

University Asbestos Management Group Meeting

5th May 2022

VIA Microsoft Teams

10:00 – 11:30

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
Becky Murphy (Minutes)	BM	Senior Administrator, Estates
Robb Johnston	RJ	Technical Services Manager, Physics
Duncan Parkes	DP	Facilities and Safety Manager, Students Union
Dorothea Mangels	DM	Technical Services Manager, Chemistry
Graham Steer	GS	Programme Manager, Estates
Wendy Jenkinson	WJ	Building Facilities Manager, Estates

Apologies:

Adrian Seymour	AS	Building Facilities Manager, School of Engineering
Andrew Bastable	AB	Building Facilities Manager, Estates
Lee Cartwright	LC	Permit Officer
Vicki Knowles	VK	Facilities Manager, Library
Clive Singleton	CS	General Commercial Manager, Warwick Conference Park and Events
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
Laura Harris	LH	Site Manager, Wellesbourne
Trevor Brown	TB	Head of Financial Operations, Estates

1. Apologies and Welcome

DS welcomed and apologies to the group.

2. Minutes of Previous Meeting

Minutes of the previous meeting were accepted.

3. Actions and matters arising

Talked through and updated the action log.

4. Accident statistics and investigations/outcomes update

This will be discussed in the Asbestos Management report.

5. Asbestos Management Policy

The group discussed the asbestos management policy;

- DS asked the group to look at the policy and any comments forward to DS
- The policy is due for review
- DM noted she can't find the health and safety statement policy that is mentioned in this policy.
- GH stated it is the statement of intent which is part of the policy.

<https://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy>

DS noted that Ordinance 18 needs deleting, and we need to add in 'Under the provisions of Regulation 26, Safety Regulations and associated University Health and Safety Policy document, it is the duty of all staff, students and others working in the University to comply with this Policy, together with any other instructions, rules and guidance that may apply.

DM agreed and stated a point to note is if you, as I did, google "The Statement of Health and Safety Policy" on the Warwick website, it pulls up other policies & arrangements e.g., relating to permits etc that reference the same thing. I guess what I am saying is that fixing the wording in the Asbestos Policy needs to also inform a subsequent fix of all the other policies where the same confusing wording has been used.

ACTION – DS/ OR/GH to review the policy in light of these comments.

6. Standard Operating Procedure Service Desk and Maintenance Trades/ Auditing

This will be discussed in the Asbestos Management report.

7. Asbestos Compliance Managers report

OR went through the report;

Date of incident	Building name	Incident description	Incident type	Action taken
18.03.2022	Glasshouses B & C Wellesbourne	It was reported that the Asbestos removal contractor left asbestos mastic within the glasshouses following removal of asbestos mastic	Significant	Site visits carried out by University Asbestos Team to assess the level of contamination. A different LARC was sent to site to remove the asbestos mastic left within the area. Asbestos consultancy used alongside University Asbestos team to ensure that the area is left in a satisfactory condition.

		covered timber panels.		<p>Reassurance air test carried out – Air quality deemed satisfactory as expected (Mastic material is non-friable / very low risk)</p> <p>Investigation carried out by University Asbestos Team. Currently no other instructions to work are being issued to the contractor in question until the situation is resolved.</p>
11.02.2022	Central campus	Some examples of Service Desk jobs being created and passed by trades directly to the Building Fabric team without asbestos checks being carried. The issue is that not all of the Building Fabric Team had been trained and authorised to use the Q2 asbestos register to check their own work at the time.	Near Miss	<p>Communication issued to Estates Trades Teams to advise not to forward ‘point 2’ dockets (<i>Dockets requiring a different trade team to carry out additional work after the primary task has been completed</i>) directly to trades teams until all teams have been trained and authorised to use the asbestos register.</p> <p>Q2 asbestos register training programme was completed on target time for the remaining members of the Building Fabric Team. Authorisation for the entire team to use the system since 21st February 2022.</p>
26/01/2022	Arts Centre roof	Principle contractor carried out minor work to a small roof section where an asbestos survey had not been carried out. NB the rest of the building roof sections had been assessed and surveyed prior to this discovery.	Near Miss	<p>Site visit carried out to confirm that no mitigating action was required. Spoken to the PC on site plus the UoW PM.</p> <p>Communication was also issued to all UoW Capital Projects Team members about the importance and accuracy of the survey scope.</p>
09.11.2021	Rootes D-H	Multiple carpet removals within H Block. Work had started without the docket being approved by the Estates Asbestos Team. Multiple	Significant	<p>When this situation was known work stopped, areas isolated, and measures put in place to prevent access.</p> <p>Air monitoring carried out which reported on satisfactory air quality.</p>

