

#### Introduction

This syllabus sets out the guidance issued by the UK Asbestos Training Association (UKATA) for the provision of asbestos training for those requiring an overview of managing asbestos containing materials in buildings.

**PLEASE NOTE FOR DUTY HOLDERS, APPOINTED PERSONS OR OTHERS REQUIRING MORE INFORMATION ON HOW TO MANAGE ASBESTOS IN BUILDINGS, PLEASE SEE THE DUTY TO MANAGE – APPOINTED PERSONS COURSE SYLLABUS.**

**THIS COURSE ONLY PROVIDES AN OVERVIEW OF THE REQUIREMENTS**

The document provides the syllabus for the training along with guidance on the minimum content of courses. Trainers can offer bespoke or tailored training for the remainder of any training session but the core content MUST be adhered to.

***This syllabus is open to all UKATA Professional Members as an additional course offered and approved by UKATA. Applicants must be able to demonstrate compliance with this syllabus by way of material verification which must include course presentation, course handouts, proformas, documentation used and course assessment/exam.***

#### Purpose

The *Control of Asbestos Regulations 2012, Regulation 4* – This course covers an overview of the duty to manage asbestos in non-domestic premises as specified in CAR 2012.

#### Course Objective

To provide the delegate with a basic understanding of the legislative requirements of CAR 2012 with particular reference to the Duty holder and who that could be, the surveys available, what to expect in a survey and the asbestos management plan and its use and requirement.

#### Duration

It is advised that when a Training Provider is contacted by a prospective client, the following questions are asked to determine that the correct training is provided, this list is not exhaustive.

- i. Who is the training for?
- ii. What type of work does the company/individual undertake?
- iii. Specifically, what tasks will be required with asbestos?
- iv. What previous experience do the delegates have? Can this be evidenced? When was this undertaken?

The duration of the training can be divided into three categories; the chosen category should be determined by undertaking a training needs analysis on individual delegates attending open courses or discussions with the client at the time of booking to establish the correct course and duration for the training.

DM1) Initial training with NO previous UKATA asbestos awareness training undertaken;

DM2) Initial training with previous UKATA certificated asbestos awareness training (within 6 months);

DM3) Refresher training as deemed necessary (see below)

#### Definition:

DM1) Initial training with no previous UKATA asbestos awareness training undertaken – The expected duration for this training will be 1 day or a minimum of 6 hours tutor/learning time, this training must include the asbestos awareness element as laid down in UKATA document A0022.

- DM2) Initial training with previous UKATA certificated asbestos awareness training (within 6 months) – Verification of the asbestos awareness training must be undertaken by the training provider and must be no more than six months from the date of the asbestos awareness training, should the asbestos awareness training fall outside of this, then DM1 training will be required. The expected duration for this training will be ½ day or 3 hours.
- DM3) Refresher training should be considered if works methods change or gaps in competency have been identified by means of carrying out a TNA. It is important to note that Reg 10 of the ACoP requires employers to make sure that anyone who supervises employees who are liable to disturb asbestos during their work ensures they receive the correct level of information, instruction and training to enable them to carry out their work safely and competently and without risk to themselves or others.

#### Delegate Ratio

It is recommended that a maximum tutor to delegate ratio is no more than 1:12. For refresher training the tutor: delegate ratio should be the same as the theory element, set at 1:12.

#### Who should attend?

Any persons who requires an overview of the duty to manage and legislative requirements. This would normally include, but is not limited to duty holder's assistants, appointed persons assistants, building owners, landlords, sub-lessors, managing agents etc. and any person assisting duty holders in the compliance with CAR 2012 regulation 4.

#### Learning Objectives

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

- Be familiar with types, uses, risks and likely occurrences of asbestos in buildings and, where appropriate, items of plant;
- Be familiar with the requirements as set out in CAR 2012 with regard to responsibilities;
- Understand the requirements for asbestos surveys and different types of surveys;
- Be familiar with the results of an asbestos survey, how to decipher the information contained within the asbestos survey report;
- Understand the need for an asbestos management plan and its use.

