

Asbestos Network - Meeting Notes - 7 July 2021

Meeting held via Teams, hosted by HSE

Attendees

Archie Mitchell, Chair	AM	HSE, Head of Asbestos Unit
Alison Ashworth	AA	HSE ALU
Andy Lewis-Thomas	ALT	FDEM
Chris Bishop	CB	UKATA, representing CE
Colette Willoughby	CW	BOHS, FAAM
David Tucker	DT	Land Securities
Deborah Walker	DW	HSE ALU
Graham Warren	GW	TICA-ACAD
Gren Tipper	GT	CCLG
Helen Ratcliffe	HR	HSE Asbestos Policy
Joe Mitchell	JM	HSE CD
John Richards	JR	RICS, Thames Labs
Jonathan Grant	JG	NORAC
Louise Wainwright	LW	UKAS
Paul Beaumont	PB	IATP
Peter Crosland	PC	CECA, CONIAC Tackling Ill Health Working Group
Rosie Bricis	RB	HSE ALU
Sam Lord	SL	HSE Occ Hyg
Steve Sadley	SS	ARCA

Apologies

Alan Willoughby	AW	NORAC
Craig Evans	CE	UKATA, represented by CB
Daniel Barrowcliffe	DB	HSE Science Division
Rob Miguel	RM	Unite
Tony Vozniak	TV	APS

Agenda

- 1 Welcome, introduction, domestics, apologies and updates (AM)
Update on future meeting attendance and business practices.
- 2 Minutes of previous meeting (All)
Agreement / amendments of minutes of previous meeting March 2021
& update on actions – minutes circulated with agenda.
- 3 Updates from Working Groups and HSE
SSE/ Deliverables WG (PB)
Management WG (AW)
Technical WG (SL)
Licensing WG (DW)
Surveyors and Analysts (JG)
- 4 Report on CONIAC - CLC Activity
Asbestos Network role update/delivery (PB, GT)
Actions agreed by the Network
- 5 Update on HSG248, *Asbestos: The Analysts' Guide* (SL)
- 6 Any other business
- 7 Dates of future meetings
- 8 Actions from this meeting

1 Welcome, introductions, domestics, apologies and updates

Future meeting attendance and business practices – it was confirmed that Asbestos Network follows the aims of its ToR. To facilitate this:

- It is as an active group, those bodies represented must contribute to AsbNet aims.
- Those present represent their trade body/union/etc and are not acting as individuals. If they can't attend, they can be represented by a deputy.
- If an organisation misses two meetings in a row and isn't in touch to explain, it will be assumed they no longer wish to participate.
- Working Groups must consider what they are tasked with doing, additional people can be invited to support their work as required (from within or outside AsbNet – with the agreement of the Chair); they should track what they do with CONIACs objectives.

It was proposed that where a WG sits more easily in another forum (eg FAAM), then it should continue there but share updates with Asbestos Network. – Agreed.

2 Minutes of meeting held 17 Mar 21 – amendments, actions etc

Actions outstanding from earlier meetings

(3) **Licensing WG** to forward to members the draft risk assessment by 5 Mar 21.

(4) **ALL** to forward comments on the draft risk assessment to RH by 12 Mar 21.

Agreed to reschedule the actions forward (see 11 and 12 in current actions)

Actions from meeting 17 Mar 21

- **Management WG** to follow up with the trade associations re making the DTM flowchart available via their websites. See agenda item #3.
- **RB** to confirm lead and background to the Communications WG
Completed: The Communications Working Group had been set up in 2018, tasked with looking at ALG branding and a possible website for the group. However, work was stalled for several reasons and then overtaken by the change from ALG to Asbestos Network and, subsequently, the agreement that Asbestos Network should link with CONIAC/CONIAN and support CLC work.
- **JM** will circulate minutes from the 3 Mar 21 CONIAC meeting once they have been agreed.
- **PC and PB** to clarify route to approval for documents released via CONIAC and advise members. CONIAC "Keeping Pace with Change" WG had established that the route to publishing a document would depend on the message: if an industry document and HSE "endorsement" was not required, then it would be published by industry without the HSE logo; if the HSE logo/ "approval" was required, then it would go through HSE's publication approval process.

3 Updates from Working Groups and HSE

Management WG (SL, CW)

The DTM flowchart is ready to be published (post meeting note – published). It will be forwarded to members for promotion and publication. SSE wants to publish the DTM flow chart focused on small construction employers.

