

<b>Asbestos Liaison Group Technical Sub Committee (ALGTSC)</b>	
<b>Minutes of the meeting of the ALG TSC held on the 5 December 2013 Hertel offices Preston Brook</b>	
<b>Present:</b> Martin Gibson (MG) (HSE/Chair), Colette Willoughby (CW) (BOHS/minutes), Steve Sadley (SS) (ARCA), Steve Watkins (SW) (Industry), Graham Warren (GW) (ACAD)	
<b>Apologies for absence:</b> Peter Wilson	
<b>1.0</b>	<p><b>Introductions, apologies and welcome:</b></p> <p>Martin Gibson welcomed all attendees to the meeting and thanked Hertel for their continuing assistance with providing the venue for these meetings. Martin introduced Graham Warren as the new ACAD representative on the committee and provided an overview of the group and its purpose for the benefit of Graham.</p> <p>Graham provided a summary of his role within ACAD and his previous experience. Apologies were accepted from Peter Wilson, therefore agenda item No.5 (Worker Involvement) will be carried over to the next meeting.</p> <p><b>Action:</b> Carry agenda item on worker involvement over to next meeting (MG to re-invite Peter Wilson to attend and lead on this)</p>
<b>2.0</b>	<p><b>Minutes of ALGTSC meetings (No.10) and acceptance:</b></p> <p>The minutes of the ALGTSC meeting (No.10) held on the 1<sup>st</sup> October 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><b>Action:</b> To amend and re-circulate. (CW)</p>
<b>3.0</b>	<p><b>Matters Arising from the minutes:</b></p> <p><b>Section 3.0 – Soffit Guidance Feedback item 5 bullet points 2&amp; 3 – see main agenda item 6</b></p> <p><b>Section 3.0 – Soffit Guidance Feedback item 5 bullet point 1.</b> ARCA article circulated by Steve (S). Items also to be circulated to new ACAD member Graham Warren</p> <p><b>Action:</b> (1) ARCA article and any associated documents to be circulated (SS).</p> <p><b>Section 3.0 – Quill Blast and Dry Ice Blasting Systems item 9 – see main agenda item 9</b></p> <p><b>Section 4.0 – Feedback from the ALG meeting and Composition of the TSG</b> Item (1) ACAD Manager invited – action complete Item (2) Peter Wilson invited – action complete Item (3) Plan of work added to agenda – action complete</p>

	<p>Item (4) Any documents produced by HSE must go through the communications and publications section for approval before issuing. Any new documents should not repeat guidance if already published elsewhere but can cross-refer. – action complete</p>
	<p><b>Section 5.0 – Entry into Enclosures by other Trades</b>  No further comments were received therefore an updated copy of the memo will be circulated to the group and also Billie Wilson for inclusion within the papers for the next ALG meeting in early January.  <b>Actions:</b>  Updated memo to be circulated to the group and B. Wilson prior to Christmas (SS)</p>
	<p><b>Section 6.0 – Gas and Electrical Safety in DCUs including need for Earthing Spikes</b>  Item (1) Martin has received comments from the Specialist Electrical Inspector and will circulate to everyone for review.  Item (2) The risk of the boiler exploding if the pilot is not kept lit appears to be un-founded. – action complete  Item (3) Feedback completed – action complete  Item (4) An updated memo will be circulated to the group by Martin for comment.  <b>Actions:</b>  Updated memo to be circulated to the group by end of January 2014 (MG)  Comments to be provided to Martin by 21 February 2014 (ALL)</p>
	<p><b>Section 7.0 – Quill Blast, Dry Blast and Dry Ice Blasting Systems – see main agenda item 9</b></p>
	<p><b>Section 10.0 – Electronic on Site Record Keeping – see main agenda item 10</b></p>
	<p><b>Section 11.0 – Combined Memo – see main agenda item 11</b></p>
	<p><b>Section 12.0 – Industry Queries – see main agenda item 12</b></p>
<p><b>4.0</b></p>	<p><b>Composition of the TSG/Plan of Work for TSG</b>  It was felt that the current composition of the group works well and gives a good all round general coverage for issues which may arise. It was agreed that others would be invited as and when issues arose which would benefit from the specialist input of others.  It was concluded that developing a detailed plan of work was not practical as the purpose of the group was to discuss and deal with issues as and when they arise. It was felt that perhaps the group would benefit from better visibility and understanding of its purpose within the industry with alerts on the HSE web communities forum when minutes are published. The group were unsure as to the description provided for the group on the HSE website and whether or not this identified the means for raising queries.  It was agreed that it may be beneficial to produce a summary of current memo’s being worked upon at the end of the minutes.  <b>Actions:</b>  (1) Liaise with Moira with regards to alerts on the web communities site for minutes (MG)  (2) Liaise with Moira regarding group description and remit for queries etc. displayed on the website (MG)  (3) Include a summary of in progress memo’s at the end of the minutes (CW)</p>

