

Non-Licensed Asbestos for Waste and Civic Amenity Site Personnel

Issue Date: 10/03/2025 | Version: 1

AA: Asbestos Awareness



NL: Non-Licensed

LW: Licensed Work

DTM: Duty to Manage

AM: Asbestos Management

AS: Analyst/Surveyor

RP: RPE/PPE

SMG: Soil & Made Ground

OH: Occupational Hazards



Recognition and Grants



UKATA is an approved CITB 3rd Party Awarding Organisation for the Construction Training Register and Construction Training Directory. This UKATA syllabus has been mapped against the CITB standard and is available for automated grant payments to levy registered employers.

Training Type	Grant Tier	Grant Rate	Grant Code
Initial	1	£60	GET2839
Refresher	1	£30	GET2827



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Contents

Title	Page No
1. Course Title	4
2. Introduction	4
3. Purpose/Scope	4
4. Occupational Relevance	4
5. Duration	4
6. Learner Pre-Requisites	4
7. Individual Learning Needs	4
8. Instruction/Supervision	5
9. Delivery	5
10. Assessment	5
11. Quality Assurance	6
12. Renewal/Refresher	6
13. Approval Date	6
14. Review Cycle	6
15. Additional Resources	6
16. Learning Outcomes	7
17. Required Course Content - Theory	8 - 10
18. Required Course Content - Practical	11
19. Guidance for Organising Practical Training	12

1. Course Title

Non-Licensed Asbestos for Waste and Civic Amenity Site Personnel

2. Introduction

This syllabus sets out the guidance issued by UKATA for the provision of non-licensed asbestos for waste and civic amenity site personnel training for employees whose work will involve asbestos waste materials and will likely disturb asbestos containing materials (ACMs), and which is defined as non-licensable work or notifiable non-licensable work within the Control of Asbestos Regulations 2012. This is also further stated in the guidance document HSG210 – Asbestos Essentials.

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.

3. Purpose/Scope

The purpose of this training is to equip personnel working at waste and civic amenity sites with the necessary theoretical knowledge and practical skills to safely handle, manage, and dispose of asbestos-containing materials (ACMs) in a non-licensed capacity.

4. Occupational Relevance

Any persons carrying out non-licensed work with ACMs, as defined in CAR 2012, Reg 3(2). This includes individuals required to undertake or manage Non-Licensed or Notifiable Non-Licensed work with ACMs that arrive at waste management sites by design or as unauthorised content within other wastes. This course is relevant to machine drivers, maintenance engineers, and operatives involved in Non-Licensed or Notifiable Non-Licensed Work, including decontaminating machines that have come into direct contact with ACMs. It also applies to operatives handling packaged asbestos waste or cleaning asbestos spillages on-site, as well as managers or personnel who may need to access areas where asbestos spillages or unauthorised ACM inclusions in general waste have occurred. These individuals may be responsible for work assessments, risk assessments, and plan of work method statements in compliance with Regulations 6 and 7 of the Control of Asbestos Regulations 2012.

5. Duration

Minimum of 6 learning hours.

(This includes a minimum of 2.5 learning hours of practical training and the time allocated for the final exam)

6. Learner Pre-requisite

Learners are required to have successfully completed a [UKATA Asbestos Awareness](#) course within the last 6 months. Proof of this training must be verified by the training provider and should be dated no earlier than six months prior to the start of the course. If the Asbestos Awareness certification has expired beyond this six-month window, learners must undertake a new UKATA Asbestos Awareness course.

7. Individual Learning Needs

The tutor must assess each learner's individual needs before the course begins and adapt the training accordingly.

8. Instruction/Supervision

As a minimum, tutors must meet the following criteria:

- 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.
- Be able to demonstrate experience of delivering 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.
- Hold a recognised trainer qualification, i.e., Level 3 Award in Education and Training, or must achieve this qualification within 12 months of registration with UKATA.
- A successful UKATA Audit, or an internal Audit undertaken by the Member company they are working for at the highest category of training the Tutor will deliver on behalf of the Member.
- After meeting the above criteria, the Tutor is required to pass the UKATA Non-Licensed Tutor Knowledge Test.

