

# Asbestos Network - Meeting Notes – 13 October 2021

Meeting held via Teams, hosted by HSE

## Attendees

Alan Willoughby	AW	NORAC, BOHS
Archie Mitchell, <b>Chair</b>	AM	HSE, Head of ALU
Ben Angell-James	BAJ	FAAM, NORAC
Chris Bishop	CB	UKATA, representing CE
David King	DK	HSE ALU
David Tucker	DT	Land Securities
Deborah Walker	DW	HSE ALU
Graham Warren	GW	TICA-ACAD
Gren Tipper	GT	CCLG
Helen Ratcliffe	HR	HSE Asbestos Policy
Joe Mitchell	JM	HSE CD
John Richards	JR	RICS, Thames Labs
Jonathan Grant	JG	NORAC
Paul Beaumont	PB	IATP
Peter Crosland	PC	CECA, CONIAC Tackling Ill Health Working Group
Rob Miguel	RM	Unite
Rosie Bricis	RB	HSE ALU
Ryan Noon	RN	NFDC - National Federation of Demolition Contractors
Sam Lord	SL	HSE SG Occ Hyg
Steve Sadley	SS	ARCA
Tim Beaumont	TB	HSE Policy
Tony Vozniak	TV	APS
Wendy Blackburn	WB	Deputising for Louise Wainwright, UKAS

## Apologies

Andy Lewis-Thomas	ALT	FDEM
Colette Willoughby	CW	BOHS, FAAM, represented by AW
Craig Evans	CE	UKATA, represented by CB
Louise Wainwright	LW	UKAS, represented by WB

## Agenda

- 1 Welcome, introductions, domestics, apologies  
Update on future meeting attendance and business practices
- 2 Minutes of previous meeting
  - agreement/amendments of 7 Jul 21 meeting minutes
  - update on actions
- 3 Working Group updates
  - Deliverables/SSE
  - Management
  - Technical
  - Licensing
  - Analysts and Surveyors
  - Significant items affecting the activity of the Asbestos Network and subsequent actions required
- 4 Duty to Manage
- 5 Any other business
- 6 Dates for future meetings
- 7 Summary of actions from this meeting

## 1 Welcome, introductions, domestics, apologies and updates

*Future meeting attendance and business practices* – will be covered under revised terms of reference.

## 2 Minutes of meeting held 7 Jul 21 – amendments, actions etc

### 2a Agreement and amendments

Minutes from meeting held 7 Jul 21 still to be agreed.

### 2b Actions from meeting 7 Jul 21

- (1) **JM** to circulate to members final/agreed notes from the 17 Mar 21 Asbestos Network meeting.  
Completed.
- (2) **JM** to circulate to members minutes from the 3 Mar 21 CONIAC meeting when they become available.  
Ongoing; approved minutes from meetings will be forwarded.
- (3) **Technical WG** and **Analysts and Surveyors WG** to move wholly to FAAM but to continue to provide updates and be included in the main Asbestos Network meetings.  
Cancelled: this action was raised in error and appears to have been a misunderstanding; neither WG will be leaving AsbNet.
- (4) **JR** to liaise with the CONIAC/CLC Chairs group, identify the issues that need working on currently and provide an update to members by 2 Aug 21.  
This action was raised in error against JR. Updates from CONIAC/CLC provided by AM, GT and PB, see agenda item #3.
- (5) **HR** to explore with HSE's IT team if the DTM flow chart can be published on the HSE website.  
In progress: HR has been pressing HSE's web team for information about accessibility, reading ages, size of font etc but still awaiting info.
- (6) **SL** and **SS** to complete formatting of the DTM flow chart and forward to SSE and members for publication.  
SS will convert the DTM flow chart within another program. There was a discussion about how the AsbNet member organisations could be represented in the flow chart; SL to forward SS copy of document and also appropriate wording; SS to create version for AsbNet, with links to CONIAC and HSE.
- (7) **ALL** to publicise the DTM flow chart when ready for publication.  
Ongoing. See agenda item #4.
- (8) **GT** to contact Sharon ? of HCLG for advice on exploring the target audience for the template asbestos management plan and where the guidance could be best placed.
- (9) **DT** to explore links with the British Property Federation in order to disseminate the template asbestos management plan.  
DT still needs to progress this; he will also find links with the British Retail Consortium and introduce them to the AsbNet Management WG. The Management WG is to work on providing something that demonstrates what active management of asbestos looks like. AW has tried to contact universities and NHS in the past but not been successful in getting any interest: is there anyone in HSE who is linked and who could help? TB is linked to the education sector; Harvey Wild deals with education; GT has links with the Construction Clients Leadership Group. Other groups it would be useful to contact include: British Retail Consortium (BRC) and the Association of British Insurers (ABI)..
- (10) **JG** and **SS** to explore links with Hiscox Insurance and also others in order to disseminate the template asbestos management plan.  
Ongoing.

- (11) **Licensing WG** to forward to members the draft risk assessment by 2 Aug 21.  
Ongoing.
- (12) **ALL** to forward comments on the draft risk assessment to DW by 6 Sep 21.  
Ongoing, depends on (12).
- (13) **ALL** to consider the questions posed in relation to HSE's health campaign and forward responses to JM.

