

## SYLLABUS FOR LICENSABLE WORK WITH ASBESTOS (Category C)

### Introduction

This syllabus sets out the guidance issued by the UK Asbestos Training Association (UKATA) for the provision of licensed asbestos training as contained within the Control of Asbestos Regulations 2012 (CAR). The document provides the syllabus for the training along with guidance on the minimum content of all courses. Trainers can offer bespoke or tailored training for the remainder of any training session but the core content MUST be adhered to.

### Purpose

The *Control of Asbestos Regulations 2012, Regulation 10* requires every employer to ensure that adequate information, instruction and training is given to their employees who are or who are liable to be exposed to asbestos, or who supervise such employees.

Control of Asbestos Regulations 2012, ACoP L143 (Second Edition) Regulation 10, Paragraph 246 - 253 specifies the training that is required for those undertaking licensable work with asbestos containing materials as defined by CAR 2012. This is also further stated in the Health and Safety Guidance Document– Asbestos – The Licensed Contractors Guide (HSG247), Appendix 4.1.

### Course Objective

To provide the delegate with the theoretical and practical skills to undertake licensable work. Persons requiring this type of training would be working for an asbestos licence holder as defined in CAR 2012 (regulation 8), or undertaking ancillary works under the supervision of a licensed asbestos removal contractor.

### Types of Training

Delegates with different roles should not participate in the same course. Training shall be based on the role of the employee. In addition, training shall depend on the experience of the employee. It is divided into two categories:

- initial training;
- refresher training;

with a third category, practical, undertaken at the initial training and any subsequent refresher training as determined by the TNA.

#### **Initial training**

Initial training is required for employees new to licensed asbestos work. There are certain key topics that must be covered by people involved in asbestos removal work, including SLHs, managers and directors. The depth to which trainers go shall be dependent on the TNA and the role carried out by the individual(s).

The Initial Training Modules 1-27 are set out in Appendix 4.1 of HSG 247 (Asbestos – The Licensed Contractors Guide). Modules 20-23 apply to scaffolders only.

There are particular areas of training that are specific to the role of the employee. However, there are some job holders who will have to cover all topic areas to gain an understanding of what the others do, so they can manage or supervise them. Such job holders include managers, directors and SLHs. Role-specific Modules are incorporated into Appendix 4.1 and include the following roles:

- operatives;
- supervisors of asbestos removal work;
- managers and directors of asbestos removal work;
- scaffolders (and scaffolding management);
- SLHs;
- Those undertaking maintenance work on H Vacuums, NPU, and DCU NPU's.

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### **Refresher training**

The aim of refresher training is to identify good and bad practice and to ensure that the good practice is shared and that bad practices are stopped. TNA will help to make the annual courses more relevant to delegates. Refresher training should aim to achieve the following objectives:

- fulfil identified training needs;
- impart new information, eg changes in legislation and work practices (such as use of new equipment or wetting techniques);
- remind employees of the risks they face working with asbestos;
- reinforce procedures such as the use of hygiene facilities, use and maintenance of RPE and how to use controlled removal techniques.

### **Practical training**

The term practical in this context means hands-on training where delegates practice going through procedures, usually in a simulated environment. For example:

- carrying out decontamination procedures by showering etc using a powered, live hygiene unit (uncontaminated);
- trying out RPE to ensure a good face-fit and knowing how to carry out maintenance checks;
- the simulated use of controlled wet stripping techniques, such as multi-needle injection systems;
- construction of enclosures and airlocks; maintenance of plant and equipment

### **Duration**

A day's training means at least six hours, not including breaks.

- New operatives' course: three days minimum (includes one day of practical sessions).
- New supervisors' course: three days minimum (includes one day of practical sessions).
- Managers and directors' course: two days minimum.
- Scaffolders' course: 0.5 day minimum.
- Scaffolding supervisors' course: 0.5 day minimum (additional to the 0.5 day scaffolders' training).
- Managers and directors of scaffolding companies - one day minimum.
- Supervisory licence holders' course: 2-4 days (includes one day of practical sessions). People may be exempt from certain modules if they hold relevant qualifications as determined by the course tutor. A TNA should identify the outstanding training that should be covered in addition to previous training undertaken.
- Refresher training for all roles: one day minimum (except for scaffolders and scaffold supervisors: 0.5 day).

