

<b>Asbestos Leadership Group Technical Working Group (ALGTWG)</b>							
<b>Minutes of the meeting of the ALG TWG held on the 17<sup>th</sup> October 2017 at Deconta UK Ltd. Tyne and Wear</b>							
<b>Present:</b> Martin Gibson (MG) (HSE/Chair), Colette Willoughby (CW) (BOHS/minutes), Steve Watkins (SW) (Industry), Graham Warren (GW) (ACAD), Shaun Wilson (SWi) (ARCA), Terry Slater (Deconta).							
<b>1.0</b>	<p><b>Introductions, apologies and welcome:</b></p> <p>MG welcomed all attendees to the meeting and thanked Deconta UK Ltd. for providing the venue and hospitality for the meeting. Shaun Wilson attended in the place of Steve Sadley who was otherwise engaged and could not make the meeting.</p> <p>This meeting has been combined with a visit to the Deconta offices to view new technology for licensed asbestos removal equipment. Thermac will also be in attendance during the afternoon to provide updates on their range of new technology equipment.</p>						
<b>2.0</b>	<p><b>Minutes of ALGTWG meeting (No.18) and acceptance:</b></p> <p>The minutes of the previous ALGTWG meeting (No.18) held on the 4<sup>th</sup> May 2017 were reviewed and accepted as an accurate representation of discussions.</p>						
<b>3.0</b>	<p><b>Matters Arising from the minutes of meeting No.18 held 4<sup>th</sup> May 2017 – not covered elsewhere on the agenda:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">ITEM</th> <th style="width: 85%;">ACTION</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">3.0</td> <td> <p><b>Matters Arising from previous minutes:</b></p> <p><b>Any Other Business – Air movement and guidance</b> A summary of the research document has been produced and circulated. This summary was felt to be sufficient to cover the relevant points and can now be issued as an appendix to the minutes.</p> <p><b>Action:</b> to be sent with minutes as finalised appendix (MG)</p> <p>Suggestions/paper to be produced on use and monitoring of negative pressure which will provide additional information on relationship between airflow and negative pressure.</p> <p><b>Action:</b> Paper to be produced and circulated by end of November (GW)</p> </td> </tr> <tr> <td style="vertical-align: top;">14.2</td> <td><b>Samples sent through the Post/Royal Mail</b></td> </tr> </tbody> </table>	ITEM	ACTION	3.0	<p><b>Matters Arising from previous minutes:</b></p> <p><b>Any Other Business – Air movement and guidance</b> A summary of the research document has been produced and circulated. This summary was felt to be sufficient to cover the relevant points and can now be issued as an appendix to the minutes.</p> <p><b>Action:</b> to be sent with minutes as finalised appendix (MG)</p> <p>Suggestions/paper to be produced on use and monitoring of negative pressure which will provide additional information on relationship between airflow and negative pressure.</p> <p><b>Action:</b> Paper to be produced and circulated by end of November (GW)</p>	14.2	<b>Samples sent through the Post/Royal Mail</b>
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		HSE are entering into discussions with Royal Mail to consider this matter further.	
<b>4.0</b>	<b>Terms of Reference</b>		
	<p>The update document was accepted as the final version and will now be circulated to the ALG and will also be attached to the meeting minutes.</p> <p><b>Action:</b> circulate to ALG and attach to minutes (CW)</p>		
<b>5.0</b>	<b>Gas and Electrical Safety in DCUs including need for Earthing Spikes</b>		
	<p>This action is carried over from meeting No.18 - GW is dealing with this document through the specialist electrical inspectors at HSE and will also seek input from FDEM.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>(1). Earth checking plugs to be reviewed and validation of them (GW)</li> <li>(2). Discussion with Specialist Inspector regarding earthing and appropriate approaches (GW)</li> <li>(3). Document to be updated using the comments from the Specialist Inspector for Gas requirements (GW)</li> <li>(4). Document to be updated generally (GW)</li> </ol>		
<b>6.0</b>	<b>Asbestos in Soil</b>		
	<p>The appendix document has been updated and just requires a couple of minor amendments and will then be ready to issue with the minutes.</p> <p><b>Action:</b> MG to send updated document to allow minor amendments and circulation with minutes (CW)</p>		
<b>7.0</b>	<b>Asbestos Paper Removal</b>		
	<p>The amended appendix document was circulated for discussion. The document makes reference to wrap and cut and short duration work which may add some confusion. Some minor alterations required and then it can be issued as an appendix to the minutes.</p> <p><b>Action:</b> make minor amendments and circulate with the minutes (MG)</p>		
<b>8.0</b>	<b>Dust Sampling</b>		
	<p>The document has been updated to reflect a consistent approach between information which will be within the Analyst Guide. The updated version will be circulated to all and then finalised as an appendix.</p> <p><b>Action:</b> circulate to the group and then as an appendix to the minutes (MG)</p>		
<b>9.0</b>	<b>Classification of small scale debris/Control requirements for removal of trace asbestos (Environmental Cleaning)</b>		

