

Asbestos Leadership Group Technical Working Group (ALGTWG)							
Minutes of the meeting of the ALG TWG held on the 12th April 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), Gareth Jones (GJ) (UKATA)							
1.0	Introductions, apologies and welcome: MG welcomed all attendees to the meeting and wished everyone a happy Easter for the recent holidays. Gareth Jones was present and representing UKATA as a guest member for this meeting. MG provided an update on the group and how it works for the benefit of GJ. ACAD were thanked for providing the venue and hospitality for the meeting.						
2.0	Introduction to UKATA: GJ expressed his thanks for the ability to attend as a guest. GJ gave an update on UKATA and that it is now in its 10 th year of trading. There are 183 UKATA members spread across the three different categories covering licensed, non-licensed and awareness training. Members are all audited annually to ensure standards are maintained. Training certificates are issued with photographic ID and last year over 1,000,000 certificates were issued. Where there is a demand new training courses will be developed. SS advised that CITB are currently developing a quality assurance process to look at training standards to provide a consistent approach across all organisations. It is expected that this will set the minimum standard for different types of asbestos training. UKATA are one of the stakeholder members of the CITB asbestos standards working group.						
3.0	Minutes of ALGTWG meeting (No.20) and acceptance: The minutes of the previous ALGTWG meeting (No.20) held on the 16 th January 2018 were reviewed and accepted as an accurate representation of discussions.						
4.0	Matters Arising from the minutes of meeting No.20 held 16^h January 2018 – 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;">4.0</td> <td>Finalise Outstanding Items All items completed</td> </tr> <tr> <td style="vertical-align: top;">8.0</td> <td>NVQs & Qualifications for LARCs Training modules are almost mapped to the NVQ units</td> </tr> </tbody> </table>	ITEM	ACTION	4.0	Finalise Outstanding Items All items completed	8.0	NVQs & Qualifications for LARCs Training modules are almost mapped to the NVQ units
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8.0	NVQs & Qualifications for LARCs Training modules are almost mapped to the NVQ units						

		<p>Actions:</p> <ol style="list-style-type: none"> 1) Map current training modules to NVQ units by 31st May and circulate (GW) 2) Comments to be provided on circulated document by Friday 15th June (ALL) 3) Updated document to be circulated on 6th July (GW)
	12.1	<p>Analysts Entering Live Enclosures</p> <p>Action addressed</p>
	12.2	<p>Auditing of Analysts</p> <p>Action addressed – this matter will be kept under review and feedback provided.</p> <p>Action: Include on future agendas and update to be provided (CW)</p>
5.0	<p>Environmental Clean/Classification of small scale debris/Control requirements for removal of trace asbestos</p> <p>The document was circulated for initial comments. Further work is required to consider items such as pre-cleaning and also what is small scale or minor works etc. The issues around whether work is licensed or non-licensed requires some further description along with the controls required.</p> <p>The understanding of the analyst and whether a clearance is required needs to be included.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) Additional comments to be provided on current document to SS by 6th July (MG) 	
6.0	<p>Gas and Electrical Safety in DCUs including need for Earthing Spikes</p> <p>The document has now been split into three areas; day to day works and checks, electrical safety and then gas safety. The gas safety element is now a separate document. Discussions have identified that the most likely time when someone could be electrocuted whilst using a DCU is when touching the handle going in and out of the unit. The likelihood of this occurring is very unlikely however the risk is high. A meeting is being arranged within HSE with the specialist inspector to consider actions which would mitigate the risk.</p> <p>The gas safety document needs to be completed and then reviewed by a specialist inspector.</p> <p>These documents need to be produced using the standard appendix format.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) Prompt specialist inspector for feedback (GW) 2) Finalise gas safety document and circulate by 30th April (GW) 3) Circulate completed day to day document by 30th April (GW) 4) Feedback to be provided on documents by 31st May (ALL) 	
7.0	<p>Scaffolding/live enclosures</p>	

