

Asbestos Leadership Group Meeting Notes – 26th September 2018

Attending:

Chris Lucas (CL) – Chair - HSE Head of CD Health Unit	Graham Warren (GW) – TICA-ACAD
Annette Leppla (AL) – HSE Asbestos Licensing Unit	Chris Bishop (CB) – UKATA
Helen Ratcliffe (HR) – HSE Asbestos Policy	Alan Willoughby (AW) - BOHS
Daniel Barrowcliffe (DB) – HSE Science Directorate	John Richards (JR) – RICS
Steve Sadley (SS) – ARCA	Jonathan Grant (JG) – NORAC
Colin Smith (CS) – UKAS	Richard Morgan (RMO) - GMB
David Tucker (DT) – CCG	Rob Miguel (RMi) – Unite
Paul Beaumont (PB) - IATP	

Apologies:

Tim Shambrook (TS) – HSE	Colette Willoughby (CW) – BOHS / FAAM
Martin Gibson (MG) – HSE	Judith McNulty-Green (JMG) - IOSH
Sam Lord (SL) – HSE	

Summary of actions:

- **CL** to check with the HSE web-team on the current likely lifespan of the existing web-community and on endorsement issues in relation to any new site.
- **Members** are requested to assist in promoting the HSE construction health initiative which focusses specifically on respiratory risks including asbestos.
- **Members** are requested to assist in getting industry volunteers to help with the research into issues associated with AIB work in restricted spaces.
- **Members** to suggest a new name for ALG
- **Members** of the working groups to meet before Christmas to outline areas for future focus / workplans together with suggestions for other members who should be invited for future involvement. Each working group should report back to the next main meeting in January 2019 for discussion and agreement

1. Welcome and Administration

- CL leads introductions and thanks GW and ACAD for hosting.
- CL explained the running of the meeting. Updates, AOB etc will be done first with the remainder of the meeting looking at further developing the future scope and priorities of ALG.
- CL explained that as the group is in the process of re-launching and moving away from the community website the minutes of the meetings would no longer be posted on that website.
- SS explained that he had been voice recording previous ALG meetings and wished to do the same for this one so that he could make his own accurate minutes. This was put to a group decision with general acceptance that this could be done for this meeting as long as the recording was used for that purpose, comments weren't taken out of context and it was not used more widely given that the discussions of the group were by their nature on developing issues and thus not representative of final positions.

Chair Note: Having received subsequent comments from members and upon further reflection there are a number of issues associated with the recording of future ALG main and working group meetings. It is important that members feel able to voice opinions / views openly in a constructive environment which such recording may inhibit. There are also issues linked to GDPR and any subsequent use / storage of such recordings. Given this it is proposed that:

- ***No future ALG main or working group meetings are recorded without the written permission of all attending members. Any written permission would be in association with a document produced by the organisation / individual who wishes to record the meeting. This document would provide suitable details on the purpose, use, storage, disposal etc of the recording.***

It is proposed that this and a more general code of values for members is discussed at the next main meeting.

2. Minutes of last meeting (23rd May 2018)

2a. **Agreement / Amendments:**

- DT reminded the chair that Landsec was now the correct name for what was formerly Land Securities with the name altered in the minutes accordingly.

2b. **Actions:**

- MG had sent an amendment to item 9 of the minutes from the meeting of the 14th February and these had been updated accordingly.
- JMG had provided an IOSH Campaign update sheet which was circulated with the original email containing the minutes of the meeting.
- CW had provided a link for a call for papers for the BOHS November conference
- CL had initiated implementation of ALG next steps in discussion with members and this remains ongoing

2c. **Feedback from the initial Communications Sub Group Meeting:**

- The sub group was tasked with looking at the branding of the group and a website. A summary was provided from the first meeting of the sub-group held on 28th August 2018:
 - Guidance was needed on the mission, objectives and aims of the group before branding could be finalised
 - IOSH has offered Design Studio time / resource to develop a branding package. The sub-group have contributed ideas to the design brief around the colours of asbestos, shapes of asbestos fibres under microscope and the inclusion of other

well-known asbestos visuals. The Design Studio will present its initial ideas to the next meeting of the Communications sub-group, 9 October to be hosted at IOSH.

- The group wasn't keen on the current name feeling that the word council had more authority.
- CL thanked the working-group for the work done and then there was a general discussion. Feedback from the main group was that
 - The initial design brief ideas were not really suitable as they did not necessarily reflect the gravity of asbestos.
 - There was a need to know the likely lifespan left in the existing ALG web community so that a suitable timetable could be created for the work involved in developing the new brand / website. **ACTION:** CL to check with the HSE web-team.
 - There was a need for some form of HSE endorsement / support of the website. **ACTION:** CL agreed to forward the HSE endorsement criteria. Chair: This can be found at <http://www.hse.gov.uk/resources/third-party.htm>
 - It was agreed to discuss other areas as part of the subsequent meeting agenda.
- CL reminded members that
 - Despite requests for ideas the response to date had been limited from members of the sub-group and it was up to everybody to contribute positive new ideas
 - Non-responses / contributions would be taken as acceptance / agreement by default from now on.

3. Updates

3.1 Construction Health Inspection Initiative: CL outlined that this initiative would take place throughout October and would focus specifically on respiratory risks including asbestos and silica. Details of the initiative are to be sent with the minutes. **Action:** Members are requested to support the initiative via social media etc.

