

Asbestos Network - Meeting Notes - 27 January 2021

Meeting held via Zoom

Attendees

Archie Mitchell, Chair	AM	HSE, Head of ALU
Alan Willoughby	AW	BOHS, FAAM, representing CW
Andy Lewis-Thomas	ALT	FDEM
Chris Bishop	CB	UKATA, representing CE
David Gauja	DG	NFDC, PTS Demolition, representing HB
Graham Warren	GW	TICA-ACAD
Gren Tipper	GT	CCLG
Helen Ratcliffe	HR	HSE Asbestos Policy
John Richards	JR	RICS, Thames Labs
Jonathan Grant	JG	NORAC
Louise Wainwright	LW	UKAS
Matt Greenly	MG	HSE ALU
Paul Beaumont	PB	IATP
Radha Hirani	RH	HSE Construction
Rob Miguel	RM	Unite
Rosie Bricis	RB	HSE ALU
Sam Lord	SL	HSE Occ Hyg
Steve Sadley, Zoom host	SS	ARCA
Tony Vozniak	TV	APS

Apologies

Craig Evans	CE	UKATA, represented by CB
Colette Willoughby	CW	BOHS, FAAM, represented by AW
Daniel Barrowcliffe	DB	HSE Science Division
David Tucker	DT	Land Securities
Howard Button	HB	NFDC, represented by DG
Judith McNulty-Green	JMG	IOSH
Russell Adfield	RA	HSE Construction
Tim Beaumont	TB	HSE Construction

Actions arising from meeting held 27 Jan 21

- (1) **RH** to circulate final minutes of 8 Oct 20 meeting to members.
- (2) **ALL** to forward feedback on the DTM flowchart to SL by 10 Mar 21.
- (3) **Licensing WG** to forward to members the draft risk assessment by 5 Mar 21.
- (4) **ALL** to forward comments on the draft risk assessment to RH by 12 Mar 21.
- (5) **ALL** to review PIR template and spreadsheet and forward queries and comments/feedback directly to Gordon Crick by end Feb 21 (see email from RH 1 Feb 21, text also copied below on pages 5-8).
- (6) **AM** to arrange for Gordon Crick to contact the RICS working group, via JR.
- (7) **AM** to arrange an initial meeting with the Deliverables WG.
- (8) **MG** to contact DG to talk through concerns about the asbestos licensing process.
- (9) **WGs** to meet before the next AsbNet meeting on 17 Mar 21 and forward a report to the other members summarising outcomes/actions by 10 Mar 21.

- (10) **ALL** to note the proposed meeting dates for the next 12 months but to email RH as soon as possible if any are unsuitable.

Agenda

- 1 Welcome, introductions, domestics, apologies
- 2 Minutes of previous meeting
 - agreement/amendments of minutes of meeting held 8 Oct 20
 - update on actions
- 3 Updates from the Working Groups
 - Technical - SL
 - Licensing - AM
 - Management - AW
 - Surveying and Analysts - JG
- 4 Report on CONIAC-CLC activity
 - role and purpose of CLC and CONIAC - GT
 - recent meeting report CONIAC and CLC
 - role of Asbestos Network
 - actions agreed by Asbestos Network
- 5 Dates for next meetings

1 Welcome and introduction

Thank you to SS and ARCA for hosting this meeting via Zoom.

2 Minutes of meeting held 8 Oct 20

2a Agreement and amendments

Minutes from meeting held 8 Oct 20 agreed.

Action (1) RH to circulate final minutes to members.

2b Actions from meeting 8 Oct 20

Actions (1), (2), (6) and (8) completed. The following actions were outstanding:

- (3) Feedback on the DTM flowchart - discussed briefly during the meeting.

Action (2) ALL to forward feedback on the DTM flowchart to SL by 10 Mar 21.

- (4) Draft risk assessment for significant non-asbestos health and safety risks associated with licensed work - still outstanding.

Action (3) Licensing WG to forward draft risk assessment to members by 5 Mar 21.

Action (4) ALL to forward comments on the draft risk assessment to RH by 12 Mar 21.

