

Asbestos Liaison Group Minutes		ALG/MIN/01/2009	
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Asbestos Liaison Group (ALG)	
Minutes of the 25th meeting of the Asbestos Liaison Group held on 22 January, 2009 at ACAD, TICA House, Darlington	
<p>Present (HSE) Paul Stollard, Chairperson Greg Haywood, Head of ALU Colin Seditas, ALU Martin Gibson, ALU Moira Gilfillan, ALU Sarah Mallagh, Cancer & Asbestos Policy</p>	<p>TAs / TUs Mike Wilkes, ACAD Peter Austin, ACAD Ralph Bradley, TICA Peter Robinson, UKATA Howard Button, NFDC John Richards, RICS Steve Sadley, ARCA John O'Sullivan, ATAC Peter Wilson, UCATT Susan Murray, TGWU Richard Morgan, GMB David Couldridge, Royal Borough of Kensington Council</p> <p>Apologies Gill Ross-Jones, Environment Agency, Rick Statham, NASC Karen Ashdown, LACORS Rob Greenfield, BIFM Helen Ratcliffe, HSE Mark Cottrill, HSE</p>

Item	
1	Introductions and apologies, welcome, etc (Paul Stollard)
1.1	Paul welcomed all to the meeting and thanked ACAD for hosting the meeting in their new training suite. Apologies were received from 6 members of the group as noted above.
2	Minutes of 24th meeting held on 25 September 2008 (Paul Stollard)

2.1	The minutes were agreed. It was also agreed that in future the minutes would be formally cleared by email as soon as possible following the meetings and that they would then be posted on the ALG page on HSE's website.
3	Matters arising from the minutes
	3.2 Waste: Greg Haywood to make contact with SEPA. Item ongoing
	14.1 Protocols for Testing: ALG memo on protocols for testing still in draft, to be reviewed by Martin Gibson and issued once agreed. Item ongoing
	4.1 Formation of Technical Sub-committee: Discussions ongoing. Steve Sadley, Peter Austin, Martin Gibson and Pamela Blythe (BOHS) are to form the committee which will discuss technical matters, as and when required, largely by email.
	10.1.2 Guidance: The non-licensed contractors guide is still being worked on but not yet ready for circulation. Guidance on clearance certificates for DCUs will go into the updated licensed contractors guide when published.
4	ALG Website (Greg Haywood)
4.1	Greg explained the new layout and contents of the ALG pages on HSE's website (www.hse.gov.uk/aboutus/meetings/committees/alg/index.htm). The new layout follows the style of other advisory committee pages on the website and includes quick links to ALG memos, meeting papers, list of members etc. Further papers will be added in due course.
4.2	John Richards asked if the video footage used on the asbestos campaign site could be provided in a better format for use. Sarah Mallagh agreed to follow that up. Action: Sarah Mallagh Post meeting note: quality of the web footage now much improved and a small number of DVDs available via Infoline for those who have difficulty downloading.
5.	HSE Strategy (Paul Stollard)
5.1	Paul explained that the strategy had been launched by HSE's Chair and Board in December and was now going through a three month consultation period. The strategy is a much shorter, clearer guide to what HSE is doing and includes an invitation to other organisations to take part in the process and to find solutions. Meetings are to be held round the country (details on the website). He asked the members of the ALG to read the paper and feedback any views, either individually or as a group – not just about asbestos - to ALU who would forward to the relevant part of HSE. The closing date for comments will be 31 March 2009. Action: all members to read and feed back comments to ALU by 3/3/2009
5.1.1	Paul also explained that HSE will have an intake of 70 new trainee inspectors in March and are considering a second intake. In addition, a FOD Management Board paper was being prepared which will propose changes to charging and resourcing of licensed asbestos inspection and regulating – to be discussed at the Board meeting on 12 February. The ALG generally supported an increase in the assessment fee. Action: Paul Stollard to pass on outcome of the Board paper when available
6	ALG Workplan (Greg Haywood)