3.2 AIB in Restricted Spaces Research: CL provided a brief update on the initial research to date. Mention was made that in order for this work to continue and be of use to industry, voluntary participation in phase 2 of the research by asbestos removal workers was needed. Without this happening soon a decision would have to be made as to whether to cease the research. Criteria for volunteers was read out and request for assistance from members made. **Action:** CL to forward doc and members to get volunteers

3.3 Asbestos Licensing Unit: AL indicated that ALU were working on providing communications to trade associations about the implementation of the on-line licensing scheme in October with a phased introduction of the scheme following.

3.4 IOSH: JMG provided a written update to the group on the following areas:

- **No Time to Lose – Asbestos:** Since the launch in April 2018 the campaign has achieved a number of highlights including collaboration with a range of organisations, presenting the campaign worldwide, more than 4,000 asbestos resources have been downloaded from the website, media coverage has been seen by a global audience of more than 500,000 with 1.7 million reached through social media, IOSH's 2018 annual conference, *Shape a new world of work*, included discussion on how the NTTL campaign and others can effectively target workers worldwide most likely to be affected by serious occupational diseases.
- **Providing a duty to manage network:** IOSH has a 'ready-made' structure of sector contacts to improve 'duty to manage' understanding and compliance. There have been some enthusiastic responses to assist from Committee volunteers in the construction, social housing, residential (home owner), general commercial property (landlord / tenant responsibilities) and rural industry sectors.

- **Events:** The IOSH Construction Group is introducing its first annual conference on 7 November at the Radisson Blu Hotel, Manchester Airport. It is open to non-IOSH members for a cost and will focus on delivering construction health improvements in areas including mental ill health, musculoskeletal disorders, respiratory health, preventative measures and consequences
- 3.5 UKATA:** CB provided details of their Train Safe Campaign. Working in partnership with Jobcentre Plus (“JCP”) part of the Department of Work & Pensions (“DWP”) this campaign, starting in October, aims to raise awareness of asbestos and offers free spaces on Asbestos Awareness training courses to those actively seeking employment.
- 3.6 Bunsen Burner Gauzes:** The recent issue of asbestos in imported school Bunsen burner gauzes was discussed. For more information see http://www.hse.gov.uk/asbestos/wire-gauzes.htm?utm_source=hse.gov.uk&utm_medium=referrals&utm_campaign=asbestos-bunsen-burners&utm_term=home-page-news&utm_content=advice

4 (and 5): ALG Core Remit and Working Group

The discussions involved revisiting several areas as decisions were made. To enable a more accurate reflection of the conclusions reached these have been grouped into the headings below:

- 4.1 Name:** The decision as to whether to stick with the current ALG name or to have a new one was voted on. It was agreed that if the group was relaunching the opportunity for a new and more authoritative name should be taken. **Action:** Members to suggest a new name for voting on at the next meeting
- 4.2 Aim:** The existing ALG aims were read out and it was agreed that these should be simplified. There was broad agreement around the following phrasing subject to minor alterations:
 - To ensure that exposure to asbestos within Great Britain is prevented or else minimised.
- 4.3 Objectives:** Discussions about the focus and remit of the working groups crystallised around several key areas. It was concluded that the following could form the main overarching objectives of ALG moving forward:
 - To facilitate consistent approaches to dealing with asbestos
 - To identify and share current good and bad practice in relation to these approaches so that consistent application can be monitored and areas for improvement identified.
- 4.4 Working Groups General:** At the previous meeting it was agreed that there would be benefit in having a ‘Skills and Knowledge’ working group. During discussion it was subsequently felt that such issues would be best incorporated within the other relevant sub-groups. This would free up space for a specialist sub-group focussing on surveyors, analysts and other asbestos specific specialist jobs where it was felt further work was currently needed.
- 4.5 Working Groups Specific:** It was agreed that there would initially be a few core members of each working group who would meet before Christmas to further define the remit and priority areas of work that they are going to focus on. These were as follows:
 - **Licensing group:** Representatives from ARCA (SS), ACAD (GW), NFDC, NASC, HSE (AL) and FDEM
 - **Management Group:** Representatives from RICS (JR), HSE (HR), LandSec (DT), BOHS/ FAAM (CW), NORAC (JG)
 - **Analysts and Surveyors Group:** Representatives from ATAC, ACAD (GW), UKAS (CS), BOHS/FAAM (CW), NORAC (JG) and HSE (DB / MG)
 - **Communications Group:** Representatives from HSE (TS), UKATA (CB), NORAC (JG) IOSH (JMG), RICS (JR), ARCA (SS), UKAS (CS) and ACAD (GW)

- **Technical Working Group:** It was agreed that the technical working group remained very valuable with notable previous contributions made by members on the group. Given the new structure it was felt best that this group continued but also tackled specific issues referred to it by the other groups and agreed by the main group. The make-up of the group would thus be flexible dependent upon the matter under discussion. It was suggested that the first new priority of the group should be to revisit existing ALG technical notes / memos to check that these were still current and suitable as the first uploads to any new ALG website.

Action: Members of the working groups to meet before Christmas to outline areas for future focus / workplans together with suggestions for other members who should be invited for future involvement. Each working group should report back to the next main meeting in January 2019 for discussion and agreement

Note: While members of the newly developing working groups are currently restricted to a core group of members to conclude the action above, the intention is to ensure that other organisations with relevant contributions to make are suitably included as things progress.

6. Dates and times for next meetings:

There was discussion about dates and venues for future meetings. It was agreed that future meetings would take place from 11:00 – 14:00 to better facilitate travelling. The following dates for 2019 proposed in the agenda were agreed:

- 16th January 2019
- 08th May 2019
- 25th September 2019

Offers to host the January and May meetings were kindly made by ARCA (Staffordshire) and Unite (Bristol) respectively. Specific Location details will be provided suitably in advance of each meeting