Asbestos management WG

- The Management WG is working on a template asbestos management plan for small employers, which is to be discussed at the next WG meeting.
- A template asbestos management plan might fit better with another of CONIAC's WGs, rather than SSE, eg property owners would be a different target to small employers. Contacts with CONIAC could be made via the Working Group Chairs.
- The insurance industry to be contacted to help with distribution of the DTM flow chart and the template asbestos management plan.

Deliverables WG (GT, PB) – The focus of SSE is in:

- . identifying the small business groups that it needs to communicate with;
- . publishing and promoting the pack of DTM flow chart and asbestos locations content pictogram to refurbishment trades as soon as possible.

Analysts and Surveyors WG (JG) – Working on

- . RG8 – working with UKAS re survey re-inspections.
- . books – discussion (RB to check with JG).
- . technological advances.

Technical (SL) – the WG meets every two months and produces documents related to topics; each member of the WG has a topic that they focus on and the finished guidance is attached to the Asbestos Network minutes that are published on the trade association websites. If anyone outside the WG feels they have something relevant to contribute to a particular topic, please contact SL.

HSE (AM) - HSE's health campaign for 2021 will focus on respiratory risk and prevention through hierarchy of control, not defaulting to PPE. Members were asked to consider the following questions:

- . How can Asbestos Network help with spreading this message, including disseminating information through its own networks?
- . Which organisations can Asbestos Network assist CONIAC in contacting/approaching to share guidance on respiratory risks?
- . What activities can Asbestos Network perform to promote the hierarchy of risk control?
- . How can Asbestos Network monitor/check that changes are being made?

4 Role and function of Asbestos Network - working with CONIAC and CLC

Covered under feedback from the Deliverables WG, see agenda item #3. Summary of Asbestos Network planned activity circulated to members.

5 Update on HSG248, *Asbestos: The Analysts' Guide* (SL)

SL gave a presentation about the newly published HSG 248.

6 Any other business

Covered under other sections.

7 Future meetings

The CLC/CONIAC Working Group Chairs meet monthly to update actions. AsbNet meetings will follow the CONIAC ones, with additional work managed via emails.

Dates for the next two meetings remain as:

Wednesday 13 October 2021, 10:30 – 12:30
Wednesday 12 January 2022, 10:30 – 12:30

8 Actions from meeting 7 July 2021

- (1) **JM** to circulate to members final/agreed notes from the 17 Mar 21 Asbestos Network meeting.
- (2) **JM** to circulate to members minutes from the 3 Mar 21 CONIAC meeting when these become available.

- (3) ~~Technical WG and Analysts and Surveyors WG~~ to move wholly to FAAM but to continue to provide updates to Asbestos Network. See minutes from meeting 13 Oct 21: this action was raised in error and appears to have been a misunderstanding; neither WG will be leaving AsbNet.
- (4) **JR** to liaise with the CONIAC/CLC Chairs group, identify issues that need work and report to members for discussion at the next meeting.
- (5) **HR** to explore with HSE's IT team if the DTM flow chart can be published on the HSE website.
- (6) **SL** and **SS** to complete formatting of the DTM flow chart and forward to SSE and members for publication.
- (7) **ALL** to publicise the DTM flow chart when ready for publication.
- (8) **GT** to contact Sharon? of HCLG for advice on exploring the target audience for the template asbestos management plan and where the guidance could be best placed.
- (9) **DT** to explore links with the British Property Federation in relation to discussing and disseminating the template asbestos management plan.
- (10) **JG** and **SS** to explore links with Hiscox Insurance and others (get name from SS) in relation to discussing and disseminating the template asbestos management plan.
- (11) **Licensing WG** to forward to members the draft risk assessment prior to next Network meeting
- (12) **ALL** to forward comments on the draft risk assessment to DW two weeks after circulation (11)
- (13) **ALL** to consider the questions posed in relation to HSE's health campaign and forward responses to JM.
- (14) **RB** to update Asbestos Network ToR to reflect changes to meeting dates and circulate amended copy to members.
- (15) **JG** to forward to members notes from the Analysts and Surveyors WG meeting held 1 Jul 21.
- (16) **JM** to update members on Asbestos Network meeting dates for spring/summer 2022 that will link to CONIAC/ATSG.
Ongoing.
- (17) **SL** to forward copy of presentation on *Analysts' Guide HSG 248* to members.
SL's presentation at the UKATA webinar on 15 Jul 21 can be viewed on *YouTube* at <https://www.youtube.com/watch?v=v-INIv8o8zo>.