- (5) Report following update to HSE's Construction sector and CONIAC on AsbNet work - see agenda item 4.

- (7) Feedback on standing agenda - covered briefly during the meeting: there seems to have been a misunderstanding as to the original issue, which had been more to do with the structure/purpose of AsbNet itself, rather than that of the meetings. Action closed out as it has been agreed that AsbNet will link its work to CONIAC and the CLC.

- (9) WGs reporting outcomes and actions from meetings - see agenda item 3.

- (10) Dates of future meetings - dates revised in order to follow dates of CONIAC meetings; see agenda item 5.

3 Updates from Working Groups

Technical - SL reported that the Technical WG had met 11 Dec 20; thanks given to CW for summarising and preparing the minutes, which had now been circulated to AsbNet members. Some topics are being parked for the time being. The *Analysts Guide* is getting closer to publication but no dates known yet. Appendices to the meeting that are being worked on currently include:

- asbestos cleans - almost finished and will be completed by the WG meeting on 12 Feb 20;
- DCU gas and electrical safety - needs a few minor tweaks;
- health records - GW is leading on this;
- personal monitoring and decontamination procedures - SS is leading on these.

Licensing - had not met since previous AsbNet meeting.

Post meeting – WG to meet 11 Mar 21.

Management - AW reported that the WG was working on an asbestos management plan; they needed to arrange a meeting and consider the outputs needed from the WG.

Surveyors and Analysts - JG reported that the WG had met 27 Nov 20, minutes in progress; there was an issue with quality control of four-stage clearances.

4 Role and function of Asbestos Network - working with CONIAC and CLC

AM described the work being undertaken for Building Information Modelling to meet ISO 19650, <https://www.bsigroup.com/en-GB/iso-19650-BIM/>. A structure is being drawn up for key topics, eg fire, structural stability, asbestos in a construction situation etc.

A table of 26 project information requirements (PIR) is also being set up and these need to be populated with the information required for each stage, eg is there a survey, where can this be obtained, how can it be accessed etc; information to be circulated to members. JR asked if the information could also be circulated to the RICS internal working group.

Post meeting - PIR template and spreadsheet emailed 1 Feb 21 to members (text also copied below, pages 5-8, for easy reference).

Actions

(5) **ALL** to review PIR template and spreadsheet and forward queries and comments/ feedback directly to Gordon Crick by end Feb 21 (see email from RH 1 Feb 21).

(6) **AM** to arrange for Gordon Crick to contact the RICS working group, via JR.

AM outlined some of the work of the Construction Leadership Council (CLC), <https://www.constructionleadershipcouncil.co.uk/workstream/net-zero-carbon-workstream/>. The government wants the construction industry to recover. CONIAC subgroups are working with CLC subgroups to deliver 1-2 targets per topic, eg on design, lung disease, supporting small employers etc. AsbNet has the opportunity to make an impact on issues such as Net Carbon Zero 2050, <https://www.theccc.org.uk/publication/net-zero-the-uks-contribution-to-stopping-global-warming/>; and on the work involved in the repair, maintenance, improvement and repurposing of buildings as housing, for example in situations where “interrupting asbestos” might occur; installation of heat pumps, switching to hydrogen as a source of energy, installing insulation etc, all of which affect the structure of buildings. The UK needs a work force that is aware of the risks.

Post meeting - GT provided a link to information about CLC’s national building retrofit strategy, <https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/12/CLC-National-Retrofit-Strategy-final-for-consultation.pdf> (emailed to members 1 Feb 21).

GT joined the meeting subsequently and described the issues that had faced CONIAC, eg being unable to engage with small employers, domestic clients going out to whoever they could find to get

work done, asbestos being disturbed in retrofit programmes, problems with communicating information in general etc. There needed to be a co-ordinated and sustainable effort to put out information. AsbNet can help with communicating with industry.

