

Asbestos Liaison Group Minutes			ALG/MIN/03/2010
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Asbestos Liaison Group (ALG)	
Minutes of the 30th meeting of the Asbestos Liaison Group held on 24 September 2010 at RICS, Surveyor Court, Westwood Way, Westwood Business Park, Coventry, CV4 8JE.	
<p>Present (HSE) Paul Stollard, Director Scotland Greg Haywood, Asbestos Licensing Unit, Rob Hirst, FOD Construction Colin Seditas, ALU Gillian McLean, HSE Sarah Mallagh, HSE Billie Wilson, ALU</p> <p>Apologies Rick Statham, NASC David Stanley, UKATA Martin Gibson, HSE, Occupational Hygiene Grant Beglan, ARCA</p>	<p>TAs / TUs Peter Wilson, UCATT Susan Murray, Unite Peter Robinson UKATA for David Stanley Colette Willoughby, BOHS Richard Morgan, GMB Steve Sadley, ARCA Jonathan Francis, ATAC Dave Simpson, ACAD Dave Couldridge, Royal Borough of Kensington and Chelsea Tina Ward, NFDC (NDTG) John Richards, RICS Greg Brown APS</p>
Asbestos Liaison Group web pages are available at: http://www.hse.gov.uk/aboutus/meetings/committees/alg/index.htm	

Item	
1	Introductions, apologies, welcome, etc (Paul Stollard)
1.1	Paul Stollard welcomed everyone to the meeting; Apologies and substitute attendees were noted, as detailed above. There was a brief round the table introduction for those attending for the first time. Greg Haywood reminded members that only one delegate per member should attend ALG meetings to ensure numbers are manageable.
2	Minutes of 29th meeting held on 26 May 2010 (Paul Stollard)
2.1	The minutes of the meeting were agreed and are on the ALG page on HSE's website at http://www.hse.gov.uk/aboutus/meetings/committees/alg/index.htm
3	Matters arising from the minutes
3.1	5.1 Transportation of Asbestos Waste. It was confirmed that laboratory samples are covered by ADR

3.2	<p>under the limited quantities rule. CDG pages publicised on community site, link circulated and presentation sent to ALG members. Items discharged.</p> <p>6.1 Technical Sub-Committee – TSC minutes have been published on the ALG web page. Item discharged.</p> <p>Other matters arising from the previous minutes will be covered under the relevant agenda Item.</p>
4	<p>Asbestos Policy Issues (Sarah Mallagh)</p>
4.1	<p>Sarah Mallagh provided an update on current issues:</p> <p>It was noted that HSE are currently working in a very difficult environment because of the spending review. There was no funding to deliver the planned campaign in November however this may go ahead in February/March 2011.</p> <p>The Hidden Killer campaign will be discussed at the Partnership meeting on 11 October – how to take this forward using different mechanisms and partnership working.</p> <p>Paul Stollard confirmed that asbestos remained high on HSE’s Senior Management Team agenda which had secured extra funding for ALU. ALG found this very reassuring as HSE’s work was valued.</p> <p>HSE was grateful for ALG’s offer to distribute duty to manage material to their members as this remained one of HSE’s key priorities. HSE could also deliver technical content to partners for design and distribution using HSE’s logo.</p> <p>CD is running a refurbishment campaign in March 2011 which will target refurbishment sites – surveys will be part of that. An Occupational Hygiene Specialist will be involved to give advice.</p> <p>Vocational learning package – an introduction to asbestos for apprentices will be delivered targeting 16-19 year olds through colleges.</p> <p>Asbestos risk awareness will be launched on the HSE website in October. An event will be held at Warrington College for lecturers to promote the package followed by contact with employers of apprentices.</p>
5	<p>Technical Sub-Committee (TSC) Update (Colette Willoughby)</p>
5.1	<p>Colette Willoughby provided a TSC update:</p> <p>There was not much to report as the Sub-Committee had not met since the ALG in May. Peter Austin has resigned from the group following his departure from ACAD. The next meeting was scheduled for 3 November where the following issues will be taken forward:</p> <ul style="list-style-type: none"> - Gas safety in DCUs – guidance published on the web community regarding carbon monoxide poisoning. - Electrical safety in DCUs – both issues (including gas safety) being dealt with by the Technical Sub-Committee for development of ALG memos. - Other trades entering sites without a license – Greg Haywood to advise following legal advice.
6	<p>ALG Workplan</p>
6.1	<p>Leadership – Steve Sadley</p>

