

The logo for BOHS (British Occupational Hygiene Society) features the letters 'BOHS' in a stylized white font on a blue background. The 'O' is a circle with a white dot in the center.

British Occupational  
Hygiene Society

The Chartered  
Society for Worker  
Health Protection

P405 Proficiency Qualification

# Management of Asbestos in Buildings (including Asbestos Removal)

Course Syllabus

## Proficiency Module Syllabus

### P405 – Management of Asbestos in Buildings (Including Asbestos Removal)

#### Teaching Aims

To provide candidates with practical knowledge and skills to manage asbestos in buildings and to provide a basic knowledge of asbestos removal procedures.

#### Prior Knowledge and Understanding

Candidates for this course are expected to be aware of the contents of The Control of Asbestos Regulations 2012 and in particular, Regulation 4 and the supporting Approved Code of Practice and guidance L143 Managing and working with asbestos.

Candidates are expected to have a detailed knowledge of the types of asbestos and their health hazards and the methods of control including personal protection. This can be achieved by taking BOHS P400 module.

#### Learning Outcomes

On completion of this module, the candidate will be able to demonstrate the correct method for:

- Understand the legal framework and how it applies
- Understand the different survey types and their requirements
- Develop an action plan and properly manage asbestos
- Identify appropriate asbestos remediation procedures
- Understand the air monitoring required following asbestos remediation

#### Content

The syllabus is structured into four sections:

	<b>Time Allocation</b>
<b>1    Legislation</b>	<b>20%</b>
<b>2    Management of Asbestos in Buildings</b>	<b>40%</b>
<b>3    Asbestos Remediation</b>	<b>25%</b>
<b>4    Role of the Laboratory/Analysts</b>	<b>15%</b>

#### **Note:**

Reference is made in this syllabus to HSE guidance and other documentation. This list may not include the most up-to-date relevant publications from HSE and other sources and is intended as guidance for candidates only.

## 1 Legislation (20%)

This section will provide suitable theoretical knowledge a review of relevant documentation to ensure that the candidate fully understands the legal framework, legislation, and guidance relevant to the management of asbestos in buildings.

Training should also ensure that the candidate understands the purpose of their role and the importance of asbestos management.

In order to achieve this the candidate must be able to understand and demonstrate their knowledge in the following:

- 1.0.1 Health and Safety at Work etc. Act 1974. To understand the basic concepts of this enabling legislation with particular reference to employers' responsibilities for asbestos.
- 1.0.2 To review and understand all the relevant Health and Safety Regulations on asbestos including:
- The Control of Asbestos Regulations (CAR) 2012 especially Regulation 4
  - The Management of Health and Safety at Work Regulations 1999
  - The Hazardous Waste Regulations 2005
  - The Construction (Design and Management) Regulations 2015
- 1.0.3 To be able to review and demonstrate an understanding of the Approved Codes of Practice (ACOP) as follows:
- Discuss the provisions of the Approved Codes of Practice for the CAR and the status of the ACOP (1)
  - Consider the management of asbestos removal projects, with particular attention being paid to legal duties imposed by the Health and Safety at Work Act
  - The Control of Asbestos Regulations and the various Codes of Practice which apply (1) (11) (12)
- 1.0.4 Health Effects of Asbestos:
- Describe the full range of health effects ranging from the benign (pleural plaques) to the terminal (mesothelioma) in the light of results from epidemiological studies carried out on asbestos workers.

## 2 Management of Asbestos in Buildings (40%)

This section will provide suitable theoretical knowledge and practical training to ensure that the candidate is capable of identifying the main types of asbestos materials in buildings, the appropriate means of recording their locations, and be fully aware of the procedures and methods for the prevention of future damage to asbestos-containing materials.

Candidates should be able to develop an action plan on the basis of survey information and properly manage the asbestos that is remaining in the premises by suitable schemes.

