

<b>Asbestos Leadership Council Technical Working Group (ALCTWG)</b>	
<b>Minutes of the meeting of the ALC TWG held on the 10<sup>th</sup> January 2019 at TICA House, Darlington</b>	
<b>Present:</b> Martin Gibson (MG) (HSE/Chair), Colette Willoughby (CW) (BOHS/minutes), Steve Watkins (SW) (Industry), Graham Warren (GW) (ACAD), Steve Sadley (SS) (ARCA), Gareth Jones (GJ) (UKATA)	
<b>Note:</b> <i>These minutes are a note of the discussions had on the date of the meeting. Some items will be discussed over a number of meetings. Taking one set of minutes in isolation may not reflect the final position and readers need to be aware of this. As and when a final position is reached this will be made clear within the relevant minute item.</i>	
<b>1.0</b>	<b>Introductions, apologies and welcome:</b> MG welcomed all attendees to the meeting and thanked ACAD for providing the venue and hospitality for the meeting.  The matter of voice recording of meetings was raised and agreed by all attendees that the meeting would not be recorded.
<b>2.0</b>	<b>Minutes of ALGTWG meeting (No.23) and acceptance:</b> The minutes of the previous ALGTWG meeting (No.23) held on the 16 <sup>th</sup> October 2018 were reviewed and a couple of minor amendments suggested. The minutes will be updated and circulated as a 2 <sup>nd</sup> draft to allow any final comments prior to publishing.  <b>Actions:</b> 1) Amend draft minutes and re-circulate to the group (CW) 2) Review minutes and provide feedback by 18 <sup>th</sup> January (ALL)
<b>3.0</b>	<b>Matters Arising from the minutes of meeting No.23 held 16<sup>th</sup> October 2018 – not covered elsewhere on the agenda:</b>  <b>4.0 Future of ALGTWG under new ALG structure</b> Include a section on the appendix template to identify the members of the TWG. (CW) – <b>action completed.</b>
<b>4.0</b>	<b>Publication of ALCTWG minutes</b> A discussion was held with regards to whether or not the group's minutes should be published. Previously they were published on the HSE website but this is no longer possible. It was agreed that the minutes were a valuable source of information and that they should be available to the industry. Although the group will produce appendix documents from time to time it was recognised that often there are items in the minutes which do not require and appendix document but still give a position on particular items and areas.

	<p>It was noted that minute items generally appear and are discussed over a number of meetings. It would be beneficial to highlight this at the start of the minutes so that readers appreciate that the minutes will not always reflect a final position. As and when an item is dealt with and the final position is shown within the minutes then this will be made clear with an appropriate statement against the relevant minute item.</p> <p><b>Action:</b> Add a statement to the start of the minutes template (CW)</p>
<b>5.0</b>	<p><b>Environmental Clean/Classification of small scale debris/Control requirements for removal of trace asbestos</b></p> <p>An updated document was circulated at the meeting which seeks to clarify the topic of environmental clean which has been problematic for some time. The updated document includes a section on soft strip which the group felt was not required as generally not appropriate in the circumstances of environmental clean.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1) The soft strip section to be removed and any associated references. (MG)</li> <li>2) Final comments to be provided to MG by 14<sup>th</sup> January (ALL)</li> <li>3) Once updated it will be finalised as an appendix and published (MG)</li> <li>4) A copy will be circulated to the ALC in advance of the next meeting</li> </ol>
<b>6.0</b>	<p><b>Gas and Electrical Safety in DCUs including need for Earthing Spikes</b></p> <p>A meeting was held with the HSE specialist inspector to consider the electrical safety requirements. The meeting looked at the requirements for earthing of a DCU. This is primarily required due to the use of 3 pin plug sockets within the clean end. If this could be designed out e.g. by using 2 pin sockets, then the earthing requirement would be removed. HSG 141 is currently being drafted and will endeavour to cover this problem area.</p> <p>A draft gas safety document has been produced and provided to the HSE specialist inspector for consideration. So far a response has not been received. Following the last meeting the document was also circulated to FDEM but a response has not yet been received.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1) The Gas Specialist Inspector is to be approached for comments (MG)</li> <li>2) FDEM are to be contacted for comments (GW)</li> <li>3) Revised (final) version to be provided for discussion at next meeting (GW)</li> </ol>
<b>7.0</b>	<p><b>AIB Soffit Removal</b></p> <p>The position on soffit removal hasn't changed. There is a full ALC meeting next week where this topic is likely to be discussed. There are a number of photographs which have been taken by inspectors which show enclosures in use for soft removal which will be useful to include in any updated guidance.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1) Matter to be raised at ALC (MG)</li> </ol>
<b>8.0</b>	<p><b>Analyst Inspection Programme</b></p>

