

SYLLABUS FOR NON-LICENSABLE WORK WITH ASBESTOS INCLUDING>NNLW (FORMERLY KNOWN AS CATEGORY B)

Introduction:

This syllabus sets out the guidance issued by the UK Asbestos Training Association (UKATA) for the provision of non-licensed asbestos training as contained within the Control of Asbestos Regulations 2012 (CAR). The document provides the syllabus for the training along with guidance on the minimum content of all courses. Trainers can offer bespoke or tailored training for the remainder of any training session but the core content MUST be adhered to.

Purpose:

The *Control of Asbestos Regulations 2012, Regulation 10* requires every employer to ensure that adequate information, instruction and training is given to their employees who are or who are liable to be exposed to asbestos, or who supervise such employees.

Control of Asbestos Regulations 2012, Regulation 10, Paragraph 128 - 131 specifies the training that is required for those working with non-licensed asbestos containing materials as defined by CAR 2012 Reg 3(2). This is also further stated in the Health and Safety Guidance Document HSG 210 – Essentials Task Manual, Third Edition.

Course Objective:

To provide the delegate with the theoretical and practical skills to undertake non-licensed works with ACM's. Persons requiring this type of training would include trade operatives undertaking tasks with ACM's as defined in HSG210 and in accordance with CAR 2012 Reg 3(2).

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? (taken from HSG 210 (A1-A38))
- 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.

- B1) Initial training with NO previous asbestos awareness training undertaken;
- B2) Initial training with previous UKATA certificated asbestos awareness training (within 6 months);
- B3) Refresher training having undergone B1 or B2 above within the last 12 months.

Definition:

- B1) Initial training with no previous asbestos awareness training undertaken – The expected duration for this training will be 1 ½ days or a minimum of 9 hours tutor/learning time, this training must include the asbestos awareness element as laid down in UKATA document A0022.
- B2) Initial training with previous UKATA certificated asbestos awareness training within 6 months of the start date. 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 B1 training will be required. The expected duration for this training will be 1 day or 6 hours.

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B3) Refresher training having undergone B1, B2 or B3 above within the last 12 months – Previous training certification should be verified to ensure that this was undertaken within the last 12 months and also by a UKATA Training Provider, failure to demonstrate this will require B1 training as above. The expected duration for the refresher training will be determined by the training provider carrying out a training needs analysis and should be no less than 3 hours of tutor time.

NB: Once a full UKATA course has been successfully completed, thereafter the UKATA refresher course is based on TNA.

If the TNA proves that the delegate has retained sufficient knowledge from the initial full UKATA course then they are able to undertake the appropriate UKATA refresher year on year.

An effective TNA is the key to delivering the appropriate training and is a UKATA Training Provider's proof that a refresher course is sufficient.

Delegate Ratio:

It is recommended that for the theory elements the maximum tutor: delegate ratio is no more than 1:12. When practical demonstration is undertaken this should be reduced to 1:6. Another tutor can be used to assist in the practical alternatively this element can be staggered. For refresher training the tutor: delegate ratio should be the same as the theory element set at 1:12. Should the training needs analysis demonstrate that additional practical training is required the ratio should be reduced to 1:6.

Who should attend?

Any persons carrying out non-licensed works with asbestos containing materials, as laid down in CAR 2012, Reg 3(2). This would normally include, but is not limited to, trade operatives such as demolition workers, construction workers, general maintenance staff, electricians, plumbers, gas fitters, painters and decorators, joiners, shop fitters, plasterers, roofers, heating and ventilation engineers, telecommunication engineers, computer installers, fire and burglar alarm installers, architects, building surveyors and other such professionals or any other persons likely to disturb and carry out work on asbestos containing materials as defined in CAR 2012.

Learning Objectives:

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

- Be familiar with what works are classified as non-licensed;
- Be familiar with the control measures that will be required to undertake non-licensed work with asbestos containing materials;
- How to undertake specific task as laid down in HSG210, Essential Task Manual including, but not limited to;
 - Drilling holes through AIB and textured coating
 - Removal of small AIB panels;
 - Removal of asbestos cement based products;
 - Removal of articles containing asbestos such as floor tiles, gaskets etc.
- Understand the requirements to prevent the spread of asbestos and control exposure when working with non-licensed asbestos containing materials;
- How to deal with the waste generated from undertaking tasks with non-licensed asbestos containing materials;

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- How to adequately decontaminate after working with non-licensed asbestos containing materials.

