

Asbestos Liaison Group Technical Working Group (ALGTWG)					
Minutes of the meeting of the ALG TWG held on the 10th June 2015 at Hertel offices Preston Brook					
<p>Present: Martin Gibson (MG) (HSE/Chair), Colette Willoughby (CW) (BOHS/minutes), Colin Seditas (CS) (ARCA), Steve Watkins (SW) (Industry), Graham Warren (GW) (ACAD).</p> <p>Apologies for absence: Susan Murray</p>					
1.0	<p>Introductions, apologies and welcome:</p> <p>MG welcomed all attendees to the meeting and thanked Hertel for their continuing assistance with providing the venue and hospitality for these meetings.</p> <p>Susan Murray (Unite the Union) was invited to attend but due to other commitments was unable to make the date.</p> <p>Completed appendix documents will be circulated to the ALG with a month allowed for comments before appending to the minutes and uploading onto the HSE website.</p>				
2.0	<p>Minutes of ALGTWG meeting (No.15) and acceptance:</p> <p>The minutes of the previous ALGTWG meeting (No.15) held on the 24th February 2015 were reviewed and accepted as an accurate representation of discussions.</p> <p>Action: Minutes to be sent for uploading onto the HSE website (MG)</p>				
3.0	<p>Matters Arising from the minutes of meeting No.15 held 24th February 2015 – not covered elsewhere on the agenda:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">ITEM</th> <th style="width: 85%;">ACTION</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">1.0</td> <td> <p>Introductions, apologies and welcome:</p> <ul style="list-style-type: none"> (1) Susan Murray to be invited to the next meeting (MG) Susan was invited - action complete (2) Statement of the groups aims and objectives to be produced (MG) Terms of Reference document produced for discussion (refer to agenda item No 4) – action complete (3) Opening standard statement for all appendices to be produced (CS) Statement produced and circulated. Minor amendments required before incorporation into documents. <p>Action: Statement to be amended and circulated to all (CS)</p> </td> </tr> </tbody> </table>	ITEM	ACTION	1.0	<p>Introductions, apologies and welcome:</p> <ul style="list-style-type: none"> (1) Susan Murray to be invited to the next meeting (MG) Susan was invited - action complete (2) Statement of the groups aims and objectives to be produced (MG) Terms of Reference document produced for discussion (refer to agenda item No 4) – action complete (3) Opening standard statement for all appendices to be produced (CS) Statement produced and circulated. Minor amendments required before incorporation into documents. <p>Action: Statement to be amended and circulated to all (CS)</p>
ITEM	ACTION				
1.0	<p>Introductions, apologies and welcome:</p> <ul style="list-style-type: none"> (1) Susan Murray to be invited to the next meeting (MG) Susan was invited - action complete (2) Statement of the groups aims and objectives to be produced (MG) Terms of Reference document produced for discussion (refer to agenda item No 4) – action complete (3) Opening standard statement for all appendices to be produced (CS) Statement produced and circulated. Minor amendments required before incorporation into documents. <p>Action: Statement to be amended and circulated to all (CS)</p>				

	2.0	Minutes of ALGTSC meeting (No.14) and acceptance: Minutes to be amended and re-circulated (CW) Minutes were amended and distributed – action complete
	3.0	15.1 Matters Arising from the minutes of meeting No.14 held 17th September 2014 – not covered elsewhere on the agenda: Any Other Business – Air movement and guidance Appendix document to be produced for air movement and ventilation of enclosures (MG) An HSE Specialist report is being finalised ready for publication on the HSE website during the summer. CS has produced a summary document regarding ventilation of enclosures for ARCA members which may be useful for other members of the group. Action: Summary document to be circulated to the group (CS)
	10.0	Presentation by HSL on Asbestos Exposure Project (1). Requests to be sent out for volunteer organisations with feedback by end of March (CS, GW, SW) Requests were asked for at regional meetings with organisations volunteering – action closed (2). Item to be posted on the HSE web communities to reach organisations outside of trade associations (MG) Information has been posted on the website – action closed
4.0	Terms of Reference A draft terms or reference document was circulated for discussion. Suggestions for amendments were made to include additional aims and updates to the objectives to ensure all categories are covered. The draft document will be updated and then circulated to the ALG membership for comment. Once agreed by all it will then be displayed on the HSE website. Actions: (1). Update draft document and circulate to ALG for comment (MG) (2). Once agreed to be added to HSE website (MG)	
5.0	Entry into Enclosures by other Trades The document has been amended following comments from the previous meetings. In addition information has been included with regards to asbestos in soil and other trades assisting with this work. Comments were received regarding additional clarification on live enclosures. Actions: (1). Final comments to be sent and document updated by 13 th July (MG) (2). Updated document to be sent to ALG (MG)	
6.0	Quill Blast, Dry Blast and Dry Ice Blasting Systems The appendix document was reviewed and agreed by all that subject to a couple of minor typing amendments was now complete.	