9. Delivery

Training must be delivered in a suitable environment and in accordance with the UKATA [Training Centre & Equipment Minimum Standards](#). All equipment must be of a suitable quality and quantity for learners to achieve learning outcomes and must comply with relevant legislation.

The class size and tutor to learner ratio must allow training to be delivered in a safe manner and enable learners to achieve learning outcomes. The approved training delivery methods for this training along with the maximum tutor to learner ratios are:

Classroom:	1:10 (theory & practical)
Virtual Classroom:	1:10 (theory) (refresher training only)

An additional tutor can assist with the practical training, or this element can be staggered, see Section 19.

10. Assessment

Attainment of the learning outcomes will be assessed by a multiple-choice exam consisting of at least 30 questions taken from the UKATA question bank and sat under exam conditions. At the discretion of the tutor, learners shall be permitted to refer to any notes they make during the training session, or the training manual/notes provided by the tutor.

Learners will be required to achieve a score of at least 24 out of 30 (80%) in the exam. Failure to achieve this will result in the learner requiring to re-sit the exam under exam conditions. If a learner fails the second attempt, they will be required to re-sit the course in its entirety.

The exam should have a completion time of approximately 40 minutes, though this is intended as a guideline. Tutors should accommodate the diverse needs of learners, which may include reading the questions aloud when necessary. However, no assistance may be provided in answering the questions.

11. Quality Assurance

Quality assurance against this syllabus requires verification and approval of the presentation materials, exam papers, course handouts and tutor narrative. Independent audits are carried out to demonstrate conformity with the training standards set by UKATA and each tutor maintains a CPD record that aligns with the UKATA [Tutor Competency Framework](#).

UKATA prides itself on numerous accreditations and certifications that reflect our commitment to the highest standards of service and quality. A detailed list of these can be accessed at: [UKATA Accreditations](#).

12. Renewal/Refresher

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

Annual refresher training is required for non-licensed asbestos for waste and civic amenity site personnel, and more frequent refreshers may be necessary if there are changes in work methods, equipment, or significant alterations in the type of work. Refresher courses are also recommended if any gaps in competency are identified.

The duration of refresher training is determined by a training needs analysis (TNA) conducted by the training provider and should be a minimum of 3 learning hours.

Learners must provide evidence of their previous UKATA Non-Licensed (or refresher) training, completed within the last 12 months. If unable to verify recent certification, learners will need to undergo the full training course again.

Following the certification expiration date, a grace period of three 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

01/02/2025

14. Review Cycle

Either on request or within 3 years from approval date.

15. Additional Resources

View	Non-Licensed work with asbestos – HSE.
View	Managing and working with asbestos - Control of Asbestos Regulations 2012(CAR 2012) - Approved Code of Practice and guidance.
View	Asbestos essentials - A task manual for building, maintenance and allied trades of non-licensed asbestos work (HSG210).

16. Learning Outcomes

- ✓ Identify work classified as non-licensed concerning asbestos-containing materials (ACMs).
- ✓ Differentiate between non-licensed work, notifiable non-licensed work and licensed work using HSE guidelines, including the use of HSG210 Asbestos Essentials flowcharts.
- ✓ Describe the necessary control measures for safely undertaking non-licensed work with ACMs.
- ✓ Implement strategies to prevent asbestos spread and manage exposure based on HSE's Asbestos Essentials.
- ✓ Execute specific tasks as outlined in Asbestos Essentials, including the use of control measures and the bagging of suspect or known asbestos waste.
- ✓ Understand key regulations (Regulations 3, 5, 6, and others) related to non-licensed asbestos work, including the assessment of work areas, exposure, and waste management.
- ✓ Comprehend the requirements for emergency procedures, personal protective equipment (PPE), and decontamination as mandated by the Control of Asbestos Regulations 2012.
- ✓ Develop and prepare risk assessments and site-specific plans of work, emphasising the safe execution of non-licensed tasks with ACMs.
- ✓ Recognise emergency procedures for incidents such as fire, toxic gas release, or accidental asbestos disturbance.
- ✓ Apply practical skills for the use of wetting techniques and correct use of PPE and RPE.
- ✓ Demonstrate competency in decontamination processes and disposal of asbestos waste in compliance with legal and safety standards.

