

<b>Asbestos Liaison Group Technical Sub Committee (ALGTSC)</b>	
<b>Minutes of the meeting of the ALG TSC held on the 13 March 2014 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), Peter Wilson (PW) (UCATT)	
<b>Apologies for absence:</b> None	
<b>1.0</b>	<b>Introductions, apologies and welcome:</b> Martin Gibson welcomed all attendees to the meeting and thanked Hertel for their continuing assistance with providing the venue for these meetings. Martin introduced Peter Wilson from UCATT and provided an overview of the group and its purpose for the benefit of Peter. Peter had agreed to attend to assist with the agenda item regarding worker Involvement.
<b>2.0</b>	<b>Minutes of ALGTSC meetings (No.11) and acceptance:</b> The minutes of the ALGTSC meeting (No.11) held on the 5 <sup>th</sup> December 2013 were agreed as correct and accepted for upload onto the ALG Website.
<b>3.0</b>	<b>Matters Arising from the minutes:</b>
	<b>Section 1.0 – Worker Involvement– see main agenda item 4</b>
	<b>Section 2.0 – Amendments to minutes</b> The minutes were amended and re-circulated – action complete. <b>Action:</b> Contact Billie to check on minutes being uploaded onto the ALG website (MG)
	<b>Section 3.0 –</b> <b>(1) Soffit Guidance Feedback</b> ARCA article circulated – action complete. <b>(5) Entry into Enclosures by other Trades</b> Updated memo circulated but item back on main agenda item 5 <b>(6) Gas and Electrical Safety in DCUs including the need for Earthing Spikes – see main agenda item 6</b>
	<b>Section 4.0 – Composition of the TSG/Plan of Work for TSG</b> (1) Martin has spoken with Moira and confirmed it is possible to have web alerts on the web communities site for minutes – action complete (2) Martin has liaised with Moira regarding group description and remit for queries etc. displayed on the website – action complete (3) A table of memo’s which are in progress to be included at the end of the minutes from 12 <sup>th</sup> set onwards – <b>Action:</b> CW

	<b>Section 9.0 – Quill Blast, Dry Blast and Dry Ice Blasting Systems – see main agenda item 7</b>
	<b>Section 10.0 – Electronic on Site Record Keeping – see main agenda item 8</b>
	<b>Section 11.0 – Combined Memo – see main agenda item 9</b>
	<b>Section 12.0 – Classification of small scale debris/Control requirements for removal of trace asbestos – see main agenda item 10</b>
	<b>Section 13.0 – Provision of Clearance Certificates for DCUs</b> Suggested wording provided and included within the ACoP L143 – action complete
<b>4.0</b>	<b>Worker Involvement and what this should look like in the licensed asbestos removal industry</b>  Peter has undertaken a number of visits to LARCs to look at training, worker involvement and leadership. This seems to vary between organisations and so it was agreed that it would be beneficial if Peter put together a ‘good practice’ guide based on what he has seen. Peter is currently working on something similar for the CDM Regulations so might be a good place to include it. It was generally agreed that perhaps this was a topic more relevant for the ALG rather than the technical sub-committee (TSC). It was agreed that it would be useful if Peter could produce a document which mapped worker engagement and their involvement which could be taken to the ALG after a first review by the technical sub-committee meeting. <b>Note</b> – Peter’s home email address is to be used for correspondence <b>Actions:</b> <ol style="list-style-type: none"> <li>(1). Produce document to map worker engagement and involvement (PW)</li> <li>(2). Circulate draft document to TSC for comment by 28<sup>th</sup> April 2014 (PW)</li> <li>(3). Feedback to be provided on draft document to Peter by 14<sup>th</sup> May 2014 (All)</li> <li>(4). Contact ALG secretary to ask for this document to be added as an agenda item to next ALG (PW)</li> </ol>
<b>5.0</b>	<b>Entry into Enclosures by other Trades</b>  The memo which has been produced on this was circulated to ALG at the last meeting in January. Comments were received with regards to duplication of some information between this and other (non-asbestos) memos along with the legal aspects between the worker employment status memo. <b>Actions:</b> <ol style="list-style-type: none"> <li>(1). Contact to be made with Craig Bell to discuss and address the comments of the ALG (SS)</li> <li>(2). Memo to be updated following liaison with Craig Bell and re-circulated to the group (SS)</li> <li>(3). Updated memo to be sent to ALG after review by the group (SS)</li> </ol>
<b>6.0</b>	<b>Gas and electrical safety in DCUs including need for Earthing Spikes</b>  Issues have been raised with regards to where the gas cylinders are stored within DCUs. The memo will need to take these issues into account. There are also some further areas where Martin would like to make some changes/amendments. <b>Actions:</b> <ol style="list-style-type: none"> <li>(1). Most recent version of the memo to be circulated to the group (SS)</li> <li>(2). Memo to be amended by next meeting (MG)</li> </ol>

