

Asbestos Liaison Group Minutes		ALG/MIN/01/2014	
Meeting date:	9 January 2014	Open Gov. Status:	
Type of paper:	Final	Paper File Ref:	
Exemptions:			

Asbestos Liaison Group (ALG)	
Minutes of the 40th meeting of the Asbestos Liaison Group held on 9 January 2014 at HSE's Office, Mallard House, Kings Pool, 3 Peasholme Green, York	
<p>Present (HSE) Simon Longbottom, Head of Construction Division Archie Mitchell, Head of ALU Gillian McLean, ALU Kirsty Hirst, FOD Construction for Rob Hirst Craig Bell, Asbestos Policy Martin Gibson, Occupational Hygiene Billie Wilson, ALU (Minutes)</p>	<p>TAs/TUs David Couldridge, Royal Borough of Kensington and Chelsea Susan Murray, Unite John Richards, RICS Steve Sadley, ARCA Peter Wilson, UCATT Rob Greenfield, BIFM Colette Willoughby, BOHS Richard Morgan, GMB Graham Warren, ACAD Andrew Jackson, ATAC Terry Barker, UKATA Mark Winter, IATP Jim Caldwell, NFDC</p>
<p>Apologies Rob Hirst, FOD Construction Tanya Bowell, EA</p>	<p>Guests</p>
Asbestos Liaison Group web pages are available at: http://www.hse.gov.uk/aboutus/meetings/committees/alg/index.htm	

Item	
1	Introduction, apologies, welcome, etc (Simon Longbottom)
1.1	Simon thanked everyone for attending the meeting. Welcome to Mark Winter, Independent Asbestos Training Providers (IATP) who has recently joined ALG (Item 3.5). Apologies/deputies noted as detailed above.
2	Minutes of the 39th meeting held on 11 September 2013 (Simon Longbottom)
2.1	The minutes of the meeting were agreed. Thanks to Moira Gilfillan. Minutes are available on HSE's website: http://hse.gov.uk/aboutus/meetings/committees/alg.index.htm
3	Matters arising from the minutes
3.1	3.1 Steve said that the Training and Competency Working Group was meeting again in Edinburgh on 11 February 2014 to finalise the competency frameworks. The frameworks will then be circulated to ALG. Action 1: Steve to circulate competency frameworks to ALG once finalised
3.2	6.1 Handling Waste – Archie said that ORR are being kept up to date and publication guidance has been circulated to ALG. This guidance should be taken into consideration when producing ALG memos. Actions 6.1(2) and (3) discharged.

<p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p>	<p>7(4) Archie to circulate ALG work plan presentation for comment. Item discharged. – amended version circulated to ALG prior to the meeting. No comments received. On agenda – Item 5.1.</p> <p>8.3(6) Draft publication on the Management of Asbestos Containing Materials circulated. Item discharged.</p> <p>9.2 Mark Winter (IATP) has joined ALG. Item discharged.</p> <p>9.4 NNLW figures have been collated from 1 May 2013 –NNLW figures to be forwarded to ALG members.</p> <p>Action 3: Billie to circulate NNLW figures to ALG (item discharged) and ALU to continue to collate NNLW figures for each meeting – ongoing</p>
<p>4</p>	<p>Asbestos Policy Issues (Craig Bell)</p>
<p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>The new ACoP was published on line on 19 December 2013. http://www.hse.gov.uk/pubns/books/l143.htm Thank you to everyone for the comments during the consultation process. The ACoP seeks to clarify notifiable/non-notifiable asbestos work but it is a complicated area and consideration will be given to what further assistance can be made available on HSE’s website. A hard copy version of the ACoP should go to the printers by the end of January 2014 (priced £15) but the electronic version will continue to be available as a free download from HSE’s website at http://www.hse.gov.uk/pubns/books/l143.htm .</p> <p>Asbestos Campaign – the development process is ongoing and final approval to proceed is expected in spring 2014. It is planned to run the campaign later this year and involve appropriate detailed targeting. Audience research was carried out to support development of the campaign – the research report is available at http://www.hse.gov.uk/asbestos/insight-research-2013-14.pdf Susan mentioned that Unite were running a campaign (Banned but not Gone) because the professional and public perception of asbestos seems to be that, as it is banned it no longer exists. Craig confirmed that there is no reason to rule out partnerships with organisations to support the HSE campaign and this was an option being considered at the moment (consideration of offers of resources/sponsorship might also be possible). It was noted that there is a need to raise awareness of “duty to manage” issues but this would happen separately from the current proposed campaign which is targeted at those working with asbestos. Members raised the issue of training of young people/apprentices – health issues generally. An HSE developed training package on asbestos is available at http://www.hse.gov.uk/Asbestos/learning-package/index.htm</p> <p>Licensed Contractor’s Guide – It is planned to start work on revising the guide with the aim of completing the work by the end of 2014. This is just one strand of the work to bring the suite of asbestos guides up to date (to clarify the text, take account of the 2012 version of the Regulations, remove duplication, etc). This work (particularly revision of the Licensed Contractor’s Guide) could involve ALG members, although the level of help and support is still to be agreed. Craig to discuss ALG involvement with Simon and Archie. The asbestos pages on HSE’s website will also be updated to reflect the new ACoP, make navigation easier, etc. A bid has been made for PGG approval of this work. If members are aware of any areas where guidance clarification is potentially needed, please advise HSE.</p> <p>Action 4: Craig to discuss ALG involvement in guide review process with Simon and Archie</p>