There was a discussion about the difficulties of getting information to those that needed to know. Some suggestions put forward included: awareness training, working with builders merchants (though these had pulled out previously from campaigns, thinking these could affect business), radio, TV, trade bodies like CheckaTrade, Which Trusted Traders, Building Control, home surveys, house insurance, installers linked to the Green Deal, <https://www.gov.uk/green-deal-energy-saving-measures>, etc.

It was agreed that an AsbNet subgroup would be set up to work with GT's subgroup to formulate two outcomes/deliverables for AsbNet to achieve in the next 12 months. CB, PB and TW volunteered for the Deliverables Working Group, which would be led by AM.

Action (7) AM to arrange an initial meeting with the Deliverables WG.

Post meeting - meeting arranged for 19 Feb 21.

5 Any other business

- It was agreed that AsbNet's ToR should follow CONIAC's in respect of attendance at meetings, ie that if a member was unable to attend, then they should arrange for a substitute to attend in their place.
- RM highlighted an issue from the recent CONIAC minutes, that ethnic diversity needed to be stepped up; there was a lack of diversity in the construction industry, which was dominated by males.
- DG raised concerns about the time taken for asbestos licence renewals. SS said no problems had been raised by ARCA members. HSE sends a survey to applicants following each assessment.

Action (8) MG to contact DG to talk through concerns about the asbestos licensing process.

6 Future meetings

The AsbNet ToR states that meetings will be held three times a year. However it was agreed that AsbNet meetings would track those of CONIAC's. The following dates were proposed for meetings over the next 12 months:

Wed 17 Mar 21 1030 - 1300
Wed 23 Jun 21 1030 - 1300
Wed 22 Sep 21 1030 - 1300
Wed 12 Jan 22 1030 - 1300

Actions

(9) WGs to meet before the next AsbNet meeting on 17 Mar 21 and forward a report to the other members summarising outcomes/actions at least a week beforehand.

(10) ALL to note the meeting dates but email RH as soon as possible if any are unsuitable.

BIM 4 Health & Safety Working Group - Exemplar Health & Safety Information Requirements

Why Exemplar Health & Safety Information Requirements?

At the start of 2020, the BIM 4 Health & Safety Working Group recognised that:

1. Clients are poorly served by guidance on how to specify information requirements that relate to health and safety;
2. These requirements are often relegated down the project management chain; and
3. Risk discipline specialists in the design phases are often poorly co-ordinated, and some safety critical design functions are rarely accounted for in information requirements.

As such, BIM 4 Health & Safety Working Group and developed these exemplar Health & Safety information requirements. Available here: <https://airtable.com/shrUnnf1bOJXPJhzU>

How does this fit with ISO 19650?

The focus of this work was to develop information requirements which support [CDM 2015](#). Following a review of the UK BIM Alliance [Guidance Part D: Developing Information Requirements](#), it was determined by the BIM 4 Health & Safety Working Group that these Exemplar Health & Safety Information Requirements form part of the Project Information Requirements (PIR) as they support the delivery of information needed at key decision points during a project; whereas Exchange Information Requirements (EIR) are only specific to a particular appointment. This would allow these Exemplar Health & Safety Information Requirements to be considered by all appointments within the scope of a project.

What are the Exemplar Health & Safety Information Requirements?

These Exemplar Health & Safety Information Requirements support the realisation of Statutory obligations to manage risk. The information requirements developed focus on key risk information that needs to be progressively developed in a project. The Working Group has been careful to try to distinguish between “Project Requirements” and “ Project information requirements”.

How does the Exemplar work?

