

<b>Asbestos Liaison Group Minutes</b>			<b>ALG/MIN/03/2013</b>
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<b>Asbestos Liaison Group (ALG)</b>	
Minutes of the 39th meeting of the Asbestos Liaison Group held on 11 September 2013 at HSE's office, Mallard House, Kings Pool, 3 Peasholme Green, York	
<b>Present (HSE)</b> Simon Longbottom, Head of Construction Division Archie Mitchell, Head of ALU Janice Martin, Asbestos Policy Rob Hirst, FOD Construction Moira Gilfillan, ALU (Minutes)	<b>TAs/TUs</b> Steve Sadley, ARCA Susan Murray, Unite Andrew Jackson, ATAC Terry Barker, UKATA Peter Wilson, UCATT Colette Willoughby, BOHS Greg Brown, APS Jim Caldwell, NFDC Richard Morgan, GMB Mike Wilkes, ACAD John Richards, RICS Matt Womersley, Environment Agency
<b>Apologies</b> David Couldridge, Royal Borough of Kensington and Chelsea Colin Seditas, HSE Gillian McLean, HSE Rob Greenfield, BIFM Rick Statham, NASC Martin Gibson, HSE Craig Bell, HSE Billie Wilson, HSE	<b>Guests</b>
Asbestos Liaison Group web pages are available at: <a href="http://www.hse.gov.uk/aboutus/meetings/committees/alg/index.htm">http://www.hse.gov.uk/aboutus/meetings/committees/alg/index.htm</a>	

<b>Item</b>	
<b>1</b>	<b>Introduction, apologies, welcome, etc (Simon Longbottom)</b>
1.1	Simon Longbottom welcomed everyone to the meeting. He confirmed he had taken up post as Head of Construction Sector, and that Philip White had moved to HSE's Operational Strategy Division. Apologies/deputies were noted as detailed above.
<b>2</b>	<b>Minutes of the 38th meeting held on 10 January 2013 (Simon Longbottom)</b>
2.1	The minutes of the meeting were agreed subject to three minor changes and will be available on the HSE Website: <a href="http://www.hse.gov.uk/aboutus/meetings/committees/alg.index.htm">http://www.hse.gov.uk/aboutus/meetings/committees/alg.index.htm</a>
<b>3</b>	<b>Matters arising from the minutes</b>
3.1	7.4 The Training and Competency Working Group had met, but framework still to be circulated to ALG.  <b>Action 1) Steve to circulate competency frameworks to ALG when finalised</b>

<b>4</b>	<b>Asbestos Policy Issues</b>
4.1	<p><b>Asbestos ACoP</b></p> <p>Janice Martin confirmed that the consultation period for the revised asbestos ACoP ends on 30 September 2013 and will go to the HSE Board shortly afterwards, with the intention of publishing by the end of the year. 30-35 replies had already been received but more were expected before the end of the consultation period. 75-85% of responses had been positive. Comments are being examined and reviewed as they arrive, because the timetable for completion of the work is so tight.</p>
4.2	<p><b>Asbestos Campaign (Hidden Killer?)</b></p> <p>The commissioned research report to feed in to the planning of the campaign, will be published around September/October by HSE's Communications Division. The campaign will focus on changing workers' behaviours as well as raising awareness.</p>
<b>5</b>	<b>Technical Working Group Update – Steve Sadley</b>
5.1	<p>Steve reported that the Technical Working Group had not met since the ALG meeting in May so there was little to report. The next meeting is planned for 1 October in Warrington, which Peter Wilson (UCATT) will attend. Mike Wilkes would represent ACAD in the short term, but a new ACAD representative is required in the longer term.</p>
<b>6</b>	<b>Handling Asbestos Waste – Archie Mitchell</b>
6.1	<p>Archie circulated copies of the latest draft version of the ALG memo on Handling of Asbestos Waste, which now incorporates both SEPA and the Environment Agency comments. It is intended that, once finalised, the revised memo will show a clear demarcation line between the responsibilities of different enforcing authorities and that there will be no double regulating. Susan Murray asked if the Office of Rail Regulation (ORR) had been consulted and Archie agreed to keep ORR informed through the usual channels.</p> <p>The group discussed the draft memo and a number of issues were highlighted; Steve Sadley suggested clarification was required on the meaning of "UN approved" packaging (Para 6). Matt Womersley said that there was no need to have reference to a flash point of 21°C as this was not relevant.</p> <p>Archie agreed to redraft the memo taking into account the points raised and any other comments received. He explained that the final version of the memo would have to go through HSE's revised publications approval process (the Publications Guidance Group (PGG)); which meets monthly to discuss and agree publication of guidance. There is guidance on this new process, due to be updated and Archie would circulate to members of the group.</p> <p><b>Action: 2) Archie to keep ORR informed 3) Archie to circulate publications guidance</b></p>
<b>7</b>	<b>ALG Workplan</b>
	<p>The ALG workplan was originally set out in 2008 and covered the period 2008 to 2010, but the current version does not accurately reflect the work which the ALG now carries out. The workplan needs to be revised to take all changes into account. One of these changes is that a number of working groups have been formed to take forward specific topics and this needs to be incorporated into any revision of the workplan. Terry Barker suggested that ALG look more closely at the purpose of the working groups and perhaps try to divide up the work more fairly so that each one can progress matters more quickly. Many of the working</p>