HSE's health campaign for 2021 focuses on respiratory risk and prevention through hierarchy of control, not defaulting to PPE, <https://press.hse.gov.uk/2021/09/21/health-and-safety-executive-cracks-down-hard-on-dust/>. Members were asked to consider the following questions:

- How can Asbestos Network help with spreading this message, including disseminating information through its own networks?
  - Which organisations can Asbestos Network assist CONIAC in contacting/approaching to share guidance on respiratory risks?
  - What activities can Asbestos Network perform to promote the hierarchy of risk control?
  - How can Asbestos Network monitor/check that changes are being made?
- (14) **RB** to update Asbestos Network ToR to reflect changes, eg meeting frequency, working groups etc, and circulate amended copy to members.  
Draft circulated for discussion.
- (15) **JG** to forward to members notes from the Analysts and Surveyors WG meeting held 30 Jun 21.  
Ongoing.
- (16) **JM** to update members on Asbestos Network meeting dates for spring/summer 2022 that will link to CONIAC/ATSG.  
Ongoing.
- (17) **SL** to forward copy of presentation on *Analysts' Guide HSG 248* to members.  
SL's presentation at the UKATA webinar on 15 Jul 21 can be viewed on *YouTube* at <https://www.youtube.com/watch?v=v-INlv8o8zo>.

### 3 Updates from Working Groups and HSE

*Deliverables* – no update at this point.

*Management* – see agenda item #4.

*Technical* – two meetings since last AsbNet meeting (minutes included in accompanying WG meeting notes document); DCU gas and electricity safety just need ALU comments, then can be finalised and published via the next AsbNet meeting. Remote NPU connection and disconnection: publication/issue at Jan 22 meeting.

*Licensing* - guidance to cover assessment of non-asbestos risks still in progress.

*Analysts and Surveyors* - JG will be relinquishing the chair of this group as he represents FAAM; the person who will represent NORAC is still to be confirmed; BAJ is the technical quality director for NORAC. Analysts and Surveyors WG is to work on something that will demonstrate:

- what a good survey looks like;
- what would be reasonable to see in a survey;
- at which groups this guidance could be targeted;
- what clients should be looking for.

Also need to work on refurbishment surveys.

Work would involve translating HSG264, *Asbestos: the survey guide*, <https://www.hse.gov.uk/pubns/books/hsg264.htm>, into simple steps/actions;

There was an open invitation to everyone to attend the Construction Working Group monthly best practice meetings.

#### HSE

- FDEM (Federation of Decontamination Equipment) is represented on the Licensing WG but is also interested in forming its own working group within AsbNet.
- Report on CONIAC and CLC activity – ATSG SSE is working on guidance on wider risks; guidance to be suitable for viewing via mobile phones.
- The DTM flow chart and Asbestos House had been disseminated through the Tackling Ill Health WG and the CECA Working Groups but no feedback received to date.
- Tackling Ill Health Working Group – is aiming to expand the information about the asbestos house, <https://www.hse.gov.uk/asbestos/building.htm>,



CONIAC is putting together a website for information; it is looking for a temporary home where potential information can reside until the CONIAC website can be set up.

#### 4 Duty to Manage (DTM)

There was a lengthy discussion about DTM, the main points of which were:

- Removal should be considered as part of any strategy (CAR Reg 4(9)): the duty holder has to ensure that asbestos is maintained or, if necessary, removed. The CAR ACoP describes keeping an asbestos management plan, updating it and looking for opportunities to remove asbestos. Removal of asbestos should be considered the first time a major intervention into a structure is considered. In relation to removing asbestos, rather than leaving it in place, can AsbNet put together guidance on how a decision can be made based on risk?
- At present we have “survey and sit” instead of active management. Active management of asbestos should be part of the long term/strategic planning of property owners and managers. But what does active management look like? How can we provide information for clients? Can AsbNet put together a template management plan? Is there a target market for the management plan, eg university groups?
- AsbNet needs to work on educating clients; clients don’t understand what they are being told; the overwhelming message in the past has been to “leave and manage”; the message needs to be changed.
- The level of asbestos awareness training in general is poor; there has been a focus on awareness training but only workers attend this training, not managers.

*DTM* flowchart – it was agreed that the document would display the AsbNet logo at the top, HSE would be included in the list of member organisations at the bottom; there would also be a note to explain that AsbNet is part of CONIAC.

#### 5 Any other business

Nothing raised.

## 6 Future meetings

The CLC/CONIAC Working Group Chairs meet at least once a month in order to keep things moving forward. However, as agreed at the 17 Mar 21 meeting, the dates proposed for Asbestos Network meetings would continue to be linked to those of the main CONIAC ones, with additional work managed via emails. The Asbestos Network Terms of Reference will need to be updated on this point. The date proposed for the next meeting remains unchanged, ie:

Wednesday 12 January 2022 1030 - 1230

HSE will confirm further dates for 2022.

## 7 Summary of actions from this meeting

- (1) **ALL** – to work on closing out the outstanding actions from meeting 7 Jul 21 (agenda item #2).
- (2) **DT** to link with the Management WG (agenda item #3).
- (3) **BAJ** and **AM** to discuss how HSG264 could be translated into simple steps/actions (agenda item #3).
- (4) **BAJ** and **A&S WG** to liaise with GT re attending the Construction Working Group monthly best practice meetings (agenda item #3).
- (5) **AM** and **SL** to explore with FDEM its proposals as a working group within AsbNet (agenda item #3).
- (6) **ALL** to consider how AsbNet can provide guidance on DTM management plans and forward ideas to RB (agenda item #4).
- (7) **JM** to resend DTM flowchart for everyone to share (agenda item #4).