	<p>Action carried over from meeting No. 18</p> <p><b>Action:</b> Document to be updated and circulated to the group by end of November (SS)</p>
<b>10.0</b>	<p><b>Soffit Guidance ALG Memo</b></p> <p>A short summary as to where a full enclosure is required was produced for the GGF regarding removal of AIB soffits. This will be circulated as an appendix document.</p> <p><b>Action:</b> Circulate document to GGF and as an appendix to the minutes (MG)</p>
<b>11.0</b>	<p><b>DOP Test Update</b></p> <p>FDEM are establishing a method by all ancillary license holders for undertaking the tests. Considering the length of ducting, the number of airflow inlets, the sampling protocol at the exit of the units (i.e. down-stream). There are a number of different smoke generators in use and also photometers. There will be another round of tests towards the end of November which should provide more information. The work is progressing which needs to consider the full range of equipment which is currently in use.</p> <p>Updates to be provided at the next TWG meeting (MG)</p>
<b>12.0</b>	<p><b>Quill Blast, Blasting Methods</b></p> <p>An update to the appendix document has been produced to take account of the use of SEM for personal sampling. This new version will replace the previously issued appendix. The updated version will be circulated to the group for comment but needs to include more information on personal sampling strategies to ensure suitable monitoring and results are obtained.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1) Circulate updated document to group (MG)</li> <li>2) Update document regarding use of SEM and personal sampling (CW)</li> <li>3) Issue as appendix to minutes (MG)</li> </ol>
<b>13.0</b>	<p><b>Any Other Business</b></p>
<b>13.1</b>	<p><b>NPU's</b></p> <p>SW has undertaken a large amount of testing on NPUs using particle counters which has produced varying results. It is not sure if the methodology is consistent which could be responsible for the varying results. SW still has more testing to do but will produce a summary paper once complete to include the test methods, results and conclusions for discussion at the next meeting.</p> <p><b>Action:</b> A summary to be produced for discussion at the next meeting (SW)</p>
<b>13.2</b>	<p><b>NVQs &amp; Qualifications for LARCs</b></p> <p>GW commented on the requirements for competency and refresher training and how this fits together. GW will look at producing a paper to cover this area for discussion at the next meeting.</p>

	<b>Action:</b> A summary to be produced for discussion at the next meeting (GW)
<b>13.3</b>	<b>Use of Modular Units</b>
	Carried over from previous minutes (No.18) GW raised a query regarding how many operatives can use a modular unit. There has been an amount of discussion on this on the web communities which specifies both 4 operatives to 1 shower and then just 2 operatives. The main objective is that the process is managed but factors such as how much water the unit can hold, practicalities of the site, space etc. need to be taken into account.
	<b>Action:</b> A summary to be produced and circulated for discussion at the next meeting (SW)
<b>14.0</b>	<b>New Technology for Asbestos Removal Equipment</b>
	During the afternoon Deconta UK Ltd and Thermanac demonstrated their latest range of equipment which has been developed with new 'smart' technology. The equipment included items which can be controlled remotely via smart phone/device technology with useful built in alarms. The equipment has also factored in airflow management requirements.
	Each manufacturer and supplier were thanked for their assistance in answering questions from the working group and proactive approaches in developing this new equipment.
<b>14.0</b>	<b>Date of Next Meeting</b>
	Tuesday 16 <sup>th</sup> January 2018. To be held at the ACAD offices in Darlington.
	All meetings are scheduled to start at 10:30am

#### Memos Currently in Progress

(This table does not intend to provide details of the stage at which each memo is but is just an overview of those currently being considered and worked upon)

Gas and Electrical Safety in DCUs including the need for Earthing Spikes

#### Appendix Guidance Documents Currently in Progress

(This table does not intend to provide details of the stage of each document but is just an overview of those currently being considered and worked upon)

Environmental Cleaning

#### ACTION TABLE

ITEM	ACTION
3.0	<p><b>Matters Arising from the minutes of meeting No.16 held 10<sup>th</sup> June 2015 – not covered elsewhere on the agenda:</b></p> <p><b>Any Other Business – Air movement and guidance</b>  A summary of the research document has been produced and circulated. This summary was felt to be sufficient to cover the relevant points and can now be issued as an appendix to the minutes.</p> <p><b>Action:</b> to be sent with minutes as finalised appendix (MG)</p> <p>Suggestions/paper to be produced on use and monitoring of negative pressure which will provide additional information on relationship between airflow and negative pressure.</p> <p><b>Action:</b> Paper to be produced and circulated by end of November (GW)</p> <p><b>Samples sent through the Post/Royal Mail</b></p>
14.2	<p>HSE are entering into discussions with Royal Mail to consider this matter further.</p>
4.0	<p><b>Terms of Reference</b>  Circulate to ALG and attach to minutes (CW)</p>
5.0	<p><b>Gas and Electrical Safety in DCUs including need for Earthing Spikes</b>  <b>All actions to be completed by 7<sup>th</sup> September</b></p> <ul style="list-style-type: none"> <li>(1). Earth checking plugs to be reviewed and validation of them (GW)</li> <li>(2). Discussion with Specialist Inspector regarding earthing and appropriate approaches (GW)</li> <li>(3). Document to be updated using the comments from the Specialist Inspector for Gas requirements (GW)</li> <li>(4). Document to be updated generally (GW)</li> </ul>
6.0	<p><b>Asbestos in Soil</b>  MG to send updated document to allow minor amendments and circulation with minutes (CW)</p>
7.0	<p><b>Asbestos Paper Removal</b>  Make minor amendments to document and circulate with the minutes (MG)</p>
8.0	<p><b>Dust Sampling</b>  Circulate to the group and then as an appendix to the minutes (MG)</p>
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12.0	<p><b>Quill Blast, Blasting Methods</b></p> <ul style="list-style-type: none"> <li>1) Circulate updated document to group (MG)</li> <li>2) Update document regarding use of SEM and personal sampling (CW)</li> </ul>

	3) Issue as appendix to minutes (MG)
13.1	<b>A.O.B. - NPUs</b> A summary to be produced for discussion at the next meeting (SW)
13.2	<b>A.O.B. – NVQs &amp; Qualifications for LARCs</b> A summary to be produced for discussion at the next meeting (GW)
13.3	<b>A.O.B. – Use of Modular Units</b> A summary to be produced and circulated (SW)