	<p>The report from the analyst inspection programme has been circulated. It will be issued as a final version/published once it has been signed off by senior management.</p> <p>There are likely to be implications for analysts and their procedures plus UKAS and also qualifications.</p>
<b>9.0</b>	<p><b>One Day Jobs</b></p> <p>Contact has been made with ALU and just waiting for a response. The matter will be discussed at the next meeting to update on progress.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1) Provide update at next meeting (CW)</li> </ol>
<b>10.0</b>	<p><b>Demolition Waste &amp; Asbestos Contaminated Soil</b></p> <p>SS has contacted NFDC who have provided a draft guidance note. This will be reviewed along with other relevant guidance documents in order to produce a paper which determines if something is asbestos waste and then how it should be packaged and disposed of</p> <p><b>Action:</b></p> <p>Produce an outline guidance document and progress at the next meeting (SS)</p>
<b>11.0</b>	<p><b>Ceramic Wall Tile Adhesive</b></p> <p>The Tile and Grout Technical Committee met on 10<sup>th</sup> October and subsequently replied advising that this was not an issue they are aware of and had no knowledge that asbestos was ever added to adhesive. This response confirms the lack of understanding and knowledge with regards to this product and the reason for the need to highlight it.</p> <p>The Norac Technical Guidance document will now be finalised and circulated.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1) Norac technical guidance document to be provided to Tile &amp; grout technical committee (CW)</li> <li>2) The document is to be uploaded to the web communities forum to highlight this product (CW)</li> </ol>
<b>12.0</b>	<p><b>Asbestos Awareness Emergency Procedures</b></p> <p>A discussion was had with regards to the task essentials document EM1 and whether or not this was appropriate for use in asbestos awareness training sessions. Comments were put forward by UKATA that it may be more appropriate to have slightly different guidance for awareness training as EM1 may be more applicable for non-licensed training. After discussion it was agreed that EM1 was appropriate for awareness training as the message it provides relates to situations where you may uncover or accidentally disturb asbestos.</p> <p>EM1 includes advice to stay put however this was felt may benefit from an amendment such as 'move away from source'?</p> <p><b>Action:</b></p> <p>To raise comment as complaint to HSE Policy (GJ)</p>

<b>13.0</b>	<b>Standard of polythene used for enclosures</b>
	<p>GJ raised an issue where an insurance company has highlighted that on construction sites any temporary covering should have a fire retardant status. This was in relation to asbestos removal enclosures on a construction site. There are guidance notes which deal with fire safety on construction sites but it's not known how applicable this is to all removal works on these types of sites.</p>
	<p>It's also not known if this relates to an actual insurer or a broker and as such may be an isolated issue.</p>
	<p><b>Actions:</b> Identify which insurance company has raised this issue and circulate to group (GJ)</p>
<b>14.0</b>	<b>Health Records</b>
	<p>An updated draft document was circulated by GW covering health records and personal monitoring. Health records is a management tool and should take account of the work the individual is doing. Personal sampling should form part of the information used to produce the record. It was felt that the document would benefit from a little more explanation plus an example of a completed record. The group will review this recent updated document and provide feedback to allow any further amendments to be made.</p>
	<p><b>Actions:</b> 1) Feedback to be provided on the circulated document to GW by 25<sup>th</sup> January (ALL) 2) Further develop the document (GW)</p>
<b>15.0</b>	<b>Measuring the Inward Air Flow of a NPU</b>
	<p>An updated document was circulated by MG to describe the best way for measuring the air volume flow for an NPU. A couple of minor amendments were discussed such as ensuring maximum alignment when using the anemometer. These amendments will be made and then the document can be published as an appendix.</p>
	<p><b>Action:</b> Amend the document and produce on the appendix template (MG)</p>
<b>16.0</b>	<b>NVQs &amp; Qualifications for LARCs</b>
	<p>The issue of how individuals become skilled and those skills are maintained needs to be included within the Licensed Contractors guide. The process for achieving this needs further discussion. It was agreed that NVQ's are a qualification and represent a moment in time but need to be supported with on-going requirements to demonstrate continuing competency. The Licensing sub-group has had some discussion on this and will raise this matter at next week's ALC.</p>
	<p>It was also noted that CITB are currently reviewing all asbestos standards for training. CITB training standards cover all types of construction related work and therefore don't appreciate the additional requirements on the asbestos sector. It is felt that CITB need to have a better understanding of the HSE involvement in this sector. This will be tabled at the next ALC meeting.</p>