	<p>Paragraph 391 of the ACoP L143 provides information when a licensed contractor is required to erect a scaffold. There has been confusion in situations where a scaffold is required to build an enclosure. The information refers to the need to use a licensed scaffolder when the scaffold forms part of a 'live enclosure'. The need for a licensed scaffolder is dependent upon whether or not it is foreseeable that the asbestos could be disturbed. Also if a scaffold needs to be erected or dismantled as part of 'live' asbestos/enclosure works then this also requires a licensed scaffolder. It is not necessary if it is for a scaffold which will later be used to form a live enclosure.</p> <p>Actions: Final wording to be agreed as part of assessment of minutes (ALL)</p>
<p>8.0</p>	<p>Transportation of Soil</p> <p>There are readily available UN approved waste sacks which can be used for transportation of bulk materials. There are significant manual handling risks with filling and handling sacks with large bulk material. If UN approved sacks or packaging are not being used or something appropriate is not available then an exemption can be sought from the Department for Transport (DFT).</p> <p>An exemption may be appropriate for use of lined tipper trucks as this would reduce the additional handling risks.</p> <p>Action: Make contact with DFT to discuss an exemption (SS)</p>
<p>9.0</p>	<p>Demolition Waste</p> <p>There are a number of areas of confusion and issues relating to re-use of asbestos including demolition of buildings where asbestos has been removed safely. This is an area where further clarification is required.</p> <p>Action: Produce a list of areas of concern to allow further discussion and clarification by 4th May (SS)</p>
<p>10.0</p>	<p>Removing Waste from Enclosures</p> <p>The licensed contractors guide provides information on how waste should be bagged and removed from an enclosure. There has been some confusion with regards to who undertakes the double bagging which is often achieved by the outside man reaching in and holding a clear bag open within the middle section. The intention is that the person who bags the waste initially will then move into the middle stage and double bag the waste. This double bagged waste should then be placed into the outer stage so that the outside man can reach in and take the waste. The outside man should be wearing PPE. The guidance doesn't refer to the need to carry out any preliminary decontamination of the 'bagging' operative when moving from the inner stage to the middle stage. It would be useful to include preliminary decontamination within the updated licensed contractor guidance.</p>

<p>11.0</p>	<p>Ceramic Wall Tile Adhesive</p> <p>CW provided some initial information from Norac regarding the presence of asbestos within wall tile adhesive. This is a product which does not seem to be widely known about and as a result is not typically looked for or sampled. Information so far would indicate that it does occur quite frequently and contains more asbestos than textured coatings. Awareness needs to be highlighted of this product which will in part be achieved through the production of a Norac briefing note.</p> <p>There is a tile and grouting association who may have more information on this type of product and so would be useful to make contact with them.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) A contact to be provided for the tile and grout association to CW (GW) 2) Information to be provided on the web communities forum to highlight this product (CW)
<p>12.0</p>	<p>Exposure Records</p> <p>Contractors are aware of the need to undertake personal sampling to maintain exposure records. This is being carried out more frequently than previous however there appear to be inconsistencies with how personal sampling is carried out and whether or not the TWA is being worked out/used.</p> <p>Personal sampling should cover a range of activities and also each operative should be sampled at least once per year.</p> <p>It would be useful if the trade associations could circulate a pro-forma and then collect information from their members to establish what monitoring is being carried out. This would provide useful data for HSE and could assist with guidance within the licensed contractors guide.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) Develop a questionnaire and circulate to the group (MG) 2) Provide feedback on the questionnaire (ALL)
<p>13.0</p>	<p>NPU Variable Speed Control</p> <p>The ventilation summary circulated previously advises the use of variable speed control NPUs to adjust airlock flap deflection when it exceeds 200-250mm. This requirement relates to smaller enclosures (i.e. 120m³ or less). If it was a larger enclosure with a greater flap deflection then this would be managed by adding cubes or filters to provide make up air.</p> <p>Excessive door flap deflection will affect access/egress into the enclosure and so needs to be controlled.</p> <p>The new licensed contractor guidance will emphasise the measurement of airflow and also negative pressure.</p> <p>There were discussions regarding the methods for measuring airflow using anemometers. The extended ventilation guidance document includes information on how to use an anemometer and work out the airflow. It was agreed that it may be useful to extract this information into a short summary document.</p>