17. Required Course Content – Theory

DURATION: APPROXIMATELY 30 MINUTES	
MODULE 1	Review of asbestos awareness
	1.1 Asbestos in waste materials (domestic and commercial).
	1.2 A range of photographs of ACMs identified including broken sheets of asbestos cement, whole and broken plasterboards with adhered asbestos containing textured coatings, whole and broken fragments and debris of asbestos insulation, Asbestos Insulating Board (AIB) and textiles, whole and broken asbestos containing floor tiles and black plastic toilet cisterns and miscellaneous domestic items which may contain asbestos including hair driers, old electric fires, old ironing boards and electric storage heaters.

DURATION: APPROXIMATELY 50 MINUTES	
MODULE 2	Legislation relating to non-licensed work with asbestos:
	2.1 Regulation 3 (2) <ul style="list-style-type: none"> Why the work is non-licensed; to provide the learner with the knowledge of what work is non-licensed and what work is licensed and use of HSE guidance documents such as HSG210 – Flow chart and Illustration of Work categories should be used.
	2.2 Regulation 5 <ul style="list-style-type: none"> The need for employers to assess products and make presumptions as to the type of asbestos contained within the material.
	2.3 Regulation 6 <ul style="list-style-type: none"> The need to make a suitable and sufficient assessment of exposure.
	2.4 Regulation 7 <ul style="list-style-type: none"> The need to prepare a suitable and sufficient plan of work.
	2.5 Regulation 9 <ul style="list-style-type: none"> The requirement for notification, when and how to notify NNLW.
	2.6 Regulation 10 <ul style="list-style-type: none"> The need for training when carrying out work on non-licensed work.
	2.7 Regulation 11 <ul style="list-style-type: none"> How the employer should prevent exposure to employees when carrying out work with asbestos materials.
	2.8 Regulation 12 <ul style="list-style-type: none"> Use of control measures.
	2.9 Regulation 13 <ul style="list-style-type: none"> Maintenance of control measures.
	2.10 Regulation 14 <ul style="list-style-type: none"> Provision and cleaning of personal protective equipment.
	2.11 Regulation 15 <ul style="list-style-type: none"> Emergency procedures.
	2.12 Regulation 16 <ul style="list-style-type: none"> Preventing the spread of asbestos.
	2.13 Regulation 17 <ul style="list-style-type: none"> Cleanliness of premises and plant.
	2.14 Regulation 18 <ul style="list-style-type: none"> Designated areas – asbestos zones.
	2.15 Regulation 19 <ul style="list-style-type: none"> Air monitoring – the need for personal monitoring.
	2.16 Regulation 22 <ul style="list-style-type: none"> Health records and medical surveillance for NNLW.
	2.17 The difference between non-licensed works (NLW) and notifiable non-licensed works (NNLW) and the additional elements that will be required should NNLW work be undertaken. Also, how to notify, when to notify and include form ASBNNLW1. <ul style="list-style-type: none"> Tasks that may be defined as NLW including cleaning up of waste spillages at the point of reception on civic amenity sites, entry to dedicated asbestos waste containers, packaging of asbestos wastes brought in by members of the public, hand picking and packaging of asbestos

