



Refresher Licensed Asbestos Manager Training

Course Prerequisites

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. Training Needs Analysis 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;
- share good practice and eliminate bad practice.

This unit has nineteen learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<p>The learner should be able to:</p>	<p>The learner can:</p>
<p>1. Recognise the types, uses and risks of asbestos containing materials</p>	<p>a) Describe the types of asbestos fibres including characteristics, uses, identification methods, nature and levels of risk for different groups of asbestos containing materials</p> <p>b) Outline history of import, manufacture and installation of different asbestos containing materials</p> <p>c) Explain the types of products that may contain asbestos and their likely locations</p> <p>d) Describe previous treatment methods covering old asbestos applications</p> <p>e) Describe asbestos containing materials friability, the conditions when they will release fibres and the need for control</p> <p>f) Evaluate the risks of emergency and remedial work</p>

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<p>The learner should be able to:</p>	<p>The learner can:</p>
<p>2. Recognise the health hazards of asbestos</p>	<ul style="list-style-type: none"> a) Describe how fibres cause disease b) Explain the types of asbestos-related diseases and how related to exposure c) Explain the requirements for medicals under CAR d) Describe the need for dust / fibre suppression to control exposure e) Explain the need for correct use / maintenance of RPE f) Describe the health effects of smoking and risks of taking home asbestos-contaminated equipment / clothing g) Explain the employers legal responsibilities including civil vs. criminal law

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<p>The learner should be able to:</p>	<p>The learner can:</p>
<p>3. Demonstrate a knowledge of Asbestos Related Legislation</p>	<ul style="list-style-type: none"> a) Evaluate the duties of the individual b) Analyse the key duties of the employer c) Outline the licensing framework d) Describe the control of exposure e) Outline the Control of Asbestos Regulations 2012 f) Outline the requirements of the ACOP and associated guidance g) Outline the Waste Regulations and Environmental Protection Act (1990) h) Explain which work requires a licence i) Explain the types of insurance cover required j) Outline the sources on information available on asbestos containing materials and their removal and evaluate their application to specific tasks

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<p>The learner should be able to:</p>	<p>The learner can:</p>
<p>4. Understand the requirements of site set up, maintenance and dismantling</p>	<p>a) Evaluate the requirements for Site Set Up to include:</p> <ul style="list-style-type: none"> I. Describe the need for pre-cleaning and the use of H-type vacuum cleaners II. Outline site layout including the citing of hygiene unit as close to enclosure as possible III. Describe the optimal positioning of air / baglocks and negative pressure unit and an explanation of how they work and the significance of the voltmeter and pressure gauges and what changes in the gauge readings mean IV. Identify when pre-filters should be changed V. Outline the strategy for calculating air changes VI. Describe the connection and testing of hygiene unit VII. Describe the construction of enclosures, air / baglocks including possible weather protection VIII. Explain the positioning of clear viewing panels IX. Explain the positioning and wording for warning notices and barriers X. Describe how to delineate work areas and transit routes XI. Explain smoke testing and need for witnessing

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<p>The learner should be able to:</p>	<p>The learner can:</p> <ul style="list-style-type: none"> a) Evaluate the requirements for Site Maintenance: <ul style="list-style-type: none"> I. Explain the need for daily inspections of enclosure (start, middle and end of shift) and immediate rectification of defects II. Explain the strategy for negative pressure units to be kept running after stripping finishes for the day b) Evaluate the requirements for Site Dismantling: <ul style="list-style-type: none"> I. Describe actions once clearance achieved, spraying enclosure with sealant, bag and seal vacuum cleaners, bag other equipment, dismantle polythene and dispose of as asbestos waste II. Describe the final inspection of area once enclosure and all associated equipment have been removed