		<p>carpets and grippers had been removed from several bedrooms and left within the communal areas. The asbestos register confirms that a proportion of room locations identify asbestos adhesive to the flooring beneath the carpet.</p>		<p>LARC removed the contaminated carpets and grippers from the areas of disturbance and sealed the exposed areas of asbestos adhesive flooring with PVA sealant.</p> <p>Communication with Maintenance Manager to affirm the process.</p> <p>University wide general asbestos compliance training / asbestos register Q2 – the requirement for maintenance work to always be inputted into the Service Desk workflow where the appropriate asbestos register checks are then made.</p>
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Lots of work around training and improving standards.

2. Asbestos Management Surveys Re-Inspection Programme

Asbestos re-inspection programme continues, on track to meet the requirements of the programme.

Steve Welch (Asbestos Surveyor) continues to carry out the re-inspection of Asbestos Containing Material (ACMs) and to identify any requiring remedial action. In doing this, the University are fulfilling key requirements of Regulation 4, CAR2012 The duty to manage asbestos in non-domestic premises.

As the annual re-inspection programme progresses, any urgent asbestos remedial actions are noted, reviewed, and actioned.

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

The programme is reviewed regularly to monitor progress and to make adjustments where necessary. On track and planned for completion by end May 2022. At present 95% complete.

- **Wellesbourne Campus**

This campus is completed

- **Gibbet Hill Campus**

This campus is completed

The 2022/2023 re-inspection programme will be designed and built during May 2022. To assist occupants and stakeholders in respect of communicating access requirements, Estates Information and Systems team have been asked to modify the reporting tool within Q2 to not only include the 11-digit unique space ID numbers, but to also name the friendly room location descriptions. It is envisaged that these reports can then be distributed to building occupants ahead of the re-inspection date to assist with communicating access requirements.

3. Internal training for University staff associated with asbestos compliance

A bespoke presentation was previously delivered to CCSG management Health and Safety committee in November 2021, focusing on reporting building damage, defects, and maintenance issues via the Estates 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.

An additional presentation has been designed and produced, this time with a voice over from the Asbestos Compliance Manager to remind front line staff of their duties in complying with the University asbestos process (As above, reporting damage and maintenance issues via Estates Service Desk, the emergency procedure etc). A separate toolbox talk communication has been completed to remind CCSG managers of their duties in ensuring that maintenance requests are fed into the Service Desk workflow. Also, a detailed explanation included of how the University ensures external contractors remain compliant for cyclical works in association with SOP ES018 (External Contractor Asbestos Compliance for Planned Work) and also a reminder for those with the duties of commissioning other types of planned work with external contractors (non-cyclical) to ensure that the scope of work is communicated to the Asbestos Management Team where the work can be considered in line with the survey and asbestos removal process if required.

Both additional sources of information have been issued and have been shared within the department. By end June 2022 a similar voice over presentation will be produced and rolled out to the Campus Cleaning Service. Again, much of the content will be centred around the key processes and tailored to their job roles.

4. Q2 rollout to Estates trades

This training and subsequent authorisation for the Estates Maintenance Teams has been designed to enable the operatives to receive their own Estates Service Desk job docket directly and to use the Q2 asbestos register in instances where an asbestos hazard exists within the room location(s).

The entire training programme was carried out between December 2021 and February 2022. The training sessions included classroom-based theory, a comprehensive presentation of the system, practical sessions where the trainees received test version Service Desk dockets and subsequently used the Q2 asbestos register to decide whether they would be able carry out the maintenance task or not. Finally, all staff were required to pass a written exam to evidence their understanding of the process and of their own responsibilities to use the system safely and correctly.

Weekly auditing from the Asbestos Management Team is carried out at a total of 10% of all completed jobs from each separate Estates Trades Team in accordance with the SOP. 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 which may have the potential to disturb hidden ACMs.

Any of the sampled jobs where non-conforming work (NCW) has been identified is logged and communicated to the appropriate Estates Maintenance Manager, The Head of Maintenance and The Head of Assurance, Risk and Property. Each NCW action is required to be completed within 1 week from detection. Operatives found to have carried out NCW are temporarily de-authorised to minimise further risk until there is confidence that they can adhere to the process correctly and whether additional training is required.