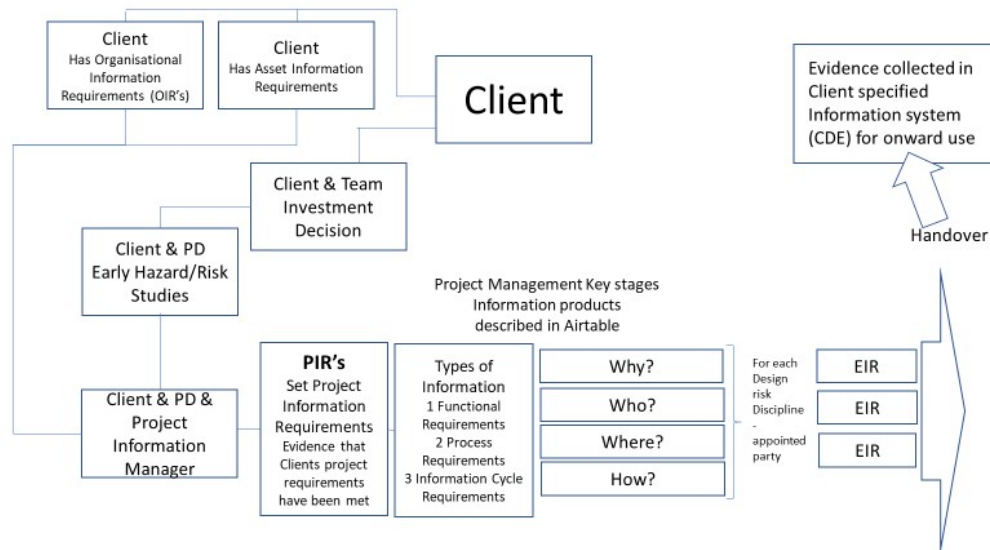
The exemplar is constructed as an Airtable, a cloud-based collaboration tool. These information requirements are structured in a spreadsheet form; enabling data manipulation and visualisation. The Airtable consists of various work-tabs. The first work tab is devoted to requirements drawn from [PAS 1192-6](#), the other work tabs are devoted to risks relating to Asbestos, Fire Safety, Structural Safety, and Temporary Works or Lifting Operations. Each work tab consists of rows devoted to each specific PIR, and columns which describe “why, when, what, who and how” to evidence through the lifecycle of a project, how the information requirement on that row is met.

These information requirements should be incorporated into contract documentation to ensure the realisation of statutory obligations to manage risk. For example:

A Client has the responsibility under CDM 2015 to draw together Pre Construction Information at the head of a project, and to work with the Principal Designer to ensure this is fit for purpose.

These Exemplar Health & Safety Information Requirements allow a client to specify what pre construction information is needed, and how this will be managed and handed over to other members of the project team. These information requirements are designed to work on smaller as well as complex projects; allowing users to select from a range of information requirements to suit their projects scale, scope and complexity.

The diagram below sets out a simple depiction of an intended workflow based on ISO 19650, in the context of the statutory framework of CDM 2015.



What will the Exemplar achieve?

The intent of this exemplar is:

1. To enable the Client (Appointing Party) to check compliance and gain assurance that the Health & Safety Information Requirements are met;
2. To make explicit the links and co-ordination between different design risk management topics, teams and disciplines; and
3. To support the creation of EIR's that incorporate the relevant Health & Safety Information Requirements.

These Exemplar Health & Safety Information Requirements determine principles for risk information co-ordination, capture, sharing and use for the whole lifecycle of a project, and ensure a good fit with needs for the operational phase of an asset lifecycle. These exemplars hope to strengthen areas of co-operation and co-ordination of risk information that are currently often weak, in the built environment while also addressing areas of risk that are set out in CDM 2015.

NOTE: The BIM 4 Health & Safety Working Group is: Part of the UK BIM Alliance; Hosted by Construction Division of HSE; and consists of volunteers drawn from clients, project engineering and management, from digital information specialists and academics as well as health & safety practitioners.

ASBESTOS PIR: for HSE consultation (please refer to spreadsheet emailed 1 Feb 21)

