

University Asbestos Management Group Meeting

12 November 2020

VIA Microsoft Teams

09:30 – 11:00

WARWICK

ESTATES

Attendees:

Oliver Robinson	OR	Asbestos Compliance Manager, Estates
Duncan Stiles (Chair)	DS	Head of Compliance and Assurance, Estates
Matt Bromley	MB	Mechanical Services Officer, Estates
Laura Harris	LH	Site Manager, Wellesbourne
Neil Slattery	NS	Compliance Surveyor, Estates
Graham Hakes	GH	Senior Health & Safety Advisor, Health & Safety
Michelle Caffrey (Minutes)	MC	Senior Administrator, Estates
Janine Kimpton	JK	Head of Technical Services, School of Life Sciences
Graham Steer	GS	Programme Manager, Estates
John Bompfrey	JB	Compliance and Assurance Officer, Estates
Trevor Brown	TB	Head of Financial Operations, Estates

Apologies:

Robert Davies	RD	Facilities Manager, Library
Clive Singleton	CS	General Commercial Manager, Warwick Conference Park and Events
Adrian Seymour	AS	Building Facilities Manager, School of Engineering
Andrew Bastable	AB	Building Facilities Manager, Estates
Wendy Jenkinson	WJ	Building Facilities Manager, Estates
Tina Maisuria	TM	Operational Manager Off-Campus, Accommodation
Duncan Parkes	DP	Facilities and Safety Manager, Students Union
Simon Loveridge	SL	Building Facilities Manager, Estates
John Roberts	JR	Facilities Manager, WMG
Dorothea Mangels	DM	Technical Services Manager, Chemistry
Robb Johnston	RJ	Technical Services Manager, Physics

1. Apologies and Welcome

DS welcomed the group and made apologies for those who are unable to attend.

DM unable to attend but has reported no issues from Chemistry Department.

2. Estates COVID-19 Asbestos Response

The Asbestos Management Team are ensuring we are working safely. The standard way of working is through the Building Risk Assessments. Accommodation Risk Assessment, which was produced, has allowed the team to grow on the Risk Assessment and making sure, all Contractors adhere to the update Risk Assessments, PPE, emergency procedures etc.

All Contractors have been re-inducted during COVID-19 so the team can ensure they are all working safely. They are all aware of out of hour's arrangements, how to deal with risks and any additional measures are controlled.

3. Minutes of Previous Meeting

Minutes were accepted from the previous meeting 5th May 2020.

4. Actions and Matters Arising

Please see action log attached.

5. Accident Statistics and Investigations/Outcomes

1. Riddor in Humanities: 17th June 2020:

An External Contractor was sent onto site to carry out an inspection for Fire Safety assets, the Asbestos register was not checked prior to the work being carried out. The management survey data does state that there is insulating board behind the cladding. A member of the Contracts team informed the Asbestos Management team who then visited Humanities to see what work had been carried out. Samples were taken which confirmed that asbestos was present within the material.

A notification was submitted to the HSE, which triggered a significant investigation into the incident. This took up a lot of time and resource. HSE responded asking for further information, which was provided to them and have not had a response to. HSE have been engaging with the External Contractors.

NS questioned if we would be notified if the close off the investigation. GH confirmed it would be best practice but it would be depending on Resources.

The Instruction was given from James Breckon, Director of Estates to suspend the Contractors, this is still ongoing.

OR is working through an Action Plan to help prevent this from happening again. I.e. Training for the outsource team which has been extended onto other teams. A Contractor form has been created for external contractors, which states that the relevant asbestos records must be consulted before work is permitted.

Everything from this investigation has been tracked onto the SHE Assurance System. GH explained the forms that were developed and tracked by the previous Head of Maintenance was done through iAuditor.

Action taken

- Training records checked to ensure those commissioning work have in date Asbestos Awareness certificates.
- Presentation designed and presented to External contracts team plus other teams within the University where external contractors are used such as Capital Projects Team.
- Code of Practice amended to ensure External contracts team are named as having clear roles and responsibilities in adhering to the University asbestos processes.

2. Near miss in Feldon Hall: 16th July 2020:

Contracted works through the Building Fabrics team to upgrade fire doors, no asbestos checks were completed prior to works. A Supervisor stopped the work and raised with the Asbestos Management Team to carry out checks. EE attended and no suspect materials were identified.

A lot of External or Contracted work seems to be bypassing the Asbestos team for checks. OR will be discussing how this can be improved in the Managers report.

Action taken

- Training records checked to ensure those commissioning work have in date Asbestos Awareness certificates.
- OR meeting with Maintenance Manager to reiterate asbestos process must be adhered to i.e. all work at risk of disturbing the fabric of the building must be issued to the Service Desk for the appropriate dockets to be raised. This will ensure that asbestos assessments are carried out.
- OR to look at ways of improving contractor asbestos compliance through designing SOP, training, inductions.

3. Near miss in Rootes D-H: 17th July 2020:

CLC Contractor were replacing several door frames, the Contractor removed additional doors in error which were not covered by the R&D survey. A visual inspection of the area was completed and no suspect materials had been disturbed during the works.

