

Asbestos Leadership Group Technical Working Group (ALGTWG)					
Minutes of the meeting of the ALG TWG held on the 12th July 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 welcomed all attendees to the meeting and thanked everyone for accommodating the earlier start time of 10am. ACAD were thanked for providing the venue and hospitality for the meeting.				
3.0	Minutes of ALGTWG meeting (No.21) and acceptance: The minutes of the previous ALGTWG meeting (No.21) held on the 12 th April 2018 were reviewed and accepted as an accurate representation of discussions.				
4.0	Matters Arising from the minutes of meeting No.21 held 12th April 2018 – not covered elsewhere on the agenda:				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">ITEM</th> <th style="width: 85%;">ACTION</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">8.0</td> <td>Transportation of Soil – now covered under items 9 & 10</td> </tr> </tbody> </table>	ITEM	ACTION	8.0	Transportation of Soil – now covered under items 9 & 10
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4.0	Environmental Clean/Classification of small scale debris/Control requirements for removal of trace asbestos 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. The understanding of the analyst and whether a clearance is required needs to be included. This item will be carried out to the next meeting. Actions: 1) Updated information to be circulated to all by 5 th October (MG)				
5.0	Gas and Electrical Safety in DCUs including need for Earthing Spikes A meeting is being arranged within HSE with the specialist inspector to consider the electrical safety requirements. HSG 141 relates to electrical safety on construction sites and is the most likely publication which would cover this. As this is an electrical requirements document it may not be seen by many LARCs therefore additional information will be required in the form of an appendix which can ultimately be incorporated into the next version of the Licensed Contractors Guide.				

	<p>The gas safety document needs to be completed and then reviewed by a specialist inspector. Just waiting now for a response from the 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) Report on progress following meetings with Gas and Electrical Inspectors (GW) 2) This will be discussed in greater detail at next meeting (ALL)
<p>6.0</p>	<p>NVQs & Qualifications for LARCs</p> <p>GW provided a document which maps asbestos training modules to NVQ Level 2 and 3 which provides details of areas which need to be covered as part of a competency framework. The ARMI guidance document also includes guidance on training and competency requirements. The information will be needed for the updated Licensed Contractors Guide which will also need to ensure supervisor management skill requirements are included as this is often missed. All future CSCS cards will be based on NVQs. An explanation on how NVQs work and interact within the industry needs to be included within the updated Licensed Contractor Guide.</p> <p>Action:</p> <ol style="list-style-type: none"> 1) Produce a document/appendix which clarifies the NVQ driven system (GW)
<p>7.0</p>	<p>Auditing of Analysts</p> <p>A number of LARCs have refused access to auditors on site. This is a necessary requirement to ensure on-going competence of analysts and LARCs need to allow this. Information continues to be collated by Norac and at present there are two different LARCs who have repeatedly denied auditors onto site for the purposes of auditing their analysts. This needs to be flagged up through the trade associations and also consideration given to actions may be possible by HSE and license renewals.</p> <p>MG confirmed the HSE's analyst project report is now complete. This project has highlighted a number of concerns with standards of clearance testing and therefore will require that in future 5% of works are to be re-inspected and at least 4 clearances to be audited/re-inspected per year per analyst. In addition to this there will also be a need to do a desk top review of clearance certificates to ensure they're accurate.</p> <p>The report also advises that analysts are required to carry out a site specific risk assessment and plan of work for all clearance testing and this should not be generic. This will require additional pre-planning on the part of the analytical companies and a copy of the LARCs POW needs to be obtained before going to site to undertake the 4SC so as to allow the clearance to be properly assessed and planned.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) The report from the analyst project to be circulated to the ALG (MG) 2) Provide some wording for provision to the Trade Associations for distribution to LARCs (CW)