4.4	<p>Action 5: ALG to consider clarification issues regarding re-writing guidance</p> <p>European Union – additional requirements. No progress or news to report.</p>
-----	--

5	<p>ALG Workplan and Working Group Updates</p>
5.1	<p>Workplan</p> <p>Archie had circulated an amended version of the work plan previously to members for comment. After a brief discussion due to limited time available it was agreed that members need to consider:</p> <ul style="list-style-type: none"> • The remit, reorganisation and membership of ALG ensuring that agreed targets are achievable. • Subsequent remits/memberships of ALG Working Groups. <p>Action 6: ALG to send any comments/suggestions and note their interest in any of the working groups to Billie by 31 January. Revised work plan to be agreed at May meeting</p>
5.2	<p>Technical Working Group Update – Martin Gibson</p> <p>Martin noted that Graham Warren has replaced Terry Slater on the Working Group. At a recent meeting members discussed the overall workload of the Working Group and its composition. It was agreed that the Working Group should have a work plan to record objectives, milestones, responsibilities, etc - accepting that much of the work is reactive but should be included in the plan as necessary. This will be a component of the overall ALG work plan. Peter Wilson was unable to attend the last meeting but will be present at the next one. There is an open invitation to ALG members to attend meetings as and when appropriate.</p> <p>Current issues being discussed and agreed are:- ALG multi memo covering removal of asbestos paper; NNLW and soils and electronic record keeping. Memos almost completed cover the issues of Entrance of Other Trades in to Asbestos Enclosures (ALG asked to send any comments on this to Martin by 24 January 2014) and Gas and Electrical safety in DCUs. The more substantial issue of producing an ALG memo on use of blasting techniques/environmental clean is ongoing.</p> <p>There is a need to cross check the Entrance of Other Trades in to Asbestos Enclosures memo with the Employment Status memo to remove any duplication, check the legal position and, if appropriate, combine the two memos before submitting to PGG for approval.</p> <p>Action 7: ALG to provide comments on Entrance of Other Trades in to Asbestos Enclosures memo to Martin (copied to Archie) by 24 January 2014. Archie then to cross check ALG memos (Entrance of Other Trades in to Asbestos Enclosures and Employment Status) – deadline prior to May ALG.</p> <p>Further information on the Technical Working Group including topic summaries, membership, etc can be found at http://www.hse.gov.uk/aboutus/meetings/committees/alg/members.htm#Technical The minutes of the December 2013 meeting are still to be agreed and these will</p>

then be posted on the webpage above. The format will then change for Tech WG minutes as these will need to be agreed with PGG before publication – taking advice from legal advisors, etc when appropriate. Also a need to review documents/guidance that is available. It is important to ensure that the status of these minutes are clearly understood (ie that they are ongoing discussions about guidance/advice and that the final version may be different).

Action 8: Archie to seek advice from HSE Comms colleagues on the status of Tech WG minutes

5.3

Leadership

It was agreed that the issues of leadership and worker involvement should be combined in to one Working Group. Membership to be agreed.

To take forward the offer from ALG members to assist with 'non-licensable' work, Simon will discuss how this might be supported and organised with HSE policy leads.

Action 9: Simon to discuss ALG offer of assistance with HSE policy leads by 21 May 2014

Asbestos Removal Management Institute (ARMI)

Steve said that progress with ARMI was continuing. Eight applications have been received and 3 of those were now at the final interview stage. Full members by next month. A press release has been produced and there will be a formal launch.

