

Asbestos Leadership Group Technical Working Group (ALGTWG)									
Minutes of the meeting of the ALG TWG held on the 16th January 2018 at TICA House, Darlington									
Present: Martin Gibson (MG) (HSE/Chair), Colette Willoughby (CW) (BOHS/minutes), Steve Watkins (SW) (Industry), Graham Warren (GW) (ACAD), Steve Sadley (SS) (ARCA).									
1.0	Introductions, apologies and welcome: MG wished everyone a happy New Year and welcomed all attendees to the meeting. ACAD were thanked for providing the venue and hospitality for the meeting and thanks were expressed again for the previous meeting at the Deconta site and discussions held there.								
2.0	Minutes of ALGTWG meeting (No.19) and acceptance: The minutes of the previous ALGTWG meeting (No.19) held on the 17 th October 2017 were reviewed and accepted as an accurate representation of discussions.								
3.0	Matters Arising from the minutes of meeting No.19 held 17^h October 2017 – not covered elsewhere on the agenda:								
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 15%;">ITEM</th> <th>ACTION</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">3.0</td> <td> Matters Arising from previous minutes: Any Other Business – Air movement and guidance A summary of the research document has been produced and circulated. This summary was felt to be sufficient to cover the relevant points and can now be issued as an appendix to the minutes. Action: to be sent with minutes as finalised appendix (MG) - completed </td> </tr> <tr> <td style="vertical-align: top;">13.1</td> <td>NPU's</td> </tr> <tr> <td></td> <td>The testing on particle counting in relationship to NPU's is currently inconclusive and will continue to be assessed by SW. If any definitive information is obtained this will be fed back to the group – action closed</td> </tr> </tbody> </table>	ITEM	ACTION	3.0	Matters Arising from previous minutes: Any Other Business – Air movement and guidance A summary of the research document has been produced and circulated. This summary was felt to be sufficient to cover the relevant points and can now be issued as an appendix to the minutes. Action: to be sent with minutes as finalised appendix (MG) - completed	13.1	NPU's		The testing on particle counting in relationship to NPU's is currently inconclusive and will continue to be assessed by SW. If any definitive information is obtained this will be fed back to the group – action closed
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4.0	Finalise Outstanding Items (I) Terms of Reference (CW) These are now complete and will be appended to the previous minutes (II) Asbestos in Soil (MG) The appendix has been completed and is ready to be uploaded with the previous minutes. (III) Asbestos Paper Removal (MG)								

	<p>The appendix has been completed and is ready to be uploaded with the previous minutes.</p> <p>(IV) Dust Sampling (MG) The appendix has been completed and is ready to be uploaded with the previous minutes.</p> <p>(V) Soffit Guidance (MG) The appendix requires some minor amendments and can then be uploaded with the previous minutes. Action: circulate appendix to CW for amendment (MG), amend document and issue for upload (CW)</p> <p>(VI) Quill Blast, Blasting Methods (MG, CW) The appendix requires some minor amendments and can then be uploaded with the previous minutes. Action: circulate amended document (MG)</p>
<p>5.0</p>	<p>Gas and Electrical Safety in DCUs including need for Earthing Spikes</p> <p>GW has met with the specialist electrical inspectors at HSE. The RCD plugs which can be used to confirm whether the unit is earthed are not seen as being suitable or sufficient, although they may be of some use as an initial step. Consideration also being given to training of supervisors to be able to undertake the electrical testing. The information identified within the Licensed Contractors guide will be used in further discussion with the specialist inspector to determine the level of training required to achieve this.</p> <p>This matter is still being discussed and further meetings are planned to attempt to resolve the issue. It was agreed that the document will be split to produce one to cover Electrical safety and one to cover Gas safety.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) Discussion with Specialist Inspector regarding earthing and appropriate approaches (GW) 2) Document to be split into two individual documents to separately cover Gas Safety and Electrical safety (GW)
<p>6.0</p>	<p>Classification of small scale debris/Control requirements for removal of trace asbestos (Environmental Cleaning)</p> <p>The document contains information on when licenses are required and control measures. There is a limited definition regarding environmental clean which requires further expansion. It will be useful to include information on pre-cleaning prior to asbestos removal works along with requirements where there has been an emergency situation/release of asbestos (Regulation 15).</p> <p>Actions:</p>

