

Meeting date: 25 September 2008

Open Gov. Status: Fully Open

Type of paper: Final

Paper File ref:

Exemptions:

**Asbestos Liaison Group (ALG)**

Minutes of the 24th meeting of the Asbestos Liaison Group held on 25 September, 2008 at ARCA's offices, 237 Branston Road, Burton upon Trent, Staffordshire, DE14 3BT

**Present (HSE)**

Paul Stollard, Chairperson  
 Greg Haywood, Head of ALU  
 Colin Seditas, ALU  
 Moira Gilfillan, ALU  
 Martin Gibson, Occupational Hygiene  
 Helen Ratcliffe, Cancer & Asbestos Unit

**Apologies**

Steve Sadley, ARCA  
 Peter Austin, ACAD  
 Rob Greenfield, BIFM,  
 Mark Cottrill, HSE  
 Tony Tynan, NFDC,  
 David Couldridge, LA  
 Karen Ashdown, LA  
 Gill Ross-Jones, EA,  
 Mike Wilkes, ACAD

**TAs / TUs**

Terry Jago, ARCA  
 Grant Beglan, ARCA  
 Tony Dillon, ACAD  
 John O'Sullivan, ATAC  
 Peter Robinson, UKATA  
 Richard Morgan, GMB  
 John Richards, RICS  
 Susan Murray, Unite  
 Peter Wilson, UCATT  
 Rick Statham, NASC

**Guests**

Rob Blackburn, Redhill Analysts / Silverdell Plc  
 David Price, Anglo-Polish  
 Karolina Zielinska, Anglo-Polish

Item	
<b>1</b>	<b>Introductions and apologies, welcome, etc (Paul Stollard)</b>
<b>1.1</b>	Paul introduced himself as the new HSE Director, Scotland and as chair of the ALG. He felt the meeting was a good opportunity to meet the group and to understand its role. He welcomed everyone and thanked ARCA for hosting the meeting at their offices. Apologies were received from a number of delegates, as noted above.
<b>2</b>	<b>Minutes of meeting held on 22 May 2008 (Paul Stollard)</b>
<b>2.1</b>	The minutes were agreed.

<b>3</b>	<b>Action Points and Matters arising from the minutes (Paul Stollard)</b>
	<p>3.1 ALG Memos. ALG memo on demolition is now on the web site. A further ALG memo on maintenance has been circulated to the group in the last week. Comments requested by the end of October.</p> <p>3.2 Waste. Gill Ross-Jones was not able to attend the meeting and there was therefore no update available on the legal position in Scotland. ALU agreed to approach SEPA direct for information.</p> <p><b>Action: ALU</b> to approach SEPA for information.</p>
	<p>4 Duty to Manage Asbestos Review</p> <p>4.1 Kevin Walkin's presentation had been circulated to members following the last meeting.</p>
	<p>6 Training – update from TPWG (UKATA)</p> <p>6.1 Competence assessment scheme for operatives leading to NVQs. Decision made that WAMITAB (Waste Management Industry Training Board) are to be the awarding body and a meeting has been arranged in the near future. Assessment centres are to be set up. The NVQ is now ready to go. ARCA, ACAD and others may become assessors for asbestos removal. Costs are likely to be in the region of £1,500 to put one operative through the course. Operatives who work on main contractors sites will require CSCS, and visitors cards will be available for surveyors etc.</p> <p>ARCA agreed to send relevant papers to ALU for circulation to group.</p> <p><b>Action: Grant Began</b> to copy relevant papers to ALU</p>
	<p>8 ALG Occupational Health Subgroup Update</p> <p>8.1 Employer Membership Scheme – costs and benefits (Wendy Stimson)</p> <p>8.1.1 Constructing Better Health (CBH) presentation has now been circulated to members. Greg highlighted the increase in emphasis on fitness to work medicals and that the Management Regulations are also relevant not just Asbestos Regulations. CBH occupational health providers are able to provide occupational health medicals, health surveillance, fitness to work assessments and asbestos medicals, but contractors are not obliged to use CBH and could use other providers.</p>
	<p>10 Local Authority Issues</p> <p>10.1 David Couldridge was not able to attend the meeting. ALU have established a link with Karen Ashdown of LACORS but there remains a need to improve the partnership with the LAs. It was generally felt that more inspections are being carried out by LA's than are reported – the level of reporting varying from area to area. Training for EHO's is an issue. HSE include some EHOs in training courses, but the hope is that this could be organised better. HSE has Partnership Managers in Regions and agreed to make contact with them with a view to improving links with LACORS. A training DVD video had been produced in the past for training LA inspectors, this had been widely circulated at the time but further publicity via Partnership Managers could be considered.</p> <p><b>Action: ALU</b> to contact Partnership Managers to improve links to LACORS and publicise LA training DVD.</p>

