

Asbestos Liaison Group Technical Working Group (ALGTWG)					
Minutes of the meeting of the ALG TWG held on the 19th January 2017 at TICA House, Darlington					
<p>Present: Martin Gibson (MG) (HSE/Chair), Colette Willoughby (CW) (BOHS/minutes), Steve Watkins (SW) (Industry), Graham Warren (GW) (ACAD), Steve Sadley by telephone link (SS) (ARCA).</p> <p>Visitor: Rosie Bricis (RB) (HSE)</p>					
1.0	<p>Introductions, apologies and welcome:</p> <p>MG welcomed all attendees to the meeting and thanked ACAD for providing the venue and hospitality for the meeting.</p> <p>RB has been with HSE within a different sector but has recently joined the ALU.</p> <p>Colin Seditas has recently left ARCA and will be replaced by SS as the ARCA representative.</p> <p>As some time has elapsed since the last meeting it was agreed to re-visit all the items to determine which still require action. Due to the time lapse some of the topics may have naturally moved on so important to establish the current status.</p> <p>MG provided an overview of the group and its work for the benefit of RB.</p>				
2.0	<p>Minutes of ALGTWG meeting (No.16) and acceptance:</p> <p>The minutes of the previous ALGTWG meeting (No.16) held on the 10th June 2015 were reviewed and accepted as an accurate representation of discussions.</p> <p>Billie Wilson left HSE in December 2016. Billie was the link for minutes being put onto the HSE website so at present it is not known who will be responsible for this.</p> <p>Action: Need to establish the process for minutes being uploaded onto the HSE website (RB)</p>				
3.0	<p>Matters Arising from the minutes of meeting No.16 held 10th June 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="text-align: center;">3.0</td> <td> <p>Matters Arising from the minutes of meeting No.15 held 24th February 2015 – not covered elsewhere on the agenda:</p> <p>Introductions, apologies and welcome item (3)</p> </td> </tr> </tbody> </table>	ITEM	ACTION	3.0	<p>Matters Arising from the minutes of meeting No.15 held 24th February 2015 – not covered elsewhere on the agenda:</p> <p>Introductions, apologies and welcome item (3)</p>
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	<p>Standard opening statement for appendices to be amended and circulated (CS) – action complete</p> <p>Any Other Business – Air movement and guidance Summary document to be circulated to the group (CS)</p> <p>MG has already produced a report with an introductory summary which may be appropriate.</p> <p>Action: To extract the summary from the ventilation report and circulate to the group (RB)</p>
5.0	<p>Entry into Enclosures by other Trades Action Completed</p>
6.0	<p>Quill Blast, Dry Blast and Dry Ice Blasting Systems Action Completed</p>
8.0	<p>Electronic on Site Record Keeping Action Completed</p>
10.0	<p>Asbestos Paper Removal On Main agenda</p>
11.0	<p>Classification of small scale debris/Control requirements for removal of trace asbestos (Environmental Cleaning) On Main agenda</p>
12.0	<p>Use of glove bags Action Completed</p>
13.0	<p>Analyst entry into enclosures to advise Contractors Action Completed</p>
14.0	<p>Any Other Business – Swab Testing On Main agenda</p>
4.0	<p>Terms of Reference</p> <p>There has been a change of chairman for the ALG to Ian Strudley from the construction sector. The intention is for the group to widen its remit and invite more stakeholders to be involved with a change of name to Asbestos Leadership Group (ALG). Various working groups will be established as identified within the minutes from the last ALG meeting.</p> <p>In view of the changes within ALG the remit of this group is likely to change which will affect the TOR.</p> <p>The draft terms of reference document will need to be reviewed once the ALG has established its new TOR. The current draft requires a small number of amendments at present which can then be added to once the ALG TOR has been updated.</p> <p>Actions:</p> <p>(1). Update current draft document and circulate to group for comment (CW)</p>
5.0	<p>Gas and Electrical Safety in DCUs including need for Earthing Spikes</p>

	<p>The document was reviewed and consideration given to whether or not the document should be split. It currently it includes items as part of the DCU manufacture and then general maintenance after receipt along with gas and electrical safety checks. It was agreed that it is sufficient to state that it should come with the relevant safety checks and certificates and the document should cover more of the specifics which are required for the use of the DCU. The scale of jobs and situations from large fixed sites down to small one or two day jobs needs to be covered. Inclusion of a flow chart for different scenarios and photographs considered as a useful approach.</p> <p>Deconta have produced new DCU's with additional safety features.</p> <p>Action:</p> <ol style="list-style-type: none"> (1). Earth checking plugs to be reviewed and validation of them (GW) (2). Discussion with Specialist Inspector regarding earthing and appropriate approaches (GW) (3). Document to be updated (GW) (4). Discussion with Specialist Inspector for Gas requirements (MG) (5). Circulate the Deconta specification for consideration (MG)
6.0	<p>Asbestos in Soil</p> <p>Two or three other documents have been produced recently so will need to check there are no discrepancies between these documents and the draft appendix produced previously.</p> <p>Action: To check all documents for consistency (MG)</p>
7.0	<p>Asbestos Paper Removal</p> <p>The appendix document was reviewed and agreed it needed some minor amendments to clarify some of the text.</p> <p>Actions:</p> <ol style="list-style-type: none"> (1). Document to be amended and circulated (MG)
8.0	<p>Dust Sampling</p> <p>Comments on the draft document to be re-circulated to MG</p> <p>Action: Comments on document to be provided to MG (ALL)</p>
9.0	<p>Classification of small scale debris/Control requirements for removal of trace asbestos (Environmental Cleaning)</p> <p>The document was reviewed and discussion centred around the term environmental clean. This term often seems to be used to signify a lesser standard. It was therefore agreed that clarity was needed to identify that this will be asbestos removal and the appropriate requirements will need to be in place. The emphasis needs to relate to the risk and controls required.</p>