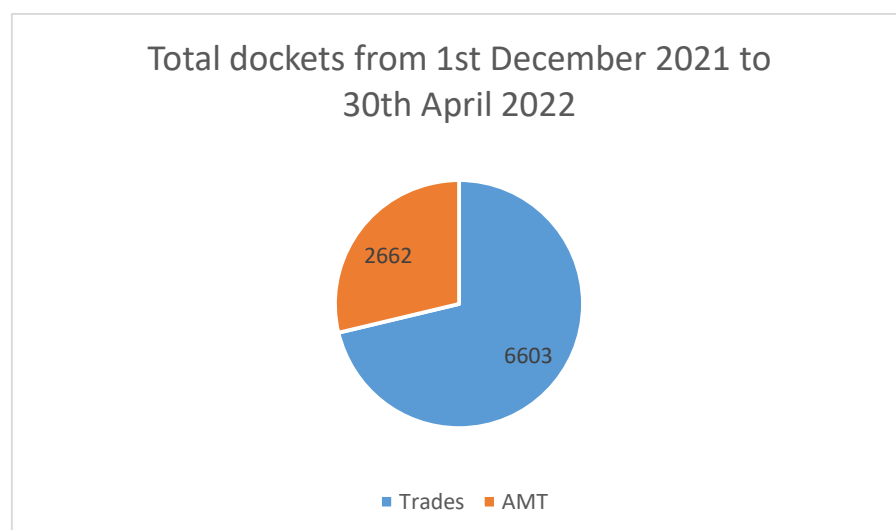
- DS mention that this is critical as over the years the trades were stopped from checking the asbestos register for varies reasons, so it is empowering for them that we are giving them back control over this. how do you feel about where we are at?
- NS responded and stated the non-conformities found were minor for the mechanical team and where often down to confusion and there have been no major incidents so happy how they have adopted this process.
- DS asked if GH could be a 3rd line of assurance for this process as we are looking at reducing the percentage of jobs checked from 40% to 5%.
- GH thinks the first line of check should be the supervisors but can discuss this with Ollie.
- DS asked if GH would double check what we are doing and if you are satisfied too.

- GH stated we could do more focused inspections and we can do a campaign around this subject in SHE but a space for supervisors to do the checks.
 - OR noted that was how it was envisaged with combined efforts to do the audits but there are some issues as to have access to the audit function you have to have editorial rights on the register which should only be me and Neil so we can't give everyone these rights.
 - NS mentioned in getting a 2nd check we are validating the decision to check the process we have used is sound so happy to do that with the health and safety team before we do the drop down but going to staying at auditing 5%.
 - OR stated we can build on this.
- ACTION - OR and GH to discuss this.

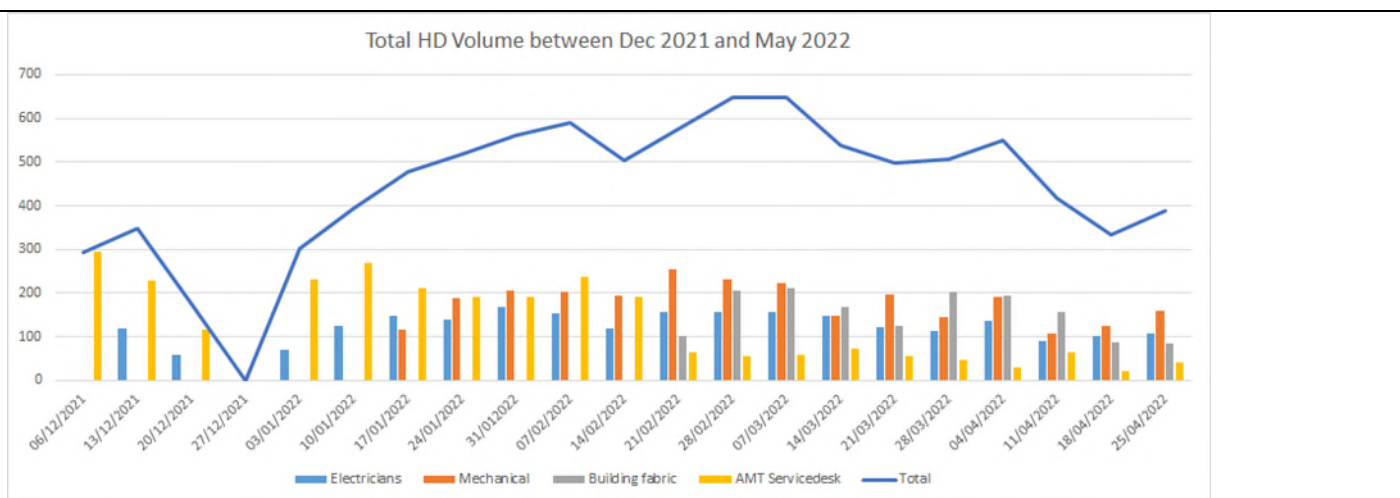
5. Dockets sent to the asbestos team

As the trades teams have been trained and authorised to access the asbestos register, most dockets are now issued directly to the University Trades Team.

