

**Asbestos Liaison Group Minutes**

ALG/MIN/O1/2010

**Meeting date:** 21 January 2010**Open Gov. Status:** Fully Open**Type of paper:** Final**Paper File ref:****Exemptions:****Asbestos Liaison Group (ALG)**

Minutes of the 28th meeting of the Asbestos Liaison Group held on 21 January 2010 at ARCA House, 237 Branston Road, Burton upon Trent, Staffordshire

**Present (HSE)**

Paul Stollard, Director Scotland  
 Greg Haywood, Asbestos Licensing Unit,  
 Rob Hirst, FOD Construction  
 Martin Gibson, HSE, Occupational Hygiene  
 Susan Ritchie, ALU  
 Moira Gilfillan, ALU

**Apologies**

Rick Statham, NASC  
 Jim Caldwell, NFDC  
 Sarah Mallagh, HSE Asbestos Policy  
 Peter Robinson, UKATA  
 Tom Moody, LACORS  
 John Richards, RICS

**TAs / TUs**

Peter Wilson, UCATT  
 Susan Murray, Unite  
 David Stanley, UKATA  
 David Couldridge, Royal Borough of Kensington  
 Council  
 Colette Willoughby, BOHS  
 Richard Morgan, GMB  
 Steve Sadley, ARCA  
 Grant Beglan, ARCA  
 John O'Sullivan, ATAC  
 Peter Austin, ACAD  
 Mike Wilkes, ACAD  
 Greg Brown, APS  
 Rob Greenfield, BIFM

Asbestos Liaison Group web pages are available at:  
<http://www.hse.gov.uk/aboutus/meetings/committees/alg/index.htm>

Item	
<b>1</b>	<b>Introductions and apologies, welcome, etc (Paul Stollard)</b>
<b>1.1</b>	Paul welcomed everyone to the meeting and thanked ARCA for hosting the event in Burton upon Trent. Apologies and substitute attendees were noted, and are detailed above. A particular welcome was extended to those new to the ALG: Greg Brown representing the Association for Project Safety and Susan Ritchie, seconded to the ALG.
<b>2</b>	<b>Minutes of 27<sup>th</sup> meeting held on 3 November 2009 (Paul Stollard)</b>
<b>2.1</b>	One minor change was proposed to the Minutes of the November 2009 meeting under AOB. The new non-licensed guide will replace HSG 189/2 and also the introduction to Asbestos Essentials. The Task Sheets from Asbestos Essentials will remain in use as stand alone documents and would be added to as new task sheets are produced. Apart from that, the minutes of the meeting were agreed and the updated version will be available on the ALG page on HSE's website.  <b>Action:</b> ALU to amend AOB section of minutes

3	<b>Matters arising from the minutes</b>
	Various matters arising from the previous minutes, but these would all be covered under the relevant Agenda Items.
4	<b>Asbestos Policy Issues (Greg Haywood)</b>
4.1	Sarah Mallagh was not present at the meeting but had provided a brief update on current issues. Asbestos Policy Section are currently working on a number of issues: The Hidden Killer Campaign; European work – interpretation of the Asbestos Worker Directive; Clarification of guidance; Work on Exemptions under CAR continuing in REACH. Current Exemptions are still valid but will be re-issued in due course.
5.	<p><b>Technical Sub Committee (TSC) Update</b></p> <p>The Technical Sub Committee(TSC) meeting had been postponed due to the bad weather but would be re-arranged to another date within the next couple of weeks. A number of topics had been put to the Committee: Flameproof overalls in the offshore industry; CO<sup>2</sup> poisoning, these would be discussed further at the next meeting.</p> <p style="text-align: right;"><b>Action: TSC Meeting date to be agreed – Post meeting note: Meeting was held on 10 March 2010</b></p>
6	<b>ALG Workplan: Progress (Greg Haywood)</b>
6.1	<p><b>Leadership</b></p> <p><u>Institute of Asbestos Management (IAM)</u>: a sub group of the ALG had been formed to take this matter forward. The sub group met on 22 December 2009, but bad weather had prevented a number of members attending. A note of the meeting was produced and has been posted on the ALG page of the website. More work is needed on the formation of the IAM and a number of issues were discussed. It was felt important that the impetus for the Institute came from the industry and that it is independent. It will cover Leadership and Management issues rather than be aimed at specific trades. It will be for individual membership, not corporate. A key aim was to raise standards and to have external verification. Rob Greenfield (BIFM) expressed an interested in taking part in the set up of the institute, APS might also be involved. Steve Sadley would consult the Institute of Leadership and Management (ILM) and report back to the sub group.</p> <p style="text-align: right;"><b>Action: Steve Sadley to meet ILM and report back.</b></p> <p>ACAD have adopted an auditing scheme to follow up how companies implement their action plans prepared at the Step Change events held over the past 3 years.</p> <p>ARCA asked for an update on action plans from HSE. Greg said that progress was variable - some companies are making progress with implementing their action plans, others had done nothing. However action plans would be taken into consideration at licence assessment renewal interviews. There was also a considerable variation between action plans – some were very simple and therefore fairly easy to implement, others were more complex and more difficult to evaluate.</p> <p>BIFM commented that members should consider asbestos management at the tender stage, and that the financial risk point of view is important. BIFM members are attending a special interest meeting in June in London – topics will include asbestos. The “Hidden Killer” message is definitely getting across, as more contractors are aware and asking the right questions, but still need to do more to encourage clients to get educated about asbestos.</p> <p>Next year’s asbestos campaign will target clients.</p>

