

<b>Asbestos Liaison Group Technical Sub Committee (ALGTSC)</b>	
<b>Minutes of the meeting of the ALG TSC held on the 12 June 2014 Hertel offices Preston Brook</b>	
<b>Present:</b> Martin Gibson (MG) (HSE/Chair), Colette Willoughby (CW) (BOHS/minutes), Steve Watkins (SW) (Industry), Graham Warren (GW) (ACAD)	
<b>Apologies for absence:</b> Apologies were received from Steve Sadley (SS) (ARCA).	
<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. There was also recognition of the apology received.
<b>2.0</b>	<b>Minutes of ALGTSC meetings (No.12) and acceptance:</b> The minutes of the ALGTSC meeting (No.12) held on the 13 <sup>th</sup> March 2014 were reviewed and a number of minor amendments were suggested. The minutes will be amended and re-circulated for final comment.  <b>Action:</b> Minutes to be amended and re-circulated (CW)
<b>3.0</b>	<b>Matters Arising from the minutes of meeting No.11 held 5<sup>th</sup> December 2013:</b> <b>Section 2.0 – Amendments to minutes</b> Billie was contacted and all previous minutes have been uploaded onto the website – action complete <b>Section 4.0 – Composition of the TSG/Plan of Work for TSG</b> (3) A table of memo’s which are in progress has been added to the end of the minutes – action complete <b>Matters Arising from the minutes of meeting No.12 held 13<sup>th</sup> March 2014:</b> <b>Section 4.0 - Worker Involvement and what this should look like in the licensed asbestos removal industry</b> Peter Wilson is to pursue this matter through the ALG with the production of a document covering this matter. The document can be circulated and reviewed by this group once it has been completed by Peter – action on this group completed at present <b>Section 5.0 - Entry into Enclosures by other Trades</b> Issues with regards to publishing HSE documents and the protocols which need to be followed were discussed. In view of this it was agreed that some items which had previously been worked upon as draft ALG memos may in fact be better produced as guidance which

	<p>could be included within appendices at the end of the minutes. The guidance information may often be discussed over a number of meetings but would only be added as an appendix once the final/agreed position had been reached.</p> <p>It was agreed that the information with regards to entry into enclosures by other trades would be a useful topic to issue guidance through an appendix to the minutes. The document which had previously been worked upon and circulated would benefit from being reduced in size picking out the salient points. It was felt that this could be achieved into a document of approximately 5 paragraphs.</p> <p><b>Action:</b> Summarise salient points from the document circulated by Steve S and produce an updated version for discussion at next ALGTSC meeting (MG)</p>
	<p><b>Section 6.0 - Gas and electrical safety in DCUs including need for Earthing Spikes – see main agenda</b></p>
	<p><b>Section 7.0 - Quill Blast, Dry Blast and Dry Ice Blasting Systems – see main agenda</b></p>
	<p><b>Section 8.0 - Electronic on Site Record Keeping i.e. site documentation on tablets/laptops – see main agenda</b></p>
	<p><b>Section 9.0 - Combined Memo on NNLW and Soils, Asbestos Paper Removal, Electronic Site Record Keeping – see main agenda</b></p>
	<p><b>Section 10.0 - Classification of small scale debris/Control requirements for removal of trace asbestos (Environmental Cleaning) – see main agenda</b></p>
<p><b>4.0</b></p>	<p><b>Entry into Enclosures by other Trades</b></p> <p>This item has been covered within matters arising (section 5.0).</p>
<p><b>5.0</b></p>	<p><b>Gas and Electrical Safety in DCUs including need for Earthing Spikes</b></p> <p>The memo has been re-circulated and is almost at completion.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>(1). Final checks to be made with Specialist Electrical Inspectors (MG)</li> <li>(2). Final version to be sent to Craig Bell and Archie Mitchell (MG)</li> <li>(3). Publication process to be initiated when final document completed (MG)</li> </ol>
<p><b>6.0</b></p>	<p><b>Quill Blast, Dry Blast and Dry Ice Blasting Systems</b></p> <p>At present the systems most commonly used appear to be those produced by Torbo and Quill using dampened blasting grit. Very few ARCA/ACAD members are reported as using Ice blasting. The Torbo system has the facility which allows the use of fibre suppressant at the point of blasting. The addition and use of fibre suppressant has not been tested but it was felt that this must be an advantage rather than just using water. The draft memo is to be updated to identify the use of suppressants, the range and capacity of different units available, ensuring the duration of air monitoring is appropriate to allow a sufficient sample size to produce meaningful results plus protection of enclosure polythene.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>(1). Check use of RPE for Ice Blasting (GW)</li> <li>(2). Contact Quill (CW)</li> <li>(3). Contact LARC regarding large removal project where abrasive system is to be used to</li> </ol>