The pie chart below shows the volume split between the Asbestos Team and Trades teams combined.



The table below details the volume of dockets split across both the Asbestos Team (AMT) and the individual trades teams.



6. Online Asbestos Awareness statistics

Total: 1,064

Completed: 830 – 78%

Enrolled onto full course: 124 – 22.56%

Enrolled onto refresher course: 110 – 10.34%

Second enrolment for full course: 3 – 2.42%

Second enrolment for refresher course: 4 – 3.64%

Third enrolment for full course: 1

Third enrolment for refresher course: 1

7. Abatement programme.

Any observed asbestos remedial action requiring immediate attention continues to be programmed in, i.e., actions noticed during site visits such as asbestos re-inspections.

The strategy moving forward i.e., within the next 12 months is to decide and action the medium risk abatement observations. **NB** these asbestos containing materials are currently managed and access controls in place however the best course of action is to remove or improve the condition and surface treatment to reduce the risk profile as low as reasonably practicable.

Following successful completion of the medium risk observations, the strategy will be to carry out the remaining lower risk actions.

Heat maps are being drawn up to detail the locations of the medium risk actions currently being managed.

Gradually our licensed asbestos removal contractor and asbestos consultancy will be invited to attend site to assist in developing robust asbestos abatement specifications and associated quotes for the remedial work.

8. Good news

Stephen Welch (Asbestos Surveyor) has now been awarded with a permanent contract. Steve has done a great job since his appointment last summer and is key to ensure that the annual re-inspections are carried out successfully, and any immediate asbestos remedial observations are actioned in a timely manner.

DS asked DP what training they do in his area of control for asbestos as do toolbox talks for trades?

DP noted we have 2 maintenance staff but the work they do doesn't disturb the fabrics of the building, but we don't have toolbox talks.

DS advised that we could arrange additional training specifically for your area if needed.
OR agreed, the toolbox talks have been specific for the job roles and departments he has worked with so would have to understand what the SU Staff do.
DP stated that the Students Union area separate organisation and generally they only do small maintenance jobs such as fixing a lock but if it is bigger work such as plumbing or electrical work it is done by estates staff.
OR yes, we can catch up and see if there is a gap.
ACTION book some time in for OR and DP to discuss the possibility of toolbox talks.

8. AOB

Co-ordination of Asbestos Remedials;

- DM raised an issue with the coordination of asbestos remedials debrief on how the sections of estates trades and H&S work together. As chemistry had a programme of significant remedials and a big thanks to Neil Slattery who has coordinated things beautifully in the run up and during but afterwards it fell apart. It took a month until DM could get back into her own office as the work had been completed but the other jobs that needed to be done took a month to complete.
- NS noted they are not the only Department who has had these issues and it is not always with remedials we have Simon Loveridge who raises the dockets with maintenance, but the workload and volume is so high at the moment. We are looking into other options and the possibility of appointing an external contractor to complete the debrief works.
- DM suggested we get projects involved as they could project manage it and coordinate the trades to get the work done?
- NS that would give a single point of contact as well.
- DS will feed this back to operations maintenance but there is a lot of work going on with evolve 22 and introducing zones which will coordinate small maintenance projects.
- NS agreed and thinks Evolve will help resolve this.

ACTION - OR stated we will review this and explore the options at the moment.

DS asked with commonwealth games coming up and the red line being introduced what do we do if we get an emergency call out for asbestos we will need to respond or take contractors in there if something happens so what happens there with access?

GH stated some of the Estates team will be authorised to go in there and in emergencies we will be able to take contractors in there with a chaperone but check with Julie. GS advised to contact Julie Taylor, Events and Operations Manager, Warwick Conferences

ACTION - NS to contact Julie Taylor about commonwealth games access forms.

DS highlighted a Paper attached for noting: Report to University Health and Safety Executive Committee Asbestos Management Report. March 2022

Date of next meeting: November 2022