In order to achieve this the candidate must be able to demonstrate both their knowledge and practical ability in the following:

#### 2.0.1 Types and Uses of Asbestos in Buildings:

Using the HSE (2) and/or the DETR (3) as a primary source of information on products and their locations in buildings:

- Explain the physical and chemical properties of asbestos which have determined the use to which it has been put by industry.
- Discuss the uses and composition of other asbestos products likely to be used or found inside buildings on plant, machinery, or domestic appliances (e.g., textiles, friction materials, seals, gaskets etc.).
- Describe the use and occurrence of the other types of asbestos particularly as possible contaminants in other minerals

#### 2.0.2 Recording and Labelling:

Outline the need for systems of recording and labelling asbestos identified as being present in buildings and the procedures for preventing damage to asbestos-containing materials.

#### 2.0.3 Reporting and Management Plan:

- Conversion of asbestos survey report data into a proper working asbestos register with action plan and programmed reviewing
- Full understanding of the principles and practice of material and priority assessments and their use in the decision-making processes

#### 2.0.4 Asbestos Register:

Emphasise the need for the maintenance of asbestos registers and the use of all management actions to minimise exposure to asbestos in buildings, including permits to work to control the work of sub-contractors/maintenance operatives.

### 3 Asbestos Remediation (25%)

This section will provide suitable theoretical knowledge and practical training to ensure that the candidate has a detailed knowledge and is thoroughly familiar with current good practice for asbestos remediation, including encapsulation, sealing and removal operations and should be able to identify examples of poor working procedures in practical situations.

In order to achieve this the candidate must be able to demonstrate both their knowledge and practical ability in the following:

#### 3.0.1 Preparation:

Discuss the steps required in a job specification, preparation of a plan of work by the contractor, tender evaluation and the various roles required under the CDM Regulations for management of the site. Include health and safety aspects including emergency procedures. (1) (9)

### 3.0.2 Enclosures:

With reference to HSE Guidance Notes (11) and Approved Codes of Practice (1), describe with practical examples the following:

- Correct principles of design, erection, and operation of an enclosure for asbestos removal
- Methods of enclosure examination and the documentation associated with the enclosure
- Correct facilities and procedures for entry, exit and decontamination
- The use of negative pressure monitors
- Use of secondary enclosures

### 3.0.3 Remediation Measures:

With reference to HSE Guidance Notes (11) and Approved Codes of Practice (1), describe with practical examples the following:

- Techniques for encapsulation of asbestos-containing materials
- Techniques for sealing asbestos-containing materials

### 3.0.4 Removal Procedures:

Describe the various control measures available to a remediation company to ensure that asbestos waste is fully contained, and dust levels are kept as low as is reasonably practicable inside the enclosure. (11)

### 3.0.5 Waste Removal:

Describe the requirements for removal, storage, and disposal of waste from an enclosure. (1) (11) (12)

## **4 Role of the Laboratory/Analysts (15%)**

This section will provide suitable theoretical knowledge and practical training to ensure that the candidate has an understanding of the role of the analyst, air monitoring techniques and the four-stage clearance procedure to allow a certificate to reoccupy to be produced.

In order to achieve this the candidate must be able to demonstrate both their knowledge and practical ability in the following:

### 4.0.1 Role of Analyst:

Describe the role of the analyst as a competent person/consultant (14) and to understand the requirements for quality management systems in accordance with ISO17025 (13) and accreditation by UKAS.

### 4.0.2 Air Monitoring and Other Techniques:

Identify the various stages where air monitoring must be employed and discuss other inspection techniques which are also useful for checking of the effectiveness of the work and the control measures. (1) (11) (14)

Discuss the limitations of microscopy methods for counting asbestos fibres. (14)

#### 4.0.3 Four- Stage Clearance Procedure and Testing of Enclosures:

Discuss all of the essential requirements of the four- stage clearance procedure, clearance testing and reoccupation certification for an asbestos enclosure and the decontamination unit. (1) (14)

