

SOBRA SUBGROUP – ASBESTOS

TERMS OF REFERENCE (MAY 2020)

Membership

Simon Cole (SoBRA Committee Sponsor and sub-group lead)	(AECOM)
Amy Juden (Secretary)	(Arup)
Chris Newton	(Arup)
Andrew Fellows	(RSK)
Jo Wilding	(RSK)
Laura Aspinall	(RSK)
Barry Mitcheson	(Wood)
Simon Hay	(Arcadis)
Adam Symonds	(Advisian)
Simon Firth	(Firth Consultants)
Gareth Wills	(WSP)
Eleanor Walker	(Leeds CC)

Note: Membership of the subgroup will be under regular review, with places allocated to those who actively contribute, i.e. fulfil their work remit in the timescales agreed with the subgroup Lead, in liaison with SoBRA's Executive Committee.

The SoBRA Executive Committee, in liaison with the subgroup Lead, reserve the right to remove Members of the subgroup.

Only members of the subgroup who have actively contributed will be credited within any publications.

Privacy Statement

At SoBRA, we are committed to protecting and respecting privacy. SoBRA retains a Privacy policy that can be found at <https://sobra.org.uk/about-us/>. As members of this subgroup you are agreeing to the terms of this Privacy policy in full. Throughout this project subgroup members are also agreeing to share their email and contact details with the other members of this group. Personal data should not however be disclosed to unauthorised people, either within SoBRA or externally without approval

General Aims

The purpose of the Asbestos SubGroup will be to

- To support technical excellence in the assessment, estimation & evaluation of risks associated with Asbestos.
- To encourage best practice by delivering practical advice to support decisions regarding the appropriate management of asbestos risks;
- To develop guidance in a timely manner,
- To periodically represent SoBRA at conference in respect to the sharing of learning outcomes;
- To mentor and support one another.

The above are considered to align with the SoBRA core objectives:

- To encourage “good practice” in the practical applications of risk assessment to support decisions regarding the appropriate management of land contamination.
- To facilitate and widen access to the dissemination of knowledge regarding land contamination risk assessment.

Resource Expectations

All Members are anticipated to attend monthly calls. Resource expectations will vary by individual and with delivery expectations. It is anticipated that 3-4 hours on average per month should suffice.

Details of the Initiative

The current focus of the group is:

- the publication of its work on risk estimation using published risk models (specifically Hodgson & Darnton). This includes the finalisation of a white paper and the development of a supporting excel-based tool
- the development of an exposure modelling toolbox, designed to highlight available options for risk assessors and provide high level guidance on applicability of use

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Proposed Method(s) of Working:

Collaboration to be agreed and updated as part of monthly calls

Anticipated Timescales and Outputs

1. Technical papers and other deliverables – refer to monthly meeting minutes.

Note: The subgroup will aim to deliver a minimum of one publication per year, to be agreed annually with SoBRA's Executive Committee. Failure to deliver objectives may lead to the disbanding of the subgroup and reallocation of resources towards another group where delivery is more achievable.

Liaison with Executive Committee

1. Via Simon Cole

Administrative support

None required

Data Storage

The subgroup is to maintain its own secure repository for the sharing of data (e.g. a Dropbox account). The Sponsor will annually transfer its contents to the SoBRA Dropbox that acts as a central repository of all Society-related efforts and communications.

For this sub-group the Dropbox folder is already part of the SoBRA Dropbox. No annual transfer required.

By reminder, everyone who works for or volunteers with SoBRA has some responsibility for ensuring personal data is collected, stored and handled appropriately. Each member that handles personal data must ensure that it is handled and processed in line with this policy and data protection principles. When data is stored electronically, it must be protected from unauthorised access, accidental deletion and malicious hacking attempts as per the requirements of our privacy policy.