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Asbestos Liaison Group (ALG)Minutes of the 22nd meeting of the Asbestos Liaison Group held on 24th January at GMB, Derby**Present (HSE)**

Barbara Healey, Chairperson
 Greg Haywood, Head of ALU
 Colin Seditas, ALU
 Matthew Ramsey, ALU
 Martin Gibson, Scotland Specialist Group
 Kevin Walkin, Cancer & Asbestos Unit
 Liz Standen, ALU
 Mike Williams, FOD Construction
 Mark Cottriall, FOD Construction
 Bob Daunton, Specialist Group

TAs / TUs

Peter Wilson, UCATT
 Mike Keeligan, ATPWG
 Richard Morgan, GMB
 Paul Dolan, Kitsons Env Europe Ltd
 David Couldridge, Royal Borough of Kensington
 Council
 Gill Ross Jones, EA
 Grant Beglan, ARCA
 Mike Wilkes, ACAD
 John Harris, NFDC
 John Richards, RICS
 Peter Austin, ACAD
 John Horsfall, ATAC
 Susan Murray, TGWU

Apologies

Michelle Aldous, CBH Ltd
 Robert Greenfield, GSH Group

Leavers

Jean Prentice, ACAD
 Terry Jago, ARCA

Item	
1	Introductions and apologies, welcome, etc (Barbara Healey)
1.1	Barbara welcomed Mark Cottriall and Steve Sadley to the meeting. Apologies received on behalf of Michelle Aldous and Robert Greenfield.
2	Minutes of meeting held on 27th September 2007 (Barbara Healey)
2.1	The minutes were agreed.
3	Matters arising from the minutes (Barbara Healey)
3.1	(Item 3.3 Audit Schemes) Terry Jago reported that the collaboration of audits schemes between ARCA and ACAD is ongoing.
3.3	(Item 13.1 ARCA's worker registration scheme) ACTION: ARCA to investigate developing this scheme with ACAD & UKATA and how this can be developed with competency assessments. Additionally how it could be developed to tie it into CSCS.
4	Terms of Reference

4.1	Liz Standen informed the group that the document had been distributed and is now ready for a 2nd pass. If all agreed after this it will be distributed and published on the HSE website.
5	Publicly Available Specifications (PAS): PAS60 Developments (Bob Daunton)
5.1	<p>Bob Daunton provided a brief resume of the PAS60 specification, developed for the asbestos industry and produced by British Standards Institute (BSI). As things stand, BSI need to carry out a routine review PAS60 and there is a cost of £12,000 for this. ALG would need to decide on an appropriate course of action and find any necessary funding. In principle, BSI would be able to develop PAS60 into a full British Standard (the development of full British Standards are funded by BSI). This would have to be formally approved by the BSI committee.</p> <p>There was a general consensus that the standards described in PAS60 should not be allowed to lapse and that the group would examine ways of funding the extension of PAS60 if a full British Standard was not an option.</p> <p>UPDATE: In late February, Bob met with a BSI committee and reaction to the idea of developing a British Standard was favourable. A sub-committee was formed to develop this. We are hopeful that BSI will approve the business case for upgrading PAS60 to a British Standard before the next ALG meeting – this approach would mean that PAS60 would not need to be updated in the meantime.</p> <p>ACTION: ALU / Bob to update group as to position at next meeting.</p>
6	ALU update
6.1	<p>Asbestos Licence Assessment Guide (ALAG)</p> <p>Colin Seditas described the evolution of the ALAG and informed the group that a revised document can now be found on the HSE website. This document is intended to guide HSE inspectors carrying out licence assessments, but should be of interest to applicants (new and existing) in that it clearly outlines the standards expected. Changes to ALAG reflect CAR 2006 and the key messages of the recent ALU “Leadership” events (the extra emphasis on health and safety management).</p>
6.2	<p>ASB4 Record of assessment</p> <p>Greg Haywood described the new ASB4 form, used by inspectors to record the outcome of licence assessment meetings. Reflecting both the ALAG and the “Leadership” events, the form prompts inspectors to fully examine general health and safety management arrangements as well as asbestos specific matters.</p>
6.3	<p>ASB5 Notifications</p> <p>Greg also explained the proposed significant changes to notification procedures. There are numerous difficulties with the current process, where method statements are provided with every notification: HSE receives vast quantities of paperwork, which may not be read; some contractors perceive that the method statement (however poor) has been “approved” by the HSE just because it has been submitted. ALU wish to emphasise that the plan of work is (and has always been) a practical document for the contractor’s use, NOT the HSE’s.</p> <p>The intention is for the notification procedure to be changed so that the ASB5 will contain a summary of the measures taken to reduce exposure, but will not be routinely accompanied by a plan of work. The plan of work must be available and may be requested by an inspector at any time. A strong enforcement line will be taken where the plan of work is not available.</p>