	<p>11 ALU Update</p> <p>11.1 ALG Memos</p> <p>11.1.1 The group briefly discussed ALG memos in general and agreed that the current method of issuing guidance under ALG memos should continue.</p>
	<p>13 Scheme for contractor competence</p> <p>13.1 Rob Blackburn's presentation had been circulated to members following the last meeting. He had prepared a discussion paper, but this had not been circulated to members prior to the meeting. It was felt that the proposals could not be considered at the meeting until members had seen the paper and it was agreed that it would be circulated to members for consideration, and would be an agenda item at the January meeting.</p> <p><b>Action: Rob Blackburn</b> to provide copy paper to ALU for circulation to ALG. ALU to put this item on the agenda for the next meeting. [NB Rob has now contacted ALU and has decided that this will not be taken forward – overtaken by events]</p>
	<p>14 Any Other Business</p> <p>14.1 Protocols for Testing (Rob Blackburn)</p> <p>Rob Blackburn had prepared a draft ALG memo on protocols for testing and this was currently being reviewed by Martin Gibson.</p> <p><b>Action: Rob Blackburn/Martin Gibson</b> to review content of memo. ALU to issue once agreed.</p> <p>14.2 DRP – Duty to Manage Pack</p> <p>The last minutes indicated that ARCA requested the Duty to Manage Pack however there is only a small leaflet on DTM . Discussion suggested ARCA's request was in fact for more asbestos campaign leaflets 5-6 k. Helen Ratcliffe agreed to request further copies of the current campaign leaflets for ARCA. The new awareness pack can also be downloaded from the HSE website.</p> <p><b>Action: Helen Ratcliffe</b> to request additional packs for ARCA</p>
<p><b>4</b></p>	<p><b>Membership Issues</b></p>
<p><b>4.1</b></p>	<p>The group discussed membership issues as various requests to join had been received. It was important that the group remains a manageable size and is made up of key stakeholders. Greg reminded the group that they were here to represent their organisations and not as individuals, and that where possible one representative per organisation should be the norm, although this was not set in stone.</p> <p>It was agreed that NASC would become members and Rick Statham attended the meeting to represent them.</p> <p>BOHS have also asked to join the group, however it was felt more appropriate that a technical sub committee be formed and BOHS asked to contribute to that. Peter Robinson from UKATA stated that he would make contact with BOHS with the aim of improving links with them.</p> <p><b>Action: Peter Robinson</b> to contact BOHS re membership of technical sub committee and report back to next meeting.</p>

<p><b>5</b></p> <p><b>5.1</b></p>	<p><b>ALG Workplan (Greg Haywood)</b></p> <p>Greg had prepared a draft Workplan for the ALG. He explained that HSE has a number of other similar groups and it was important that the way the ALG fits into these is clear. The paper had been prepared for the group to discuss and comment on and agree a way forward. Any comments should be fed back to Greg and these would be included in the revised plan. The need for a Workplan was agreed in principle.</p> <p>The plan would have 7 main areas: Leadership, Worker Involvement, Competence &amp; Training; Occupational Health Provision; Client Actions; HSE/LA Co-operation; and Analysts. Topics needed to be measurable and have timescales and milestones. Outcomes also need to be included.</p> <p>Suggestions for other topics to be included were:</p> <ul style="list-style-type: none"> <li>▪ Duty to Manage;</li> <li>▪ Workplace Risk Assessments;</li> <li>▪ Non Licensed asbestos work;</li> <li>▪ Waste to be included under client responsibilities;</li> </ul> <p>On Duty to Manage it was agreed that the key objective would be to get the message across to others. There was also a need to make operatives aware, especially in small organisations, and to include DTM in training for apprentices.</p> <p>On Non-licensed work it was agreed that this was a big problem, but it would need to be taken on board.</p> <p>The possibility of setting up relevant working groups selected from members to cover different topics and report back to the main meeting, was discussed. The group also felt that the plan should incorporate some sort of commemoration for the 25<sup>th</sup> anniversary of the introduction of the ASLIC Regs.</p> <p><b>Action: Comments requested from members</b> – to be sent to Greg Haywood by the end of October. Greg will revise the plan and re-issue at the next meeting.</p>
<p><b>6</b></p> <p><b>6.1</b></p>	<p><b>Asbestos Campaign Update (Helen Ratcliffe)</b></p> <p>Helen gave an update on the North West Pilot scheme of the Asbestos Campaign and said that the radio adverts had been particularly successful, although direct mailing was also effective. An evaluation report has been prepared and Helen agreed to find out whether this is to be posted on the website or otherwise distributed. The campaign will go national on 13 October. Posters and leaflets had been re-issued. New local case studies are in the process of being prepared for each Region, but still looking for a Scottish case study. Helen asked for any suggestions to be fed back to her. A celebrity (name to be announced) will be fronting the campaign.</p> <p><b>Action: Helen</b> to check whether the evaluation report is to be posted on the website or distributed in other ways.</p>
<p><b>7</b></p>	<p><b>Duty to Manage asbestos review (Helen Ratcliffe)</b></p> <p>Helen gave a brief update on initial findings from the Duty to Manage asbestos review. Some telephone survey work had been done, but work had been delayed because of staff changes. The report will be ready in November, but this is only one part of the whole picture. 500 volunteers had been spoken to with some face to face interviews carried out. Early indications are that DTM is fairly well known.</p>

