

Asbestos Liaison Group Technical Sub Committee (ALGTSC)	
Minutes of the meeting of the ALG TSC held on the 1 October 2013 Hertel offices Preston Brook	
<p>Present: Martin Gibson (HSE/Chair), Colette Willoughby (BOHS/minutes), Steve Sadley (ARCA), Steve Watkins (Industry/ACAD)</p> <p>Apologies for absence: ACAD representative.</p>	
1.0	<p>Introductions, apologies and welcome:</p> <p>Martin Gibson welcomed all attendees to the meeting and thanked Hertel for their continuing assistance with providing the venue for these meetings.</p>
2.0	<p>Minutes of ALGTSC meetings (No.9) and acceptance:</p> <p>The minutes of the ALGTSC meeting (No.9) held on the 6th February 2013 were agreed in general with a couple of minor amendments prior to being re-circulated and then uploaded onto the ALG Website.</p> <p>Action: Colette to make amendments and re-circulate.</p>
3.0	<p>Matters Arising from the minutes:</p> <p>Section 2 - Minutes from meeting No.6 circulated by Steve – action complete</p> <p>Section 3 – Entry into live enclosures by other trades – see main agenda item 5</p> <p>Section 4 – Gas and Electrical Safety in DCUs – see main agenda item 6</p> <p>Section 5 – Soffit Guidance Feedback. Steve S has not been able to locate the letter from A Kingscott but advised that the information from the letter was used to produce an ARCA news article. Martin has had a meeting with the Glass and Glazing Federation which included discussions on when a full enclosure is required.</p> <p>Action:</p> <ul style="list-style-type: none"> (1) Steve (S) to locate and circulate to the committee either the letter from A Kingscott or the ARCA article. (2) Martin to provide a summary of the Glass and Glazing Federation meeting. (3) To be included as an agenda item at the next meeting to allow more detailed discussions. <p>Section 7 - NNLW in Soils – feedback provided to NORAC group – action complete</p> <p>Section 9 – Quill Blast and Dry Ice Blasting Systems – see main agenda item 7</p>

	<p>Section 10 – Ancillary licence activities including Type H Vacuum cleaners, NPU and the requirement to have an ancillary licence to carry out DOP and maintenance activities</p> <p>Already quite a lot of guidance available for this topic (Refer to ALG Memo 01/09) but maybe more information on training would be beneficial.</p> <p>It was felt that procedures relating to receiving and handling of contaminated items were lacking when some of these organisations had been audited. The procedures need to consider/include the following:</p> <ul style="list-style-type: none"> • Area to receive equipment (assumed contaminated) • Area to work on the equipment • Area to leave/put equipment once cleaned and/or maintained • DCU on site for the operatives to use as part of this process <p>Actions: Additional guidance to be included within the Licensed Contractor’s Guide.</p>
	<p>Section 11.0 – Worker Involvement and what this should look like in the licensed asbestos removal industry – see main agenda item 9</p>
	<p>Section 12.0 – Electronic on Site Record Keeping – see main agenda item 10</p>
	<p>Section 13.0 – Combined Memo – see main agenda item 11</p>
<p>4.0</p>	<p>Feedback from ALG meeting and Composition of the TSG</p> <p>The timescales for production of memo’s by the group had been discussed at the recent ALG meeting and suggestions made as to whether there was a need to increase the composition of the group. The TSG agreed that the current composition was appropriate but that if extra support was required then additional members would be brought on board for specific items considered outside the expertise or experience of the group. Peter Wilson will be invited to the next meeting to assist with the worker involvement agenda item.</p> <p>The process by which ALG memo’s are issued was discussed along with potential changes to this and a need for these to be subject to similar other publication constraints.</p> <p>The group is currently awaiting confirmation on who the new ACAD Manager will be, as Terry Slater’s replacement.</p> <p>It was agreed by the group that a plan of work to be covered at future meetings would be beneficial.</p> <p>Actions:</p> <ol style="list-style-type: none"> (1) Invite new ACAD Manager to the next meeting through Mike Wilkes/Marion (MG) (2) Invite Peter Wilson to the next meeting (MG) (3) Include agenda item ‘Plan of work for the group’ for the next meeting (MG) (4) Check the process for issuing ALG Memos (MG)
<p>5.0</p>	<p>Entry into Enclosures by other Trades</p> <p>The draft memo was discussed and agreed that the introductory section is to emphasise the need for planning of the works. It would also be useful to include examples of the various trades along with a summary of the memo at the start. Details should be included with</p>