	<p>Paul Stollard thanked Steve Sadley for his hard work in producing the discussion papers – available on the ALG website. After discussion the following were agreed:-</p> <ul style="list-style-type: none"> - Name – Asbestos Removal Management Institute (ARMI). - ARMI would be a charitable organisation with the same set up as a limited company. - Five ALG members could individually become trustees/directors represented by ACAD, unions, HSE (Paul Stollard and Greg Haywood to clarify with legal advisors), ARCA and a client. - The remaining 4 members would be agreed by the 5 ARMI members. There would be a professional interview and the requirement for a leadership/management qualification and an asbestos qualification. - The board of 9 would sit for 3-5 years – board members would suggest their replacements when necessary. - Greg Haywood and Steve Sadley to take forward what has been agreed and include a Code of Conduct and Memorandum of Understanding with ALG. - Overall ALG was broadly supportive of the Articles of Association in principle. <p style="text-align: right;">Action: Greg Haywood and Paul Stollard to discuss with legal advisors. Greg Haywood and Steve Sadley to take forward.</p>
<p>6.2</p>	<p>Worker Involvement – Greg Haywood</p> <p>Greg Haywood thanked ARCA and ACAD for sending out the questionnaire on worker involvement to their members. The presentation is available on the ALG website – but points made were:-</p> <ul style="list-style-type: none"> - Although some ALG members were disappointed with the response rate of 19.3% Greg Haywood had discussed this with HSE’s Stats Unit who confirmed that this was in fact a decent percentage. - It was felt that visits/inspections were now required to confirm the results. - Effective management must involve consultation with the workforce. - ARCA/ACAD to slightly amend wording of questionnaire so it can be used on audits of members to see if employees are adequately involved – redraft to be re-issued by ALG members. - Further feedback to be provided at the next ALG after actual visits to ARCA/ACAD members have been made by ARCA/ACAD.
<p>6.3</p>	<p>Competence and Training</p> <p>Issues with NVQ Level 2 have been resolved. Progress can now be made.</p> <p>Information on the ARCA Competency Scheme can be found at http://www.arca.org.uk/downloads/Competency_Scheme.pdf</p> <p>Greg Haywood said that Martin Morrell of Construction Skills had been in contact with him about an asbestos specialist apprenticeship programme. It is recognised as a full apprenticeship for grant purposes and therefore would attract £5200 grant and the scope of the age range is not restrictive apart from sector requirements. Members agreed that Martin Morrell should be invited to the next meeting to discuss further.</p> <p style="text-align: right;">Action: Greg Haywood to contact Martin Morrell</p> <p>Peter Robinson said that UKATA need to finalise the training package urgently and would like to</p>

	<p>ensure that any HSE guidance, yet to be published, is followed. Sarah Mallagh to contact him to agree a meeting date to take this forward. Tina Ward also requested a meeting with HSE to discuss NDTG's training package.</p> <p style="text-align: center;">Action: Sarah Mallagh to agree dates with UKATA and NDTG</p>
6.4	<p>Occupational Health Provision</p> <p>ARCA issue a membership questionnaire every July and this year added a question on occupational health medicals with a third replying positively.</p> <p>Rob Hirst said that he had never had any disagreements regarding occupational health medicals – no additional cost of fitness to work medicals.</p>
6.5	<p>Client Actions</p> <p>Sarah Mallagh met with stakeholders. Take forward once HSE's strategy is clearer.</p>
6.6	<p>HSE/LA Co-operation</p> <p>Greg Haywood said that ALU had written to all licence holders to confirm the number of notifications they had made to HSE and LAs and instances where the wrong regulator had been notified. ALG were asked to encourage their members to respond to the request to clarify LA level of activity in asbestos related inspections.</p> <p>A new form to record formal meetings with licence holders has been prepared. This is being used for assessments by some HSE ALPIs. The aim is for this form to be used at all formal meetings (assessments, revocations, etc) when new procedures are in place.</p> <p>It was unknown whether there was any evidence that Building Control Officers have had asbestos awareness training.</p>
6.7	<p>Analysts</p> <p>The "analysts guide", HSG248 is being rewritten. A business case is being produced to enable it to be published hard copy. If not it will be downloadable. Chapter 7 on analysts as supervisors will be replaced by one on project management with reference to CDM.</p>
6.8	<p>Duty to Manage</p> <p>It was noted that this was an on-going problem - not just for small companies but larger ones too. There was a need to emphasise the Hidden Killer campaign with clients and managing agents as the fatality rate among plumbers, joiners, etc was increasing sharply. Greg Haywood said that the on-going Marks and Spencer prosecution would generate publicity which could be used to highlight the dangers of working with asbestos.</p>
7.	<p>ALU Update</p> <ul style="list-style-type: none"> • Colin Seditas said that there were currently 486 full licence holders – down from last year. The amount of new applications remains the same. • 19 assessments led to refusals. • 15 revocations last year. The length of time for this process to be completed is a problem (can take up to 8 months from start to finish). Therefore a new system is being put in place and it is hoped the time will be reduced to 2 months maximum. • Number of inspections has increased although position will be clearer at the end of the work year. • Greg Haywood is awaiting the outcome of a Section 44 appeal. • Draft memo on licenced scaffolders – Greg Haywood asked ALG for their comments by the end

	of October.
8	Any Other Business
8.1	Peter Wilson to send Effective Worker Involvement booklet to Billie Wilson who will issue to ALG members. Booklet distributed on 28 September. Item discharged.
8.2	ALG noted that Moira Gilfillan would no longer be ALG secretariat and thanked her for her valued assistance.
9	Date, time and location of next meeting
9.1	The date of the next meeting is Thursday 3 February 2011 at 10.30am – HSE, 1 Hagley Road, Birmingham, B16 8HS.