### **Delegate Ratio**

It is recommended that for the theory elements, the maximum tutor: delegate ratio is no more than 1:12. When practical demonstration is undertaken this should be reduced to 1:6. Another tutor can be used to assist in the practical alternatively this element can be staggered. For refresher training the tutor: delegate ratio should be the same as the theory element set at 1:12. Should the training needs analysis demonstrate that additional practical training is required the ratio should be reduced to 1:6.

### **Who should attend?**

Any persons carrying out licensable work with asbestos containing materials, as laid down in CAR 2012. This would normally include, but is not limited to, licensed asbestos removal contractors and ancillary trades such as scaffolders who undertake licensed asbestos ancillary work, companies maintaining negative pressure units and class "H" vacuums and those required to enter into enclosures to carry out other ancillary work.

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### Learning Objectives

On successful completion of this course, delegates should be able to:

- Be familiar with what tasks are classified as licensable work;
- Be familiar with the control measures that will be required to undertake licensable work with asbestos containing materials;
- How to undertake specific tasks as required, including, but not limited to;
  - Enclosure, airlock and baglock construction
  - Maintain RPE and understand the correct use of PPE and RPE;
  - Use of control measures, specifically injection and vacuum methods;
  - Fully understand the site set up and layout of a licensed asbestos removal site;
  - Fully decontaminate from a working area.
- Understand the requirements to prevent the spread of asbestos and control exposure when undertaking licensable work with asbestos containing materials;
- How to deal with the waste generated from licensable work with asbestos containing materials;

### Course Syllabus

The course syllabus for initial training is laid down in HSG 247, Chapter 4, appendix 4.1. UKATA training providers should refer to this document for the full course content required for specific designations undertaking the training. The core modules are set out below.

#### MODULE DESCRIPTION

1	TYPES USES AND RISKS OF ACM'S
2	HEALTH HAZARDS OF ASBESTOS
3	LEGISLATION
4	SITE SET UP MAINTENANCE & DISMANTLING
5	CONTROLLED STRIPPING TECHNIQUES
6	RESPIRATORY PROTECTIVE EQUIPMENT
7	PERSONAL PROTECTIVE EQUIPMENT
8	TRANSIT PROCEDURES & DECONTAMINATION
9	CLEANING AND CLEARANCE AIR TESTING
10	PLANT AND EQUIPMENT
11	WASTE MANAGEMENT AND DISPOSAL
12	EMERGENCY PROCEDURES
13	NON ASBESTOS HAZARDS
14	FAULT FINDING
15	ROLES AND RESPONSIBILITIES
16	SITE INSPECTIONS AND RECORD KEEPING
17	MANAGEMENT SYSTEMS & MONITORING
18	RISK ASSESSMENTS AND PLANS OF WORK
19	INFORMATION, INSTRUCTION AND TRAINING

#### SCAFFOLDERS (ONLY) MODULES

20	HEALTH RISKS AND AVOIDANCE OF EXPOSURE
21	USE OF RPE, PPE AND EMERGENCY DECONTAMINATION PROCEDURES

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- 22 ROLES AND RESPONSIBILITIES
- 23 MANAGEMENT SYSTEMS

### PRACTICAL MODULES

- 24 DECONTAMINATION AND TRANSIT PROCEDURES
- 25 USE AND MAINTENANCE OF RPE
- 26 CONSTRUCTION OF ENCLOSURES AND AIRLOCKS
- 27 USE OF CONTROLLED STRIPPING TECHNIQUES

For the specific elements and content for each module, refer to HSG 274, Chapter 4, Appendix 4.1.