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<p>The learner should be able to:</p>	<p>The learner can:</p>
<p>5. Understand the requirements of controlled stripping techniques</p>	<ul style="list-style-type: none"> a) Describe the principles of fibre suppression and control of exposure b) Explain the use, maintenance and cleaning of equipment c) Explain the use of wet injection and spraying techniques d) Explain the use of wrap and cut e) Explain the use of glove bags f) Explain the use of direct vacuuming g) Explain the use of LEV (shadow vacuuming) h) Explain the use of vacuum transfer i) Explain the use of air management j) Describe preparation time and testing of controls before removal k) Describe wetting agent selection, preparation and use l) Outline COSHH requirements m) Explain anticipated and desired fibre levels and comparison with RPE maximum exposure levels n) Analyse personal assessment monitoring (principles) and access to personal assessment information o) Explain the requirements for equipment inspections and record keeping p) Describe the monitoring arrangements for the effectiveness of fibre control techniques and the requirement of recording this information

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner should be able to:	The learner can:
	<ul style="list-style-type: none"> q) Explain equipment and wetting agent selection r) Describe maintenance and training requirements
6. Understand the requirements of respiratory protective equipment	<ul style="list-style-type: none"> a) Describe the circumstances when respiratory protective equipment must be worn b) Explain how to inspect, test and wear respirator c) Describe the need for quantitative face-fit test, a good face seal and the need to be clean shaven d) Explain correct storage, battery charging and keeping clean e) Explain the strategy for changing pre-filters and main filters
7. Understand the requirements of personal protective equipment and clothing	<ul style="list-style-type: none"> a) Describe the use of the appropriate personal protective equipment including: overalls, headgear, footwear and gloves b) Assess the employer requirements to provide appropriate personal protective equipment and employees' obligations to use it c) Explain the requirement for care, wearing, cleaning, decontamination and / or disposal of personal protective equipment and not taking contaminated personal protective equipment home d) Describe when and where personal protective equipment should be worn e) Explain the correct use and maintenance of personal protective equipment the practical difficulties of wearing personal protective equipment.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner should be able to:	The learner can:
<p>8. Understand the requirements of transit procedures and decontamination</p>	<ul style="list-style-type: none"> a) Explain personal decontamination procedures for directly connected and remote (transit) decontamination units and airlocks including: personal protective equipment changing and disposal, showering, colour coding of coveralls, respiratory protective equipment decontamination, cleaning, charging and storage b) Explain the use of towels c) Explain the changing and disposal of pre and main respiratory protective equipment filters d) Describe decontamination procedures where no enclosure or DCU is required (open sites) e) Assess common problems with decontamination and their remediation f) Describe cleaning of airlocks and decontamination units including air monitoring results in decontamination units g) Explain emergency decontamination in case of evacuation or accident h) State what should be in the decontamination unit i) Explain the requirements for the inspection of decontamination units and the keeping of records and the interpretation of audit and inspection results j) Describe the importance of making time available to allow adequate showering k) Describe the importance of ensuring that adequate equipment, materials and resources are made available to put the procedures in place

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner should be able to:	The learner can:
<p>9. Understand the requirements of cleaning and clearance air testing</p>	<ul style="list-style-type: none"> a) Explain the cleaning and clearance requirements, including the need for the four-stage clearance process and associated certificate of reoccupation b) Describe visual cleanliness and air testing requirements c) State the methods of cleaning for enclosures, hygiene facilities and equipment d) Explain the requirement for re-cleaning in event of air test failure e) Explain the requirement for cleaning after enclosure dismantling f) Explain the requirement for cleaning in the event of an emergency or enclosure/equipment damage
<p>10. Understand the requirements of plant and equipment</p>	<ul style="list-style-type: none"> a) Explain equipment components b) Explain equipment use and maintenance including: negative pressure units, monitors, Type H vacuums and injection equipment c) Explain the siting and daily maintenance of the decontamination unit d) Explain the requirement that all new equipment meets BS 8520: 'Equipment used in the controlled removal of asbestos-containing materials'

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner should be able to:	The learner can:
11. Understand the requirements of waste management and disposal	a) Explain the waste regulations including the use of consignment notes, registration of carriers, the role and powers of environment agencies and transportation of hazardous goods b) Explain the requirements of bagging, sealing and cleaning c) Explain transportation through baglock and airlock d) Describe the requirements for storage of asbestos waste e) Describe the correct loading of skip / van

