

Report to University Health and Safety Executive Committee			
Reference:	0##-UHSEC101122	Report classification:	Open
Meeting Date	10 <sup>th</sup> November 2022		
Title	Report on Asbestos Management		
Author / Presenter	James Breckon, Director of Estates, Duncan Stiles, Head of Assurance, Risk and Property Oliver Robinson, Asbestos Compliance Manager		
Purpose of Report		Tick all that apply ✓	
To provide assurance		To obtain approval	
Regulatory requirement	✓	To highlight an emerging risk or issue	
To canvas opinion		For information	✓
To provide advice		To highlight student or staff experience	
University Strategy			
Research	✓	Education	✓
Innovation		Inclusion	
Regional Leadership		Internationalisation	
Equality and Diversity			
Are there any equality and diversity implications that would affect the University's obligations under the Public Sector Equality Duty (PSED; to eliminate discrimination, advance equality of opportunity and foster good relations between people) that should be discussed as part of this report? (if yes, details to be provided within the report) [please contact <a href="mailto:Equality@warwick.ac.uk">Equality@warwick.ac.uk</a> if you have queries relating to E&D]			Yes
			No ✓
Summary of Report			
Key Points			
The key points relating to Asbestos are:			
Updates from the University Asbestos Management Group meeting held on 5 <sup>th</sup> May 2022 and Asbestos Compliance Managers report.			
The University Asbestos Management group, Estates Strategic Health, Safety and Wellbeing Group and University Health and Safety committee members were consulted on the updated asbestos management policy. These changes were reported to the Policy oversight group on 8 <sup>th</sup> June 2022. The updated policy is published on the University Health and Safety pages with the following changes:			
<ol style="list-style-type: none"> <li>Changes to the core principles 3 include: Asbestos containing materials may be present in components within plant, machinery, or work equipment in buildings for which the University has responsibility. Where it was safe to inspect and sample suspect materials of this nature, the detail will be included within the building asbestos management survey. It may not have been possible to identify all items of this nature during the management survey, as pieces of plant, machinery or equipment may have been live or in use making an inspection impossible. In these instances, it must be presumed that asbestos is present until its absence can be confirmed via suitable inspection when the item is no longer live or in use.</li> </ol>			

2. Changes to the core principles 4 include: Information about known or presumed locations of asbestos containing materials is held within the Estates Office Asbestos Register, which takes the form of information within Q2 asbestos module and/or supporting electronic files.
3. Responsibilities section has been updated that include. The Head of Assurance, Risk and Property is responsible for carrying out 'second line' audit spot checks of work and records, escalating any issues to the Director of Estates, Director of Operations, Estates and the Director of Health and Safety.

### **1.Incidents**

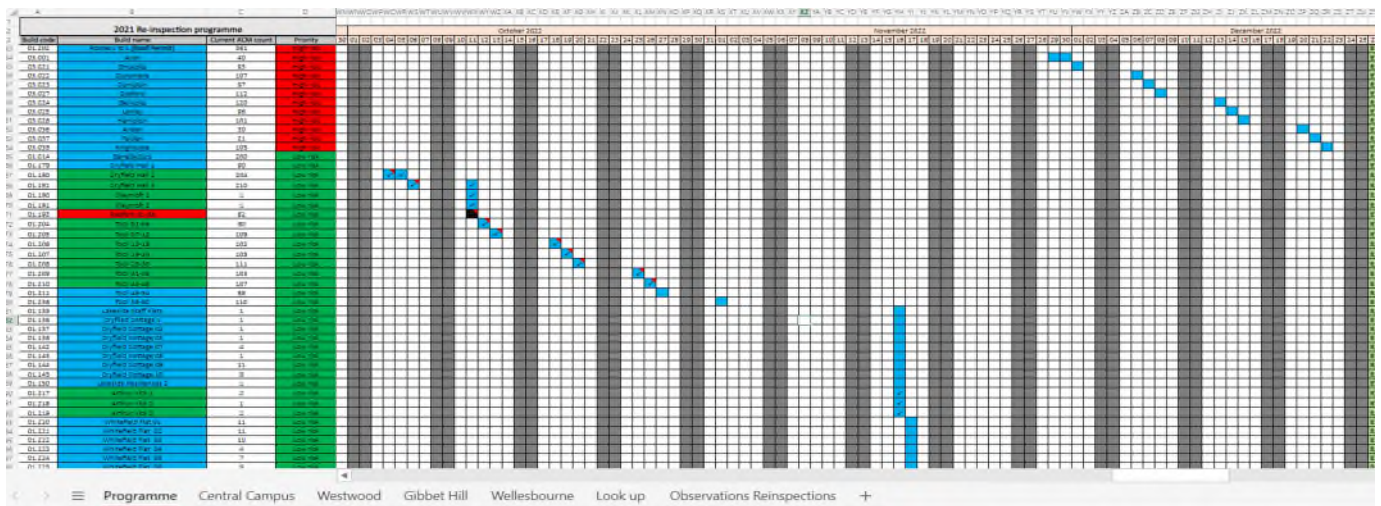
Asbestos related incidents and near misses reported between 1<sup>st</sup> May 2022 and 28<sup>th</sup> October 2022 that has been investigated in conjunction with the Health and Safety services office.

