

Construction Industry Advisory Committee
Asbestos Leadership Group Action Notes – 14 February 2018

Attending:

Archie Mitchell (AM) - HSE OPS ALU	Samantha Lord - FOD SG1 HSE
Andrew Kingscott (AK) – HSE EPD	Colette Willoughby - BOHS
Martin Gibson (MG) – FOD SG1 HSE	Graham Warren – TICA-ACAD
Judith McNulty-Green (JMG) - IOSH	Alice Cipolat – Note taker (HSE)
Daniel Barrowcliffe (DB) – SD HSE	
Stephen Platkiw (SP) - ATAC	
Steve Sadley (SS) – ATAC	
John Richards (JR) – RICS	
Susan Murray (SM) - UNITE	
David Tucker – Land Securities	
Jonathan Grant – NORAC	
Paul Beaumont – IATP	
Chris Bishop – UKATA	

Asbestos Leadership Group web community is available at:

<http://webcommunities.hse.gov.uk/connect.ti/asbestosliaison/groupHome>

Please note that anyone can access the ALG community – it is open to anyone and **you do not need to be an ALG member to view the documents posted there.**

Summary of actions:

- ‘Duty to Manage’ flowchart will be redistributed with a 7 day deadline for comments or suggestions before being incorporated into NTTL pack.
- Group members to contact JMG with any suitable case studies for IOSH campaign.
- Application form to exhibit at NTTL IOSH launch will be sent out by JMG – group members to apply as they wish.
- AM to distribute information regarding future of communities whenever he receives it.
- MG to review handover form information in line with published guidance.

1. Welcome and Administration

- AM leads introductions.
- AM explains he is the interim replacement for Ian Strudley and that a permanent replacement has been confirmed but he could not make this meeting.

2. Minutes and actions of last meeting (25 October 2017)

- AM asks for any amendments to the minutes from previous meeting. None given, accepted as an accurate version of events.
- AM asks if all attendees are happy with the 'Duty to Manage' document for IOSH that was distributed after previous meeting – many attendees said they have not received this. The document will be redistributed.

3. Construction Working Group – Apprenticeships – Stephen Platkiw

- SP raises that the Construction Working Group meeting arranged for December 2017 was cancelled. The CITB have been trying to assist with apprenticeships in the construction industry but there are related issues with the IOA (Institute of Apprenticeships).
- The meetings are held with contacts across the whole construction industry and aim to start apprenticeships which will be broken down into a number of categories.
- The meeting has not yet been rescheduled but when it is SP will attend and give feedback to the ALG.

4. Communities

- AM tells the group that communities may not be in use for much longer due to ongoing IT changes within HSE – currently the Asbestos Licencing Community is used by all ALG members to share and receive documents/information. There is no idea of when there will be any change as yet.
- On the community, you do not have to give details to join and you can request a password change.
- Discussion over how documents will be shared in future.
- Members of ALG may host ALG documents on their own websites to help share information. Agreed that there needs to be one place for all to access. A dedicated ALG website is suggested.

- AM will feedback to all when he hears more information regarding communities.

5. Social Housing Working Group –John Richards

- JR tells the group he is trying to set up a Social Housing working group. He has had a meeting regarding this and is keen to make progress, however there are some limitations.
- The group includes contacts from 15-20 housing associations (H&S reps or property managers) and aims to develop simplified asbestos guidance regarding garages, non-domestic properties etc., as there needs to be clearer guidelines and procedures.
- There is currently a strong focus on fire regulations in social housing, restricting the attention available for other compliance topics.
- The Housing Quality Network (HQN) is a leading organisation of this working group – it is important that they produce the guidance so that it will be recognised.

6. IOSH London Summit – No Time To Lose campaign - Judith McNulty-Green

- To be held on the 9th April at the BMA (British Medical Association) in London. JMG confirmed date and location.
- JMG suggests an ALG logo would be ideal to add to the 'Duty to Manage' flowchart – a logo does not currently exist for the group.
- Those assisting with the 'Duty to Manage' flowchart will be given preference for a space to exhibit at the launch. An application form will be sent out to all meeting attendees to request a place to exhibit – places are limited. The deadline for informing people whether or not their request was successful is 16th March.
- The 'Duty to Manage' flowchart will be redistributed due to some not receiving it the first time – there is a 7 day deadline for any comments or changes as it is already in the final stages.
- Discussion over the flowchart having no title – JMG says it will follow the same path as other infographics in the pack and she will make sure it works, but some may want to use the flowchart as a poster. Therefore, possible title will be the working title 'Asbestos Management Flowchart'.