Course Syllabus:

THEORY MODULES (1 – 12)	% of 9 hours
• Asbestos awareness training (in accordance with UKATA document A0022)	33%
• Additional Legislation	10%
• Building Mini-Enclosures (EM 3) <i>(Optional)</i>	As required
• Use of Class H Vacuum (EM 4)	3%
• Use of Wetting control measures (EM 5)	3%
• Personal protective equipment (EM 6)	8%
• Cleaning (EM 7)	2%
• Decontamination (EM 8)	2%
• Waste (EM 9)	2%
• Certificate of handover (EM 10) 1%	1%
• Risk assessment and plans of work 1%	1%
• Emergency Procedures	1%
Total:	66% or 6 hours
PRACTICAL ELEMENTS (13 – 18)	
• Use of H class Vacuum	5%
• Use of PPE and RPE	15%
• Use of wetting techniques	5%
• Bagging Waste	3%
• Building a Mini Enclosure (Optional)	As required
• Decontamination	5%
Total:	33% or 2.5 hours
ASSESSMENT (30 Questions)	30 mins

Course Content: (Theory Element)

- Asbestos Awareness Training** (in accordance with UKATA document A0022)
- Additional Legislation** - This module should cover in detail the requirements for non-licensed works and must cover in detail the following taken from CAR 2012 L143 and be specific to the non-licensed works being undertaken.
 - Regulation 3 (2): *Why the work is non-licensed; to provide the delegate with the knowledge of what work is non-licensed and what work is licensed and use of HSE guidance documents such as HSG 210 – Flow chart and Illustration of Work categories should be used.*
 - Regulation 5: *The need for employers to assess the work area, and make presumptions as to the type of asbestos contained within the material;*
 - Regulation 6: *The need to make a suitable and sufficient assessment of exposure;*
 - Regulation 7: *The need to prepare a suitable and sufficient plan of work;*
 - Regulation 9: *The requirement for notification, when and how to notify>NNLW;*
 - Regulation 10: *The need for training when carrying out work on non-licensed work;*
 - Regulation 11: *How the employer should prevent exposure to employees when carrying out work with asbestos materials;*
 - Regulation 12: *Use of control measures;*
 - Regulation 13: *Maintenance of control measures;*
 - Regulation 14: *Provision and cleaning of personal protective equipment;*
 - Regulation 15: *Emergency procedures;*

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- Regulation 16: *Preventing the spread of asbestos;*
- Regulation 17: *Cleanliness of premises and plant;*
- Regulation 18: *Designated areas – Asbestos Zones;*
- Regulation 19: *Air monitoring – the need for personal monitoring;*
- Regulation 22: *Health records and medical surveillance for NNLW;*

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. This section should also cover how to notify, when and include the form ASBNNLW1 form.

Additional legislation should also include, but is not limited to:

Hazardous Waste Regulations 2005 – 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.

Work at Height Regulations 2005 – The need to implement the relevant safety controls when the non-licensed works with asbestos are carried out at height.

Manual Handling Regulations 1992 – The need to handle safely materials and waste generated from the non-licensed works being undertaken.

Control of Substances Hazardous to Health 2002 – To ensure data sheets are referenced to compile suitable and sufficient risk assessments when using materials defined by COSHH.

It should also include the need to have suitable public liability and employer's liability insurance when working with non-licensed asbestos materials.

3. **EM 3 Building Mini-Enclosures (Optional):** The need for a mini-enclosure and when it would be required. This module should cover the materials and proprietary systems available to the delegates. This module is optional and should be left to the discretion of the training provider, if excluded the UKATA certificate should be shown to reflect the exclusion. This module will also require practical construction, set up and dismantling.
4. **EM 4 Use of Class H Vacuum:** This module should describe the Class H vacuum cleaner, how to use it to minimise asbestos fibres released during working tasks, and how to use it to clean contaminated items. Emphasis on this module must be made that domestic vacuum cleaners must not be used. The module should also cover the maintenance, servicing, cleaning, emptying, use, record keeping and transportation in accordance with BS 8520-3:2009.
5. **EM 5 Wetting asbestos materials:** – This module should cover in detail the use of surfactants and detergents as a wetting agent to suppress the asbestos fibres during the removal and working procedures, it should also cover the mixing ratios, different types of wetting techniques and their application.
6. **EM 6 Personal Protective Equipment (PPE):** This module should cover the types of PPE available and should cover 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 module will also include putting on and taking of PPE practically.
7. **EM 7 Using damp rags to clean surfaces of minor asbestos contamination:** The module should detail the procedures and equipment required to clean surfaces after asbestos works have been carried out, it should

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involve explaining the types of cleaning equipment available for smooth and rough surfaces, and how to undertake this to prevent further spread of asbestos.

8. **EM 8 Personal Decontamination:** This module should cover 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 delegate.
9. **EM 9 Disposal of Asbestos Waste:** This module should cover the correct bagging sequence for the disposal of asbestos waste, the transportation of asbestos waste from site to a safe place such as a licensed transfer station. This module should also include reference to the licence to carry waste, consignment notes, compartmentation and also the non-waste framework directive (NWFDD).
10. **EM 10 Statement of cleanliness after textured coating removal:** Explain the need for such a document once works with textured coating have been completed and explain how this is completed before handing over to the client or occupant.
11. **Risk Assessment and Plan of Work:** The need to develop and prepare a suitable assessment and site specific plan of work covering the specifics relating to the job and using the task sheets A1- A38 as reference to undertake the works in a safe manner. The risk assessment should also cover other work place hazards that may require additional control measures.
12. **Emergency Procedures:** 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.