	<p>groups however depend on specialist input from Martin Gibson and it is difficult to share this work more equitably. Archie had prepared a presentation on proposals to take the ALG workplan forward and agreed to circulate this to members and request comments on key issues and what to take forward. Specific areas which could be tackled were: licence holder competency and the need for a competency assessment scheme with refresher training based on a training needs analysis (TNA), analysts and the need for analysts to be independent, publications, worker involvement, leadership and management and client actions, and these topics were discussed in more detail.</p> <p>There may be an opportunity to re-define the remit of the ALG.</p> <p><b>Action: 4) Archie to circulate ALG workplan presentation for comment 5) ALG members to send comments on reorganisation of ALG working groups</b></p>
7.1	<p><b>Leadership – Asbestos Removal Management Institute (ARMI)</b></p> <p>(a) Steve Sadley said that ARMI was due to launch around the beginning of October. The rules of membership are in place and creation of the web site is in progress. Jim Skilling (ex-HSE) was assisting with professional reviews. Steve mentioned that interest in membership of ARMI was quite high.</p> <p><b>Leadership Events</b></p> <p>(b) Archie confirmed that leadership events for asbestos licence holders had been held in Cambridge, Rayleigh, Burton, London and Glasgow with further confirmed events planned for Aberdeen (15 October), Newcastle, (14 November), York (15 November) and Manchester (2 and 3 December). Further events will be held in the south west and south Wales, and the south coast - dates to be arranged. Whilst it was not obligatory for licence holders to attend, it was noted that those who do have a better understanding of HSE's/ALU's expectations as a result.</p>
7.2	<p><b>Worker Involvement</b></p> <p>Susan reported that the European Association of Woodworkers had produced a pack on asbestos – a copy was circulated at the meeting. Unite and GMB are involved in a project about management of asbestos in schools – further discussions to take place in the autumn. Unite are also supporting a report to the European Parliament this year.</p> <p>Richard Morgan is to meet researchers from Osaka University to discuss health and safety legislation in Japan and promised to provide feedback at the next ALG meeting.</p>
7.3	<p><b>Competence and Training</b></p> <p>Steve explained that the ALG Training and Competence sub group had met in June and August and were working towards producing a competency framework and additionally, what the employer has to do. The principle of an accredited competency scheme has been agreed by UKAS. John Richards and Terry Barker queried whether other bodies would be able to become accredited as well. While the scheme must be publicly available it is unlikely that any body outside the licenced industry would be interested in, or able to meet the standards for accreditation.</p>

7.4	<p><b>Occupational Health Provision</b></p> <p>CONIAC are taking forward some guidance on occupational health provision. When work on this concludes ALG might want to look at specific topics to take forward.</p>
7.5	<p><b>Client Actions</b></p> <p>Already discussed.</p>
7.6	<p><b>HSE/LA Co-operation</b></p> <p>No issues.</p>
7.7	<p><b>Analysts</b></p> <p>Archie commented that analysts are not routinely seen during inspections and ALU will be looking at doing some more work on this. Construction Inspection teams in the North West are currently looking specifically at analyst's personal health and safety.</p> <p>Colette Willoughby reported that the main focus of the recent BOHS roadshows had been analysts and that Martin Gibson had delivered a presentation at these events.</p> <p>Steve Sadley said that he had come across an issue where analysts had entered enclosures wearing their own clothing; however the correct procedures are quite clear in the analysts guide.</p>
7.9	<p><b>Duty to Manage</b></p> <p>No issues.</p>
<b>8</b>	<b>ALU Update</b>
8.1	<p>Archie Mitchell provided an update on statistics from 1 April 2012 to the end of August 2013.</p> <ul style="list-style-type: none"> <li>• 478 asbestos licence holders</li> <li>• 483 inspection visits (not including assessments)</li> <li>• 1500 notifications (up from same point last year)</li> <li>• 87 licences were issued (new and renewal)</li> <li>• 7 applications were refused (2 conditional and 5 outright)</li> <li>• 2 appeals</li> <li>• 2 (eg change of conditions, reduced term)</li> <li>• 2 revocations</li> </ul> <p>Archie also outlined HSE's move to Shared Services with the Department of Work and Pensions (DWP) and that one outcome of this was that invoicing and bill payment is now done in DWP's Cardiff office.</p> <p>He explained that more information is now available to HSE at assessment from improved recording of previous assessments, increased inspections and improved collation of non-licenced evidence. Consequently assessments are now more detailed and challenging for prospective licence holders. However it was clear that some did not come to assessment prepared to demonstrate their</p>