- JMG would like hard hitting, real life case studies from people who have suffered ill health and other negative impacts as a result of asbestos. Attendees to let JMG know of any suitable contacts.

7. Science Division's Asbestos Work – Daniel Barrowcliffe

- DB is from the Fibres and Minerals team at HSL (Health and Safety Laboratory), who provide technical support and lab support to HSE in an emergency.
- DB updates the group on current research into asbestos – the main research project concerns exposure to asbestos in the licenced removal industry. Conclusions cannot yet be drawn as the research is not at the halfway point, but he told the group of their findings so far.
- DB tells attendees that they can pass their contact details on to him for updates on the research as it continues.

8. Public Administration, Education and Volunteers (PAEV) sector – Andrew Kingscott

- AK now heads up this sector and has the lead for asbestos in schools and government buildings. It is a small team led by AK and he wants to work consistently with the ALG. AK says the clear message is 'Duty to Manage' and this is what he wants to take forward.
- HSE have programmed revisiting schools into programme for next year. Working on how to take sampling methods forward with the DfE.
- SM raises 'Asbestos in System Buildings' guidelines – these are outdated (2006). AK says he is looking at the guidelines to ensure they are still relevant and meeting policy.
- JMG offers to help AK with the fragmented nature of responsibility in schools as not all are LA owned. Some are members of IOSH so she can help with materials.

9. Technical Working Group – Martin Gibson

- Contractor's Handover Form for Analyst

The Handover Form has been prepared as a direct result of the findings from the Analysts Project conducted by HSE. The Analyst project established that analysts are carrying out quite a bit of cleaning work themselves as part of the 4 stage clearance in order to obtain a clearance. As a result HSE have been looking at how the situation can be improved. There are two issues, analysts are cleaning up which is

licensed work and HSE have made it quite clear that analysts should not be doing this. In addition, the planned revision to the Analysts' Guide (HSG248) is likely to specify that the total additional cleaning (by the contractor) during any 4 stage clearance should be no more than 10 minutes or else a formal failure certificate should be issued.

Therefore to improve the standard of the licensed contractor's final cleaning and the supervisor's final inspection, a 'handover form' has been devised which can be completed and signed by the licensed contractor. The form is then passed to the analyst before the analyst starts the 4 stage clearance. This creates a formal record that the supervisor has completed all the actions on the form. The analyst should not start the 4 stage clearance until the form has been completed and it is satisfactory.

It is intended for the form to be included in the forthcoming revision of the 'Analyst's Guide' (HSG248). It is not yet formal guidance but there are good practice benefits in ALG delegates informing their members about it and increasingly using it as it should ensure better standards of cleaning before analysts are asked to carry out 4 stage clearance work.

- Outputs from ALG Technical Working Group

The ALG TWG has met twice in the last 9 months or so and issued two sets of minutes and a range of Appendices on technical issues. The topics include the following:

- (i) Asbestos in Soil
- (ii) Work with asbestos paper
- (iii) Dust wipe sampling
- (iv) AIB soffit removal
- (v) Abrasive blasting removal methods
- (vi) Asbestos Ventilation Research

There is current work on electrical and gas safety in DCU's and "Environmental Cleans".

The minutes and appendices have previously gone onto the HSE website but that situation is under review. Consequently they will be available through TWG delegates' websites and other communication channels. It is the intention that the information issued via the ALG TWG will be incorporated as appropriate into an updated version of the Licensed Contractors guide.

10. AOB

- SS raises 'Plan of Work' guidance – AM recognises the commitment to deliver this in summer of this year.

11. Date for next meetings: to be confirmed / amended as appropriate:

Next Meeting: **23rd May 2018 @ UKATA HQ near Chesterfield**