8.0	Scaffolding/live enclosures
	<p>The wording discussed at the previous meeting was discussed and agreed as:</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 within a '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>
9.0	Asbestos Contaminated Soil
	<p>A discussion was held with regards to what constitutes contaminated soil and it was felt that some guidance would be beneficial.</p> <p>Action: Produce an outline guidance document and progress at the next meeting (SS)</p>
10.0	Demolition Waste
	<p>The ACoP L143 provides some limited guidance on removal of ACMs before demolition. This refers to low risk materials such as textured coating but can also include other low risk products such as bitumen. It is felt that some guidance is required with regards to future use of this waste, including crushing etc.</p> <p>The REACH regulations do not prohibit the re-use so long as the asbestos has not been intentionally added, which would not be the case.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) Contact NFDC to see what information they have available (SS) 2) Review the DEFRA/SEPA position (SS)
11.0	Ceramic Wall Tile Adhesive
	<p>The Norac technical guidance briefing note is almost complete and just needs a little input from the Tile and Grout Technical Committee. This committee have a meeting on 10th October which might be useful to attend as they are unlikely to appreciate the addition of asbestos in the tile adhesive.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) Details for the tile & grout technical committee to be provided to CW (GW) 2) Once completed the information to be provided on the web communities forum to highlight this product (CW)
12.0	Exposure Records

	<p>As mentioned previously contractors are aware of the need to undertake personal sampling to maintain exposure records. However they are not all completely sure as to what should be recorded.</p> <p>The Analyst Guide has been updated to include more information on what needs to be collected when personal exposure monitoring is being carried out which will be available once it has been published.</p> <p>The ACoP L143 paragraphs 482 & 486 also provide information on personal sampling which should be useful.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) Pull out the information from L143 which can be used as a reminder to all LARCs (GW)
13.0	<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	<p>Analyst Inspection Programme</p> <p>Included within item 7 'Auditing of Analysts'</p>
15.0	<p>Part Filled Skips on Site</p> <p>If the job is complete as per the ASB5 then the skip should be removed. The skip can stay on site if the job is on-going e.g. there is still an enclosure present.</p> <p>If a skip was being left on site after a job was complete then this is an area to be discussed with the Environment Agency as it relates to storage of waste.</p>
16.0	<p>Notification of Work</p>

	<p>Following on from the previous query the advice provided is that the job is deemed as completed when the 4SC has been issued. The removal of the skip is governed by the Environment Agency regulations.</p> <p>If a job finishes early but the skip company are unable to lift/remove the skip then the contractor should notify HSE that they have completed their work.</p>
17.0	DOP Test Update
	<p>A test procedure is currently being carried out to establish a standard method which will then be incorporated into the Licensed Contractors Guide. Various items have been established, such a length of ducting to be used, the sampling chamber, the number of measurements up stream, the different types of photometers, and also the probes used for measuring the downstream.</p> <p>The method for the NPU in the dirty end of the DCU still needs to be addressed as that is likely to be checked on site so will need some form of test rig.</p>
18.0	Future of ALGTWG under new ALG structure
	<p>This will be discussed at the next ALG meeting but the view is that it should stay as it currently is due to its efficient functioning. When required guests can be invited if additional input is required for specific items. The TWG can provide assistance/support if required for other groups.</p>
19.0	Any Other Business
19.1	One Day Jobs
	<p>CW raised an issue concerning one day asbestos removal jobs. This has been raised as a concern by a number of Norac members. The analyst is usually arranged to carry out the 4SC at 1pm or 2pm but often when they arrive on site the asbestos removal work hasn't been completed and in some instances the enclosure is still being erected. These types of job put an enormous amount of pressure onto everyone and are typically in domestic properties which can result in the home occupiers not being able to get back in at a reasonable time. The pressure being exerted on everyone could result in standards of work slipping and concerns are being raised as to whether these type of one day jobs should be permitted to go ahead.</p> <p>A Norac document is being collated for this to summarise the experience of members and concerns raised.</p> <p>Action: Norac document to be circulated to the working group for comment at the next meeting (CW)</p>
20.0	Date of Next Meetings
	<p>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

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