	<p>regards to stopping removal works before allowing these 'other' trades into the enclosure.</p> <p>Actions:</p> <ol style="list-style-type: none"> (1) Any additional comments to be sent to Steve S by Friday 11th October (ALL) (2) An updated copy of the memo to be circulated to the group by 22nd November (SS)
<p>6.0</p>	<p>Gas and Electrical Safety in DCUs including need for Earthing Spikes</p> <p>Various points were made with regards to adding additional guidance within the memo such as:</p> <ul style="list-style-type: none"> • Daily maintenance checks should be made, • When cleaning the unit this should be done from the clean end through to the dirty end and then to outside where the PPE should be removed, • Inclusion of details where there is a direct coupled DCU (for cleaning purposes), • Information to be included with regards to checking/changing the filters, maybe looking for changes in colour or blockages, • The specification included at the end can be removed and cross-referenced to the licensed contractor's guide. • Clarification to be obtained with regards to keeping the pilot lit and the risk of the boiler exploding. <p>Steve S provided details with regards to a plug which can be used in any socket and provides a test of the earth and earth fault impedance. It was not known if this would be sufficient rather than having an electrician on site.</p> <p>It was agreed that further clarification is required from the HSE Electrical Specialist Inspector for a number of the points within the draft memo, which were summarised as:</p> <ol style="list-style-type: none"> (1) What testing is necessary when connecting a DCU to a power supply? (2) How does this need to be earthed? (3) Would the plug (as referred above) be suitable to use for (1) and (2) <p>Actions:</p> <ol style="list-style-type: none"> (1) Clarification to be obtained from the HSE Electrical Specialist Inspector (MG) (2) Clarification to be obtained regarding the pilot light (SS) (3) Feedback and any additional comments to be provided to Steve S by 11th October (ALL) (4) Further (updated) memo to be circulated to the group by 22nd November (SS)
<p>7.0</p>	<p>Quill Blast, Dry Blast and Dry Ice Blasting Systems</p> <p>There are a number of different types of blasting machines which are now becoming quite prevalent within the asbestos removal industry. The group discussed the main issues associated with the use of such systems and required to be included within the memo. These which were summarised as:</p> <ul style="list-style-type: none"> • Moisture levels which can affect filters • Excessive noise levels and the need for hearing protection • High fibre levels which cannot be detected by PCM due to dust loading and fibre size but can be seen with SEM • Protection of the enclosure from blasting

	<ul style="list-style-type: none"> • Dry ice gas • Effects on negative pressure • Requirements for BA equipment to provide protection rather than powered respirators <p>Actions:</p> <ol style="list-style-type: none"> (1) Obtain details of effects on negative pressure, grit media and levels of moisture (SS) (2) Produce an initial draft memo by 22nd November for discussion at next meeting (CW) (3) Obtain information on ice blasting systems and associated problems/issues (SW) (4) Obtain copies of PCM/SEM analytical information from previous studies where Colette was involved (CW)
8.0	<p>Ancillary licence activities including Type H Vacuum cleaners, NPU and the requirement to have an ancillary licence to carry out DOP and maintenance activities</p> <p>Covered previously within section 3 (above)</p>
9.0	<p>'Worker Involvement' and what this should look like in the licensed asbestos removal industry</p> <p>This item has been deferred to the next meeting when Peter Wilson will attend to provide input.</p>
10.0	<p>Electronic on Site Record Keeping</p> <p>As industry is moving towards electronic record keeping for site work a document was produced and circulated to the group to consider which documents must also be held as hard copies on site, even if an electronic version is available. The group agreed that whilst all documents (as currently listed in the licensed contractor's guide) may be held electronically on site there would still be a need to hold hard (i.e. paper copies) of the Plan of Work and the Risk Assessments.</p> <p>Action: Circulate the document to Martin so that it can be further circulated within HSE for comment (CW)</p>
11.0	<p>Combined Memo on>NNLW and Soils, Asbestos Paper Removal, Electronic Site Record Keeping</p> <p>This item has been deferred to the next meeting</p>
12.0	<p>Industry Queries</p> <p>Two queries were received from the NORAC group.</p> <p>(1) Classification of small scale debris</p> <p>This query related to surveyors taking random dust and debris samples in areas where there was no evidence of any ACMs or previous removal works and whether this was an approach which should be undertaken. This also then lead onto what advice should be given when (or if) small amounts of asbestos were detected in some of these random samples as there was no obvious source.</p> <p>It is difficult to justify speculative sampling. Such sampling is actually often unhelpful and leads to misinterpretation of the results, unnecessary occupier alarm and expensive cleaning or "decontamination". Also, the health risk from a few settled asbestos fibres is</p>

	<p>inconsequential. Therefore random sampling is not recommended.</p> <p>Note: We can add this to the “Environmental Clean” agenda item for the next meeting and expand on it.</p>
	<p>(2) Control requirements for removal of trace asbestos</p> <p>This query followed on from the previous one and related to how these small amounts of asbestos should be removed. The concept of an ‘Environmental Clean’ was discussed by the group with recognition that this title is widely used although there is no specific guidance as to what it means or suggested methods. Experience has shown that an environmental clean can be anything from a 5 minute clean up using a vacuum at source to remove very minor amounts of dust through to a full enclosure with removal of widespread contamination. It was agreed that guidance needs to be produced and for this item to be included on the next meeting’s agenda to allow a memo to be formulated.</p> <p>Steve S also advised of articles which had been published within the ARCA news which covered similar issues.</p> <p>Actions: Include Environmental Clean Memo to agenda of next meeting (MG) Circulate ARCA articles (SS)</p>
<p>13.0</p>	<p>Any Other Business</p> <p>Martin provided an update on various pieces of guidance, research and publication dates:</p> <ul style="list-style-type: none"> • The new asbestos ACoP is to be published before Christmas • A draft version of the Analyst’s Guide will be released for comment before Christmas • The Non-Licensed guide requires some changes so won’t be available for release until after Christmas • The Licensed Contractor’s Guide will be worked upon in 2014 • The asbestos pages on the HSE website will be updated/revamped • The HSL ventilation research paper has now been published • The Retail Asbestos Working Group guidance document is due to be published 22nd October 2013.
<p>14.0</p>	<p>Date of Next Meeting</p>
	<p>Thursday 5th December 2013.</p> <p>All meetings are scheduled to start at 10:30am</p>