Action taken

- AMT and Project Manager collaborated to investigate and in this instance it is known that the contractor made a genuine error in misidentifying the doors. The process was not intentionally avoided.

4. Near miss in Senate House: 1st September 2020:

The Service Desk reported a collapsed ceiling in the entrance by Reception, the Asbestos team attended and confirmed that the ceiling had not collapsed but laminated finish to plasterboard ceiling has peeled off.

Action taken

- Training records checked to ensure those commissioning work have in date Asbestos Awareness certificates.
- AMT held conversations with Service Desk and DEL who reported the issue. The reporting was correct, however the description and language of the issue was exaggerated in error.

5. Near miss in Senate House: 9th September 2020:

Plasterboard ceiling was removed during a project which the manager was not aware of the scope of work, the ceiling was removed without any Asbestos checks being carried out. Checks were carried out and materials has been disturbed or exposed.

Action taken

- Training records checked to ensure those commissioning work have in date Asbestos Awareness certificates.

- AMT held talks with University Project manager who was commissioning the works. Further support was given to the PM and also a reminder of the process was issued in the form of a PowerPoint presentation.

6. Near miss at Westwood Sub Station: 29th September 2020:

Potential disturbance of insulation residues to wall - AMT arranged for reassurance air sampling to be carried out within area following notification of potential disturbance - results returned a satisfactory result of <0.01f/ml.

Action taken

- Training records checked to ensure those commissioning work have in date Asbestos Awareness certificates.
- Maintenance Team Supervisor investigated the reason for the breach and advised AMT that the DEL had mis-read the docket.

6. Asbestos Compliance Managers Report

- 1. Asbestos related incidences from May 2020 to November 2020 are explained above.**

- 2. Asbestos Management Surveys Re-Inspection Programme:**

The asbestos data reconciliation project is now completed across all UoW campuses. Master spreadsheets have been created to identify the previous dates of asbestos containing material condition re-inspection checks along with identification of those sites, which have not been re-inspected since the asbestos management surveys were undertaken. Individual building risk ratings have been awarded based on the types of ACMs within the premises and the dates of the previous ACM condition re-inspections.

It was found that there was minor discrepancy between the consultancy asbestos surveys data Asbestos Containing Materials scores compared to the front end of Q2 asbestos register. This has been rectified and it was discovered that the consultancy scoring algorithm was not completely in line with HSG227-A Comprehensive Guide to Managing Asbestos in Premises.

NS completed the majority of the Wellesbourne campus asbestos condition re-inspection programme. OR wants Wellesbourne all to be completed including Accommodation. LH explained the Accommodation is managed by Tina Briggs and some of residences are nervous about allowing Staff into the property due to COVID so may only be able to do external inspections for now.

A new Tenant is going into the David Lowe building so this will need to be inspected before it is occupied. ACTION: NS will complete this by late November 2020.

Gibbet Hill Main Building and the rest of the campus built pre 2000 will be carried out next. SL has permitted access to the Main Building in principle and this will be scheduled for re-inspection later this year.

Additional resources are being sought within the Asbestos Team to support the remainder of the Asbestos re-inspection programme for completion in a timely manner. We do require additional resource to get the work completed and we are complying with regulation 4 of The Control of Asbestos Regulations 2012. ACTION: TB to see Business Case.

3. Off Campus Asbestos Compliance

The team completed a desk top study of the off campus housing stock to query whether:

- (a) There is an acceptable management survey on file or not.
- (b) If there are re-inspection records and when the next re-inspection date is due.
- (c) If there are any outstanding remedial actions from previous years which require abatement.
- (d) What the established site risk rating is. I.e. all sites with non-friable / low risk ACMs in satisfactory condition may be deemed appropriate for 24 month compared to sites with higher risk ACMs requiring annual re-inspection.

The findings confirmed that 8 sites were considered at medium risk i.e. due to the higher ACM products in situ and the remaining sites were all of low risk from asbestos. Due to internal changes these re-inspections will now not proceed. However, the Asbestos team will still need to be alerted should there be any incidents, which could affect the condition of the properties and the need for reactive asbestos assessments and or mitigation of asbestos disturbance.

4. Electronic Asbestos Register

The updated SOP documents the process to be followed by the Estates Office Service Desk Operators and Estates Building Maintenance team when assessing responsive maintenance works prior to issue to the Maintenance Trades and is also the Maintenance Trades' responsibility in regards to asbestos when receiving or checking prior to starting work.

Previously the Asbestos Management Team was asked to postpone the roll out of the new process due to COVID 19 restrictions and high levels of staff on the furlough scheme. This was pushed back to spring but we are looking at bringing the training forward. The team are unable to complete face-to-face training so this will be completed remotely. Currently Estates IT team are preparing the Buildings Fabric Team with appropriate devices and ensuring that the appropriate software are installed. Once all staff have been signed off for hardware/software, the AMT will schedule remote Q2 / docket refresher-training sessions.