<p><b>6.2</b></p>	<p><b>Worker Involvement</b></p> <p>ARCA have identified the Workers Registration Scheme (WRS) Database as a way to promote worker involvement. CFCS smart cards will be issued in February and a chip on the card will contain data. Currently talking to CFCS to include WRS details on the card.</p> <p>There are a lot of good examples of worker involvement, however some small companies possibly don't realise they are consulting worker, as they use more informal methods of consultation.</p> <p>ACAD mentioned that one of their members were interested in helping with examples of how companies could improve worker involvement. ALU to follow this up direct with the company.</p> <p>The group discussed whether an ALG memo on worker involvement would be beneficial, but it was agreed that advice on the topic already exists on the website at at the worker consultation web pages <a href="http://www.hse.gov.uk/involvement/index.htm">http://www.hse.gov.uk/involvement/index.htm</a> ALU would consider putting this link on the Asbestos Community site.</p> <p style="text-align: right;"><b>Action: Greg to follow up good examples of worker involvement. ALU to consider putting link to worker involvement on Asbestos Community site.</b></p>
<p><b>6.3</b></p>	<p><b>Competence and Training</b></p> <p>David Stanley presented Martin Gibson with the UKATA draft proposal on category 2 training.</p> <p>Martin Gibson said that the non licensed guide would be out for internal consultation in March with external consultation following that. He asked that if anyone had any prepared documents they would like to submit, to send these to either himself or Marjory Mitchell as soon as possible. The new non-licensed guide will complement Asbestos Essentials but will not duplicate it, and will bring together advice currently in separate guidance. Further task sheets can be added to Asbestos Essentials.</p> <p>The Analysts Guide will contain information on analysis but further work needs to be done on decontamination for analysts.</p> <p>BOHS are running a pilot scheme looking at assessing training providers and removing those who have not run refresher courses recently.</p> <p>UCATT are campaigning on safety awareness training and face fits, and are involved at a national level with the issue of pleural plaques.</p> <p>ALU are currently working on guidance to clients on how to evaluate contractors. The guidance will take the form of a list of questions to ensure contractors meet certain standards – expected to be issued within this calendar year.</p> <p style="text-align: right;"><b>Action: Documents to be submitted to Martin Gibson or Marjory Mitchell for consideration for the non-licensed guide.</b></p>
<p><b>6.5</b></p>	<p><b>Client Actions</b></p> <p>APS commented that the question of asbestos was often not addressed during the tendering process and that it was difficult to persuade clients that they need to spend money on surveys, but APS are actively promoting this.</p> <p>ATAC are working with APS and providing training commencing this year to improve understanding.</p>

