

Asbestos Liaison Group Minutes		ALG/MIN/01/2015	
Meeting Date:	14 January 2015	Open Gov Status:	
Type of paper:	Final	Paper File Ref:	
Exemptions:			
Asbestos Liaison Group (ALG)			
Minutes of the 43rd meeting of the Asbestos Liaison Group held on Wednesday 14 January 2015 at HSE's Office, Mallard House, Kings Road, 3 Peasholme Green, York			
Present (HSE) Simon Longbottom, Head of Construction Policy Sector Archie Mitchell, Head of ALU Annette Leppla, ALU Jon Dry, ALU Martin Gibson, Occupational Hygiene Rob Hirst, FOD Construction Craig Bell, Asbestos Policy Sector Billie Wilson, ALU (Minutes)		TAs/TUs Richard Wilks, APS Peter Wilson, UCATT Richard Morgan, GMB Susan Murray, Unite Jim Caldwell, NFDC Steve Sadley, ARCA Graham Warren, ACAD John Richards, RICS David Tucker for Clive Johnson, Land Securities Chris Gilliead, IATP Stephen Platkiw, ATAC Paul Johnson for Colette Willoughby, BOHS Eddie Strong, UKATA	
Apologies Clive Johnson, Land Securities Colette Willoughby, BOHS		Guests	
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 and introduced Stephen Platkiw who has replaced Andrew Jackson as the ATAC representative and Chris Gilliead who has replaced Mark Winter as the IATP representative. Apologies and deputies as noted above.		
2	Minutes of the 42nd meeting held on 30 October 2014 (Simon Longbottom)		
2.1	The minutes of the meeting were agreed. All minutes, meeting papers, etc are available on HSE's website at http://hse.gov.uk/aboutus/meetings/committees/alg.index.htm Problems with the content of ALG pages on HSE's website were noted and these will be rectified as soon as possible. Action: (1) Secretariat to contact HSE's web team.		
3	Matters arising from the minutes		
3.1	3.4 (1) – Best ways to circulate/publicise ALG information – Agenda Item 4.1. 4.2 (2) – Disposal of asbestos waste – ALU to contact licence holders in a phased approach to ask for information on a voluntary basis on where they dispose of their asbestos waste. A list of licensed sites is available for Scotland (SEPA) but there is no known equivalent for England/Wales (EA). This action has been carried forward to the next meeting. Susan has potentially useful contact details which she will send to Craig. Action: (2) ALU to write to licensed contractors in a phased approach requesting details of the waste disposal sites they use. Post meeting note: This information will also be of value to HSE Waste and Recycling Sector colleagues who are planning targeted interventions at such sites. Action (3) ALU to forward information obtained on waste disposal sites handling asbestos to Rick Brunt.		

	<p>Action (4) Susan to send useful contact details to Craig.</p> <p>4.2 (3) – Campaign figures – Agenda Item 4.2 – Asbestos Policy. 4.4 (4) – March and June TWG minutes – Minutes received and will be published on HSE’s website. See item 4.4 for further information. 4.6 (5) – Competency Framework – Agenda Item 4.6. 5.1 (6) – Competence in Construction – document circulated to ALG – item discharged.</p>
4	ALG Updates
4.1	<p>Publication of ALG advice and guidance</p> <p>It was noted that ALG minutes and other relevant meeting papers are available on HSE’s website. Other forms of ALG guidance/advice such as the ALG memos must now be cleared by the HSE Publications Governance Group (PGG) as previously advised. HSE publications and HSE endorsement (foreword, use of logo, etc) of industry produced guidance has to meet strict criteria. Where ALG identifies the need for new or revised guidance for which HSE endorsement is requested, a business case should be provided to PGG to initiate the work which will then form part of the relevant working group’s plan. The existing ALG memos are being incorporated into the revised Licensed Contractors’ Guide. In future, on-line publication should make on-going revision more straightforward. It was also noted that previous guidance has been produced and published by ALG members without HSE endorsement and this should continue. Any guidance or advice produced through discussion at ALG meetings and/or available on members’ websites to be notified to members with links, etc.</p> <p>Action: (5) ALG to publish advice/guidance to the industry independently – circulating links to other members.</p>
4.2	<p>Asbestos Policy Update – Craig Bell</p> <p>A full evaluation of the recent asbestos campaign should be available after the campaign ends in March. It was noted that there was a significant increase in numbers accessing the web app on the same day that UCATT put the link on their website. Thanks to UCATT. Craig will provide a full update at the May meeting. John to forward link for Workplace Canada to Craig as they appear to be using the campaign material. If other links have been identified please let Craig know.</p> <p>Action: (6) Craig to provide campaign update at the May meeting. (7) John to forward Workplace Canada link to Craig. (8) ALG to forward any other links to the campaign to Craig.</p> <p>Analyst Guide – A draft version will be available for general consultation by the end of March – final version published by the summer although timings may be affected by the General Election.</p> <p>Licensed Contractors’ Guide – This has not progressed as quickly as hoped. Helen Ratcliffe would like ALG volunteers to confirm their availability and the amount of time, periods of time, etc they have to take this forward.</p> <p>Action: (9) ALG volunteers to contact Helen Ratcliffe.</p>
4.3	<p>ALU Update – Archie Mitchell</p> <p>Statistics - Document issued at the meeting giving information on asbestos licence holder statistics. Archie asked ALG to forward any comments on the new ASB5 system. It was noted that there had been some minor problems and if these are encountered please notify the local HSE office. Archie to provide statistics on the number of new asbestos licence applications (not renewed after refusal).</p> <p>Post meeting note: Licence application total of 153 – 131 renewals and 22 new applications.</p>

