Compliance Managers report.</p>		
6.	<p>Accident statistics and investigations/outcomes update</p> <ul style="list-style-type: none"> - RIDDOR Reports - Significant and Serious Incidents - SHE Actions Close outs <p>Refer to Asbestos Compliance Managers report.</p>		
7.	<p>Asbestos Compliance Managers report</p> <p>Section 1 incidents</p> <ul style="list-style-type: none"> - OR read from the report – no comments. <p>Section 2 reinspection survey</p> <ul style="list-style-type: none"> - OR read from the report – no comments. <p>Section 3 remedial actions</p> <ul style="list-style-type: none"> - OR reads from the report and highlights that we have changed our stance on this matter and explains that he wants to collaborate with the wider team for fire strategies etc. <p>Section 4 dockets</p> <ul style="list-style-type: none"> - OR read from the report – no comments. <p>Section 5 Training</p> <ul style="list-style-type: none"> - OR read from the report – no comments. <p>Section 6 capital projects</p> <ul style="list-style-type: none"> - OR read from the report – no comments. <p>Section 7 Contractors</p> <ul style="list-style-type: none"> - OR read from the report – no comments. <p>Section 8 Key Asbestos Abatement Action</p> <p>Following from report shown by OR, DM questions why we were able to cover the asbestos in Westwood when we were told that was not an option previously to ensure the contractors don't drill into asbestos.</p>		

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	<p>OR responds it's a legal requirement to check the asbestos register so they should know if there is asbestos where they can drill etc.</p> <p>Section 9 Changes to Team</p> <ul style="list-style-type: none"> - OR reads from the report – no comments. <p>Question from DS rearing audits for checking Q2 system – If there is a breach in which someone doesn't check the register correctly, what are your next steps?</p> <p>OR advises that we get a weekly report so if we see this has happened we stop work immediately and inform the line manager and the individual is held from working until they can explain why this has happened, they also then have to attend refresher training if this has happened multiple times.</p> <p>WJ raises the question – Can we have conformation of procedure for external contractors that need training as we have people on site who can't do their work because they don't have access to do the asbestos Moodle.</p> <p>OR explains that they are required to have in-date training but we don't provide the Moodle they should provide evidence of them to show they are trained in asbestos awareness.</p>		
8.	<p>Asbestos Awareness Training</p> <p>OR – There has been a request to review training matrix. We don't have a Moodle yet, there are some training groups, but it is mainly E-learning and toolbox talks to download.</p>		
9.	<p>Summary and actions</p>		
10.	<p>AOB</p> <p>DS- We have a duty of care for the university for asbestos and we need to ensure that we have suitable and sufficient resources and budget allocation.</p>		