The Asbestos Management team will carry out a high number of audits of the approved dockets to ensure that known ACMs are not being disturbed and if intrusive work is being carried out that, it is appropriate and safe to do so based on the asbestos register building construction notes.

5. Asbestos Service Desk Dockets Stats:

Total number of approved dockets between 28th April and 11th November 2020 is 4173.

Temporary support from Adam Brindley covering the dockets from Environmental Essentials.

6. Asbestos Remedial works from the EEL Management Surveys and in house re-inspections.

As previously reported in May 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 will understand the required remedial abatement actions.

Re-inspections carried out at Wellesbourne found that there were 11 low risk remedial actions in line with the Code of Practice; we have a time frame to deal with this.

7. Development of Q2

OR met with Chris Watkin of Quantarc to request reporting functionality within Q2 asbestos register. Chris is to feed back to OR at next meeting with timescale. This function is now a priority in order for UoW Contracts Managers i.e. Outsourced Maintenance Team to obtain bespoke asbestos register reports and to issue to their contractors.

Dashboard specification has been suspended due to other competing priorities however it has been discovered that there is an existing dashboard within Q2 which reports on ACM frequency and required remedial action for each pre 2000 premises.

8. Code of Practice review and creation of the Asbestos Priority of Action Table (Asbestos Action Plan)

The Code of Practice Asbestos Management Arrangements has been reviewed by OR, NS and DS and was shared with the group at the previous meeting in May.

Since the RIDDOR incident, the document has been reviewed again in order to make amendments to reflect the improvements of the asbestos management system i.e. including more specific responsibilities for those commissioning works and managing external contractors.

9. Training

Asbestos Awareness training is a requirement for all Staff who manage or could potentially come into contact with Asbestos in relation to their role.

(Total staff 495 = 565 -70 (LTS + Furlough + all others))

How many completed to date: 385

Full Course: 193 (50%); Refresher: 192(50%) Total: 385/495 (78%)

How many enrolled to date: 110

Full Course: 46 (4.18%); Refresher: 58 (5.27%) Total: 110/495 (22.2%)

How many enrolled second time or more: 18

Full Course: 9 (8.18%); Refresher: 9 (8.18%) Total: 18/110 (16.36%)

How many are overdue for a second chaser: 17

Full Course: 10 (9.1%); Refresher: 7 (6.3 %) Total: 17/110 (16.4%)

How many are overdue for a third chaser or more:3

Full Course: 1 (0.9%); Refresher: 2 (1.9%) Total: 3/110 (2.9%)

A piece of work has been done to see if we can improve people not missing the registration to help save on purchasing additional licenses. ACTION: OR and DS to look at a breakdown of each areas to see if there is a reoccurrence.

10. UoW Contracts Manager Asbestos Compliance

A weakness within the asbestos management system was recently identified in relation to UoW contracts managers maintaining asbestos compliance with external contractors for access on sites and required assets remedial action.

It is now known that a high degree of workflow originating from Outsourced/External contracts/PPM is not being submitted to the Estates Service Desk for the necessary triage and approvals.

A recent meeting was held with the Outsourced Maintenance team to understand why this is happening and proposed actions required to make corrections and improve compliance. It was disclosed that for many of the required PPM tasks, the room locations where the assets requiring inspection or servicing or situated are unknown. Therefore, this is why much of the workflow is not being submitted to the Estates Service Desk.

An improved process is being developed and is detailed within a draft Standard Operating Procedure.

11. Audit Programme

Asbestos team are now live with the Auditing programme, which will be carried out on a quarterly basis. Any actions are added onto an Audit action log so the open actions can be tracked.

Quarter 4 audits (October to December 2012):

Asbestos survey and bulk sample (Completed)

Air monitoring (Outstanding)

Non-Licence asbestos removal (Outstanding)

Licensed asbestos removal (Outstanding)

UoW Service Desk communications and permitted tasks (Completed)

UoW Project Manager asbestos process (Outstanding)

UoW internal training mechanism Asbestos Awareness and Duty to Manage (Completed)

12. Space changes in Quemis

A meeting was held with members of the Assets Team to discuss the process around how new space changes affect existing data and records of asbestos related information. This includes known ACMs, materials samples proven negative for asbestos and general building construction information.

It has been agreed that Assets shall amend the plans within Q2 to reflect the new space changes: For example, an original room location 000.001 now changed to rooms 000.001A and 000.001B.

1. AOB

Non Licenced Training:

A meeting was held with OR and Steve Twynholm, Operations Director to propose non-licenced work to be completed in house by the Maintenance team. The team raise orders for AAS to come onto site and complete work, NS is looking at the costs spent over the past year and id it will be value for money. The figures spent for 2019 have not been high enough; the equipment and training will be breaking even but adding an additional risk.

A report from this meeting will be going to the University Health and Safety Executive Board for the Registrar to review.

DS would like to thank both OR and NS for their hard work, both are now permanently in post with Estates.

Date of Next Meeting – May 2021