7.0	<p><b>Quill Blast, Dry Blast and Dry Ice Blasting Systems</b></p> <p>The draft memo covers the main items required but needs some details with regards to requirements for specific training for the use of blasting systems along with details on the different types of blasting media, changes to the amounts used along with the moisture amounts. The frequency of use of each machine still needs to be identified so that this can be incorporated into the memo.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>(1). ARCA/ACAD members to be canvassed with regards to use of blasting systems, the types used and the frequency along with any issues identified (SS/GW)</li> <li>(2). Contact details to be provided to Colette for the Quill representative (SW)</li> <li>(3). Contact to be made with the blasting system providers to obtain more detailed technical specifications (CW)</li> <li>(4). Memo to be updated and re-circulated to the group by the end of May (CW)</li> </ol>
8.0	<p><b>Electronic on Site Record Keeping i.e. site documentation on tablets/laptops</b></p> <p>Comments were received from HSE Inspectors with regards to the first draft memo. These comments will be included within the memo.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>(1). Update the first draft memo to incorporate Inspector comments and circulate to the group within the next two weeks (CW)</li> <li>(2). The group to comment on the updated Memo before Easter (ALL)</li> <li>(3). Updated memo then to be sent to Craig Bell for comment (CW)</li> <li>(4). Comments from Craig Bell to be incorporated in Memo with a draft then sent onto ALG (CW)</li> </ol>
9.0	<p><b>Combined Memo on NNLW and Soils, Asbestos Paper Removal, Electronic Site Record Keeping</b></p> <p>After further discussion it was decided that rather than producing a combined memo each item would be issued as an individual memo so that the detail was not lost.</p> <p><b>9a) NNLW and Soils</b></p> <p>It has been decided that this item does not warrant a memo however for the record it was decided to re-state the previous information for the minutes:</p> <p>Discussions were held with regards to removal of asbestos from soils and whether or not it would be licensed work, or notifiable or non-notifiable non licensed work. The conclusion was that the criteria to be used when determining whether the works are licensable or not is:</p> <ul style="list-style-type: none"> <li>• The work will not be maintenance (as described within the NNLW guidance).</li> <li>• If when carrying out the work, 'intact' licensable products are visible then the works are most likely to be Licensable.</li> <li>• If there are easily identifiable non-licensed products such as asbestos cement and can remove these without them degrading then the work will be non-licensed and not notifiable.</li> <li>• If however the non-licensed products are degraded at the outset or will be degraded during the process then the work will be NNLW.</li> <li>• If there is dumped material which is clearly licensable but is mixed through the soil then this work is likely to be licensable. In those circumstances consideration needs to be given to the best method of removal which is likely to require the use of heavy equipment such as JCB's. JCB drivers are unlikely to be from LARCs however they are best placed to use this type of equipment rather than a LARC but need to be</li> </ul>

	<p>managed by the LARC.</p> <p><b>9b) Asbestos Paper Removal</b>  The information which was extracted from the various entries in previous minutes and circulated by Colette will be used to produce a memo. This memo will include paper on ceiling tiles as well as pipe work.  <b>Action:</b>  (1). Information with regards to paper on ceiling tiles to be provided to Graham for inclusion within the memo (MG)  (2). Draft memo to be produced and circulated to the group by the end of April (GW)</p> <p><b>9c) Electronic Site Record Keeping</b>  This item has been covered within agenda item 8</p>
<p><b>10.0</b></p>	<p><b>Classification of small scale debris/Control requirements for removal of trace asbestos (Environmental Cleaning)</b></p> <p>Steve (S) has produced an initial draft memo which just needs some additional clarification on the scale of the material and whether or not the work is licensable or not. The information with regards to swab sampling is to be made more prominent along with the guidance/advice that swab sampling is not recommended and should therefore not normally be done.</p> <p><b>Actions:</b>  (1). Update memo and circulate to group by the end of April (SS)  (2). Feedback to be provided to Steve by 23<sup>rd</sup> May (ALL)  (3). Further draft to be produced for the next meeting (SS)</p>
<p><b>11.0</b></p>	<p><b>Decontamination of analysts in 4 stage clearance testing</b></p> <p>Discussions were had with regards to the issue of analysts wearing domestic clothes under coveralls when carrying out 4 stage clearance testing. The current view is that HSE guidance is quite clear in that analysts are not permitted to wear domestic clothes within an enclosure for the purposes of clearance testing. This requirement relates to both stages 2 and 3. Whilst the analyst must always be dressed when entering the enclosure in such a way to allow full decontamination (i.e. through the DCU) if needed, it is recognised that full decontamination is unlikely to be necessary in most situations. It will only be required where, in the professional opinion of the analyst, contamination has occurred and full decontamination is necessary. The analytical organisation must have decontamination procedures for the use of the DCU and also for situations where preliminary rather than full decontamination may be acceptable. The difficulties for female analysts with regards to suitable disposable underwear were discussed with the use of swimwear being deemed as acceptable with this being worn into the shower area of the DCU and decontaminated. The updated version of the Analyst Guide will include additional information with regards to female analysts and decontamination.</p>
<p><b>12.0</b></p>	<p><b>Static sampling</b></p> <p>The information contained within the new ACoP L143 at paragraph 416 could imply an increased requirement for static sampling during asbestos removal works. The wording within the on-line version of the ACoP at paragraph 416 is being reviewed as the intention is not to move away from the requirements within HSG 247. An additional note will be included</p>