<p>6.1</p>	<p>Greg thanked everyone for their positive comments on the workplan. He explained that the latest draft incorporates all these comments and that Duty to Manage had been added as a separate item. It is now as near complete as it can be. The next stage will be agreement on target dates and key milestone dates. Once these have been agreed the Workplan will go on the website. The group agreed the importance of all members working together towards a common goal. The group discussed the detail of the workplan and how members are working towards achieving the targets.</p> <p>Section 2 – Worker Involvement. Susan Murray felt that this section should have a more positive message – she agreed to consider this and provide revised wording to Greg in due course</p> <p>Action: Susan Murray to reword Section 2 and feedback to Greg. Post meeting note: suggested change now received, revised workplan sent to ALG members for comment.</p> <p>Section 3 – Competence and Training. Agreed target date of Autumn 2009.</p> <p>Section 4 – Occupational Health Provision. Appointed Doctors don't always know that they can carry out a general fitness to work medical at the same time as an asbestos medical, or that the cost would not increase if both were done at once. This should be discussed further with Dr Hermanns. TUC have started to run OH courses for safety representatives – Susan Murray is developing OH and rehabilitation standards to be published later this year. At the moment there is no single standardised set of tests which the general medical should cover, but the CBH have a matrix based on the standard well man/woman scheme.</p> <p>Action: Greg Haywood to discuss medicals with Dr Hermanns</p> <p>Section 5 – Client Actions. John Richards felt that this section could involve other agencies such as the social housing sector as they cover such a large number of properties. It was agreed that he would identify someone from this section and approach them to join this group. Target dates were discussed and agreement reached to amend the proposed date to late 2009.</p> <p>Action: John Richards to approach the social housing sector</p> <p>Section 6 – HSE/LA Co-operation. Greg Haywood is working with Dave Charnock on training and resourcing of enforcing inspectors. David Couldridge has put together a 2hr training package for LA inspectors. This is being trialled at the moment. Peter Robinson offered the use of UKATA training facilities depending on the location.</p> <p>Section 7 – Analysts. Improvements needed in clearance certification as recent evidence has highlighted areas of significant concern. As detailed in the ACoP and guidance to the Regulations, anyone engaged to carry out site clearance certification for reoccupation must demonstrate that they conform with specified requirements in ISO 17020 and ISO 17025 through accreditation with a recognised accreditation body. Although it is not a legal requirement, it is desirable that the analyst is employed by the building owner or occupier for site clearance certification. This arrangement helps avoid any conflict of interest (perceived or real) that may arise should the analyst be employed by the removal contractor. ATAC to take steps to ensure their members are achieving this standard. The target date of the end of 2009 was agreed.</p> <p>Section 8 – Duty to Manage. This is an ongoing programme and although the target date</p>
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	is the end of 2009, members should report back to the ALG regularly throughout this period.
7	Asbestos: The Survey Guide (Martin Gibson)
7.1	Martin Gibson explained that the draft Survey Guide had been circulated to a wide number of consultees including housing associations, on Christmas Eve, and that comments should be fed back to him by 1 February. An Impact Assessment on the guide is to be carried out before the guide is published as an HSG – between September and December 2009.
8	Asbestos Policy Issues: (Sarah Mallagh)
8.1	<p>Sarah explained that she is due to take over as head of the Cancer and Asbestos Unit in April 2009. She gave a brief update on the Asbestos Campaign.</p> <p>Formal evaluation of the campaign will be reported in February, but in summary: Partner organisations had distributed 600,000 packs, and articles about the campaign had been published in their magazines and newsletters. There had been an increase in the number of enquiries in relation to training and surveying. Early indications were that a number of organisations had experienced an increase in web-hits related to the campaign, and a DIY store reported an increase in sales of respiratory equipment suitable for working with asbestos.</p> <p>Following the launch, there had been a large number of associated TV broadcasts, radio items and articles in the national press, with many more at regional level. The case studies which personalised the campaign were used extensively. The generic tradesman press advert has been nominated for a national award.</p> <p>The HSE website had experienced a large number of visits, each visitor looking at just over 8 pages. During the campaign period, almost 13,000 calls were made to the Infoline regarding asbestos compared to 1,300 for the same period in 2007.</p> <p>On the “Duty to Manage” review, she explained that a draft report has been produced for HSE. This should be complete by the end of February. More work will be carried out on the report and a summary will be circulated to the group once this is available.</p>
9	Member Issues/updates
9.1	<p>ARCA: ARCA have approached WAMITAB to become an approved NVQ test centre and train staff, they will start registering in March. They have discussed and agreed the ALG workplan with ACAD and their governing council and will publicise this to members.</p> <p>ACAD: ACAD and ARCA meet regularly. They need to present a united front and to implement changes at the same time to avoid confusion. They already deliver NVQs and the infrastructure for delivering NVQs for operatives is therefore largely in place. Delegates will be attending a pilot NVQ scheme within the next few weeks. They support the goals of the ALG Workplan and will implement actions and discuss with ARCA.</p> <p>ATAC: ATAC members have agreed to discuss mandatory training and auditing. ATAC are running a series of roadshows nationally on “Duty to Manage” and thanked HSE for its input.</p> <p>NFDC: NFDC have a well-developed NVQ centre. Expressed a general concern regarding non-licensed asbestos work and how such work ties in to other NVQ schemes. Also started discussion on the asbestos waste: HSE members pointed to existing guidance on hazardous / non-hazardous waste in relation to the re-use of hardcore where artex had been left in-situ prior to demolition. Howard Button to liaise with Martin Gibson with regard to any specific queries not covered by existing guidance.</p>

