

Asbestos Network Technical Working Group (ANTWG)	
Minutes of the meeting of the AN TWG held on the 11th December 2020 via video conferencing	
<p>Present: Martin Gibson (MG) (HSE/Chair), Sam Lord (SL) (HSE/Chair), Colette Willoughby (CW) (BOHS/minutes), Steve Watkins (SW) (Industry), Graham Warren (GW) (ACAD), Steve Sadley (SS) (ARCA), Gareth Jones (GJ) (UKATA)</p> <p>Note: <i>These minutes are a note of the discussions had on the date of the meeting. Some items will be discussed over a number of meetings. Taking one set of minutes in isolation may not reflect the final position and readers need to be aware of this. As and when a final position is reached this will be made clear within the relevant minute item.</i></p>	
1.0	<p>Introductions, apologies and welcome:</p> <p>MG welcomed all attendees to the meeting and thanked ACAD for providing the online facility for holding this virtual meeting. MG advised this will be his last meeting as he is retiring from HSE and was going to use the meeting to provide a hand over to SL who will take over as Chair of the group.</p> <p>The purpose of the meeting was to identify the issues which the group needs to take forward and to take stock of where items are up to.</p>
2.0	<p>Minutes of ALCTWG meeting (No.26) and acceptance:</p> <p>The minutes of the previous ALCTWG meeting (No.26) held on the 26th March 2020 were discussed. A couple of minor points were noted which required amending.</p> <p>Action:</p> <p>1) Amendments to be identified and circulated (MG)</p>
3.0	<p>Matters Arising from the minutes of meeting No.26 held 26th March 2020 – not covered elsewhere on the agenda:</p> <p>All items covered on main agenda</p>
4.0	<p>Environmental Clean/Classification of small-scale debris/Control requirements for removal of trace asbestos</p> <p>MG still working on this document but almost complete. Further clarification is needed on how licensed and non-licensed work is classified within the document but this will be completed before MG retires.</p> <p>Action:</p> <p>1) Document to be updated and circulated to the group (MG)</p>

<p>5.0</p>	<p>Gas and Electrical Safety in DCUs including need for Earthing Spikes</p> <p>Some comments have been received from an equipment supplier with regards to the suggested location of the CO monitor. Discussions looked at whether there is merit in having a CO monitor in the DCU. The forced ventilation required within a DCU would render the monitor of little use. In addition, the moisture within the DCU would also damage and ultimately prevent the monitor from working. It was agreed that if the unit is well serviced and being used correctly then the CO levels would not be an issue.</p> <p>The reasons for monitoring CO need to be revisited and if appropriate this requirement may be removed from the memo.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) Previous Memo regarding the use of CO monitors to be circulated (MG/SS) 2) Latest version of the document to be circulated (GW)
<p>6.0</p>	<p>Asbestos Awareness Emergency Procedures</p> <p>GJ hasn't been able to progress this since the previous meeting. Now that the disruption caused by the pandemic has now settled down GJ will be able to finalise the document and circulate a draft copy.</p> <p>Action:</p> <ol style="list-style-type: none"> 1) Circulate draft document by the middle of January 2021 (GJ)
<p>7.0</p>	<p>Health Records</p> <p>The document has been updated by GW and will also include more detail on TWA's as that is an area which crops up quite regularly. GW will add in the table from the draft Analysts' Guide which covers TWA.</p> <p>SL advised that she is putting together some guidance on personal monitoring for inspectors which will be useful for this document. The personal monitoring guidance could be issued as an appendix to the minutes of this group and then distributed by the group member organisations.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) Updated document to be circulated to SL (GW) 2) SL will review and update personal monitoring document if required and circulate for comment (SL)
<p>8.0</p>	<p>NVQs & Qualifications for LARCs</p> <p>This action is now complete</p>
<p>9.0</p>	<p>DOP Test Update</p> <p>MG had circulated the document to FDEM and sought feedback. MG will work on the next version but as he is retiring, he will have no involvement after that. This document will be with FDEM and it will depend on where they wish to circulate it to after that.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) Updated document to be produced (MG)