<p>8.2</p> <p>8.3</p>	<p>suitability to hold a licence, despite the wealth of information on the web pages, including a self assessment tool. Approximately one third of licence holders are granted a 3 year licence and there are many who get a licence for a substantially shorter period of time based on the evidence available.</p> <p><b>ALG Memos Update</b></p> <p>At the moment ALG memos are still on HSE’s web site pending a decision on whether they will need to go through the PGG process outlined above (Item 6.1). The Employment memo had been removed recently and will be redrafted. HSE will be revising a large suite of guidance and, as is usual, the information in the ALG memos could be incorporated.</p> <p><b>Production of future guidance including ALG memos</b></p> <p>HSE as a whole is moving away from producing HSE guidance and towards encouraging more industry led guidance with input from HSE. For example, HSE would still produce guidance on legal interpretation; however industry produces practical guidance in consultation with, and sometimes without, HSE. Any guidance with a level of HSE endorsement needs to go through the PGG. The point was made by members that guidance produced by HSE and branded with the HSE logo is taken very seriously whereas industry led guidance may not be seen in the same light. In addition, it may result in lots of different interpretations of Regulations by different trade associations. Colette mentioned that a new document produced by industry on the management of asbestos containing materials in the retail sector was about to be published. Susan and Peter said they were not aware of this publication and had not been consulted and Colette agreed to find out more and let the group know. Heather Bryant, HSE Chief Construction Inspector, has been asked to produce a foreword for the document.</p> <p>ALG members agreed that ideally any guidance on asbestos should go through the ALG. However there was no mechanism that formally required this.</p> <p><b>Action: 6) Colette to circulate details of the draft publication on the Management of Asbestos Containing Materials in the Retail Sector.</b></p>
<p><b>9</b></p>	<p><b>Any Other Business</b></p>
<p>9.1</p> <p>9.2</p> <p>9.3</p>	<p><b>CONIAC Feedback</b></p> <p>Susan thanked ALU for the briefing and asked if this could be circulated.</p> <p>The Independent Association of Training Providers (IATP) had expressed an interest in joining the ALG. This was agreed. Archie to send an invitation to IATP for the next meeting in January.</p> <p><b>Action: 7) Archie to invite IATP to join the group and attend the next ALG meeting</b></p> <p>Simon explained that the way asbestos notifications for licensed work are made is being looked at with a view to making this an electronic process. It was possible that ALU might be looking for a pilot group to take part in the process. Richard Morgan commented that if introducing an electronic system, consideration would have to be given to those who could not access such a system.</p>

9.4	<p>John Richards asked how many notifications had been made under the new NNLW system. It was not possible to get this exact information as notifications are only retained for 6 months. ALU could provide a current running 6 month figure for the next ALG meeting.</p> <p><b>Action: 8) ALU to provide the running 6 month figure for the next ALG meeting</b></p>
9.5	<p><b>Enforcement Update</b></p>
10	<p><b>Date, time and location of next meeting</b></p>
10.1	<p>The next meeting will be held on Thursday 9 January 2014 at 10.30am to 1.30pm at HSE's office, Mallard House, Kings Road, 3 Peasholme Green, York.</p> <p>Further meetings are scheduled to take place on Wednesday 21 May 2014 and Wednesday 17 September 2014 in Room 202, Mallard House, York.</p>

## ALG ACTION TABLE – 11 September 2013

Item	Action
3.1	1) Steve to circulate competency frameworks to ALG when finalised
6.1	2) Archie to keep ORR informed 3) Archie to circulate publications guidance
7	4) Archie to circulate ALG workplan presentation for comment and consider reorganisation of ALG working groups 5) ALG members to send comments on reorganisation of ALG working groups to ALU
8.3	6) Colette to circulate details of the draft publication on the Management of Asbestos Containing Materials in the Retail Sector
9.2	7) Archie to invite IATP to join the group and attend the next ALG meeting
9.4	8) ALU to provide the NNLW running 6 month figure for the next ALG meeting