



**UK ASBESTOS TRAINING ASSOCIATION**

**SYLLABUS**

**ASBESTOS SURVEYING AND SAMPLING REFRESHER**

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## **SYLLABUS – ASBESTOS SURVEYING AND SAMPLING REFRESHER**

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## **(1) Course Title**

Asbestos Surveying and Sampling Refresher

## **(2) Introduction**

This syllabus sets out the guidance issued by UKATA for the provision of asbestos refresher training for those undertaking asbestos surveying and sampling in buildings and surrounding areas, as defined within the Control of Asbestos Regulations 2012 (CAR 2012), Asbestos: The Survey Guide (HSG264) and Asbestos – The Analysts’ Guide (HSG248 Second Edition).

This document provides the syllabus for the training along with guidance on the minimum content of all courses. Tutors can offer bespoke or tailored training for the remainder of any training session, but the core content must be adhered to.

This refresher training can be given to employees whose work involves asbestos surveying and sampling.

## **(3) Purpose/Scope**

To refresh delegates on the theoretical and practical skills required to undertake asbestos surveys within buildings and any other premises as defined by the Health and Safety Executive (HSE).

The *Health and Safety at Work Act etc. 1974* Act requires employers conduct their work so that employees are not exposed to H&S risks and to provide information to others which might affect their H&S. It also places duties on employers & self-employed people not in their employment, and general duties for anyone who has control of any workplace.

The *Management of Health and Safety at Work Regulations (MHSWR) 1999* requires employers to put in place arrangements to control health and safety risks including assessments of the risks to employees, contractors, customers, partners, and any other people who could be affected by workplace activities. It also requires the provision to employees with information about the risks in the workplace and how they are protected, and consulting with employees about their risks at work and current preventive and protective measures.

The *Construction Design and Management (CDM) Regulations 2015* requires construction works to be planned so the risks involved are managed from start to finish. CDM also requires the cooperation and coordination of the work with others and to have the right information about any risks that may be present.

The *Control of Asbestos Regulations 2012, Regulation 4* covers the duty to manage asbestos in non-domestic premises. It requires duty holders to identify the location and condition of asbestos in non-domestic premises and to manage the risk to prevent harm to anyone who works on the building or to building occupants.

The *Control of Asbestos Regulations 2012, Regulation 5* requires employers to identify the presence of asbestos and its type and condition before any building, maintenance, demolition, or other work, liable to disturb asbestos, begins. It also sets out the requirement to arrange a survey if existing information on the presence of asbestos in the premises is incomplete or appears unreliable.

Persons as defined under CAR 2012, Regulation 10, ACoP L143, Paragraph 238 will require information, instruction, and training to ensure they undertake their responsibilities to ensure compliance with CAR 2012.

To achieve a satisfactory outcome a delegate must be able to:

- Be familiar with types, uses and likely occurrences of asbestos in buildings and other premises, where appropriate;
- Be familiar with the requirements as set out in CAR 2012 and HSG264 with regard to responsibilities;
- Understand the requirements for asbestos surveyors and the level of intrusion when undertaking specific asbestos surveys;
- Be familiar with the collation of an asbestos survey, how to present the information contained within the asbestos survey report and bulk sample analysis;
- Understand the risk assessment process of asbestos containing materials, including material assessments and priority assessments;
- Be able to prioritise and advise on remedial actions;
- Understand which work on ACMs is required to be carried out by a licensed asbestos contractor, which work is non-licensed and which activities are notifiable non-licensed work.

#### **(4) Occupational Relevance**

Any persons who undertake asbestos surveying and sampling exercises to any premises or site to determine the presence of asbestos, as laid down in CAR 2012, Regulation 10, paragraphs 238. This would normally include, but not limited to building surveyors, analysts, consultants, asbestos surveyors, or any other persons wishing to gain the knowledge of undertaking asbestos surveys.

All delegates sitting this course must have previously been trained to undertake asbestos surveying and sampling. The minimum qualifications to attend this training will need to be verified by the tutor and will include BOHS P402, RSPH Level 3 Award and holders of the Certificate of Competence (Asbestos) (CoCA) or CCP or equivalent course as defined by UKAS document RG8.

#### **(5) Duration**

Minimum of 6 learning hours.

#### **(6) Delegate Pre-requisite**

BOHS P402 Surveying and Sampling Strategies for Asbestos in Buildings or RSPH Level 3 Award in Asbestos Surveying.

#### **(7) Individual Learning Needs**

The Individual learning needs of delegates must be assessed by the tutor prior to the course commencing and the training adapted where necessary.

#### **(8) Instruction/Supervision**

As a minimum, all UKATA tutors must meet the following criteria for delivering the UKATA Asbestos Surveying and Sampling Refresher training:

- Tutors must have a minimum of at least three years' experience (within the past five years) in the asbestos industry. This will be taken to include, surveying, analytical, removal, consultancy, training, management etc. and must be able to demonstrate a comprehensive practical working knowledge, within the asbestos industry, including its legislative requirements. The tutor must be, or have previously been, an asbestos surveyor, as laid out in HSG264 covering both commercial and domestic surveys;
- A good understanding of HSE Guidance: HSG264, HSG227;
- Be an existing approved tutor for the delivery of Non-Licensable training;
- Hold a suitable asbestos qualification recognised by the asbestos industry, which may include: asbestos surveying, asbestos management or asbestos removal, or other such qualifications that UKATA deems to be acceptable;
- Once the above criteria have been satisfied, the tutor must successfully pass the UKATA Surveying and Sampling Asbestos tutor knowledge test.

## **(9) Delivery**

Training must be delivered in a suitable environment and in accordance with the [Guidance on Minimum Standards for Training Centres](#). All equipment must be of a suitable quality and quantity for delegates to achieve learning outcomes and must comply with relevant legislation.