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<p>The learner should be able to:</p>	<p>The learner can:</p>
<p>12. Understand the requirements of emergency procedures</p>	<ul style="list-style-type: none"> a) Describe what to do in the event of major and minor injuries or illnesses occurring inside 'live' enclosures b) Evaluate procedures in the event of fire, or some other hazardous release such as toxic gas or radioactive dust occurring inside or outside enclosure c) Describe what to do a if leak of asbestos is found outside the enclosure d) Describe what to do if power on power-assisted respirator fails while inside a 'live' enclosure e) Describe what to do if the NPU's (Negative Pressure Unit) stop working f) Describe what to do if there is complete loss of electrical power g) Describe what to do if loss of water supply to hygiene unit h) Explain the requirement of assessing the competence of operatives and supervisors i) Explain the importance of auditing and monitoring work activities j) Explain the notification of asbestos work k) Describe the requirements to confirm emergency procedures are in place and appropriate to specific sites and circumstances

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner should be able to:	The learner can:
<p>13. Recognise potential non-asbestos hazards associated with asbestos removal</p>	<ul style="list-style-type: none"> a) Explain the requirements of site safety procedures b) Describe permit-to-work systems c) Explain entry and exit procedures in case of fire d) Describe the location of possible site hazards e) Explain emergency procedures in case of fire, electric shock, burns, hazardous substances, solvents etc f) Describe the care of an injured casualty g) Assess potential hazards such as manual handling, noise, vibration and falling object protection, slips, trips and falls
<p>14. Recognise common faults associated with asbestos removal</p>	<ul style="list-style-type: none"> a) Evaluate how to spot problems with the wetting of asbestos containing materials, respiratory protective equipment, airlocks, enclosures and hygiene unit b) Evaluate problems with plans of work, risk assessments, signage, record keeping and fault finding procedures

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<p>The learner should be able to:</p>	<p>The learner can:</p>
<p>15. Understand the roles and responsibilities within an asbestos removal company</p>	<ul style="list-style-type: none"> a) Explain the requirement to ensure everyone complies with regulations, approved codes of practice, guidance and follows the risk assessment and plan of work. b) Explain the requirement to ensure that if the work method has to change - work is stopped and reassessed. The risk assessment and plan of work are amended and personnel informed of the changes in writing c) Explain the requirement to ensure all personnel are instructed, face-fitted and have received a medical d) Explain the requirement that all equipment is inspected and tested e) Explain the requirement that all daily inspections are carried out f) Explain the importance that all documentation is available and up to date g) Explain the importance of a supervisor being on site for key stages of the work and their crucial role in directing the work and monitoring standards of work h) Explain the need to ensure that all activities and training meet the legal requirements i) Explain the importance of treating all site visitors with professionalism and respect including information on Site based aggression and de-escalation techniques j) Explain the importance of ensuring that all accidents, incidents, near misses and reports of unsafe situations are recorded and investigated

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner should be able to:	The learner can:
	<ul style="list-style-type: none"> k) Explain the importance of the enclosure being ready for inspection by the analyst and the importance of the handover form l) Explain the responsibilities of contractors with reference to enclosure cleanliness and welfare of visitors to site (including the analyst) etc m) Understand the obligations of the analyst and how this affects works e.g. the right to issue failed certificates at any stage, the limitations on how much cleaning an analyst is allowed to do, the estimated times for visual inspections etc

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<p>The learner should be able to:</p>	<p>The learner can:</p>
<p>16. Recognise the need for site inspections and record-keeping</p>	<ul style="list-style-type: none"> a) Explain the need, purpose and criteria of site b) inspections, site auditing and record keeping c) Analyse the actions taken in the event of faults d) Describe the role of inspectors / auditors e) Explain the responsibilities of operatives f) Explain the requirement of reporting faults and other problems including the use of typical record and reporting systems g) Explain the requirements of retention of data and data handling including exposure and health surveillance h) Explain the methods and criteria for site inspections and audits i) Describe how to interpret and monitor results including fault finding and solutions