- 1 Existing Asbestos Management Plans and ACM information for any structures, buildings, assets or systems that are in scope of the project shall be made available in a searchable format within the CDE (HSG 264 & CAR2012 ACOP) Para 152 - Client to provide information on asbestos condition and type that is available or reasonable to obtain. Note PD has responsibility to assist Client and assess adequacy of this information - rely on gap analysis in PAS 1192-6 requirements?
- 2 The CDE shall be designed to ensure asbestos data, information and documents are available and updated throughout the Work Stages of the project for the treatment and management of the risks by all participants (refer to PAS 1192:6: 2018 Table 1 and Figure 2).
- 3 Attributes (fields and entries) to enable the required asbestos information to be recorded, used and shared, allowing examination, automation and visualisation in the treatment and communication of the risks by all participants throughout the project lifecycle.
- 4 The Asbestos information provided shall be analysed and potential gaps identified as part of a risk study at an early design stage. Findings of the study and gap analysis shall be used to scope an ACM Survey Strategy for further surveys. The Strategy should be progressively developed into an Asbestos Survey Plan, that includes a scope of each survey type, sequences, techniques and service providers (HSG 264 and CAR 2012 ACOP)).
- 5 A Digital Asbestos Register (DAR) shall be developed at the outset of design and maintained throughout the project lifecycle in a structured searchable format that enables the participants to identify, record, share and use the asbestos data and risk information obtained. The DAR shall be incorporated in the CDE for the project.
- 6 Set out a RACI schedule for collaborative development of the Asbestos Survey Plan, Asbestos Removal Plan and Asbestos Management Plan (if required).
- 7 Asbestos surveyors and operatives Skills, Qualification and Training (SQT) Matrix to be maintained, with gap-action management plans.
- 8 Evidence of asbestos surveyors and operatives competence, including verified SQT certificates (incl' P402).
- 9 Asbestos service providers UKAS accreditations to be listed and aligned to their scope of work.
- 10 A Compliance and Inspection Plan, for both construction work and for the asset in-use shall be established and made accessible to those affected.
- 11 An asbestos information communication matrix and register shall be established and maintained.
- 12 On completion of each asbestos survey and sample taken, the details and subsequent test results shall be entered onto the DAR in a structured and searchable format and made available through the CDE.
- 13 Areas not inspected or surveyed, or presumed ACMs not sampled or tested, to be recorded on the DAR.
- 14 Each sample recorded should be linked to any related information such as material assessment algorithms.
- 15 Samples taken will be tagged with a unique identifier utilising QR Codes, or an equally effective labelling technique allowing retrieval of linked information.
- 16 All ACMs identified and other material sampled and tested to be denoted on the DAR and any relevant models.
- 17 An audit trail with immutable timestamps shall be established when an asbestos record is accessed or interrogated.
- 18 An Asbestos Survey Report containing the required asbestos data and information shall be prepared prior to at-risk site works commencing and accessible to those affected.

19 The ACM remediation or removal strategy, detailing the scope, sequence, techniques, safety measures and service providers shall be set out in Asbestos Removal Plan - to cover both licensable and non-licensable works. (HSG 264 and CAR ACOP 2012).

20 A Notification Register shall be developed and maintained to provide the evidence that the Notification process has been complied with where removal work by a licensed asbestos removal contractor is required. This shall be provided before any removal work takes place. CAR 2012 ACOP

21 Detailed information and supporting data on Asbestos Containing Material (ACM) that is to remain in the In-Use asset shall be made available for review and acceptance by the Client (CDM) and the responsible person (asset in-use).

22 Evidence shall be provided through a digital permit to work system or similar to provide assurance that any trades carrying out work in or near ACM locations have examined the DAR or been provided with the relevant asbestos information.

23 "Confirmed ACM's that will remain in the asset will be physically tagged with an identifier, using a technique that provides assurance that key risk information, including results of sampling, type and coverage, is available to anyone who may need it.
The tagged ACM shall be cross referenced by location to a model or plan for use and management by the responsible person (asset in-use)."

24 Where suspected ACMs (not previously identified) are encountered by contractors the location shall be entered onto the DAR and tagged to the relevant models or plans and escalated for investigation by an automated process.

25 On completion of any asbestos remediation or removal work, the required details, including copies of clearance certificates and waste transfer notes, shall be entered onto the Digital Asbestos Register and linked to the as-built record.

26 "All asbestos information collated in the CDE throughout the project lifecycle, including the DAR as well information on asbestos removed or remaining, shall be handed over to the responsible person (asset in-use) in a searchable format on completion of the construction phase.
The DAR shall include a link to the compliance and inspection schedule for the asset in-use."