<b>Date of incident</b>	<b>Building name</b>	<b>Incident description</b>	<b>Incident type</b>	<b>Action taken</b>
06.05.2022	Physics	UoW Infrastructure engineer commissioned minor data install within the area without arranging asbestos safety checks. No asbestos containing materials were disturbed	Near miss	Site visit in conjunction with asbestos register/data checks found that the minor work carried out was not in close proximity to asbestos containing materials. Toolbox talk with the individual who commissioned the work.
15.09.2022	Westwood Social and Dining	UoW Project Manager didn't adhere to the UoW asbestos survey process. Part of the firestopping was carried out without having a suitable asbestos assessment. Clerk of Works alerted asbestos team to the project as the PC did not have suitable and sufficient asbestos assessment records on sight. No asbestos containing material were disturbed.	Near miss	Work ordered to stop immediately. Site visit carried out in conjunction with asbestos register/data checks found that some of the work was in close proximity to lower risk asbestos textured coated ceilings, still this material had not been disturbed. Toolbox talk and feedback to University Project Manager who commissioned the work and also the PC.

**2. Asbestos Management Survey Re-Inspection Programme.**

Asbestos re-inspection programme continues, our Asbestos Surveyor carries out the re-inspection of Asbestos Containing Material (ACMs) 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.



As the re-inspection programme continues, we continue to understand the additional required remedial abatement actions that is monitored by the University Asbestos Management Group. A longer-term risk reduction plan is being developed to implement an asbestos removal programme based upon budget, access and resources.

The University/Duty holder is encouraged to make resources available during the upcoming years, as there may be greater emphasis from the government and regulators in turn to actively remove know ACMs (where possible) rather than managing ACMs, at this moment in time we will continue to monitor this.

The recent publications from the Department of Work and Pensions plus the revision of ‘The Analysts Guide’ HSG 248 demonstrate a collective belief that standards for asbestos removal and duty holder asbestos management needs to be improved.