	<p>allow further investigations to be undertaken (GW)</p> <p>(4). Update memo in readiness for next meeting &amp; circulate by Friday 19<sup>th</sup> September (CW)</p>
<b>7.0</b>	<p><b>Electronic on Site Record Keeping</b></p> <p>The information from the memo is to be finalised and then used as an appendix to the minutes.</p> <p><b>Actions:</b></p> <p>(1). Any additional items to be included within the table to be provided to CW (ALL)</p> <p>(2). Any additional wording for inclusion to be provided to CW by Friday 27<sup>th</sup> June (ALL)</p>
<b>8.0</b>	<p><b>NNLW and Soils</b></p> <p>There will be instances where other trades will be coming onto site and need to work with the LARC therefore need to be referred to within the notes of the previous minutes. If conditions change e.g. if non-licensed to start with but licensed products are then uncovered then works would need to be notified/licensed.</p> <p><b>Actions:</b></p> <p>(1). To provide some additional bullet points to the notes from the previous minutes as seen within item 9(a) (CW)</p>
<b>9.0</b>	<p><b>Asbestos Paper Removal</b></p> <p>A draft memo has been produced by Steve S and circulated prior to the meeting. The memo includes a large amount of background information such as the extracts from the regulations which would be better removed to produce a shorter document. It was considered that it would be appropriate to produce this document as an appendix to the minutes rather than a memo. The group will review the document and provide comments with a view to reducing the text to one page.</p> <p><b>Action:</b></p> <p>(1). Comments to be provided to SS by 27<sup>th</sup> June (ALL)</p> <p>(2). Summary/appendix document to be re-circulated to ALL (SS)</p>
<b>10.0</b>	<p><b>Classification of small scale debris/Control requirements for removal of trace asbestos (Environmental Cleaning)</b></p> <p>A draft memo has been produced by Steve S and circulated for comment. Consideration needs to be given to whether or not the table needs to include anymore scenarios or whether some of them can be grouped together. For the work to be classed as an environmental clean then it should only involve small amounts of loose material which can be easily picked up without generating elevated fibre levels. The need therefore for a full enclosure should be few and far between if it is an environmental clean. A number of the sections may need to be reordered to highlight what an environmental clean is before progressing onto the table The section on swab testing may also need to be re-ordered.</p> <p><b>Action:</b></p> <p>Comments to be provided to SS by 27<sup>th</sup> June 2014 (ALL)</p>
<b>11.0</b>	<p><b>Use of glove bags</b></p>

