

**Construction Industry Advisory Committee**  
**Asbestos Leadership Group Action Notes – 23<sup>rd</sup> May 2018**

**Attending:**

Chris Lucas (CL) – Chair - HSE Head of CD Health Unit	Judith McNulty-Green (JMG) - IOSH
Tim Shambrook (TS) – HSE CD Health Unit	Richard Morgan - GMB
Martin Gibson (MG) – FOD SG1 HSE	Stephen Platkiw (SP) - ATAC
Samantha Lord (SL) - FOD SG1 HSE	John Richards (JR) – RICS
Annette Leppla - HSE	Steve Sadley (SS) – ARCA
Daniel Barrowcliffe (DB) – SD HSE	David Tucker – Land Securities
Deborah Walker - HSE	Graham Warren – TICA-ACAD
Chris Bishop – UKATA	Colette Willoughby (CW) - BOHS
Jonathan Grant – NORAC	Chris Gillihead - IATP

**Apologies:**

Paul Beaumont - IATP	Richard Wilks - APS
Howard Button - NFDC	Mark Sarton – Major Contractors
Rob Miguel - UNITE	
Colin Smith - UKAS	

Asbestos Leadership Group web community is available at:

<http://webcommunities.hse.gov.uk/connect.ti/asbestosliaison/groupHome>

Please note that anyone can access the ALG community – it is open to anyone and **you do not need to be an ALG member to view the documents posted there.**

**Summary of actions:**

- MG to send amendments to item 9 of the previous minutes.
- JMG to send IOSH Campaign update sheet to circulate with minutes - completed
- CW to send link for call for papers for their November conference - completed
- CL to initiate implementation of next steps in discussion with members - ongoing

## **1. Welcome and Administration**

- CL leads introductions and thanks UKATA for hosting.
- CL explained the running of the meeting. Updates, AOB etc will be done first with the remainder of the meeting looking at the future scope and priorities of ALG.

## **2. Minutes and actions of last meeting (14 February 2018)**

- Item 9 Technical Working Group – MG explained that the minutes for this item needed some amendments to fully reflect the discussion. Action: MG to draft updated section for minutes.

## **3. Updates**

- JMG gave an update about IOSH's recent Asbestos campaign launch. This received good media coverage. The Duty to Manage flowchart is now on their website. IOSH would like to thank Colette Willoughby and Steven Platkiw for agreeing to sit on their 'Ask the Experts' panel. IOSH have produced an information update sheet with a copy to be circulated with these minutes. Action: JMG to forward
- CW gave an update on the recently launched Faculty for Asbestos Assessment and Management. Membership is growing, currently standing at over 200 members. CW spoke at a conference in Northern Ireland and has already started to receive membership request from there. The first newsletter is nearly ready for publication and planning is underway for a 2-day conference in Manchester on 8-9 November. There will be a call for papers from BOHS which will need to be sent to CW. Action: CW to provide details of conference. See <http://www.bohs.org/conferences-events/>
- HSG 248 – The Analysts Guide. This has received clearance within HSE to start the publication process. Initial estimates are for a publication date around the end of March 2019.
- **AOB** – Discussion arose around training in relation to accreditation, apprenticeships and acceptable standards. It was agreed not to discuss this in more detail as it was an area that might come up later in the meeting under the future priorities and scope of ALG.

## **4. Future Scope and Priorities for ALG**

- The main section of the meeting was devoted to the future direction and priorities of ALG. Members were split into three groups to discuss key questions. Discussions were

facilitated by MG, TS and SL who rotated between groups to ensure that all members could participate in each area, record answers and provided summary feedback.

- The questions and the consensus on the answers to these were as follows:

**a. What priority areas should ALG focus on in the next 3-4 years?**

There was wide ranging discussion on the areas that ALG should focus on. Three broad areas emerged

- **Licensed Asbestos Removal:** It was agreed that there was a need for a forum where issues specific to this area can be discussed. The widening of the ALG remit has meant this had become diluted in recent years.
- **Skills and Knowledge:** The discussion covered many different areas that could be very broadly grouped under this heading. These included:

- General training / qualifications regarding awareness and work with asbestos
- Analyst / Surveyor specific issues
- Designers
- Apprentices
- Third party accreditation / approval and links to other bodies like CITB

It was suggested that the first stage in progressing this would be to undertake a gap analysis to map what currently exists / is missing.

- **Asbestos Management:** Again, the discussion covered several different areas that could be very broadly grouped under this heading. These included:
  - Survey work and reports
  - Duty to manage, client awareness and active implementation
  - Domestic premises and how to make homeowner's informed customers (legal duties do not apply) when getting construction work done
  - Management of non-licensed work

**b. How should ALG be best structured to achieve these priorities?**

Members agreed that the best model would be for a main Executive to provide the direction and challenge function for ALG overall. Under this would sit sub-groups that would tackle priority areas. These sub-groups would have their own plan of work, be responsible for delivering against that plan and ensure that other bodies outside of ALG were invited to provide specific input where needed. Outputs would be presented back to the Executive to ensure the aims / objectives had been met. It is not intended for the Executive to deliberate on technical / other content outside of that remit.

The discussions also considered wider aspects including:

- The possibility of changing the name of ALG
- The frequency of meetings
- Ensuring links with other bodies / groups undertaking work in associated areas and that these links are properly mapped / recorded.
- The possible need to broaden ALG membership, especially within sub-groups to ensure priority areas are effectively tackled.
- The need for a terms of reference document covering aims, objectives and membership

**c. How should the work of the group be best communicated?**

Members agreed that ALG needed a distinct identity / branding together with a website that would support this and host relevant material. There were discussions about what this could look like and when it could be launched. There was general support to do something in 2019 that would coincide with the twenty-year anniversary of the ban on all forms of asbestos and the 50<sup>th</sup> anniversary of the first Asbestos Regulations in 1969.

The discussions also considered wider aspects including:

- Signposting to existing guidance and the role of the group in writing its own information
- The promotion of good and bad practice
- The key messages to be communicated and the importance of how this is done, including social media
- Material currently held on the HSE community website including ALG memo's.

**5. Discussion and Next Steps**

The feedback and consensus from item 4 was discussed together with the steps needed to take this forward. It was agreed that the next meeting would be the ideal opportunity for members to make further strategic implementation decisions. For this to happen, proposals on key areas would need to be developed between now and then, particularly in relation to any branding / website if any launch / event was to take place in 2019. Action: CL to initiate this by discussion with members.

**6. Date and time for next meeting:**

There was discussion about venues for future meetings. GW kindly offered their premises in Darlington. The next meeting will therefore be held on:

26<sup>th</sup> September 2018 starting at 11:00 until 2:00 @

TICA House,

34 Allington Way

Yarm Road Business Park

Darlington

DL1 4QB

**7. Future meeting dates and venues:**

To be agreed at the meeting.