	<p>UKATA: Schemes for auditing etc. are now well-established and effort is now being directed at rigorously reviewing new and existing members. The organisation's first AGM will be in February. There has been a general agreement to take NVQs forward for the industry and a large take-up is expected. Training for "Un-licensed work" and "awareness" are big areas for them. UKATA to liaise with NFDC on work already done in these areas.</p> <p>GMB: drew the group's attention to the roll out of "Asbestos Information Sheets".</p> <p>RICS: Working with BIFM on joint asbestos guidance. A new RICS publication is due to be published in late February and there are plans for a "pocket guide". A further batch of "asbestos roadshows" are planned for February and March.</p> <p>TGWU / UNITE: Reported their efforts in lobbying the House of Lords to reverse the judgement on pleural plaques. Also referred to the routine asbestos-content on all Safety Representative health and safety training courses.</p> <p>UCATT: With respect to surveys (item 7), described the extreme variations often seen in housing stock that is ostensibly "identical" and therefore advised caution when designing representative survey schemes.</p> <p>LA: Many of the LAs in London are building asbestos into their daily work activities ("Duty to Manage" is routinely addressed on inspection and licensed asbestos work is being targeted).</p> <p>There was general support expressed by all members for the recent asbestos awareness campaign (aimed at tradesmen) and for the ALG workplan.</p> <p>There was also an agreement that this agenda item would, at future meetings, be structured under ALG workplan headings.</p>
10	ALU Update
10.1	<p>ALG Memos (Colin Seditas)</p> <p>The memo on ancillary licences (maintenance of air extraction equipment) is now live and on the HSE website.</p> <p>The draft memo on asbestos licences and the role of consultants had been circulated to ALG members, for comment before the end of February 2009.</p> <p>The draft memo on verifying paperwork had been circulated to all ALPIs for comment by the end of February.</p> <p>Additional memos on the "supervision" and "4 stage clearance" were in preparation.</p>
10.2	<p>Removal Issues (Martin Gibson)</p> <p>The issue of "adequate wetting" was discussed – a particular case had arisen where a licence holder had opted to use killer-spray (as opposed to injection) as the insulation was</p>

	<p>'falling off' in places. Analysis had shown that the material wetted with 'killer-spray' had a very low moisture content – the use of killer-spray was effectively dry stripping. Adequate wetting should be addressed in formal asbestos training.</p> <p>Action: Technical sub-committee to draft guidance on “adequate wetting”</p>
10.3	<p>CFM Subgroup (Martin Gibson)</p> <p>THE CFM sub-group is considering practical training (for analysts and supervisors) on the clearance process. The guidance would also aim to make client's better informed. HSL are currently considering how best to critically assess the certification provided by all analytical organisations carrying out clearances. Contact has been made with HSE's solicitors, regarding a legal interpretation on the level of independence required between contractor and analyst.</p>
11	Any Other Business
11.1	No items were raised.
12	Date, time, location of next meetings
12.1	<p>Thursday 21 May at HSE's Glasgow office: 1st floor, Mercantile House, 53 Bothwell Street, Glasgow, G2 6TS.</p> <p>Thursday 24 September, NFDC's offices at Hemel Hempstead.</p>