Leadership Events

Archie said that, to date 19 events have been held in Nottingham, Glasgow, London, Burton, Cambridge, Rayleigh, Aberdeen, York, Newcastle and Manchester. The final 3 events will be held in Bristol (22 January), Cardiff (23 January) and Winchester (20 March). Delegates invited to the events totalled 382 with 349 attending (approx 85%-90% of licence holders). From feedback received 98% of those who have attended found the event useful – 95% had an improved understanding licensing action/ALU and 86% said that they would consider joining ARMI.

5.4

Worker Involvement

Peter thanked ALG for their continued support with his work on this topic. He is now planning a further sampling exercise involving workers in the north east and asked for ALG endorsement. This was agreed.

Gillian said that the Leadership and Worker Involvement Toolkit was covered briefly during the Leadership Events and licence holders had provided very positive feedback on its usefulness. The Toolkit is available at <http://www.hse.gov.uk/Construction/lwit/index.htm>

Susan said that the next European campaign would cover stress. Unite campaigns for dignity at work and asbestos in schools would also be held this year.

5.5	Competence and Training See Item 3.1.
5.6	Analysts Analyst project – Agenda item under ALU update.
6	Handling Asbestos Waste (Archie Mitchell)
6.1	Archie thanked everyone for their comments on the draft memo. EA had circulated two documents through ALG Secretariat – Managing Asbestos Wastes and Storage and Transfer of Asbestos Wastes (draft). It was noted that EA are currently undertaking an audit of waste transfer sites. Archie to arrange a meeting to finalise guidance/ALG memo which will clearly state what standards HSE expects. Action 10: Archie to arrange meeting to finalise guidance/ALG memo
7	ALU Update
7.1	Archie provided up to date statistics (1 April 2013 to 30 December 2013). <ul style="list-style-type: none"> • Number of current licence holders – 465 • Number of inspection visits – 861 • Number of notifications – 27,371 • Number of licences issued (new and renewal) – 163 • Number of applications refused – Outright 12 and Conditional 3 • Number of appeals – 1 • Number of revocations – 1
7.2	Analyst Project – Gillian, Martin and Matt Greenly are currently undertaking work involving analysts. This is aimed at ensuring that analysts carry out four stage clearances thoroughly and without putting themselves or others in danger. The first part of the project has been a questionnaire, sent to analysts, seeking information on how they carry out their work. Replies will be confidential and help target the next part of the project, inspections which will include both head office and site visits. Enforcement action will be taken if necessary. Action 11: Billie to circulate email and questionnaire to ALG members – item discharged
7.3	Archie reported on current work with communications and open government. ASB5s – work is ongoing on providing an electronic version on HSE’s website. This timescale is not yet certain and depends on the electronic versions available. However it may be several months at the earliest. It will differ slightly from the current version but will include instructions on how it should be used.
8	Any Other Business
8.1	ALG memo on Employment Status – currently with the Publications Governance Group approval.
9	Date, time and location of next meeting
9.1	The next meeting will be held on Wednesday 21 May 2014 at HSE’s Office, Mallard House, York. Due to work commitments the meeting scheduled to take place on Wednesday

	17 September has been rescheduled and will now take place on Thursday 30 October (also Mallard House, York).
--	--

ALG ACTION TABLE – 9 JANUARY 2014

Item	Action
3.1	1) Steve to circulate competency frameworks to ALG once finalised.
3.6	3)(a) Billie to circulate NNLW figures to ALG and (b) ALU to continue to collate NNLW figures for each meeting – item (a) discharged and item (b) ongoing.
4.3	4) Craig to discuss ALG involvement in guide review process with Simon and Archie. 5) ALG to consider clarification issues regarding re-writing guidance.
5.1	6) ALG to send comments/suggestions (work plan) and note their interest in any of the Working Groups to Billie by 31 January. Revised work plan to be agreed at the May meeting.
5.2	7) ALG to provide comments on Entrance of Other Trades in to Asbestos Enclosures memo to Martin by 24 January 2014. Archie then to cross check Entrance of Other Trades in to Asbestos Enclosures memo with the Employment Status memo to remove duplication, check legal position and, if appropriate, combine before submitting to PGG for approval – deadline prior to May ALG. 8) Archie to seek advice from HSE Comms colleagues on the status of Tech WG minutes.
5.3	9) Simon to discuss ALG offer of assistance ('non-notifiable' work) with HSE policy leads.
6.1	10) Archie to arrange meeting to finalise guidance/ALG memo.
7.2	11) Billie to circulate analysts email and questionnaire to ALG members – item discharged.