	<p>Some testing has been done by GW by measuring the airflow using an anemometer and inconsistent results were found unless the cardboard lattice cover was removed. This information would be useful to present to the group.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) Produce a summary guidance document on the use of the anemometer to measure airflow (MG) 2) Provide the measurement data when checking airflow (GW)
14.0	Soffit Guidance/Glass and Glazing Federation
	There are further discussions with GGF with regards to reasonable practicability for soffit removal and use of enclosures.
15.0	Analyst Inspection Programme
	<p>The project document has now been completed. This is currently being reviewed within HSE but the process for releasing the document has not yet been established. The document contains a section on auditing of analysts which would benefit from a review and comments of the group. It is important to ensure a suitable and sufficient audit programme is implemented to cover a representative selection and percentage of work carried out by each analyst.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) Information on auditing of analysts to be circulated to the group (MG) 2) Comments to be provided on auditing (ALL)
16.0	DOP Test Update
	<p>There has been no further work in this area due to funding issues. It was felt that it would be useful if ARCA/ACAD could be involved to assist in the process. There will be another meeting to look again at carrying out the testing.</p> <p>Action:</p> <p>MG to contact ARCA/ACAD regarding attendance at future FDEM meetings (MG)</p>
17.0	Any Other Business
17.1	Part Filled Skips on Site
	<p>SS raised a query from an ARCA member regarding leaving partially filled skips on site. If a skip is used on site which is not full but the contractor will be returning to site after a period of weeks to undertake more work, can the skip be left to be re-used or does it need to be removed and disposed of? The skip would be locked and secure. There is guidance on not allowing waste to build up and having to remove it regularly but this seems to just relate to enclosures.</p> <p>Action:</p> <p>Guidance to be sought within HSE as to whether this is acceptable (MG)</p>
17.2	Notification of Work

	<p>If a job finishes early but the skip company are unable to lift/remove the skip then should the contractor notify HSE that they have completed their work or should it be dependent upon when the skip is removed?</p> <p>Is a job deemed to be completed when the work finishes or when the skip has been removed? Advice needs to be sought from the licensing unit.</p> <p>Action: Advice to be sought from the licensing unit (MG)</p>
17.3	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. CW queried this 10 minute time limit with regards to the type of cleaning carried out. When an analyst carries out their inspection they will often generate cleaning due to disturbing materials within the enclosure which are not asbestos. It was agreed that the cleaning related to actual ACMs. Although in larger enclosures the 10 minute timescale may easily be breached it was felt that a consistent limit needed to be used and that it would help to ensure that the supervisor needed to do the same level of visual inspection as the analyst before requesting the clearance.</p>
17.4	Nuclear Industry
	<p>Office of Nuclear Regulation (ONR) are now taking over from HSE regarding all asbestos works in the nuclear industry. This doesn't appear to have been publicised to clients within the nuclear industry which has caused some upset with clients.</p>
17.5	General
	<p>When a document has been circulated for comment within the group it is easy for it to be missed. In order to ensure the timely development of documents it will be beneficial if comments are chased up approximately 1 week before the set deadline.</p>
18.0	Date of Next Meetings
	<p>Thursday 12th July 2018 and Tuesday 16th October 2018. All meetings 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 Safety in DCUs

Electrical Safety in DCUs including the need for Earthing Spikes

Appendix Guidance Documents Currently in Progress

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Environmental Cleaning

ACTION TABLE

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