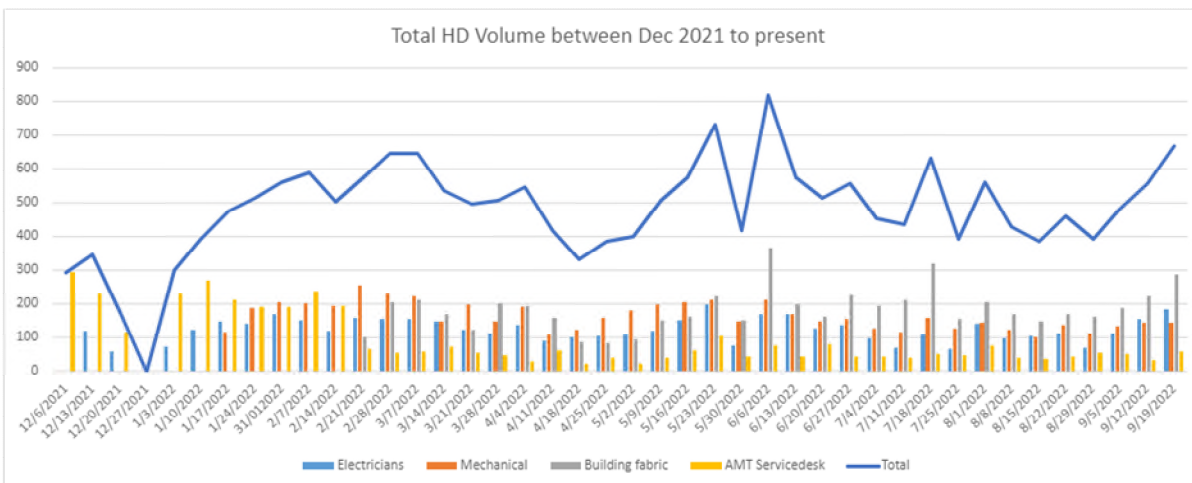
**4. Dockets and Estates Trades Audits stats associated with Q2 rollout.**

The roll out of Q2 asbestos register checks linked to Service Desk docket began in December 2021 and phased through into February 2022 (SOP 002v6 Service Desk and Maintenance Trades Workflow Process (Asbestos))

The table below details (A) The total number of closed and completed dockets from December 2021 to present issued to both Asbestos Team and Maintenance Trades Teams combined. **NB** – This is in reference to dockets relating to premises built before the year 2000 where asbestos is either a known risk or a potential risk depending on the type of work required and undertaken.

(B) Complete audit statistics from December 2021 to present.

<b>(A) Dockets</b>		
Total number of ServiceDesk docket (Trades and Asbestos teams combined)	20239	100%
Total docket to Asbestos Team only	3736	18.5%
Total docket to Trades Teams only	16503	81.5%
<b>(B) Audits</b>		
Total number of audits (Individual operatives across individual Maintenance Trades Teams)	1004	100%
Total number of NC actions from total of audits	192	19.1
Total number of NC actions closed out	153	79.7
Total number of outstanding NC actions	39	20.3



The University Asbestos Compliance Manager continues to monitor any Non-Conformities (NC) and updates Head of Maintenance Operations and Head of Assurance, Risk and Property on a regular basis.

Although the vast majority to the observed NCs are linked to minor work, there is a requirement for corrections to be made to staff found not to be following the process. Essentially, the operative has to click the link from the Service Desk docket and once more when directed to the live Q2 asbestos register.

An electronic toolbox talk asbestos training presentation is being developed which must then be issued to supervisors to roll out to their local teams. In addition, those found to have frequently been highlighted as NC must attend a future refresher asbestos training session.

**5. Training.**

UKATA Asbestos Awareness training statistics that are satisfactory.

- Total persons listed within the training matrix: **545**
- Completed: **367**– 67.3%
- Enrolled onto full course: **81** – 14.9%
- Enrolled onto refresher course: **97**– 17.8%

A bespoke Duty to Manage course is being developed by the Asbestos Compliance Manager for 2023 rather than the limited/generic UKATA version.

**6. Q2 Asbestos register.**

**Q2 system issues** – System is inherently slow but has been more so in recent months. Worked with Estates and Service Provider to address. Action taken, additional memory given to University server, ‘simple’ mode activated for system transactions, coding/indexing suggestions from Service provider. All actions have been implemented and the database speed has improved.

**Q2 reporting tool** – Test version was insufficient and currently awaiting update.

The University Health and Safety Executive Committee is invited to note the content of the paper.

**Route Map for this Report**

Committee	Date	Reference	Action Requested/Taken
UHSEC	10 <sup>th</sup> November 2022	0##-UHSEC101122	To note the contents of the report
University Asbestos Management Group	10 <sup>th</sup> November 2022		To note the contents of the report
Estates Strategic Health, Safety and Wellbeing Group	19 <sup>th</sup> January 2023		To note the contents of the report