	<p>Steve W provided information regarding current guidance on the use of glove bags from HSG 247 plus examples of glove bag products which are readily for sale through the internet. Many of these examples included photographs showing removal of insulation from whole lengths of pipework without an enclosure. It was felt that additional guidance needs to be included to highlight situations where glove bags cannot be used plus the types of enclosures which will be needed. The guidance needs to recognise when work is licensable and the notification and controls required. The guidance document will be used to form an appendix to the meeting minutes and ultimately within any update to HSG 247.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>(1). Produce a draft guidance document on the type and use of glove bags plus types of enclosures needed and circulated for comment by the end of July 2014 (SW)</li> <li>(2). Comments to be provided to SW by end of August (ALL)</li> <li>(3). An updated version to be provided prior to next meeting (SW)</li> </ol>
<b>14.0</b>	<p><b>Any Other Business – DCU Clearances</b></p> <p>The issue was raised by Colette W with regards to whether or not is it acceptable to wear clothes underneath overalls when carrying out clearances of the DCU. It was agreed that as the level of risk during this activity is less than that when undertaking a 4 stage clearance that it would be permissible to wear clothing underneath overalls plus a respirator. The analyst would enter through the clean end of the DCU, put on overalls and respirator proceed through the shower and dirty end undertaking the visual inspection and then air monitoring. The analyst could then exit via the dirty end and remove overalls and RPE once outside of the DCU. When retrieving the sampling pump the analyst would don overalls and respirator (as before) and enter either via the clean end or alternatively the dirty end again removing overalls and RPE once the pump had been retrieved and the analyst had left via the dirty end.</p>
<b>14.1</b>	<p><b>Any Other Business – ACoP L143 Hard Copy Version</b></p> <p>The hard copy version will be published once the research report on the ventilation study has been completed as this will provide the details to support information contained within the ACoP.</p>
<b>14.2</b>	<p><b>Any Other Business – The Analysts Guide</b></p> <p>Martin G will be meeting with HSL on 25<sup>th</sup> June to take this forward with a view to releasing a draft document for internal comment by December.</p>
<b>14.3</b>	<p><b>Any Other Business – Head Protection inside Enclosures</b></p> <p>Issues were highlighted by Steve W regarding problems when wearing head protection inside enclosures. If there is a head impact then this can cause a problem with the head protection as it will place pressure onto the straps/buckles of the RPE being worn. Currently there doesn't seem to be headwear which is compatible with RPE.</p> <p><b>Action:</b></p> <p>To discuss within HSE (PPE section) to see if there is head protection which is compatible with RPE (MG)</p>
<b>15.0</b>	<p><b>Date of Next Meeting</b></p> <p>Thursday 25<sup>th</sup> September 2014.</p>

	All meetings are scheduled to start at 10:30am	
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<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)	
1	Gas and Electrical Safety in DCUs including the need for Earthing Spikes
2	Abrasive Blasting Systems
3	Environmental Cleaning

<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)	
1	Entry into Enclosures by Other Trades
2	Electronic Site Record Keeping
3	Asbestos Paper Removal
4	Use of Glove Bags

**ACTION TABLE**

ITEM	ACTION
2.0	Minutes to be amended and re-circulated (CW)
3.0	Section 5.0 - Summarise salient points from the document circulated by Steve S and produce an updated version for discussion at next ALGTSC meeting (MG)
5.0	(1). Final checks to be made with Specialist Electrical Inspectors (MG) (2). Final version to be sent to Craig Bell and Archie Mitchell (MG) (3). Publication process to be initiated when final document completed (MG)
6.0	(1). Check use of RPE for Ice Blasting (GW) (2). Contact Quill (CW) (3). Contact LARC regarding large removal project where abrasive system is to be used to allow further investigations to be undertaken (GW) (4). Update memo in readiness for next meeting & circulate by Friday 19 <sup>th</sup> September (CW)

7.0	(1). Any additional items to be included within the table to be provided to CW (ALL) (2). Any additional wording for inclusion to be provided to CW by Friday 27 <sup>th</sup> June (ALL)
8.0	To provide some additional bullet points to the notes from the previous minutes as seen within item 9(a) (CW)
9.0	(1). Comments to be provided to SS by 27 <sup>th</sup> June (ALL) (2). Summary/appendix document to be re- circulated to ALL (SS)
10.0	Comments to be provided to SS by 27 <sup>th</sup> June 2014 (ALL)
11.0	(1). Produce a draft guidance document on the type and use of glove bags plus types of enclosures needed and circulated for comment by the end of July 2014 (SW) (2). Comments to be provided to SW by end of August (ALL) (3). An updated version to be provided prior to next meeting (SW)
14.3	To discuss within HSE (PPE section) to see if there is head protection which is compatible with RPE (MG)