	<p>wastes from general waste loads, hand and machine digging to remove unauthorised asbestos content from normal domestic, commercial and industrial wastes, asbestos waste handling at waste transfer stations, routine operations at dedicated asbestos waste cells on licensed asbestos waste disposal sites.</p> <ul style="list-style-type: none"> • What to do when asbestos wastes or suspect asbestos wastes are identified in mixed wastes either at civic amenity or landfill sites to include, Isolation of areas, cordoned of areas, contaminated zones, access and egress points for personnel and machines, including the decontamination of machinery when exiting and personnel when exiting potentially contaminated zones.
	<p>2.18 Hazardous Waste Regulations 2005 (as amended 2009)</p> <ul style="list-style-type: none"> • The need to dispose of asbestos waste as hazardous, the need to consign the waste and to hold a waste carriers licence when transporting asbestos waste. • Defining waste loads that may be contaminated with asbestos materials or products
	<p>2.19 Work at Height Regulations 2005</p> <ul style="list-style-type: none"> • The need to implement the relevant safety controls when the non-licensed works with asbestos are carried out at height.
	<p>2.20 Manual Handling Regulations 1992</p> <ul style="list-style-type: none"> • The need to handle safely materials and waste generated from the non-licensed works being undertaken.
	<p>2.21 Control of Substances Hazardous to Health 2002</p> <ul style="list-style-type: none"> • To ensure data sheets are referenced to compile suitable and sufficient risk assessments when using materials defined by COSHH.
	<p>2.22 The need to have suitable public liability and employer's liability insurance when working with non-licensed asbestos materials.</p>

	DURATION: APPROXIMATELY 10 MINUTES
MODULE 3	EM5 Wetting asbestos materials:
	<p>3.1 Explain in detail the use of surfactants and detergents as a wetting agent to suppress the asbestos fibres during the handling and working procedures, it should also cover the mixing ratios, different types of wetting techniques and their application.</p>

	DURATION: APPROXIMATELY 30 MINUTES
MODULE 4	EM6 Personal Protective Equipment (including RPE):
	<p>4.1 Discuss the types of PPE available and over in detail their use, maintenance, cleaning and disposal. This should include footwear, coveralls, respirators and gloves as a minimum. It should also explain the difference between disposable RPE and re-useable RPE and the face fit testing available and the need for such tests. This should also include putting on and taking of PPE practically.</p>

	DURATION: APPROXIMATELY 10 MINUTES
MODULE 5	EM7 Using damp rags to clean surfaces of minor asbestos contamination:
	<p>5.1 Explain the procedures and equipment required to clean surfaces after asbestos handling has been carried out, it should involve explaining the types of cleaning equipment available for smooth and rough surfaces, and how to undertake this to prevent further spread of asbestos.</p>

MODULE 6	DURATION: APPROXIMATELY 10 MINUTES
	<p>EM8 Personal decontamination:</p> <p>6.1 Discuss in detail the need for decontamination after carrying out asbestos work, it should detail the process and procedure in the correct order. This element is also subject to practical demonstration by the tutor and learner.</p>

MODULE 7	DURATION: APPROXIMATELY 10 MINUTES
	<p>EM9 Disposal of asbestos waste:</p> <p>7.1 Explain the correct bagging sequence for the disposal of asbestos waste, the transportation of asbestos waste from site to a safe place such a licensed transfer station. This should also include reference to the licence to carry waste, consignment notes, compartmentation and also the non-waste framework directive (NWFd).</p>

MODULE 8	DURATION: APPROXIMATELY 10 MINUTES
	<p>EM0 Risk assessment and plan of work:</p> <p>8.1 The need to develop and prepare a suitable assessment and site-specific plan of work covering the specifics relating to the job to undertake the works in a safe manner. The risk assessment should also cover other workplace hazards that may require additional control measures.</p>

MODULE 9	DURATION: APPROXIMATELY 10 MINUTES
	<p>EM1 Emergency procedures:</p> <p>9.1 Explain the requirement to have specific and general emergency procedures in place to include what to do in the event of: fire, toxic gas release, an accident (major or minor), an accidental disturbance of asbestos, splitting or damaging double bagged/wrapped waste.</p>

18. Required Course Content - Practical

As defined in CAR 2012, L143 paragraph 244, "Where any employees are required to use plant and equipment or carry out work activities then practical training (i.e. giving someone the opportunity to try and practice something for themselves rather than having it explained or demonstrated to them)" must be given.