	<p>Actions:</p> <ul style="list-style-type: none"> (1). Amended document to be circulated (CW) (2). Document to be circulated to ALG (MG)
7.0	<p>Gas and Electrical Safety in DCUs including need for Earthing Spikes</p> <p>The document needs to be passed to a specialist gas inspector for comments.</p>
	<p>Action:</p> <ul style="list-style-type: none"> (1). Document to be sent to Specialist Gas Inspector (MG)
8.0	<p>Electronic on Site Record Keeping</p> <p>The appendix document was reviewed and agreed by all that subject to a couple of minor typing amendments was now complete.</p>
	<p>Actions:</p> <ul style="list-style-type: none"> (1). Amended document to be circulated (CW) (2). Document to be circulated to ALG (MG)
9.0	<p>Asbestos in Soil</p>
	<p>The amended document including the schematic layout was discussed. Some additional information to be added included details on where asbestos fibres are identified and not an identifiable product then this is not covered specifically by the licensing requirements (as it's not a product). Instead the criteria need to consider whether or not the control limit or sporadic/low intensity values will be exceeded. Clarification that the non-licensed work is 'removal' (i.e. not maintenance) needs to be included along with some minor adjustments to some of the existing text.</p> <p>Actions:</p> <ul style="list-style-type: none"> (1). Document to be amended and circulated (CW) (2). Document to be circulated to ALG (MG)
10.0	<p>Asbestos Paper Removal</p>
	<p>The appendix document was reviewed and agreed by all that subject to a couple of minor typing amendments was now complete.</p> <p>Actions:</p> <ul style="list-style-type: none"> (1). Amended document to be circulated (CS) (2). Document to be circulated to ALG (MG)
11.0	<p>Classification of small scale debris/Control requirements for removal of trace asbestos (Environmental Cleaning)</p>
	<p>The document was reviewed and comments made regarding areas of further clarification. Further comments are needed for amendments to the document which need to be provided by all.</p>

	<p>Actions:</p> <p>(1). Any further comments to be provided to CS prior to 13th July 2015 (ALL)</p> <p>(2). Revised document to be circulated prior to next meeting (CS)</p>
12.0	<p>Use of glove bags</p> <p>Guidance is missing on the standard types of glove bags to be used e.g. size and thickness. A research project would be necessary to identify the minimum thickness of bag to be used. Examples of poor practice to be put within a table which could be used as reference.</p> <p>Actions:</p> <p>An updated document to give examples of poor practice to be circulated to all for comment (GW)</p>
13.0	<p>Analyst entry into enclosures to advise Contractors</p> <p>The appendix document was reviewed and agreed by all that subject to a couple of minor typing amendments was now complete.</p> <p>Actions:</p> <p>(1). Amended document to be circulated (CW)</p> <p>(2). Document to be circulated to ALG (MG)</p>
14.0	<p>Any Other Business – Swab Testing</p> <p>A draft appendix document was produced by MG and circulated to the group for comment and discussion at the next meeting.</p> <p>Action:</p> <p>Comments on document to be provided to MG by 13th July 2015 (ALL)</p>
15.0	<p>Date of Next Meeting</p> <p>Thursday 8th October 2015.</p> <p>All meetings are scheduled to start at 10:30am</p>

<p>Memos Currently in Progress</p> <p>(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)</p>
<p>Gas and Electrical Safety in DCUs including the need for Earthing Spikes</p>

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
Environmental Cleaning

ACTION TABLE

ITEM	ACTION
2.0	Minutes of ALGTWG meeting (No.15) and acceptance: Minutes to be sent for uploading onto the HSE website (MG)
3.0	Matters Arising from the minutes of meeting No.15 held 24th February 2015 – not covered elsewhere on the agenda: Introductions, apologies and welcome item (3) Standard opening statement for appendices to be amended and circulated (CS) Any Other Business – Air movement and guidance Summary document to be circulated to the group (CS)
4.0	Terms of Reference (1). Update draft document and circulate to ALG for comment (MG) (2). Once agreed to be added to HSE website (MG)
5.0	Entry into Enclosures by other Trades (1). Final comments to be sent and document updated by 13 th July (MG) (2). Updated document to be sent to ALG (MG)
6.0	Quill Blast, Dry Blast and Dry Ice Blasting Systems (1). Amended document to be circulated (CW) (2). Document to be circulated to ALG (MG)
7.0	Gas and Electrical Safety in DCUs including need for Earthing Spikes (1). Document to be sent to Specialist Gas Inspector (MG)
8.0	Electronic on Site Record Keeping (1). Amended document to be circulated (CW) (2). Document to be circulated to ALG (MG)

9.0	<p>Asbestos in Soil</p> <p>(1). Document to be amended and circulated (CW) (2). Document to be circulated to ALG (MG)</p>
10.0	<p>Asbestos Paper Removal</p> <p>(1). Amended document to be circulated (CS) (2). Document to be circulated to ALG (MG)</p>
11.0	<p>Classification of small scale debris/Control requirements for removal of trace asbestos (Environmental Cleaning)</p> <p>(1). Any further comments to be provided to CS prior to 13th July 2015 (ALL) (2). Revised document to be circulated prior to next meeting (CS)</p>
12.0	<p>Use of glove bags</p> <p>An updated document to give examples of poor practice to be circulated to all for comment (GW)</p>
13.0	<p>Analyst entry into enclosures to advise Contractors</p> <p>(1). Amended document to be circulated (CW) (2). Document to be circulated to ALG (MG)</p>
14.0	<p>Any Other Business – Swab Testing</p> <p>Comments on document to be provided to MG by 13th July 2015 (ALL)</p>