	<p>In the longer term, the procedure is likely to become web based and may include some waste information (ALU to liaise with Gill Ross Jones). Comments were also made about ensuring the form was clearer with regard to the definition of “construction” on the form – as an aide to submitting to the appropriate authority.</p> <p>ACTION – Greg Haywood and Liz Standen to update at next meeting.</p>
6.4	<p>ALG MEMOS</p> <p>Demolition - Liz Standen informed the group that the memo was being circulated for comment within HSE and would be issued to ALG members in the near future.</p> <p>Maintenance Companies – Colin Seditas explained that the memo will also consider non-licensed maintenance work, what is meant by thorough examination and test of “H” vacs and other extraction equipment and will also address equipment used in labs (fume cupboards).</p> <p>Consultants – A further memo would be produced this year addressing the role of consultants.</p> <p>Waste – Martin Gibson updated the group on the proposed memo addressing the use of vans for transporting waste. He stated that this would be enlarged to incorporate other waste issues and cross-reference with non-licensed work as well. Susan Murray stressed that such guidance needed to be linked from HSE’s web pages addressing (non-asbestos) waste.</p> <p>ACTION – ALU: Demolition / Maintenance memos to be circulated to ALG members by the end of February. To update on progress of further memos at next meeting.</p>
7	<p>United Kingdom Asbestos Training (UKATA) update (Mike Keeligan)</p> <p>There are now 47 members of UKATA, with more organisations in the process of applying for membership. The web site is now live: http://www.ukata.org.uk/. Mike reported a great deal of support from clients.</p> <p>Whilst the current priority is still on training for the licensed industry, the majority of applications are from those carrying out “category 1” awareness training. This class of applicants have been invited to a meeting at the end of February, where standards and integration into UKATA will be discussed. RICS and RSPH have been involved in developing a syllabus, which UKATA intend to use as a template.</p> <p>Efforts are continuing with regard to establishing national standards for assessing competence (linking ARCA registration cards, CITB etc.).</p> <p>The developments were welcomed by the group.</p>
8	<p>Occupational Health Sub group (Greg Haywood)</p> <p>Greg met with Michelle Aldous and Trevor Walker (Constructing Better Health (CBH)) in January, where the desire to incorporate the statutory asbestos medical with a “fitness for work” medical was discussed. The stumbling block is the need for CBH’s occupational health providers to also be “appointed doctors”.</p> <p>ACTION – Greg Haywood to update group on progress at next meeting.</p>
9	<p>Analytical work</p>
9.1	<p>Surveyors and analysts – Code of Conduct (John Horsfall ARCA/ATAC)</p> <p>John reported on a growing trend in the asbestos industry: the number of licensed contractors was falling, with a tendency towards bigger companies offering a</p>

	<p>variety of services including surveying, removal and analysis. He therefore invited all members of the ALG to support the development of an industry code of conduct. It was suggested that the code would not extend to contractual and commercial relationships. It would incorporate the need for surveyors and analysts to make a full declaration to clients with regard to the structure of the organisation, and how its independence was assured. It would also involve a commitment to avoid caveats and ensure that the survey was carried out in accordance with the "Surveyors' Guide".</p> <p>ACTION – John Horsfall to prepare a paper for ALG to be discussed at the next meeting</p>
9.2	<p>Revised "Asbestos Surveyor's Guide" (Martin Gibson) Martin reminded members to forward comments on the revised document (circulated before Christmas) and agreed to extend the deadline for such comments to 8th February. The current MDHS100 document will be replaced by a new "HSG" publication. Findings from the ongoing "duty to manage" review must be fed into this revision and it is therefore anticipated that a working group will take forward the revision after April 2008. Many members of the group expressed the need for very strong guidance on this topic.</p> <p>It was agreed that an "executive summary" of the document would be produced for the website.</p> <p>Greg Haywood suggested that the ALU "Leadership" events might be followed up by a series of events aimed at surveyors.</p>
10	Duty to manage (DTM)
10.1	<p>Asbestos campaign: "Asbestos: the hidden killer" Liz Standen provided an update on the imminent campaign, including the content of the proposed radio ads, leaflets etc. There was general approval of the tone and approach of this campaign.</p>
10.2	<p>Stakeholder issues None</p>
11	<p>Waste (Gill Ross Jones) The Hazardous Waste Regulations are to be amended this year, but this will not have major repercussions on asbestos waste. There will also be changes to the management of waste management licences: there will be a series of simplified permits and standardised rules regarding the issue of new "environmental permits".</p> <p>ACTION: Gill Ross Jones to check on changes to legal position in Scotland.</p>
12	<p>Local Authority Issues None</p>
13	Members' update
13.1	<p>ARCA / ACAD - site audit The work of ARCA's "Standards Committee" has been more closely integrated with the ARCA audit scheme. Progress towards integrating ARCA and ACAD audit schemes is ongoing.</p>
13.2	<p>GMB / Unite – Mesothelioma day, 27 February 2008 Richard Morgan reported on the events planned to mark the day, the focus of which was on victims and also the impact on victims' friends and families.</p>
14	Any other business

14.1	<p>ALU's "Web Community" Greg Haywood drew attention to the Web Community, encouraging members to sign up and asking for ideas regarding how it could be fully utilised. ALU will be using the community to distribute a Newsletter and invited members to contribute appropriate news items.</p>
14.2	<p>Duty to manage: evaluation Kevin Walkin confirmed that the initial results of research were expected in April, with a final report expected this summer.</p>
14.3	<p>This meeting marked Terry Jago's last appearance at the ALG as ARCA Chief Executive. ALG members expressed their appreciation for his contribution to the work of the Group in recent years.</p>
15	<p>Next Meeting 22 May 2008, Rose Court, London 25 September 2008, ARCA offices, Burton</p>