	at paragraph 418 advising that the frequency and level of static sampling will depend on the nature of the works and its location. This information will also be used within any future updates to HSG 247.
<b>13.0</b>	<b>Use of glove bags</b>
	<p>Concerns regarding how glove bags are used was raised by Steve (W) along with bags provided by suppliers. Although Steve was unaware of how many different types of glove bags are available he was aware of some which are provided without zips unless they are specifically requested when ordering them. Concerns were also raised with regards to the use of glove bags to remove insulation from complete runs of pipework without any enclosures. The pipework was in external locations but there were people in the vicinity. Although sometimes it may be acceptable for external remote locations to use glove bags without an enclosure this should not be seen as the norm. The general requirement is that an enclosure should always be used when using glove bags. It was considered that further guidance is required to clarify when it may be acceptable to use glove bags without an enclosure.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>(1). Summarise current guidance on use of glove bags including advice from A. Kingscott to provide better clarity and circulate memo to group by 4<sup>th</sup> April (SW)</li> <li>(2). Comments to be provided on memo to Steve (W) by end of April (ALL)</li> </ol>
<b>14.0</b>	<b>Large scale work as stated in the ACoP (Table 3 page 22, para 386 bullet 2, para 428, para 464)</b>
	<p>This item was put forward by an ARCA member requesting further clarification. The clarification requested was whether there was a need to use a full enclosure with NPU and airlocks for large scale non-licensed removal works.</p> <p>Within this section of the ACoP the large scale works referred to relate to textured coating and to the amount of dust produced.</p> <ul style="list-style-type: none"> <li>• A small area is defined within Asbestos Essentials as &lt;math&gt;&lt;1\text{m}^2&lt;/math&gt; therefore a large area is one which is bigger than this.</li> <li>• If the textured coating is attached to panelling and this is being removed whole, there will be little dust generated therefore no need for an enclosure.</li> <li>• If the textured coating is being removed using methods which will generate dust (e.g. scraping) then an enclosure will be required.</li> <li>• This type of enclosure will need to be fitted with an NPU and 2 stage airlock.</li> </ul> <p><b>Action:</b> Feedback to be provided to ARCA member (SS)</p>
<b>15.0</b>	<b>Ventilation of Enclosures</b>
	<p>HSL/HSE have undertaken further testing with regards to airflow through enclosures with particular regard to 1,000m<sup>2</sup>/hour. The deflection of the airlock flaps at this rate is around 250mm. This study has shown that there are no issues with regards to collapse of small enclosures. The study has shown that once the airflow increases to around 2,000m<sup>2</sup>/hour then the deflection of the airlock flaps increases significantly to a point where they would be too high and as such the baglock would need to be opened to allow airflow into the enclosure. When airflow rates are increased above 2,000m<sup>2</sup>/hour then it is necessary to add additional cubes with flaps to provide an additional flow of air into the enclosure. Filters can also be used along with increased weights in flaps. There will also be a requirement for the user to test the airflow going into the NPU using an anemometer to demonstrate at least</p>

	1,000m <sup>2</sup> /hour after taking account the use of ducting. A specialist report is being produced by Martin G which supports the information and figures used within the ACoP L143. This report/information will also be used for any future updates to HSG 247.
<b>16.0</b>	<b>Any Other Business</b>
	The Analyst Guide will be worked upon by Martin later in the year.
<b>17.0</b>	<b>Date of Next Meeting</b>
	Thursday 12 <sup>th</sup> June 2014.
	All meetings are scheduled to start at 10:30am

### Memos Currently in Progress

(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)

1	Entry into Enclosures by Other Trades
2	Gas and Electrical Safety in DCUs including the need for Earthing Spikes
3	Abrasive Blasting Systems
4	Electronic Site Record Keeping
5	Asbestos Paper Removal
6	Environmental Cleaning
7	Use of Glove Bags