Course Content (Practical Elements)

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)" should 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.

13. **Use of H Class Vacuum:** The tutor should practically demonstrate the correct procedure in the setting up, using, cleaning down the H class vacuum. The delegate should also be given the opportunity to use the vacuum for tasks such as shadow vacuuming (removing screws) and also drilling holes through simulated materials which do not contain asbestos using a plastic enclosure to create a local exhaust. **This module will require a fully serviced and maintained Class H Vacuum, at no time should the training provider simulate this practical with a domestic or other type of vacuum.**
14. **Use of wetting techniques:** This method should be used to simulate the removal of a panel (non-asbestos) to demonstrate how spray wetting is applied and used. Within this module the use of "wallpaper paste" and "shaving foam" should also be demonstrated following the tasks A1, A26 etc. and the delegate should be given the opportunity to apply these techniques.
15. **Use of PPE:** 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 delegates should also be given the opportunity to practice putting on and removing, RPE in particular, and how to store reusable equipment.

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16. **Bagging Waste:** The tutor should practically demonstrate how to bag and double bag asbestos waste and PPE in the correct sequence. The delegate should be given the opportunity to examine, use and seal the bags practically.
17. **Building a Mini-Enclosure:** In accordance with EM3, the delegate should practice and construct a mini-enclosure, carry out a smoke test and set the mini-enclosure up with all the ancillary items such as vacuum, bucket, sponge etc. They should also demonstrate dismantling the mini-enclosure. NB: This module is optional and if this is not covered in detail the UKATA certificate issued should exclude EM3.
18. **Decontamination:** While wearing RPE and PPE, the tutor should demonstrate the correct sequence of decontamination as detailed in EM8. The delegates should be given the opportunity to undertake the practical decontamination procedure as detailed in EM8.

Minimum Standards for Training Centre:

- a. Physical layout must be comfortable for delegates undertaking training.
- b. Presentation equipment to be of a minimum expectation 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
- d. To provide satisfactory welfare provision that meets 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 ACOPS Guidance.
 - Health and Safety at Work etc. Act
 - Management of Health and Safety Regulations
 - The Control of Asbestos Regulations
 - L143
 - L127
 - HSG 210
 - Hazardous Waste Regulations

Practical Training Area:

This may form part of the classroom or the classroom can be cleared to make room to undertake the practical training. It is advisable that training providers have their own dedicated training facility to accommodate this training, however it is recognised that in house training is undertaken, where this is the case, the same facilities will be required irrespective of in house or at the training providers own facility.

- a) The practical training area / facilities must be of a suitable size:-
 - To be able to support the use of all associated plant and equipment

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b) Risk assessment for training areas

Equipment and Required Standards:

A full range of tools and equipment will be required and should include as a minimum the following.

- Disposable working coveralls – range of sizes and colours (requirement to be Type 5)
- Primary decontamination equipment – buckets for water, sponges, brushes, rags or wipes
- Red, clear asbestos waste bags
- Electrical supply, cables etc.
- Suitable number of respirators, either reusable masks or disposable masks.
- Barrier tape and signage
- Class H Vacuum and hoses (PAT and DOP tested)
- Suitable PPE for the task
- Footwear suitable for the task
- Low pressure sprayer
- Wetting agents
- Polythene sheeting, adhesive tape, spray adhesive (after risk assessment)
- Drill and screwdrivers
- Panel of plasterboard (to practice removal of a panel)
- Panel of textured coating (to practice drilling)

***The following facilities and equipment will be required where the training provider is offering the following options, a further ½ day will be need to be added to the duration of the course to facilitate these tasks.**

Building a mini enclosure (EM3) & and textured coating removal (L143 para 175)

- a) The practical training area / facilities must be of a suitable size to allow the:-
- Construction of mini-enclosures*
 - Construction of air locks*
- b) Equipment and Required Standards
- Smoke machine*
 - Proprietary mini-enclosure or materials to construct mini-enclosures and airlocks in accordance with EM3*
 - Enable cleaning down process of mini-enclosure and air locks*
- c) Full range of tools to:
- Construct a mini-enclosure and airlocks*

Assessment:

Attainment of the learning outcome for the qualification will be assessed by a multiple-choice question paper examination consisting of at least 30 questions under exam conditions (1), (2). At the discretion of the Training Provider, the candidates shall be allowed to refer to any notes they make during the training sessions and the course notes or training manual provided by the Training Provider.

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

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Notes:

- (1) *The examination should have a completion time of approximately 40 minutes, however the Tutor shall recognise that delegates learning needs are varied and thus the time stated is for guidance only.*
- (2) *The varied needs of delegates also includes 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 by the employer.

Notes:

- (3) *The competence requirements for trainers is defined in the UKATA Rules of Membership.*
Training providers delivering Asbestos Awareness should be registered, verified and audited by UKATA.
- Any enquiries regarding this syllabus should be made to UKATA.