10.0	<p>Decontamination Procedures</p> <p>The decontamination of individuals procedure set out in the Licensed Contractors Guide is not totally correct and would benefit from additional clarification. It would also be useful to include the use of bag locks, different types of airlock connections, sizes, locations of items used for decontamination, close coupling, training etc. This could then feed into the updates for the Licensed Contractors Guide.</p> <p>Information from the new Analysts' Guide for decontamination uses good visual aids which may be useful to adopt within an updated procedure for LARCs.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) Visual info/aid from new Analysts' Guide to be circulated (MG) 2) Decontamination procedure document for LARCs to be produced (SS)
11.0	<p>Showers and 1-4 Ratio</p> <p>A discussion was had regarding the use of showers and the 1-4 ratio. There has been confusion as to who should be counted within this ratio. The following clarification was provided earlier in the summer by MG.</p> <p>Clarification on who counts in the DCU shower ratio of 4 workers to each shower.</p> <p>The movement of removal-personnel has to be managed to ensure that there are no "bottlenecks" and that operatives have sufficient time to shower thoroughly. The supervisor, outside person, analyst and others* are really incidental to the calculation as they will need use of a shower very infrequently and generally not at a time when the operatives require access (so no pressure on shower use). Where others* such as maintenance/repair workers need to enter a live enclosure, they should be included in the calculation only if they will be within the enclosure alongside operatives and therefore possibly will need to leave at a similar time to others.</p> <p>So, in general, only operatives should be included in the 1:4 ratio for shower usage.</p>
12.0	<p>Negative Pressure Measuring Equipment</p> <p>At present there is no guidance on the equipment which can be used when measuring negative pressure levels within enclosures. SL is working on some guidance to cover this which will also include photographic aids. This guidance document would be suitable to produce as an appendix to the minutes of the group.</p> <p>Action:</p> <ol style="list-style-type: none"> 1) Appendix document to be produced (SL)
13.0	<p>NPU Trunking</p> <p>There were discussions about the use of flexible trunking between the NPU motor unit and the pre-filter and how to deal with that trunking upon completion. This trunking will be carrying 'contaminated' air between the pre-filter and the main filter in the NPU however</p>

	<p>upon completion of the work this will still be outside of the enclosure. A method which could be used to safely remove and deal with this potential issue would be useful to document.</p> <p>Action:</p> <p>1) Produce draft method and circulate by middle of January (SS)</p>
14.0	Publication of TWG Outputs
	<p>The current system of producing appendices to the minutes which can then be shared where needed has worked well. The group feels that this approach should continue until such time as the situation changes.</p>
15.0	Any Other Business
	<p>No other business was recorded.</p> <p>A number of previous/old items were discussed and consideration given as to whether they required any further work at the moment. The group agreed that there was sufficient current work to be dealt with and that these other items should be left. If necessary, items can always be revisited if situations change. The items which are to be left for the moment are:</p> <ul style="list-style-type: none"> • Demolition Waste & Asbestos Contaminated Soil (SS) • Measuring the Inward Air Flow of a Negative Pressure Unit (MG) • Standard of polythene used for enclosures (GJ) • Royal Mail and transportation of Asbestos Samples (CW)
16.0	Date of Next Meeting
	<p>1pm-3pm Friday 12th February 2021.</p> <p>At present future meetings are to be held virtually using MS TEAMS. A diary link will be forwarded by SL.</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

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)

Asbestos Cleans (Environmental Cleaning)

Health Records
Asbestos Awareness Emergency Procedures
Decontamination Procedures
Negative Pressure Measuring Equipment
NPU Trunking

ACTION TABLE

ITEM	ACTION
2.0	Minutes of ALGTWG meeting (No.26) and acceptance: 1) Amendments to be identified and circulated (MG)
4.0	Environmental Clean/Classification of small scale debris/Control requirements for removal of trace asbestos 1) Document to be updated and circulated to the group (MG)
5.0	Gas and Electrical Safety in DCUs including need for Earthing Spikes 1) Previous Memo regarding the use of CO monitors to be circulated (MG/SS) 2) Latest version of the document to be circulated (GW)
6.0	Asbestos Awareness Emergency Procedures 1) Circulate draft document by the middle of January 2021 (GJ)
7.0	Health Records 1) Updated document to be circulated to SL (GW) 2) SL will review and update personal monitoring document if required and circulate for comment (SL)
9.0	DOP Test Update 1) Updated document to be produced (MG)
10.0	Decontamination Procedures 1) Visual info/aid from new Analysts' Guide to be circulated (MG) 2) Decontamination procedure document for LARCs to be produced (SS)
12.0	Negative Pressure Measuring Equipment 1) Appendix document to be produced (SL)
13.0	NPU Trunking 1) Produce draft method and circulate by middle of January (SS)