<b>8</b>	<b>Members issues/updates</b>
<b>8.1</b>	<b>ARCA (Terry Jago / Grant Beglan)</b>
	<p>One issue has arisen on expiry dates on awareness certificates which had been causing a problem. These will now be removed.</p> <p>A number of problems had been reported with the new ASB5 form, including the issue that licences are still required to be sent. Greg advised that ALU were collating a list of issues re the ASB5 form and it was likely that it would be revised at the end of the year. He reminded the group that method statements can still be asked for by the enforcing authorities and that licences need to be sent in. The forms and attachments can be posted, or saved onto companies own systems and emailed separately with the licence.</p> <p>ALU will also investigate putting the licence conditions on our web site so that ALPIs can easily check these.</p> <p><b>Action:</b> ALU to investigate putting licence conditions on web site</p>
<b>8.2</b>	<b>ACAD (Tony Dillon)</b>
	<p>Tony Dillon mentioned that issues include preparation of guidance to members on hot working. Greg advised that hot working should only be done in an emergency. ALU with HSE's Hazardous Installation Division had issued guidance on this issue, which had been emailed to Peter Austin. Information was also requested on the length of use for filters in RPE, re-use of filters, and clarification was needed on which part of the air lock should be removed. Martin advised that this should be in the middle stage as there is more space there than in the inner stage.</p> <p>Greg advised that all these are technical issues and not for the ALG to discuss as a whole. He suggested that a technical sub committee of the ALG, meeting on an ad hoc basis could be set up to deal with these (as raised with BOHS). Members agreed that this would be a good idea. It was agreed to discuss this in AOB.</p>
<b>8.3</b>	<b>UKATA (Peter Robinson)</b>
	<p>Mike Keeligan has now left UKATA. Peter Robinson, chairman of UKATA attended replaces him. UKATA are in the process of auditing members; some members are being rejected. They are also starting to test trainers. UKATA's members are permitted to advertise themselves as registered members (not accredited or validated).</p>
<b>8.4</b>	<b>GMB (Richard Morgan)</b>
	<p>Richard Morgan reported that the Derbyshire Asbestos Support Scheme now have funding from the McMillan campaign to use locally for awareness campaigns etc.</p>
<b>8.5</b>	<b>UNITE (Susan Murray)</b>
	<p>Unite is distributing a large number of the packs produced in connection with HSE's current awareness-raising campaign on asbestos. They continue to raise asbestos awareness in other ways including giving presentations at internal conferences such as the one held for the textiles sector.</p>
<b>8.6</b>	<b>UCATT (Peter Wilson)</b>
	<p>UCATT involved in Worker Safety Advisor Project. He felt that SHADs would be a good way to promote advice to the industry. There is also a need for worker involvement on risk assessment. On the NVQ front, there has been concern for some workers with numeracy and literacy difficulties – there is a need to support these workers, perhaps via Safety Reps. ARCA commented that there is money set aside under the "Train to Gain" scheme</p>