	<p>Actions:</p> <ol style="list-style-type: none"> (1). Send previous version with comments to SS (CW) (2). Information on cleaning to be circulated to the group (MG) (3). Document to be updated and circulated to the group (SS)
10.0	<p>Soffit Guidance ALG Memo</p> <p>Phil Pinnington and xxxx representing the Glass and Glazing Federation (GGF) joined the meeting to discuss issues which the GGF are experiencing with regards to the removal of soffits for window replacement schemes. The current guidance requires the use of a full enclosure unless this is not reasonably practicable. As the window replacement occurs for domestic customers they often will make their own arrangements to remove the soffits which has been seen to be done incorrectly with a lack of any clearance testing certificates. It was suggested that the guidance document be updated to provide additional clarity through the inclusion of a process flow chart. That would allow the GGF members to work through the process and document why a full enclosure was being used or provide the justification for those situations where a partial enclosure may be acceptable.</p> <p>It was confirmed to the GGF representatives that the expectation is for a full enclosure to be used. It was acknowledged that the GGF have produced an asbestos fact sheet which is distributed to homeowners but suggested that perhaps additional guidance could be provided by them to cover the need for full enclosures along with the issues when inappropriate methods are adopted.</p> <p>Actions: Draft process flow chart to be produced and circulated to the group for comment (GGF)</p>
11.0	<p>Any Other Business</p>
11.1	<p>Analysts - Medicals</p> <p>A query was raised by a member of Norac regarding Medicals for analysts, specifically, whether they should we be using the old (green) licensed contractor medical, or the new (white) NNLW medical. There seems to be confusion within the medical profession, with the type of medical differing from one part of the country to another.</p> <p>The discussion concluded that as analysts are not doing licensed work then there is no requirement for medicals. Fitness for work medicals may be appropriate.</p> <p>Action: Norac group to be updated (CW)</p>
11.2	<p>Analysts- Cold Weather Clothing</p> <p>A query was raised by a member of Norac regarding analysts working in cold environments and undertaking 4 stage clearance testing. Analysts currently use disposable paper underwear beneath their overalls which has found to be insufficient when undertaking external works in cold weather situations.</p> <p>This matter has been discussed previously but with regards to LARCs where it was accepted that they could use sacrificial clothing under their overalls to protect against the cold. The</p>

	<p>main requirement is that an adequate risk assessment is undertaken and that the sacrificial clothing is disposed of and not taken home. A similar approach is applicable for analysts.</p> <p>Action: Norac group to be updated (CW)</p>
11.3	<p>DOP Testing</p> <p>Issues have been raised within the industry with regards to standards and the lack of guidance for the DOP testing of equipment. The working group (Federation of Decontamination Equipment Manufacturers – (FDEM)) recently was set up has volunteered to address these issues. The working group aim is to produce a standard method for DOP testing. Some equipment suppliers also aim to provide training for those who carry out DOP testing. The procedure for DOP testing will be circulated to the group for comment.</p> <p>Action: DOP testing procedure to be circulated to the group (FDEM)</p>
12.0	<p>Date of Next Meeting</p> <p>Thursday 4th May 2017. To be held at the ACAD offices in Darlington.</p> <p>All meetings are scheduled to start at 10:30am</p>

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)

Swab Testing

Environmental Cleaning

Asbestos Paper Removal

ACTION TABLE

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7.0	<p>Asbestos Paper Removal Document to be amended and circulated (MG)</p>
8.0	<p>Dust Sampling Comments on document to be provided to MG (ALL)</p>
9.0	<p>Classification of small scale debris/Control requirements for removal of trace asbestos (Environmental Cleaning)</p> <ol style="list-style-type: none"> (1). Send previous version with comments to SS (CW) (2). Information on cleaning to be circulated to the group (MG) (3). Document to be updated and circulated to the group (SS)
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11.1	<p>Analyst Medicals Norac group to be updated (CW)</p>
11.2	<p>Analysts- Cold Weather Clothing Norac group to be updated (CW)</p>
11.3	<p>DOP Testing DOP testing procedure to be circulated to the group (FDEM)</p>

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