

Asbestos Liaison Group Minutes		ALG/MIN/02/2014	
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Asbestos Liaison Group (ALG)	
Minutes of the 41st meeting of the Asbestos Liaison Group held on 21 May 2014 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 Martin Gibson, Occupational Hygiene Rob Hirst, FOD Construction Helen Ratcliffe, Asbestos Policy – for Craig Bell Billie Wilson, ALU (Minutes)	TAs/TUs Colette Willoughby, BOHS Graham Warren, ACAD Richard Wilks, APS Eddie Strong, UKATA John Richards, RICS Mark Winter, IATP Susan Murray, Unite Jim Caldwell, NFDC Peter Wilson, UCATT Andrew Jackson, ATAC Steve Sadley, ARCA Richard Morgan, GMB
Apologies David Couldridge, Royal Borough of Kensington and Chelsea Robert Greenfield, BIFM Craig Bell, HSE	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 Eddie Strong (UKATA), Annette Leppla (who will be joining ALU shortly) and Richard Wilks (APS). Thanks also to Helen Ratcliffe who was attending on behalf of Craig Bell. Apologies as detailed above.
2	Minutes of the 40th meeting held on 9 January 2014 (Simon Longbottom)
2.1	The minutes of the meeting were agreed. All minutes, etc are available on HSE's website at: http://hse.gov.uk/aboutus/meetings/committees/alg.index.htm
3	Matters arising from the minutes
3.1	Competency Framework – Archie to comment on final draft that Steve will then circulate to ALG for the working group. Action 1 – Archie to comment and Steve to circulate final version There was an extensive discussion about the purpose of the competency framework which is intended to assist licence holders assess and achieve competency of their employees including site operatives, supervisors and managers. Competency means appropriate training, instruction, experience and behavioural aspects. The framework being developed by the Competency and Training Working Group (CTWG) does not specify particular formal training or card schemes as a

	<p>requirement.</p> <p>ALG members reported that some contractors had not been allowed on site if their operatives did not possess a CSCS card, and that CSCS were refusing to issue cards in the absence of a specific qualification. The CTWG were asked if CSCS had been contacted/consulted about whether the only pathway to obtain a CSCS card was to hold a competency qualification (copy of email from CSCS to contractors was tabled). The CTWG responded that CSCS had not been contacted/consulted regarding the qualification to obtain a CSCS card.</p> <p>Action 2 – Simon and Archie to agree how to communicate this to the industry. Clarification on role of competency scheme posted on the web community.</p>
3.2	ALU end of year statistics and NNLW figures circulated. Item discharged.
3.3	ALG involvement in guidance review and re-writing – ongoing. Agenda Item 4.2.
3.4	Workplan – no comments received to date but current draft agreed in principle at the meeting. Archie to finalise following the discussion on guidance review at 4.2 and circulate.
	Action 3 – Archie to finalise draft workplan and circulate to ALG
3.5	ALG memo – Entrance of Other Trades into Enclosures – no comments received. See Technical Working Group Update and link below.
3.6	Text to clarify the status of Technical Working Group minutes confirmed and added to the website. Item discharged. http://www.hse.gov.uk/aboutus/meetings/committees/alg/members.htm#Technical
3.7	ALG offer of assistance – ‘non-notifiable’ work. Simon had discussed with policy colleagues and this offer of ALG had been gratefully received. There would be opportunities for some members to contribute to guidance reviews, but it was agreed that ALG should maintain its focus on licensed work. Item discharged.
3.8	Waste memo. Archie has received comments but this work was now on hold as the updated information will probably be incorporated into the Licensed Contractor’s Guide during the review/re-writing process.
3.9	Analyst email and questionnaire circulated. Item discharged.
4	ALG Workplan and Working Group Updates
4.1	Workplan See item 3.4 above.
4.2	Asbestos Policy Update (including discussion on publication of ALG memos) HSE has set up a Publications Governance Group which considers HSE and HSE endorsed guidance. The process has strict criteria and it was evident that ALG memos, as they are currently produced, would not meet these for publication on HSE’s website. In future, proposals for such guidance need to be agreed at the outset, including the need. ALG agreed that these memos were a flexible way to provide updated guidance in a unique industry where clarity and consistency are crucial. Therefore an alternative way to publish ALG advice/guidance is needed. Archie said that ALG memos should still be produced when necessary and perhaps

hosted on ALG members' websites – possibly with HSE endorsement. ALG to consider acceptable alternatives to ensure that their members receive the information that they need in light of continuing concerns about the expectation of some licensed contractors for temporary workers to arrange their own RPE, medicals, etc. Susan asked that ALG revisit the Employment Status memo in the future with a view to publication in some form but with no guarantee that it will meet PGG's criteria and therefore probably not be posted on HSE's website.