### Minimum Standards for Training Centre

#### 1. Delegate Minimum Standards

- 1.1 Physical layout must be comfortable for delegates undertaking training.
- 1.2 Presentation equipment include as a minimum expectation:
  - Digital projector
  - Screen/integrated systems
  - Flip chart
  - Video delivery media unit (if required)
- 1.3 Training facility must comply with all relevant Health and Safety Regulations.
  - Building Risk Assessment
  - Induction material for delegates to include fire evacuation procedures and emergency planning.
  - First aid facilities
- 1.4 To provide satisfactory welfare provision that meets legal requirements.
  - WC and hand washing facilities
  - Place to consume refreshments
  - Drinking water readily available
  - Adequate heating and ventilation
- 1.5 Training facility to have relevant reference materials, narrative documents and ACOPS Guidance.
  - Health and Safety at Work Act 1974
  - Management of Health and Safety Regulations 1999
  - The Control of Asbestos Regulations 2012
  - The Asbestos Contractors Guide HSG 247
  - L143 (Second edition)
  - All other asbestos guidance notes (contained in the HSE reading list)
  - Hazardous Waste Regulations 2005

#### 2.0 Practical Training Area - CATEGORY B & C (C) ONLY

- 2.1 The practical training area must be of a suitable size to allow:-
  - Construction of enclosures
  - Construction of air locks
  - Construction of bagging locks

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- All associated plant and equipment as necessary
- Connection of the hygiene unit onto enclosure or transit route detailed (C)
- Fully operational hygiene units which comply with HSG247 (chapter 8) preferably with viewing panels (C)

2.2 Risk assessment for training areas

### 3.0 Equipment and Required Standards

- Wetting unit with a variety of needles suitable for unit(s) or scope from T.N.A (C)
- Spraying (unit) with associated attachments
- Wetting agents
- Absorbent and non-absorbent materials
- Negative pressure units standard with all associated attachments e.g. roving heads, pre-fillers (DOP)
- A minimum of 2 x H type vacuums (DOP)
- Smoke machine
- Materials to construct enclosures, airlocks and bag locks in accordance with HSG247
- Polythene sheeting, adhesive tape, spray adhesive (after risk assessment), viewing windows

Full range of tools to:

- Construct an enclosure, airlocks and bag locks
- Facilitate removal of absorbent and non-absorbent materials
- Enable cleaning down process of enclosure, air locks and bag locks
- Disposable working coveralls – range of sizes and colours
- (requirement to be Cat 5) BS EN 13189-1
- Primary decontamination equipment – buckets for water, sponges, brushes, rags or wipes
- Decontamination equipment within hygiene unit, including shower gel, shampoo, nail brushes and towels (C)
- Red, clear labelled asbestos waste bags
- Electrical supply, cables etc.
- Suitable number of full face respirators (C), with fully charged batteries, half masks and disposable masks

### Assessment

Attainment of the learning outcome for the qualification will be assessed by a multiple choice question paper examination consisting of at least 60 questions under exam conditions (1), (2). At the discretion of the Training Provider, the candidates shall be allowed to refer to any notes they make during the training sessions and the course notes or training manual provided by the Training Provider.

A candidate will be required to achieve a score of at least 48 out of 60 (80%) in the examination. Failure to achieve this will result in the candidate requiring to re-sit the examination under exam conditions. If a candidate further fails the second attempt then they will be required to re-sit the course in its entirety.

Notes:

- (1) *The examination should have a completion time of approximately 80 minutes, however the Tutor should recognise that delegates learning needs are varied and thus the time stated is for guidance only.*
- (2) *The varied needs of delegates also includes the ability to fully comprehend written English and the Tutor may verbalise the questions to assist such delegates, however no assistance may be offered in respect of providing answers*

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### Competence

All training should be provided by someone who is competent to do so, who has had adequate personal practical experience (3) and who has a theoretical knowledge of all relevant aspects of the work being carried out.

Notes:

*(3) The competence requirements for trainers as defined in the UKATA Rules of Membership.*

**NB: Training providers delivering “Category C Licensable Work” training shall be registered, verified and audited by UKATA.**

Any enquiries regarding this syllabus should be made to UKATA at [info@ukata.org.uk](mailto:info@ukata.org.uk) or telephone: 01246 824 437