	<p><b>Action:</b></p> <p>1) Raise at the next ALC (SS/GW)</p>
<b>17.0</b>	<p><b>Personal sampling by LARCs rather than using an analyst</b></p> <p><i><b>Please note this is the final position on this matter.</b></i></p> <p>SS posted onto the HSE web communities to make LARCs aware of all the additional requirements - refer to the post as shown below.</p> <p>“At a meeting of the Asbestos Liaison Group (ALG) Technical Working Group this week, I was asked to remind LARCs that if they conduct their own measurements of the concentration of asbestos fibres in air (carry out asbestos air testing and analysis in-house) they are required to comply with Regulation 20 of the Control of Asbestos Regulations 2012 (CAR 2012). The following is the relevant paragraph:</p> <p><i>(2) Every employer who carries out any measurement of the concentration of asbestos fibres present in the air must ensure that criteria are met which are equivalent to those set out in the paragraphs of ISO 17025 which cover organisation, quality systems, control of records, personnel, accommodation and environmental conditions, test and calibration methods, method validation, equipment, handling of test and calibration items, and reporting results. Failure to comply with this requirement may invalidate any results obtained.”</i></p>
<b>18.0</b>	<p><b>DOP Test Update</b></p> <p>A further series of tests are going to be carried out in February which should finalise all the results required for the method. Upon completion a method will be published for DOP testing.</p> <p>An issue with regards to site testing has also been identified and the practicality for doing this has been discussed by FDEM.</p>
<b>19.0</b>	<p><b>Any Other Business</b></p>
<b>19.1</b>	<p><b>MEWPs Used in Asbestos Areas</b></p> <p>SW raised a question with regards to the use of MEWPs inside live enclosures. A member had concerns over the use of this type of equipment and the potential for contamination. The view was that it is appropriate to use a MEWP provided it's been protected with a suitable flexible material and is an adequate means of access for the work in question. If a MEWP is to be used it should be included within the 4SC with the analyst undertaking a visual inspection of it. As part of decontamination of the MEWP prior to clearance testing, It is not necessary to remove any grease found round the gears and operating parts of the equipment.</p>
<b>19.2</b>	<p><b>Cleaning Requirements</b></p> <p>SW raised a question with regards to what is an acceptable standard of cleaning when undertaking removal of calcified material from pipework. A situation has arisen where an analyst is unwilling to pass an area however it is not reasonably practicable to try and remove all of the calcified material using conventional methods. The view of the group is that It is acceptable to leave calcified material provided it is not reasonably practicable to remove</p>

	<p>using normal/traditional methods there is no need to use a blasting system. The appendix (Appendix 6/17) which was produced relating to the use of abrasive blasting system makes it clear that their use should be limited – refer to extracted information from the appendix below:</p> <p><i>“The use of any abrasive blasting system must be fully justified .... Inappropriate or unjustified use of abrasive blasting methods must be avoided ....”</i></p>
<b>19.3</b>	<p><b>Sampling of Disposable Towels</b></p> <p>Box 8.2, page 114 of the Licensed Contractors Guide contains a requirement to sample 5% of towels from the clean end of the DCU. This does not specify which type of towel and recently was raised by an inspector on site. If a towel has only been within the clean end then there is no need to take any action as they are deemed to be uncontaminated. This guidance was written when the use of cloth (reusable) towels was more prevalent. The use of these towels is now quite rare and this guidance is not relevant for disposable towels.</p>
<b>19.4</b>	<p><b>Waste Bags</b></p> <p>GW has received photographs of waste bags which do not appear to be of suitable standard and have been found to be very weak when used for waste. They do carry the correct markings so this is likely to be a trading standards issue.</p>
<b>20.0</b>	<p><b>Date of Next Meetings</b></p> <p>Thursday 25<sup>th</sup> April 2019. All meetings to be held at the ACAD offices in Darlington.</p> <p>All meetings are scheduled to start at 10:30am</p>

<b>Memos Currently in Progress</b>
(This table does not intend to provide details of the stage at which each memo is but is just an overview of those currently being considered and worked upon)
Gas Safety in DCUs
Electrical Safety in DCUs including the need for Earthing Spikes

<b>Appendix Guidance Documents Currently in Progress</b>
(This table does not intend to provide details of the stage of each document but is just an overview of those currently being considered and worked upon)
Environmental Cleaning
Health Records

Calculation of the Air Volume Flow of an NPU

**ACTION TABLE**

ITEM	ACTION
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