Action 4 – ALG to consider alternative methods of publication

Helen said that the guidance review process was underway and that this would involve reviewing the Licensed Contractor's Guide (LCG), the Analyst's Guide (in draft) and the Surveyor's Guide amongst others. One option was to extract and possibly merge some parts of all three publications together and place those on the website. Helen asked ALG members what their preference would be giving the example of most training guidance potentially being on the website or, alternatively, continuing the format of most guidance being in the LCG. Helen asked for volunteers to take forward work on the LCG which she hoped to fast track as soon as the overall strategy emerged from HSE's review. ALG to let Billie know what approach they favoured and if they would like to contribute to this work (LCG) and, if so, what issues/guidance they would like to be involved in. Venues for any possible subsequent meetings would be welcome though most work was likely to be by email. John took up a suggestion that work was required to produce a short guide for clients engaging surveyors. In connection with an outlined planned HSE asbestos campaign Helen also asked for views on what advice should be given to self employed trades people needing to dispose of small amounts of ACM arising from their work. Steve said he would consider the issue.

Action 5 – Volunteers to contact Billie by Monday 2 June – membership, areas of interest and meeting venues

Action 6 – John to produce short guide for clients engaging surveyors

Action 7 – Steve to consider issue of self employed trades people – disposal of small amounts of ACM

4.3 **ALU Update**

Archie informed ALG that Gillian McLean left HSE in April and Colin Seditas has resigned and will be leaving HSE on 27 May. Annette Leppla will be joining ALU at the beginning of June and Archie hopes to recruit someone else in the near future in order to sustain the level of service that ALU currently provides.

The electronic ASB5 is almost complete and will hopefully go live in the autumn after a trial period involving a number of voluntary licence holders. HSE will be able to access all notifications for notifiable work including those sent to LAs which will help target inspections and offer support to LA inspectors with joint visits, etc to increase their knowledge and experience within the asbestos industry.

4.4 **Technical Working Group Update**

All WG minutes are available on HSE's website. Peter attended the meeting held in March to discuss leadership and worker involvement. He has recently contacted 47 licence holders in the north east to try and obtain an up to date picture of these issues within the industry. He was disappointed that only 3 licence holders

4.5	<p>responded. Billie to send him the delegate lists and feedback for the Leadership Events held in Newcastle and York in November 2013 so that he can better target a further request for assistance. Further support from ARCA, ACAD and NFDC was agreed.</p> <p>Action 8 – Billie to send Leadership Event information to Peter. Peter to contact ARCA, ACAD and NFDC</p> <p>Martin said that the Working Group was currently dealing with 7 pieces of work including the Other Trades Entering Enclosures memo which was almost finalised. A summary of their work will be included in the minutes of their meetings. The next meeting is scheduled for 12 June 2014.</p> <p>Leadership and Worker Involvement Working Group Update</p> <p>Steve said that the first ARMI interview pilot process has been completed. It has become apparent that consideration should be given to changing the current qualifications requirement for ARMI membership to encourage more people to apply for membership. One possibility is to accept Level 4 at the interview stage with agreement to obtain further credits on a gradual basis over 4 to 5 years afterwards. Further discussions to be held and Steve will let ALG know the outcome in due course.</p> <p>Action 9 – Steve to let ALG know outcome of discussions</p>
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5	Any Other Business
5.1	<p>Susan mentioned the following:- International TU Asbestos Conference Vienna – and the Vienna Declaration http://www.bwint.org/default.asp?Index=5516&Language=EN</p> <p>TUC Report Toxic, Corrosive and Hazardous http://www.tuc.org.uk/sites/default/files/Government_Record_On_Health_And_Safety_2014_LR_Single_Pages.pdf</p> <p>European Stress Campaign https://www.healthy-workplaces.eu/en</p>
5.2	<p>Rob said that there had been 16 asbestos related prosecutions recently with fines ranging from £500 to £100,000. Press releases are available on HSE's website at: http://press.hse.gov.uk/release-type/press/</p>
6	Date, time and location of next meeting
6.1	<p>The next meeting will be held on Thursday 30 October 2014 at 10.30am – HSE's Office, Mallard House, Kings Road, 3 Peasholme Green, York.</p>

ALG ACTION TABLE – 21 MAY 2014

Item	Action
3.1	<p>1. Archie to comment on draft competency framework and Steve to circulate final version to ALG.</p> <p>2. Simon and Archie to agree how to communicate information on necessary qualifications to the industry. Clarification on the role of competency scheme posted on web community.</p>
3.4	3. Archie to finalise draft workplan and circulate to ALG.
4.2	<p>4. ALG to consider alternative methods of publication.</p> <p>5. Volunteers to contact Billie by 2 June – membership, areas of interest and meeting venues.</p> <p>6. John to produce short guide for clients engaging surveyors.</p> <p>7. Steve to consider issue of self employed trades people – disposal of small amounts of ACM.</p>
4.4	8) Billie to send Leadership Event information to Peter. Peter to contact ACAD, ARCA and NFDC.
4.5	9) Possible changes to ARMI qualification requirements - Steve to let ALG know outcome of discussions.