5.0	<p><b>Worker Involvement and what this should look like in the licensed asbestos removal industry</b></p> <p>Carried over to meeting No.12</p>
6.0	<p><b>Soffit Guidance</b></p> <p>Items discussed at the Glass and Glazing Federation meeting concerned when full or partial enclosures should be used. The use of different enclosure types needs to be risk assessed and must consider the condition of the soffit and how it is attached. For example if the soffit is nailed and needs to be broken to remove it then it will require a full enclosure. Alternatively if the soffit is screwed in place and it can be easily removed without much damage then a partial enclosure may be appropriate. The purpose of the partial enclosure is primarily to retain physical material therefore should not be used if there is a significant risk of airborne spread of asbestos/contamination. Building height alone should not be used as the criteria for determining the type of enclosure to be used. The initial site assessment needs to check how the soffit is attached and the likely damage during its removal. A section on soffits is to be included within the Licensed Contractors Guide with suggestions for inclusion of a flow chart to show the type of enclosure to be used.</p> <p>The issuing of a certificate of reoccupation (COR) for external soffit removal work was discussed by the group and confirmation provided that when a partial enclosure is used then airborne sampling is not required. Stages 1,2 &amp; 4 of the COR should be completed as normal. Stage 3 should be signed as not applicable and the COR issued upon completion of Stage 4.</p>
7.0	<p><b>Entry into Enclosures by other Trades</b></p> <p>Refer to previous information contained within matters arising (3) section 5</p>
8.0	<p><b>Gas and electrical safety in DCUs including the need for Earthing Spikes</b></p> <p>Refer to previous information contained within matters arising (3) section 6</p>
9.0	<p><b>Quill Blast, Dry Blast and Dry Ice Blasting Systems</b></p> <p>A draft memo was circulated for comment. The memo covers the types of situations where these systems may be considered for use along with the inherent increased risks which must be addressed. Excessive noise, elevated fibre levels (above the protection factor of normal powered respirators), increased atmospheric moisture are among some of the issues which need to be dealt with. The memo will highlight that the use of these systems will need to be fully justified and is open to challenge by HSE.</p> <p>It is felt that these systems are currently in regular use and that an email to ACAD/ARCA members may be beneficial in trying to establish the amount of use and any issues encountered.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>(1) Canvass the use of blasting systems through ACAD/ARCA members (GW/SS)</li> <li>(2) Comments on the draft memo to be provided by Friday 17<sup>th</sup> January 2014 (ALL)</li> <li>(3) Updated memo to be produced following receipt of comments (CW)</li> </ol>
10.0	<p><b>Electronic on Site Record Keeping</b></p>

	<p>The information with regards to on site record keeping is to be included within the combined memo covering a number of items (refer to section 11 below). The information provided at the previous meeting was circulated within HSE for comment.</p> <p>HSE will not insist on any particular format for any of the site documentation (ie hard copy or electronic). However, any document, whether it is in electronic or hard copy format must be fit for purpose for the way the licence holder manages their work. Documents must fulfil their purpose. Whatever form the documentation is in should not matter as long as it is usable and, in the case of the Plan of Work (a) informs the way work is managed and therefore (b) is capable of being used as a management tool and therefore (c) is auditable by the visiting inspector. Any doubt about any of that and it would not be 'fit for purpose'.</p> <p>Where documents are held electronically, risks of electronic failures need to be considered: eg power failure, reliance on 3g signals that don't reach remote work areas, other IT system gremlins / breakdown), These problems will be interpreted as a failure to have documents on site - and HSE would deal with it by way of licensing/enforcement as appropriate.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>(1) Comments received from HSE inspectors to be sent to Colette for inclusion in memo wording (MG)</li> <li>(2) All comments for inclusion within the memo to be sent to Colette by 17<sup>th</sup> January 2014 (ALL)</li> <li>(3) Combined wording to be circulated to all by 21<sup>st</sup> February 2014 (CW)</li> </ol>
<p><b>11.0</b></p>	<p><b>Combined Memo on NNLW and Soils, Asbestos Paper Removal, Electronic Site Record Keeping</b></p> <p>These various items have previously been discussed and will be brought together into one combined memo.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>(1) Extract notes from previous minutes with regards to asbestos paper removal and then forward to Steve S for additional comments (CW)</li> <li>(2) Updated notes/comments with regards to asbestos paper removal to be feedback to Colette by 17<sup>th</sup> January 2014 (SS)</li> <li>(3) Extract notes from previous minutes with regards to asbestos in soil and add to memo (CW)</li> </ol>
<p><b>12.0</b></p>	<p><b>Industry Queries</b></p> <p><b>(1) Classification of small scale debris</b></p> <p><b>(2) Control requirements for removal of trace asbestos</b></p> <p>As the topic of 'Environmental' clean has caused debate over the years it was agreed that it would be beneficial to prepare some guidance on this which can be included within the Licensed Contractors Guide. The ARCA articles circulated following the previous meeting should be used as a starting point, particularly the scenarios and table. Further scenarios can be included along with an additional column within the table to identify the control measures required. Once completed this can be issued as a memo.</p> <p><b>Action:</b></p> <p>Draft memo to be produced and circulated to the group (SS)</p>

<b>13.0</b>	<p><b>Provision of Clearance Certificates for DCUs</b></p> <p>An issue was raised by a Norac member with regards to the provision of clearance certificates for DCUs, but more so when they should be given to the contractor. It was agreed that this document should be provided whilst on site so that the LARC has confirmation that the unit has been cleared before removing it from site. There is nothing currently in the Analyst Guide which covers this. Paragraph 6.42 refers to the COR for the enclosure but there are no references for the DCU. The ACoP (draft) refers to the issuing of a clearance certificate but doesn't provide any information as to when this should happen.</p> <p><b>Action:</b> Provide suggested wording for inclusion within the ACoP and circulate to Martin (CW)</p>
<b>14.0</b>	<p><b>Any Other Business</b></p> <p>Martin provided an update on various pieces of guidance, research and publication dates:</p> <ul style="list-style-type: none"> <li>• The new asbestos ACoP is to be published imminently</li> <li>• A draft version of the Analyst's Guide will be released for comment sometime after Christmas</li> <li>• The Licensed Contractor's Guide will be worked upon in 2014</li> <li>• The asbestos pages on the HSE website will be updated/revamped</li> <li>• The Retail Asbestos Working Group guidance document has been published</li> </ul>
<b>14.0</b>	<p><b>Date of Next Meeting</b></p> <p>Thursday 13<sup>th</sup> March 2014.</p> <p>All meetings are scheduled to start at 10:30am</p>