<p><b>6.6</b></p>	<p><b>HSE/LA Co-operation</b></p> <p>David Couldridge and ATAC with assistance from ARCA/ACAD have carried out training events in London, which are already showing results, such as an increase in the number of reports of visits made by LA Inspectors in that area. The practical side of the course demonstrating entry into decontamination units was particularly appreciated by delegates. One further training day is planned, which is already fully booked.</p> <p>ALU are running further training for LA Inspectors in the North West of England. week commencing 25 January which will be a repeat of the training courses run for HSE Inspectors. Greg Haywood will attend the next meeting of HSE's Partnership Managers.</p> <p>Martin Gibson drew attention to an HSE DVD which shows inspection of an asbestos job. It was not clear whether this was still readily available, but HSE agreed to find out. ARCA had a copy and agreed to copy this to ALG members if requested.</p> <p style="text-align: right;"><b>Action: ALU to check availability of DVD Steve Sadley to arrange copies for ALG if requested</b></p>
<p><b>6.7</b></p>	<p><b>Analysts</b></p> <p>ATAC is producing a guide to surveyors, and is working on improvements in clearance standards including photographic evidence, which have been well received so far. The guidance includes examples of how long a survey should take for different jobs, but assistance is needed in putting together a training page to supplement the ACoP. It was agreed that John O'Sullivan will send the draft document to Martin Gibson who will discuss with him further with involvement from BOHS and UKAS. Revised document expected to be complete by the end of March 2010.</p> <p style="text-align: right;"><b>Action: John O'Sullivan and Martin Gibson to liaise on production of guidance to surveyors.</b></p>
<p><b>6.8</b></p>	<p><b>Duty to Manage</b></p> <p>Paul Stollard reported that Duty to Manage is to be one of HSE's main themes for 2010/2011. Other members of the group are developing training packages.</p> <p>Martin Gibson announced the publication of the new Survey Guide on 29 January 2010. The official title will be HSG 264 "Asbestos; The Survey Guide" and it will be available through HSE Books at £10.95 or downloadable from HSE's website. Advance orders are being taken by HSE Books and a number of these have already been received. ALU agreed to post details of this publication on the ALG pages of the website. The guide outlines changes to the terminology used to describe surveys, however, no implementation date has been set. It is expected that there will be a gradual move to the use of these new terms. The quality of the survey is the important point, not the name being used to describe it.</p> <p style="text-align: right;"><b>Action: ALU to publicise the new survey guide on ALU web site and/or community site</b></p>
<p><b>7.</b></p>	<p><b>ALU Update</b></p> <p><b>ALU</b> reported that there are currently 5 ongoing revocation proceedings. It is possible that not all of these will go to full revocation as some may surrender their licence or the licence may expire before proceedings completed. The revocation policy will be clarified and linked to the assessment process.</p> <p><u>Charging:</u> ALU is expected to charge full economic costs for licences, but is does not charge for inspections. The cost of a licence to work with asbestos is expected to rise at the beginning of April 2010 to around £3,240 although full details are still to be confirmed. ALU also drew attention to payment procedures for licences. At the moment most licence fees are paid by cheque, however since</p>

	<p>cheques are to be phased out over the next few years, ALU will move towards payment by BACS.</p> <p><u>Visits:</u> Every licensed contractor will have a minimum of 1 visit each year, however if there are concerns about standards this will increase to a minimum of 3 visits per year, so more resource is being committed to inspection of asbestos work.</p> <p>The licence application form will be revised by the middle/end of this year and will be substantially different. The assessment guide is also being revised to make it more useful to Inspectors and licenceholders.</p> <p>Greg will be attending the March IOSH Conference to deliver a presentation on asbestos.</p> <p>Martin drew attention to the changed decontamination procedures for HSE Inspectors. The changes will be the use of 2 coveralls when exiting the decontamination unit, carrying disposable overshoes and leaving top coverall in the middle section of the airlock. The colour of the overalls has not yet been decided and may vary from Region to Region depending on availability.</p>
8	<p><b>Any Other Business</b></p> <p>Technical Sub Committee – A date is to be agreed for the next Technical Sub Committee meeting and for the next meeting of the Institute of Asbestos Management sub group.</p> <p>ARCA raised the subject of unlicensed companies supplying labour. This is a matter for the local ALPI or HSE’s complaints system not for ALU.</p>
9	<p><b>Date, time, location of next meetings</b></p>
9.1	<p>The date of the next meeting will be Wednesday 26 May 2010 at HSE, Edinburgh and the following meeting is proposed for September/October 2010, date and venue to be agreed.</p> <p style="text-align: right;"><b>Action: ALU to confirm date of Sept/Oct meeting ARCA to investigate perhaps using RICS at Coventry for same meeting.</b></p>