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| Asbestos Liaison Group Minutes | | | ALG/MIN/03/2011 |
| Meeting date: | 27/09/2011 | Open Gov. Status: | |
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| Asbestos Liaison Group (ALG) | |
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| Minutes of the 33rd meeting of the Asbestos Liaison Group held on 27 September 2011 at ARCA Training Facility, Brunel Drive, Stretton Business Park, Burton Upon Trent | |
| <p>Present (HSE) Paul Stollard, Director Scotland and North England Division Greg Haywood, ALU Colin Seditas, ALU Sarah Mallagh, Asbestos Policy Rob Hirst, FOD Construction Martin Gibson, Occupational Hygiene David Brassington, HSE FOD Billie Wilson, ALU</p> | <p>Present (TAs/TUs) Greg Brown, APS Rob Greenfield, BIFM Richard Morgan, GMB Steve Sadley, ARCA John Richards, RICS Colette Willoughby, BOHS Jonathan Francis, ATAC Eddie Strong, UKATA Terry Slater, ACAD Susan Murray, Unite Peter Wilson, UCATT Toby Comley, NDTG/NFDC for Jim Caldwell</p> |
| <p>Apologies Gillian McLean, ALU Rick Statham, NASC David Couldridge, Royal Borough of Kensington and Chelsea Jim Caldwell, NFDC</p> | <p>Guests Paul Fernee, EA Tim Low, EA</p> |
| Asbestos Liaison Group web pages are available at: http://www.hse.gov.uk/aboutus/meetings/committees/alg/index.htm | |

| Item | |
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| 1 | Introduction, apologies, welcome, etc (Paul Stollard) |
| 1.1 | Paul welcomed everyone to the meeting. Apologies were noted, as detailed above. |
| 2 | Minutes of the 32nd meeting held on 26 May 2011 (Paul Stollard) |
| 2.1 | The minutes of the meeting were agreed and are on the ALG webpage on HSE's website at http://www.hse.gov.uk/aboutus/meetings/committees/alg/index.htm |
| 3 | Matters arising from the minutes |
| 3.1 | Non-licensed Contractor's Guide – On hold pending outcome of current consultation on CAR2006. Analyst Guide – Also on hold. Removal of AIB soffits guide – Will be available for the Technical Working Group meeting on 29 September 2011. See below. Contact details for workers' survey – Details supplied. Constitution of Working Groups – Item discharged. |

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| 4 | Asbestos Policy Issues (Sarah Mallagh) |
| 4.1 | <p>Consultation on new Regulations is ongoing. Practical guidance will be published to support the new Regulations. There is a need to consider the impact on businesses and to minimise the burden on them. There will be a significant increase in notifications (currently 30000 per annum) as non-licensed work will need to be notified.</p> <p>It was noted that the 4 hour asbestos awareness sessions were being delivered through the Training Pledge campaign. This was a good example of partnership working and thanks to training providers for supplying these sessions free of charge.</p> |
| 5 | Technical Working Group Update (Martin Gibson) |
| 5.1 | <p>The next meeting of the Technical Working Group will be held on 29 September 2011. Issues on the agenda for discussion are:-</p> <ul style="list-style-type: none"> • Removal of external AIB soffits on domestic and commercial properties; • Electrical safety in DCUs; • Ventilation in DCUs (with respect to grill designs); • Speed controllers on NPUs; • Use of hand sprays in decontamination process; • Flame retardant coveralls; • Maintenance of gas boilers. <p>All documents will be cleared by correspondence, circulated to ALG members for comment and then posted on the ALG memo website page. Technical Working Group minutes will also be available on the website.</p> <p>HSL is currently carrying out research on enclosure ventilation – considering air and bag lock design. They will report back in 6 months and this information will be included in the revised contractor’s guide.</p> <p style="text-align: center;">Action: Martin to circulate documents to ALG members following TWG meeting. ALU will then arrange for posting to the website/web community</p> |
| 6 | Handling Asbestos Waste (Paul Fernee/Tim Low) |
| 6.1 | <p>HSE and EA are currently looking at asbestos waste handling procedures. It was agreed that guidance was needed to inform waste handlers/licensed contractors of expected standards. There is a need to fill the gap between the responsibilities of waste handling permit holders and those of asbestos licence holders. Greg to draft guidance for circulation. It was agreed that further discussion was required at a future ALG.</p> <p style="text-align: right;">Action: Greg to draft guidance</p> |

