

Asbestos Leadership Council Technical Working Group (ALCTWG)	
Minutes of the meeting of the ALC TWG held on the 25th April 2019 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)	
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>	
1.0	Introductions, apologies and welcome: MG welcomed all attendees to the meeting and thanked ACAD for providing the venue and hospitality for the meeting. The HSE's web community's forum was briefly discussed. At present the web community does exist however notifications are no longer sent out when items are put on. Members would only know if a new item has been added by purposely logging on to the web to check. As such there is little merit in uploading any new items as these are unlikely to be viewed by anyone.
2.0	Minutes of ALGTWG meeting (No.24) and acceptance: The minutes of the previous ALGTWG meeting (No.24) held on the 10 th January 2019 were reviewed and a couple of minor amendments suggested. The minutes will be updated and circulated as the final version. Actions: 1) Amend draft minutes and re-circulate to the group (CW)
3.0	Matters Arising from the minutes of meeting No.24 held 10th January 2019 – not covered elsewhere on the agenda: 4.0 Publication of ALCTWG minutes – Add a statement to the start of the minutes template (CW) – action complete All other items covered on main agenda
4.0	Publication of ALCTWG minutes A draft document was discussed which sets out the reconstitution proposals for the Asbestos Leadership Council (ALC). A number areas require some further clarification particularly with regards to the types of outputs from each ALC sub-group and where this would be hosted.

	<p>Although sub-group minutes are not included as outputs It was agreed that the minutes from this TWG are a valuable source of information and that they should be available to the industry.</p> <p>The draft proposal document doesn't take into account how the TWG operates and as such needs to be raised at the next ALC meeting. A number of items regarding how documents will be hosted were also discussed.</p> <p>Action: Items to be raised with the ALC chair (MG)</p>
<p>5.0</p>	<p>Environmental Clean/Classification of small scale debris/Control requirements for removal of trace asbestos</p> <p>An updated document was circulated at the meeting which seeks to clarify the topic of environmental clean which has been problematic for some time. The updated document doesn't specially mention dust sampling which occurs in the absence of a source material being present. Some additional wording will be added to reflect that random dust sampling shouldn't be carried out unless it's related to accidental disturbance etc.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) Additional wording to be added with regards to dust sampling. (MG) 2) Any additional feedback to be provided to MG by 3rd May 2019 (ALL)
<p>6.0</p>	<p>Gas and Electrical Safety in DCUs including need for Earthing Spikes</p> <p>No additional information/feedback has been received from the Gas Specialist Inspector but it was felt that this guidance is now at a suitable and satisfactory stage.</p> <p>HSG 141 is currently being drafted and will endeavour to cover this problem area. The latest draft version does include information for earthing of DCUs and the use of 2 pin plugs (i.e. 110v) will cover this issue.</p> <p>It was agreed that the information for gas and electrical safety will be combined into a single appendix document and circulated for final comment.</p> <p>FDEM were contacted for comment but a response was not received.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) Revised combined version to be circulated by 3rd May (GW) 2) Comments to be provided by 10th May (ALL) 3) This can then be issued as the 3rd Appendix for 2019
<p>7.0</p>	<p>AIB Soffit Removal</p> <p>The position on soffit removal hasn't changed and the current memo is still considered to be applicable. There has been further discussion and correspondence with the Glass and Glazing Federation (GGF) who have agreed to provide further guidance and information for home owners. It is likely that GGF will be invited to attend one of the ALC sub-groups (duty to manage) however the application of the memo will be discussed at the ALC Licensing Sub-Group.</p>

	<u>Please note this is the final position on this matter.</u>
8.0	One Day Jobs A response was received from ALU with regards to problems associated with one day jobs. The response received was : Thank you for your detailed note which gives us an insight into the commercial relationship between analysts and licensed contractors. As ever we would encourage any analyst who is aware of poor/unsafe work by licensed contractors to contact our Concerns and Advice Team with details. Not the easiest situation to be in. This response was also provided to Norac as the original issue was raised from there. <u>Please note this is the final position on this matter.</u>
9.0	Demolition Waste & Asbestos Contaminated Soil SS will produce an outline document with various headings which can then have information added to. The aim of the document is to provide an overview on what is required for classifying and disposing of asbestos demolition waste/soil and how it should be packaged and also how to identify it. Action: Produce an outline document and circulate in advance of the next meeting (SS)
10.0	Ceramic Wall Tile Adhesive The Norac Technical Guidance document was finalised and a copy sent to the Tile and Grout Technical Committee. <u>Please note this is the final position on this matter.</u>
11.0	Asbestos Awareness Emergency Procedures This matter was raised by UKATA with HSE Policy and just waiting for a response. Once response has been received the wording of EM1 will be reviewed and updated by GJ if necessary. Action: To chase up response with HSE Policy (GJ)
12.0	Standard of polythene used for enclosures GJ raised an issue where an insurance company has highlighted that on construction sites any temporary covering should have a fire retardant status. This was in relation to asbestos removal enclosures on a construction site. The insurance company who have raised this are MARST however this matter has not been identified as an issue within the licensed sector.

