

Asbestos Liaison Group Technical Working Group (ALGTWG)	
Minutes of the meeting of the ALG TWG held on the 24 February 2015 Hertel offices Preston Brook	
Present: Martin Gibson (MG) (HSE/Chair), Colette Willoughby (CW) (BOHS/minutes), Colin Seditas (CS) (ARCA), Steve Watkins (SW) (Industry), Graham Warren (GW) (ACAD), Daniel Barrowcliffe (DB) (HSL/Guest)	
Apologies for absence: None	
1.0	Introductions, apologies and welcome: MG welcomed all attendees to the meeting and thanked Hertel for their continuing assistance with providing the venue and hospitality for these meetings. HSL will be attending to provide a presentation on an asbestos exposure project which they are currently working on. Susan Murray (Unite the Union) was invited to attend but due to other commitments was unable to make the date. Susan will be invited to attend the next meeting. Susan will be made aware of the remit of the group along with its aims and objectives. This has previously been discussed/agreed within the early meetings but may be better to produce this as a separate document to allow clarity for all. The appendix documents will all carry an opening statement advising that the information is a summary and conclusions of discussions of the group to clarify the status of the appendices. The numbering system to be used will be the meeting date and number followed by 1,2,3 etc. depending on the appendix number for that meeting. The memos which were being considered will be re-visited with a view to changing some of them into appendices to allow the discussed items to be issued as part of the minutes. Actions: <ul style="list-style-type: none"> (1) Susan Murray to be invited to the next meeting (MG) (2) Statement of the groups aims and objectives to be produced (MG) (3) Opening standard statement for all appendices to be produced (CS)
2.0	Minutes of ALGTSC meeting (No.14) and acceptance: The minutes of the previous ALGTSC meetings (No.14) held on the 17 th September 2014 were reviewed and a number of minor amendments were suggested. The minutes will be amended and re-circulated for final comment.

	<p>Action: Minutes to be amended and re-circulated (CW)</p>	
3.0	<p>Matters Arising from the minutes of meeting No.14 held 17th September 2014 – not covered elsewhere on the agenda:</p>	
	ITEM	ACTION
	2.0	<p>Minutes of ALGTSC meetings (No.12 & 13) and acceptance:</p> <p>The minutes were amended and re-circulated and should now be on the HSE website - action complete</p>
15.1	<p>Any Other Business – Air movement and guidance</p> <p>Appendix document to be produced for air movement and ventilation of enclosures (MG)</p> <p>Action: To be carried forward</p>	
4.0	<p>Entry into Enclosures by other Trades</p>	
	<p>The document regarding other trades entering enclosures was produced and circulated for comment by the ALG.</p> <p>A number of minor comments were made by the Unions however nothing substantial was raised. The paragraph regarding actions required for entry just needs a little further clarification to ensure that a time period is allowed between stopping the work and then allowing the other trades to enter. The introduction needs to include the need for asbestos awareness training. This document needs to have the minor updates plus the standard opening statement applied and can then be appended to the minutes from this meeting.</p> <p>Action: Document to be updated ready for appending to the minutes (MG)</p>	
5.0	<p>Quill Blast, Dry Blast and Dry Ice Blasting Systems</p>	
	<p>This was presented at the last ALG meeting. Comments regarding anonymising the information were made.</p> <p>Further discussions were had regarding making it clearer that this method should not readily be used and needs robust justification. Suggestions were also made to include some additional control measures. The general consensus was that this document should be updated as an appendix.</p> <p>Actions:</p> <ol style="list-style-type: none"> (1). Convert document to an appendix (CW) (2). Update the document following discussed items and circulate to all for final comments (CW) 	
6.0	<p>Gas and Electrical Safety in DCUs including need for Earthing Spikes</p>	
	<p>The document has been reviewed by the electrical inspector and comments provided. A gas specialist now needs to review it.</p>	