The class size and delegate/tutor ratio must allow training to be delivered in a safe manner and enable delegates to achieve the learning outcomes.

The delegate/tutor ratio permitted for this syllabus is ten/one (10 delegates to 1 tutor).

## **(10) Assessment**

Attainment of the learning outcomes will be assessed by a multiple-choice examination consisting of at least 60 questions under exam conditions. At the discretion of the tutor, delegates shall be allowed to refer to any notes they make during the training sessions, the course notes or training manual provided by the tutor.

Delegates 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 delegate requiring to re-sit the examination under exam conditions. If a delegate fails the second attempt, they will be required to re-sit the course in its entirety.

Notes:

- The examination should have a completion time of approximately 80 minutes. However, the tutor should recognise that delegates learning needs are varied and therefore the time stated is for guidance only.
- The varied needs of delegates include the ability to fully comprehend written English and the tutor may read out the questions to assist such delegates, however no assistance may be offered in respect of providing answers.

## **(11) Quality Assurance**

Quality assurance against this syllabus requires approval of the presentation materials, exam papers, course handouts, tutor narrative and involves an audit of the tutor and course delivery.

UKATA holds several accreditations including ISO 9001:2015 (Quality Management Systems), ISO 45001:2018 (Occupational Health & Safety Management Systems) and Cyber Essentials Certification.

UKATA is also a member of The CPD Certification Service. All UKATA syllabi have been certified by The CPD Certification Service.

Audits are conducted by UKATA in order to demonstrate compliance with the training requirements outlined in UKATA syllabi for each specific level of training, the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations (MHSWR) 1999, Construction Design and Management (CDM) Regulations 2015, Control of Asbestos Regulations 2012, and any subsequent amendments and any other guidance pertaining to surveying and sampling training issued by the enforcing authorities such as HSE.

All are required to maintain a CPD record in line with UKATA requirements.

## **(12) Renewal/Refresher**

Certification for this training course will be valid for one year.

It is recommended that renewal/refresher training is carried out annually.

Following the certification expiration date, a grace period of six months is permitted for refresher training to be delivered. The employer should, in this case, carry out a TNA and discuss the training requirements with the training provider.

## **(13) Approved Date**

28th February 2022

## **(14) Review Cycle**

Either on request or within 3 years from approval date.

## **(15) Additional Resources**

<a href="https://www.hse.gov.uk/pubns/priced/l143.pdf">https://www.hse.gov.uk/pubns/priced/l143.pdf</a>	Managing and working with asbestos - Control of Asbestos Regulations 2012(CAR 2012) - Approved Code of Practice and guidance
<a href="https://www.hse.gov.uk/pubns/priced/hsg264.pdf">https://www.hse.gov.uk/pubns/priced/hsg264.pdf</a>	Asbestos: The survey guide (HSG264)
<a href="https://www.hse.gov.uk/pubns/priced/hsg248.pdf">https://www.hse.gov.uk/pubns/priced/hsg248.pdf</a>	Asbestos: The Analysts' Guide (HSG248)
<a href="https://www.hse.gov.uk/pubns/books/hsg227.htm">https://www.hse.gov.uk/pubns/books/hsg227.htm</a>	A comprehensive guide to managing asbestos in premises (HSG227)
<a href="https://www.hse.gov.uk/construction/cdm/2015/index.htm">https://www.hse.gov.uk/construction/cdm/2015/index.htm</a>	The Construction (Design and Management) Regulations 2015 (CDM 2015)
<a href="https://www.ukas.com/wp-content/uploads/filebase/publications/Publications%20relating%20to%20Inspection%20Body%20Accreditation/RG%208.pdf">https://www.ukas.com/wp-content/uploads/filebase/publications/Publications%20relating%20to%20Inspection%20Body%20Accreditation/RG%208.pdf</a>	UKAS RG8 - Accreditation of Bodies Surveying for Asbestos in Premises

## (16) Required Course Content

DURATION: APPROXIMATELY 3 HOURS	
<b>THEORY</b>	<p>The course content will be set by way of undertaking a training needs analysis (TNA) before the course commences and the finding of the TNA will dictate and determine specific modules that need to be covered. The TNA development will be generated by the member and should include, but not limited to, the following subject matters to suitably assess the delegates existing knowledge and skills when undertaking asbestos surveying and sampling. The course should also assess the delegates practical skills when undertaking surveying, sampling and use of PPE.</p> <p>The TNA developed should consist of 4 theory modules:</p> <p><b>Module 1</b> Asbestos types and uses, health effects, legislation including management regs and dynamic risk assessment;</p> <p><b>Module 2</b> Asbestos management and asbestos surveying inc. survey reporting;</p> <p><b>Module 3</b> Asbestos sampling within premises including sampling strategies;</p> <p><b>Module 4</b> Licensed works vs Non-Licensed works and providing recommendations where work is required.</p>

DURATION: APPROXIMATELY 3 HOURS	
<b>PRACTICAL</b>	<p><b>Module 5</b> Practical Assessment</p> <p>Surveyors need to be able to implement the knowledge and skills gained from undertaking training and there should be a certain element of practical assessment when undertaking a refresher course, in the form of practical tasks and written scenarios.</p> <p>UKATA require members to develop a series of practical assessments that delegates undertaking refresher training should complete as part of their refresher training. Below is a guide of typical practical assessments that should be considered by the member when delivering this refresher training. The course should assess practical skills when undertaking surveying, sampling, and use of PPE:</p> <ul style="list-style-type: none"><li>• Material risk assessment;</li><li>• Priority risk assessment;</li><li>• Remedial options and recommendations;</li><li>• Undertaking bulk sampling;</li><li>• Practical use of PPE and RPE including decontamination.</li></ul>