	to support literacy and numeracy issues.
<b>8.7</b>	<b>NASC (Rick Statham)</b>
	Rick Statham thanked the group for the invitation and looked forward to taking part in future meetings. NASC have produced draft guidance on Asbestos Licences and Ancillary Work involving the scaffolding contractor, which has been commented on by HSE.
<b>9</b>	<b>Verification of employee certificates – Anglo-Polish</b>
<b>9.1</b>	<p>David Price and Karolina Zielinska attended the meeting to give a short presentation on the system they have set up to monitor and verify employee certificates. All workers must supply certificates, references and face fit tests which are then verified by the company, who contact the issuing body to check these are correct. If false paperwork is found, depending on the severity of this, it would be passed to HSE locally or other agencies. There have been a number of cases of false paperwork recently. The information obtained is logged and reports produced. David explained that he would like to see this scheme broadened to cover the whole industry, not just Anglo Polish employees.</p> <p>The group discussed these issues. ARCA already have a worker registration scheme and Tradelink (another labour supply company) do something similar. They are considering making the registration mandatory for ARCA members. They would be happy to open up their databases to all. Other training agencies do keep records, but employers don't have access to these, and there are data protection issues. HSL have the asbestos worker database but their statistics will not be detailed enough for the group's purposes.</p> <p>It was agreed that an ALG memo explaining what contractors should do if they come across false paperwork would be produced. <b>A working group would be set up consisting of Anglo Polish, ACAD, Tradeslink (ARCA to contact), ARCA</b> who would prepare a draft memo for the next meeting.</p> <p>Greg reminded the group that the ALG memo on labour supply (ALG Memo 06/05) calls for 3 monthly reports to be submitted to the local HSE office, and that it had been agreed at the recent Asbestos Licensing Principal Inspectors (ALPI) conference that this would be publicised through the asbestos web community.</p> <p><b>Action: Working Group to be established</b> to prepare Draft ALG memo for next meeting in January. <b>David Price</b> to send presentation to ALU for distribution to group.</p>
<b>10</b>	<b>ALU Update</b>
<b>10.1</b>	<b>ALG Memos (Colin Seditas)</b>
<b>10.1.1</b>	<p>New ALG Memos have been produced on Plans of Work, Notification Changes, Supervisory &amp; Ancillary Licence holders. All available on the web site. There seems to be a lack of awareness of these memos amongst the industry. The latest draft memo on maintenance has been circulated and comments are requested by the end of November.</p> <p>The ALG end year stats show that there have been 46 refusals, 30 of these being existing applicants. In this year alone there have been 25 refusals to date. There have been many reasons for refusal – most commonly, there have been inadequate management arrangements, in addition supervisory and ancillary applicants often have not understood the Regulations and relevant guidance. Good management is the key and Greg reminded the group of the 5 Steps to Managing Health and Safety leaflet – copies distributed at the meeting.</p> <p>The group discussed the dual role of analyst/supervisor and agreed that this should not happen.</p>

	<b>Action: Comments on the draft ALG memo on maintenance to Colin Seditas by end November.</b>
<b>10.1.2</b>	<b>Guidance (Martin Gibson)</b>
	<p>The non-licensed contractors guide is not ready for circulation yet but will be drafted by Christmas.</p> <p>Guidance for AC soffits has now been published and now working on AIB soffits. Some contentious issues re formal clearance and frequency of air changes. Draft will be circulated to HSE and then to ALG before next meeting.</p> <p>MDHS100 revision has been slightly delayed, the draft is still being worked on and will be circulated by mid November, followed by a 2 month consultation period. Final version will be produced as an HSG "Asbestos: The Surveyors Guide" around April 2009.</p> <p>ARCA drew attention to DCUs not being tested, for example when being moved between unlicensed work to licensed work. Martin clarified that clearance certificates must be provided when moving from licensed to non-licensed work – he would make sure this is made clear in the guide.</p> <p><b>Action: Martin Gibson</b> to clarify guidance on clearance certificates for DCUs</p>
<b>10.1.3</b>	<b>Website (Greg Haywood)</b>
	The asbestos licensing pages of the website have been reorganised and the ALG memos have been moved to make them easier to find.
<b>10.1.4</b>	<b>CFM Sub Group</b>
	<p>Martin Gibson reported that this group are looking at the standard of clearance procedures. At the last meeting, a sub group had been formed to look at clearance and pre-cleaning issues. UKAS and Rob Blackburn also involved. Training of both operatives and analysts are being looked at. The amount of time on site and time taken for analyst to take samples will be provided to clients.</p> <p><b>Action: Comments to Martin by the end of October.</b></p>
<b>10.1.5</b>	<b>REACH</b>
	Greg reminded the group that REACH (Registration, Evaluation and Authorisation of Chemicals) Marketing and Use has no provision for asbestos exemptions. Consequently this would prevent all use and supply of asbestos (e.g. prohibition of the supply of samples to analysts and the use of steam trains containing asbestos in railway museums). This has now been raised with the European Commission and they are aware of the issue.
<b>11</b>	<b>Any Other Business</b>
<b>11.1</b>	<b>Formation of Technical Sub Committee</b>
	<p>The group discussed the possibility of forming a technical sub committee which would consider technical matters and report back to the main ALG. It was proposed that this would be by email or correspondence, meeting on an ad hoc basis as required. Formation of the group was supported. Membership of the sub committee still to be agreed – group to forward names of members before next meeting.</p> <p><b>Action: All members who wish to belong to the new technical sub committee and forward names to ALU before end of November.</b></p>
<b>12</b>	<b>Date, time, location of next meetings:</b>
<b>12.1</b>	<p>Thursday 22 January 2009, Darlington Football Club (ACAD)</p> <p>Thursday 21 May 2009, HSE Glasgow, 1<sup>st</sup> Floor, Mercantile Chambers, 53 Bothwell Street, Glasgow, G2 6TS</p>