	<ol style="list-style-type: none"> 1) Comments to be provided on current document initially (ALL) 2) Document to be updated and circulated to the group by 9th February (SS) 3) Comments to be provided on circulated document by Friday 30th March (ALL) 4) Updated document to be circulated on 9th April (SS)
7.0	<p>Negative Pressure Units (use and monitoring: airflow/pressure)</p> <p>GW has been looking at different ways of checking airflow and the accuracy of information obtained. In order to achieve -5Pa he found a large NPU was needed to achieve the required a 1000 c³m/h NPU which seemed to be at odds to previous investigations. It is not clear at the moment regarding all the factors which may affect this. GW will investigate this further as it may be useful information for the next version of the Licensed Contractors Guide.</p> <p>Action: GW will report as and when any new information is available</p>
8.0	<p>NVQs & Qualifications for LARCs</p> <p>GW commented on the requirements for competency and that the attainment of an NVQ demonstrates competence at that moment in time. This will not be the only route as someone may be trained in-house using the modules from the Licensed Contractors Guide and can then attain competence. At present there aren't any links between the existing training modules identified within the Licensed Contractors Guide and NVQ. The training requirements in chapter 4 of HSG 247 could be mapped to the NVQ units which would allow a clear identification of how the current modules link to the NVQ requirements. GW will look at producing a paper to cover this area for discussion at the next meeting.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) Map current training modules to NVQ units 9th February (GW) 2) Comments to be provided on circulated document by Friday 30th March (ALL) 3) Updated document to be circulated on 9th April (GW)
9.0	<p>Use of Modular Units</p> <p>SW circulated a summary document on the use of modular units and numbers of operatives who can use them. There has been an amount of discussion regarding this on the web communities which specifies both 4 operatives to 1 shower and then just 2 operatives. Paragraph 8.1.3 of HSG 247 includes information on the use of modular units and refers to a maximum of 2 people in the unit however this does not refer to the shower itself which is likely to have caused the differing comments on the web communities.</p> <p>The summary document and discussions at the meeting identified that the main objective is that the process is managed. The normal ratio of four operatives per shower head should typically be taken as the standard position however factors such as how much water the unit can hold, practicalities of the site, space etc. need to be taken into account.</p>
10.0	<p>DOP Test Update</p> <p>The planned FDEM meeting did not take place therefore no further testing has been carried out since the previous TWG meeting.</p>
11.0	<p>Asbestos Samples in the Post</p>

	Royal Mail are looking into the possibility of producing draft guidance in consultation with HSE which would look at types of packaging and labelling.
12.0	Any Other Business
12.1	Analysts Entering Live Enclosures
	<p>CW advised that a number of comments have been received from Norac members where LARCs are continuing to request that they enter enclosures before the 4SC to advise on the required standards and to check if the area is ready for inspection. Analysts have made the LARCs aware that they are not permitted to do this but there appears to be a lack of knowledge within some of the LARCs staff. This issue has previously been addressed within appendix '3-15 Pre 4 Stage Clearance Inspections' which needs to be reinforced with LARCs.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) LARCs to be reminded of the contents of appendix 4-15 (SS, GW, SW) 2) Issue to be raised at the next ALG meeting in February (SS) 3) Copy of the appendix 4-15 to be circulated to Norac members for use on site (CW)
12.2	Auditing of Analysts
	<p>CW advised that an issue has been raised by a Norac member where auditors who need to undertake audits of analysts for on-going competency or authorisation purposes are being refused entry onto site by LARCs. The LARCs believe this will slow down their work and therefore refuse access. It is essential that all analysts are audited to ensure their competence is maintained or to allow them to be authorised to undertake their work. The LARC has a duty to co-operate and allow this process to occur (Refer to Management of H&S at work Regulations).</p> <p>The Norac member has not provided any details regarding LARCs involved but it would be beneficial for a record to be maintained to determine if this is isolated to one LARC or is a more wide spread issue.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) LARCs to be reminded of the requirement to co-operate and allow auditors on site (SS, GW, SW) 2) Feedback to be provided to Norac members and records to be maintained of occurrences of refusal onto site for auditors (CW)
12.3	Dead Spots within Enclosures
	<p>SS advised that comments were received during a training session that a company has used a standalone NPU within an enclosure to alleviate dead spots. The unit is sealed to prevent contamination and exhausts into the enclosure. This approach was discussed at the meeting and determined this wouldn't really assist with the dead spots and other methods should be considered such as roving heads or better air management.</p>
12.4	Analysts and Enclosure Failure Times
	<p>The new Analyst Guide advises that if there is more than 10 minutes cleaning required as part of stage 2 then the analyst should fail the clearance/area. GW queried whether or not the 10 minutes would vary depending on the enclosure size with greater timescales being</p>

	allowed for larger enclosures. It was confirmed that the 10 minute figure related to all enclosures and will not vary dependent upon size.
13.0	Date of Next Meeting
	Thursday 12 th April 2018. To be held at the ACAD offices in Darlington.
	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 Safety in DCUs
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)
Environmental Cleaning

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