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<p>The learner should be able to:</p>	<p>The learner can:</p>
<p>17. Understand the requirement for management systems and monitoring</p>	<ul style="list-style-type: none"> a) Explain the requirement for the maintenance and b) monitoring of control measures c) Describe the requirement for controlling exposure to asbestos d) Explain the requirement for ensuring that equipment functions correctly e) Explain the requirement for pre-start setting-up f) Explain the requirement for barriers and signs g) Explain the requirement for the construction and testing of enclosures and airlocks h) Outline the requirements of site monitoring i) Explain the use / testing of negative pressure equipment and ventilation and air management systems j) Describe the correct maintenance of all site equipment, following manufacturers' operating instructions, including the correct maintenance and monitoring of the following control measures: enclosures, external services, negative pressure systems, wet strip units, mobile generators, water supply, heating appliances, PPE, RPE, dust suppression equipment, tools and DCUs k) Explain the requirements for site supervision and record keeping of work in progress including monitoring and auditing l) Describe the requirements for ensuring that the work matches the plan of work

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner should be able to:	The learner can:
<p>18. Understand the requirements for risk assessments and plans of work</p>	<ul style="list-style-type: none"> a) Explain the process of carrying out risk assessments, b) describing the main points and stating the right to see significant findings c) Describe the requirements to follow risk assessments and the risks / penalties if they are not followed d) Explain the meaning of the control limits e) Explain the process of developing a plan of work f) Explain the requirements for changes and amendments to plans of works and risk assessments including seeking of advice and recording of changes g) Explain the requirements and process for notification to the enforcing authority when changes are significant including a definition of 'what is a significant change' h) Describe the importance of reviewing risk assessments and plans of work i) Explain the requirements of record keeping and storage of risk assessments and plans of work
<p>19. Understand the requirements for information, instruction & training</p>	<ul style="list-style-type: none"> a) Explain how to implement and monitor on-job training b) Describe how to assess the competence of employees c) State the types of training available and how to choose the right course d) Explain how training needs analysis works in practice e) Describe the requirement for additional training when new equipment or work methods are introduced

Outline of Course Content

This course provides the necessary knowledge, understanding and skills required of asbestos removal projects. Successful completion of the course will allow candidates to manage asbestos licensed works in accordance with the Control of Asbestos regulations 2012 and all associated Codes of practice

Training is in accordance with Regulation 10 of Work with materials containing asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice and guidance (L143) and Chapter 4 of Asbestos: The licensed contractors' guide (HSG247)

Outline of Proposed Learning Activities / Approach to Delivery

The training will cover the topics in appropriate detail, by means of both written and oral presentation, and by demonstration as necessary.

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 n injection systems;
- construction of enclosures and airlocks;
- maintenance of plant and equipment.

Outline of Resources / Bibliography (as appropriate)

- Control of Asbestos Regulations 2012
- Asbestos: The licensed contractors' guide (HSG247)
- Asbestos: The survey guide (HSG264)
- Asbestos: The analysts' guide (HSG248)

Assessment Methods / Tasks	Assessment Evidence
<p>A question and answer session will be held at the end of each module to ensure each learner has reached the necessary level of understanding.</p> <p>Tutor assessment of learner performance during practical sessions with continual oral feedback.</p> <p>A timed, invigilated, closed-book written examination will be individually completed by each learner at the end of the course, with 80% being the pass mark.</p> <p>The end of course written paper will draw at least 40 short answer and multiple-choice questions from a module-based question bank, to include no less than three questions from each module.</p> <p>Completed exam papers are retained by the course provider</p>	<p>Written Assessment covering LO1-LO19</p>
	<p>Grade Descriptors</p>
	<p>80% pass mark (pass / fail)</p>
	<p>Learner : Trainer Ratio</p>
	<p>Maximum of 12:1 or 6:1 where training needs analysis has identified a requirement for practical training</p>
<p>Course Length</p>	
<p>The length of this face to face course is dependent on the training needs analysis of the learner(s) but it is generally expected that a minimum of 1 day (6 hours excluding breaks) is acceptable. Shorter duration courses are allowable but this must be robustly supported by the training needs analysis.</p>	