While undertaking the elements below, it is understood that these elements can be merged together to simulate the process on site from arrival, PPE, set up, undertaking the work, applying the control measures, bagging waste, cleaning down and decontamination. **NB: all tasks undertaken must be carried out on non-asbestos containing materials.**

MODULE 10	DURATION: APPROXIMATELY 30 MINUTES
	Use of wetting techniques: 10.1 This method should be used to simulate how spray wetting is applied and used. Within this module the use of surfactants should also be demonstrated, and the learner should be given the opportunity to apply these techniques.
MODULE 11	DURATION: APPROXIMATELY 80 MINUTES
	Use of PPE and RPE: 11.1 The tutor should practically demonstrate how to examine and check the PPE before use, how to wear the equipment and remove after the work has been completed. The learners should also be given the opportunity to practice putting on and removing, RPE in particular, and how to store reusable equipment.
MODULE 12	DURATION: APPROXIMATELY 15 MINUTES
	Bagging waste: 12.1 The tutor should practically demonstrate how to bag and double bag asbestos waste and PPE in the correct sequence. The learner should be given the opportunity to examine, use and seal the bags practically.
MODULE 13	DURATION: APPROXIMATELY 25 MINUTES
	Decontamination: 13.1 While wearing RPE and PPE, the tutor should demonstrate the correct sequence of decontamination as detailed in EM8. The learners should be given the opportunity to undertake the practical decontamination procedure as detailed in EM8.

19. Guidance for Organising Practical Training

This guidance is designed to assist in the effective delivery of the practical components of the Non-Licensable Work with Asbestos training. Its aim is to offer a structured approach to the practical sessions, ensuring all learners gain the necessary hands-on experience. While the recommendations provided are not mandatory, they serve as a helpful guide to facilitate high-quality practical training.

Practical Training Overview

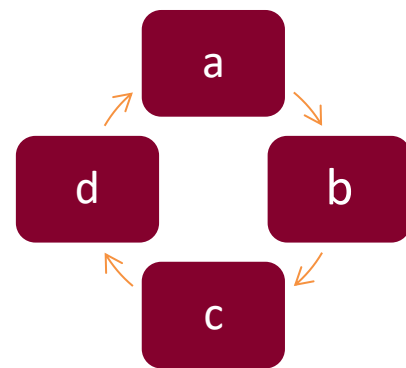
The practical training, as detailed in this course syllabus, spans approximately 2 hours 30 minutes. It comprises four essential hands-on tasks that are crucial for all learners to perform:

- Use of wetting techniques
- Use of PPE and RPE
- Bagging waste
- Decontamination

To manage the practical training efficiently, it is recommended that learners work in pairs, rotating through each of the tasks. This ensures comprehensive exposure to all critical aspects of non-licensable work with asbestos.

Example Rotation:

- Pair A sets up and applies wetting agents.
- Pair B is responsible for correctly checking and donning PPE and RPE.
- Pair C demonstrates the correct waste disposal techniques.
- Pair D proceeds with personal decontamination procedures.



After completing these tasks, pairs rotate to the next task, allowing each learner to gain hands-on experience with all four practical components.

Adjustments for Different Numbers of Learners:

Should the number of learners be less than the maximum expected, the rotation of tasks can be adjusted accordingly. This ensures that all tasks are covered thoroughly by each participant. The collaborative rotation method allows learners to assist and learn from one another, under the careful supervision of the tutor.

Task-Specific Considerations:

The practical tasks correspond to the theory segments outlined in the relevant EM sections of Asbestos Essentials. Not all tasks may be applicable to each learner's job role. For instance, certain tasks like vacuuming may not be relevant for roles such as roofers or groundworkers. Tutors will customise the practical training and certification to suit the specific needs of the learners.

This structured approach to practical training ensures that learners not only learn but also apply key techniques and practices for safe non-licensable work with asbestos.