#### Course Syllabus

THEORY MODULES (1-12)	TIME
• Asbestos awareness training (in accordance with UKATA document A0022)	3 hours
• Regulation 4 – Duty to Manage Asbestos in Non-Domestic Premises	40 min
• Asbestos Surveying	35 min
• Asbestos Survey Report	15 min
• The Asbestos Management Plan	30 min
• Defining Work which is Non-Licensable and Licensable (inc>NNLW)	20 min
ASSESSMENT (30 Questions)	40 min
<b>TOTAL</b>	<b>6 HOURS</b>

The above timings are provided as a guide and subject to alteration by the course tutor.

#### Course Content (Theory elements)

1. Asbestos awareness training (in accordance with UKATA document A0022)
2. Regulation 4 – Duty to Manage Asbestos in Non-Domestic Premises - This module should cover an overview of the requirements of the duty to manage asbestos in non-domestic premises as detailed in CAR 2012, Regulation 4, Paragraphs 81 – 147. It should cover:
  - Where the duty to manage applies, types of premise, rooms, common parts etc;
  - Identifying the duty holder, how this is determined, who is likely to be determined as the duty holder, the extent of their duty based on their degree of responsibility;
  - Cooperation with the duty holder and delegating tasks;
  - What the duty holder has to do, including assessing, recording, managing and removing or repairing asbestos;
3. Asbestos Surveying HSG 264 – This module should cover the different types of surveys and when these would be required. It should also explain the two types of surveys known as Management Surveys and Refurbishment & Demolition Surveys. A brief summary of how the survey is undertaken, sampling, analysis and the requirements on the duty holder to provide access to areas and their responsibilities to ensure their responsibilities are met under the Health and Safety at Work Act Etc. 1974, with particular reference to Section 3 and 4. This module should also demonstrate to the delegate an overview of the material and priority assessments used to assess the ACM's.
4. Survey Report – This module should overview the survey report and what to expect and how to understand the report provided with particular reference to conclusions and actions recommended by the surveyor. Example survey reports should be shown with particular reference to the layout and information contained within the survey report.
5. The Management Plan– This module should detail in sufficient detail the contents of an asbestos management plan and how it should be used in the workplace.
6. Defining work with ACMs that are Non-Licensable and Licensable (inc>NNLW)– This module should cover the requirements laid down in CAR 2012, Regulation 8 & 9 with reference to paragraphs 213 to 224. It should describe type of ACMs and situations that are notifiable and require the use of an asbestos licensed contractor and those that are notifiable non-licensed work. This will assist the delegates in choosing the correct contractor.

#### Minimum Standards for Training Centre

##### Delegates minimum standards

- a) Physical layout must be comfortable for delegates undertaking training.
- b) Presentation equipment to be of a minimum requirement of the following:
  - Overhead projector screen/integrated systems
  - Flip chart
  - Video delivery media unit
- c) 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

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d) Provision of satisfactory welfare facilities that meet legal requirements.

- WC and hand washing facilities
- Place to consume refreshments
- Drinking water readily available
- Adequate heating and ventilation

e) Training facility to have relevant reference materials, narrative documents and ACoP Guidance.

- Health and Safety at Work etc. Act
- Management of Health and Safety Regulations
- The Control of Asbestos Regulations
- L143 (12/13)
- HSG 227 – A Comprehensive Guide to Managing Asbestos
- HSG 264 - Asbestos: The Survey Guide

#### Assessment

Attainment of the learning outcome for the course will be assessed by a multiple choice question paper examination consisting of at least 30 questions under exam conditions (1), (2). The questions used must be developed by the training provider and be relevant to the course content and course syllabus. These will be reviewed at the time of the verification and or audit.

A candidate will be required to achieve a score of at least 24 out of 30 (80%) in the examination. Failure to achieve this will result in the candidate being required to re-sit the examination under exam conditions. If a candidate 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 40 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 include 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.

#### 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 requirement for trainers is defined in the UKATA Rules of Membership.

Training providers delivering “Category A – Asbestos Awareness” training should be registered, verified and audited by UKATA.

Tutors wishing to deliver this syllabus will be required to provide experience of this subject matter by way of a submitting a CV along with how and where they have gained experience in this area of expertise. The form A0113 should be submitted for each trainer wishing to deliver this training course. All applicants will be forwarded to the membership committee for review of the trainers experience and expertise and will be assessed on a case by case basis.

Any enquiries regarding this syllabus should be made to UKATA.