	<p>Action: (10) Archie to provide statistics for licence applications received. Item discharged.</p> <p>Rob asked that notifiers ensure they select the correct Local Authority when notifying asbestos removal work as there appears to be a number of discrepancies in the information given and LA/HSE do not have the capacity to check all notifications received.</p> <p>Enforcement Action – Rob Hirst</p> <p>There have been two asbestos related prosecutions since the last meeting. One in County Durham leading to a fine of £1500 plus costs. The second in Northampton led to a £14000 (plus costs) for the client and £10000 (plus costs) for the contractor. More information can be found on the asbestos web community.</p> <p>4.4 Technical Working Group Update – Martin Gibson</p> <p>The Technical Working Group (TWG) last met in September 2014 and issues discussed at this meeting together with previous minutes are available at http://www.hse.gov.uk/aboutus/meetings/committees/alg/members.htm#Technical.</p> <p>Points to note are:</p> <ul style="list-style-type: none"> a) Document on Other Trades Entering Live Enclosures – Circulated to ALG who were asked to send any comments to Martin by 31 January 2015. The final version will be incorporated into the Contractors’ Guide. b) Draft ALG memo on Abrasive Blasting Removal Systems – also circulated at the meeting. Comments to Martin by 6 February 2015. It was noted that this guidance will also be included in the Licensed Contractors’ Guide. <p>Action: (11) ALG to send comments to Martin by 31 January 2015. (12) ALG to send comments to Martin by 6 February 2015.</p> <p>Martin extended an invitation to anyone who would like to raise a specific issue with TWG and perhaps attend a meeting to discuss further.</p> <p>4.5 Leadership and Worker Involvement Update – Peter Wilson</p> <p>Peter provided results from an on-line survey which were circulated at the meeting. The survey was aimed at the private sector, public sector and former local government and there were 761 responses. ALG agreed that the findings were very interesting and important as it gives a detailed view of the workers’ perspective. Peter to send details to NFDC, UKATA, ARCA and ACAD who agreed to include an article in their organisations’ magazines.</p> <p>Action: (13) Peter to send details to NFDC, UKATA, ARCA and ACAD for publication.</p> <p>4.6 Competency and Training Working Group Update – Steve Sadley</p> <p>Thanks for ALG comments received and to the Working Group for their contribution. General discussion led to agreement in principle (subject to a few minor amendments). Any final comments to be sent to the Competency and Training Working Group members as soon as possible. The document will then be published on the ARMI web site. It was acknowledged that the qualifications given as examples in the framework do not preclude others. IATP referenced their Open College one as an example. ALG members are welcome to publicise also.</p> <p>Action: (14) ALG to send any final comments to Working Group members. (15) ALG to publicise the final document if possible.</p>
5	Any Other Business
5.1	Susan – Unite are launching their asbestos campaign on Monday 19 January 2015.

	<p>Susan to send link to leaflet/web page.</p> <p>Action: (16) Susan to send campaign information to ALG.</p>
5.2	<p>Asbestos in schools – In response to a question from Susan regarding the Department of Education review of its policy on asbestos in schools, Craig responded by explaining that HSE was aware that DfE was still working on the review but did not have any indication of when the review report might be published.</p> <p>Action: (17) Craig to ensure that guidance to Inspectors is updated.</p>
5.3	<p>CDM 2015 – Draft Regulations and guidance published on 9 January 2015. Simon to send link to ALG. Post meeting note: Links provided – http://www.hse.gov.uk/pubns/books/l153.htm and http://www.hse.gov.uk/pubns/priced/draft-l153.pdf.</p> <p>Action: (18) Simon to provide CDM 2015 link – Item discharged.</p>
5.4	<p>It was agreed that Archie would identify someone to represent LAs on ALG and invite them for the meeting in May.</p> <p>Post meeting note: Invitation sent and accepted.</p> <p>Action: (19) Archie to identify a LA representative and invite to the ALG in May. Item discharged.</p>
6	Date, time and location of next meeting
6.1	The next meeting will be held on Wednesday 20 May 2015 at 10.30am – HSE's Office, Mallard House, Kings Road, 3 Peasholme Green, York.

ALG ACTION TABLE – 14 JANUARY 2015

Item	Action
2.1	(1) Secretariat to contact HSE web team to resolve problems with ALG web pages.
3.1	(2) ALG to write to licensed contractors in a phased approach requesting details of the waste disposal sites they use. (3) ALU to forward information obtained on waste disposal sites handling asbestos to Rick Brunt. (4) Susan to send useful contact details to Craig.
4.1	(5) ALG to publish advice/guidance to the industry independently – circulating links to other members.
4.2	(6) Craig to provide campaign update at May ALG. (7) John to forward Workplace Canada link to Craig. (8) ALG to forward any other links to the campaign to Craig. (9) ALG volunteers for the Licensed Contractors' Guide to contact Helen Ratcliffe with availability.
4.3	(10) Archie to provide statistics for licence applications received. Item discharged.
4.4	(11) ALG to send comments on Other Trades Entering Live Enclosures to Martin by 31 January 2015. (12) ALG to send comments on Abrasive Blasting Removal Systems to Martin by 6 February 2015.
4.5	(13) Peter to send on-line survey results to NFDC, UKATA, ARCA and ACAD for publication in their magazines.
4.6	(14) ALG to send final comments to Working Group members. (15) ALG to publicise final document if possible.
5.1	(16) Susan to send Unite asbestos campaign information to ALG.
5.2	(17) Craig to ensure that guidance to Inspectors is updated.
5.3	(18) Simon to provide CDM 2015 link. Item discharged.
5.4	(19) Archie to identify LA representative and invite to the ALG in May. Item discharged.