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| 7 | ALG Workplan |
| 7.1 | <p>Leadership – Asbestos Removal Management Institute (ARMI) (Steve Sadley)</p> <p>This will be moved forward through the Working Group to establish the legal entity. Membership will require leadership and management qualifications and there will be an interview process.</p> <p>Working Group Update (Greg Haywood)</p> <p>The Working Group will meet again before the end of this year to agree dates and venues for the leadership events which will be held throughout 2012. There will be a session on i) Where are we; ii) ALU's role; iii) The markers of ineffective/bad health and safety management for ALU; iv) ARMI. HSE will send out invitations to all licence holders. Thanks to ACAD and ARCA for offering venues.</p> |
| 7.2 | <p>Worker Involvement</p> <p>Peter has contacted a number of companies to carry out a survey. Feedback on answers received will be given to management.</p> <p>Unite have produced a leaflet advertising workshops that will be held during European Safety Week. Susan to provide link to their website.</p> <p style="text-align: right;">Action: Susan to provide link</p> |
| 7.3 | <p>Competence and Training – Working Group Update (Greg Haywood)</p> <p>It was agreed that a trainee competence card scheme will be developed. The card will be issued annually instead of the current system of every 5 years. Working Group to meet again before the end of this year and will include CD in London.</p> |
| 7.4 | <p>Occupational Health Provision</p> <p>Steve to provide numbers of ARCA members who are having joint statutory asbestos medicals and fitness for work examinations.</p> |
| 7.5 | <p>Client Actions</p> <p>Rob Greenfield informed members of the Great British Asbestos Survey which explores general awareness and understanding of asbestos in buildings and the regulations. Further details at: http://www.asbestosinspectionbodies.co.uk/</p> |
| 7.6 | <p>HSE/LA Co-operation</p> <p>New working arrangements being implemented. No further issues.</p> |

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| 7.7 | <p>Analysts</p> <p>UKAS have approved training courses and 2-3 have been held.</p> <p>Martin – 118 survey reports have been collected as part of HSE’s Construction Division’s Refurbishment Project. Approximately half were considered acceptable and the other half are being looked at in more detail to identify trends/issues. This project does not include management surveys – only demolition and refurbishment. Martin to circulate the assessment tool that is being used to check surveys.</p> <p>A number of common problems had already been identified, for example many surveys were a number of years old.</p> <p>The findings of the study would be available later this year, and HSE’s Occupational Hygienists would identify surveyor’s who would receive follow up visits. The intention is to identify key trends and issues which would inform future guidance. The study would consider the influence of UKAS accreditation.</p> <p style="text-align: center;">Action: Martin to circulate assessment tool</p> <p>BOHS have given their support to Construction Skills to help develop a National Occupational Standard for asbestos analysts/surveyors as a means of demonstrating their competence.</p> |
| 7.8 | <p>Duty to Manage</p> <p>BIFM – reported ongoing problems with quality of surveys and asbestos awareness training.</p> |
| 8 | ALU Update (Greg Haywood) |
| 8.1 | <p>Changes to licence assessment process – will be in place by November 2011. More detail required from the applicant including a self assessment section and management structure.</p> <p>New payment system – from 2 April 2012 invoices will be sent to licence applicants following the receipt of an application form. Renewal reminder letters will inform current licence holders of the new system from January 2012. The assessment process will not begin until full payment has been received.</p> |
| 9 | Any Other Business |
| 9.1 | <p>‘Fee for fault’ – the consultation is live and members are encouraged to respond. Leaflets will be circulated. Current approximate hourly rate is £135.</p> |
| 10 | Date, time and location of next meeting |
| 10.1 | <p>The date of the next meeting will be 2 February 2012 at 10.30am – HSE Office, Birmingham.</p> |