	<p>SW raised an issue regarding comments which had been made by an HSE inspector about the clean end of a DCU not being sufficiently warm. The type of heating will affect how warm the unit will be particularly in light of the amount of air movement required through the DCU. Bar heating may not be sufficient for providing heating in winter weather. MG will look into this matter and look at the minimum requirements, however it was felt that this is likely to be a general H&S issue rather than an asbestos specific one.</p> <p>Actions:</p> <ol style="list-style-type: none"> (1). Any additional comments to be forwarded to MG (ALL) (2). Checks to be made with Specialist Gas Inspectors (MG) (3). Checks to be made on the heating requirements for DCUs (MG)
7.0	<p>Electronic on Site Record Keeping</p> <p>Following discussion a couple of minor amendments were suggested after which point the document can be issued as an appendix to the minutes.</p> <p>Action:</p> <ol style="list-style-type: none"> (1). Include comments to update the information and produce an appendix for inclusion with the minutes (CW)
8.0	<p>NNLW and Soils</p> <p>The draft document was reviewed and comments made regarding the format of the layout. It was agreed that it may be better to produce as a schematic layout. It was agreed that the title of the appendix should be changed to Asbestos in Soil.</p> <p>Actions:</p> <ol style="list-style-type: none"> (1). Comments to be provided to CW by 13th March (ALL) (2). Include comments to update the information and produce an appendix for inclusion with the minutes (CW)
9.0	<p>Asbestos Paper Removal</p> <p>Minor amendments were suggested to clarify short non-continuous work rather than short duration. The inclusion of a licensed activity was felt unnecessary within the table with a couple of other minor points. Any further comments to be provided to CS.</p> <p>Actions:</p> <ol style="list-style-type: none"> (1). Additional comments to be provided by 13th March 2015 (ALL) (2). Final version for discussion at next meeting in May 2015 (CS)
10.0	<p>Presentation by HSL on Asbestos Exposure Project</p> <p>DB of HSL gave a presentation regarding a study which HSL are about to undertake. The study is to look at asbestos removal works of 3-5 days in length and will consider the complete job including methods, masks and air monitoring during the work and clearance testing. The study will look at removal of different ACMs and will cover 10 different sites. Two HSL staff will be present throughout the work observing the process. Biological monitoring of removal operatives will also be undertaken. This will involve sputum and</p>

	<p>breath condensate. In-mask samplers will be used to determine levels inside the RPE. The aim of the study is to establish how methods are working and whether any changes are required to guidance etc. Volunteers are being requested from licensed contractors to assist with this study.</p> <p>Actions:</p> <ol style="list-style-type: none"> (1). Requests to be sent out for volunteer organisations with feedback by end of March (CS, GW, SW) (2). Item to be posted on the HSE web communities to reach organisations outside of trade associations (MG)
11.0	<p>Classification of small scale debris/Control requirements for removal of trace asbestos (Environmental Cleaning)</p> <p>The document needs to focus on the requirements for a thorough visual inspection without the need for air monitoring. Suggestions were made for moving the information within the table to show the lowest risk categories first then moving onto higher risk and licensed work. An additional category should be included for cleaning of just general dust/debris (without any asbestos). It was agreed that this document will be produced as an appendix rather than a memo.</p> <p>Actions:</p> <ol style="list-style-type: none"> (1). Any further comments to be provided to CS prior to 13th March 2015 (ALL) (2). Revised document to be circulated by 13th March 2015 (CS)
12.0	<p>Use of glove bags</p> <p>It was agreed that glove bags will be used for licensed work therefore once the work is completed a clearance will need to be carried out. If there is no enclosure then there will be no air monitoring but a thorough visual inspection is still required. Areas where there is currently no guidance and poor controls are known need to be identified to allow the document to be progressed. This will also need to include the clearance requirements.</p> <p>Actions:</p> <p>An updated document to be produced and circulated to all for comment (SW)</p>
13.0	<p>Head protection inside enclosures</p> <p>Information with regards to the types of head protection which can be used within enclosures was included within the minutes of the previous meeting No.14. No further action required.</p>
14.0	<p>Analyst entry into enclosures to advise Contractors</p> <p>A draft appendix document was circulated for comment. It was agreed that analysts should not be undertaking 'pre' clearance inspections and this needs to be emphasised within the document. The document is to be updated and circulated for any additional comments.</p>

	Action: Update document and circulate to all for comment (CW)
15.0	Any Other Business – Swab Testing This item was previously included within the environmental clean appendix but was removed to be dealt with as a separate issue. MG will take this item forward. Action: Appendix document on swab testing to be produced and circulated to ALL (MG)
16.0	Date of Next Meeting Tuesday 5 th May 2015. 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)

Gas and Electrical Safety in DCUs including the need for Earthing Spikes

Appendix Guidance Documents Currently in Progress

(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)

Entry into Enclosures by Other Trades

Use of Glove Bags

Swab Testing

Air Movement and Ventilation of Enclosures

Environmental Cleaning

Appendix Guidance Documents Completed and Attached to these Minutes	
1	Abrasive Blasting Removal Systems
2	Documentation Required on Site for Licensed Asbestos Removal Works
3	Asbestos in Soil
4	Pre 4 Stage Clearance Inspections
5	Work with Asbestos Paper

ACTION TABLE

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