	<p>A review of the guidance being referred to (HSG 168 Fire Safety in Construction) was with regards to final fit out and use of protective coverings so doesn't appear to have any relevance to asbestos removal.</p> <p>Action: The details of the matter to be investigated and feedback provided on relevance (GJ)</p>
13.0	<p>Health Records</p> <p>An updated draft document was circulated by GW covering health records and personal monitoring. Health records are a management tool and should take account of the work the individual is doing. Personal sampling should form part of the information used to produce the record. It is expected that a company would review personal monitoring data and look at this with regards to compliance and how work is undertaken, the controls used and whether any action is required. The document needs to include a section on use of the data as a management tool etc. The company should have a policy on how data is to be used.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) Further feedback to be provided on the circulated document to GW (MG) 2) Updated document to be circulated in advance of the next meeting (GW)
14.0	<p>Measuring the Inward Air Flow of a Negative Pressure Unit</p> <p>An updated document was circulated by MG to describe the best way for measuring the air volume flow for an NPU.</p> <p>Subject to a couple of minor clarification text points this is now ready to be published as an appendix to the minutes.</p> <p>Action: Produce as an appendix to the minutes (MG)</p>
15.0	<p>NVQs & Qualifications for LARCs</p> <p>The issue of how individuals become skilled and those skills are maintained needs to be included within the Licensed Contractors guide. The draft Analysts' Guide includes templates to identify the elements for competency which need to be included for each job role for analysts/surveyors. It would be useful to have a similar approach for the licensed sector.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) Circulate the training module/templates from the draft Analysts' Guide (MG) 2) To be raised at the next ALC Licensing Sub-Group (SS/GW)
16.0	<p>DOP Test Update</p> <p>A further test meeting was held in February. Isokinetic sampling is used by a company who have undertaken DOP testing to measure the outlet airflow value. It is not known if this technique will have any impact on the figures so further advice needs to be sought from ventilation specialists.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) Produce a series of questions to use to seek advice from specialists (MG)

	<p>2) Advice to be sought from HSL (MG)</p> <p>3) Advice to be sought from BOHS (CW)</p>
17.0	Any Other Business
17.1	Ventilation Ducts in DCUs
	<p>It has been identified that in a number of newer DCUs that the vents are at high level however the Licensed Contractors Guide advises that they are to be at floor level.</p> <p>It is not known if this has been investigated as part of the new DCU design.</p> <p>In addition a modular unit has been observed which contains a vent in the dirty end door. It is not known if this is a case of the door having been put onto the dirty end by mistake when it should have been fitted to the clean end.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) Obtain more information on the specification for the modular unit (GJ) 2) Obtain more information on tests carried out on new DCUs and vent positions (GW)
17.2	Royal Mail and transportation of Asbestos Samples
	<p>An update was requested with regards to the new guidance which was being produced by Royal Mail for sending asbestos samples through the post. It is not known how much progress has been made with the new guidance however some wording has been agreed to go into the new Analysts' Guide. This will be something similar to 'samples should be sent in accordance with the carriers policy/instructions'.</p> <p>Action:</p> <p>Obtain an update from Royal Mail (CW)</p>
17.3	Hire Equipment Technical Sheets
	<p>Examples of technical bulletins for carrying out maintenance and servicing of Class H Vacuums were discussed. This is a different way in providing advice and guidance which may be worth considering as an alternative approach to some of the group's appendix documents.</p> <p>Action:</p> <p>Link to guidance documents to be circulated (MG)</p>
17.4	RPE
	<p>The types of records which need to be kept for daily checks were discussed as at present there are no clear guidelines other than the checks need to be carried out. Further information will be sought from the RPE forum/group.</p> <p>Action:</p> <p>Obtain clarification from the RPE forum (MG)</p>
18.0	Date of Next Meetings
	<p>Thursday 5th September 2019.</p> <p>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 and Electrical Safety in DCUs

Appendix Guidance Documents Currently in Progress

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Environmental Cleaning

Health Records

Measuring the Inward Air Flow of a Negative Pressure Unit

ACTION TABLE

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