### **References and Further Reading**

- 1) L143 (2013) Managing and working with asbestos. Control of Asbestos Regulations 2012, Approved Code of Practice and guidance
- 2) HSG264 (2012) Asbestos: The survey guide
- 3) Asbestos and man-made mineral fibres in buildings: Practical Guidance, Thomas Telford DETR (1999)
- 4) Managing asbestos in buildings: A brief guide (2012) INDG223(rev5)
- 5) HSG227 (2002) A comprehensive guide to managing asbestos in premises, pages 48-69
- 6) HSG227 (2002) A comprehensive guide to managing asbestos in premises, Appendix 2 paragraphs 5-6 plus table 2
- 7) HSG227 (2002) A comprehensive guide to managing asbestos in premises, Appendix 3
- 8) HSG227 (2002) A comprehensive guide to managing asbestos in premises, Appendix 4
- 9) L153 (2015) Managing health and safety in construction, Construction (Design and Management) Regulations (2015), Approved Code of Practice
- 10) A short guide for clients on the Construction (Design and Management) Regulations 2015 INDG 411
- 11) HSG247 (2006) Asbestos: The licensed contractors' guide
- 12) HSG 210 (2012) Asbestos Essentials
- 13) ISO 17025 (2005) General requirements for the competence of testing and calibration laboratories
- 14) HS248 (July 2021) Asbestos: The analysts' guide

### **Please note:**

HSE guidance is reviewed and revised periodically. Training providers should check that the publications listed above are the current versions.

### **Course Length**

This course will require at least **32** hours of study time, of which at least **28** hours will be taught (teaching and practical assessments) and **4** hours will be independent (in the candidates' own time).

## **Examinations and Assessment**

Candidates are required to pass all of the following parts (A, B and C below) to be awarded this qualification.

### **A The Practical Assessment**

The practical assessment must be carried out by the Tutor during the relevant part of the course for all candidates. This is to ensure that every candidate can demonstrate their individual understanding and correct method for:

- The conversion of survey data into a building management action plan
- The thorough appraisal of contractor documentation and methods
- How to carry out inspections of an enclosure and hygiene unit both prior to works and post remediation
- An understanding of the roles played by the various parties including the client, contractor's contract manager and supervisor, HSE Inspector/EHO, analyst and TU representative, etc and appreciate the pressures and demands on various parties during an asbestos removal project

Further information about the practical assessment is published in the P405 Practical Assessment Guidance document.

### **B Written Examination 1**

This is an open-book examination comprising of approximately 35 (140 marks) short-answer questions illustrated by photographs and diagrams as appropriate to be answered in 120 minutes.

The examination covers sections 1 and 2 of the syllabus, with achievable marks in proportion to the time allocation given on the front page of the syllabus and is overseen by a BOHS invigilator.

The overall pass mark is 55% with a requirement to reach at least 45% of the available marks in each section of the syllabus.

Further information is available in the P405 Examination Guidance document.

### **C Written Examination 2**

This is an open-book examination comprising of approximately 35 (140 marks) short-answer questions illustrated by photographs and diagrams as appropriate to be answered in 120 minutes.

The examination covers sections 3 and 4 of the syllabus, with achievable marks in proportion to the time allocation given on the front page of the syllabus and is overseen by a BOHS invigilator.

The overall pass mark is 55% with a requirement to reach at least 45% of the available marks in each section of the syllabus.

Further information is available in the P405 Examination Guidance document.

### **Certification**

Candidates who pass all the parts (A, B and C) within 12 months will be awarded a:

(P405) Proficiency Certificate in Management of Asbestos in Buildings (including asbestos removal)

### **Related Courses**

Further courses which would be beneficial to candidates following this career path:

- P405 Management of Asbestos in Buildings Refresher at appropriate intervals
- D407 Managing Asbestos in Premises
- P401 Identification of Asbestos in Bulk Samples (PLM)
- P402 Surveying and Sampling Strategies for Asbestos in Buildings
- P402RPT Report Writing for Asbestos Surveys
- P403 Air Sampling and Fibre Counting (PCM)
- P404 Clearance Testing and the Requirements of a Certificate for Reoccupation