

# UKATA

## SYLLABUS

### ASBESTOS AWARENESS – DUTY TO MANAGE: APPOINTED PERSON

#### Introduction

This syllabus sets out the guidance issued by the UK Asbestos Training Association (UKATA) for the provision of asbestos training for those responsible for asbestos containing materials in buildings as defined within the Control of Asbestos Regulations 2012 (CAR), HSG 264 – Asbestos: The Survey Guide (HSG264) and HSG 227 – A Comprehensive Guide to Managing Asbestos (HSG227). 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.

***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 regulation 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. It also explains what is required of people who have a duty to co-operate with the main duty holder to enable them to comply with the regulation. Non-domestic premises include the common parts of domestic premises.

Persons as defined under CAR 2012, Regulation 4 will require information, instruction and training to ensure they undertake their responsibilities to ensure compliance with CAR 2012.

HSG 264 requires an appointed person to assist in the management of asbestos containing materials in buildings (paragraph 14). HSG 264, requires the person appointed to be provided with the necessary skills and training for the effective management of asbestos in buildings.

#### Course Objective

To provide the delegate with the theoretical and practical skills to undertake the management of asbestos containing materials within the buildings that they are responsible for as defines in CAR 2012.

#### Duration

The duration of the training is expected to be a minimum of three days. UKATA define one day as a minimum of 6 hours tutor time, therefore a minimum of 18 hours tutor delegate time will be expected.

NB:  
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.

AP1) Initial training with NO previous UKATA asbestos awareness training undertaken;

AP2) Initial training with previous UKATA certificated asbestos awareness training (within 6 months);

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AP3) Refresher training if deemed necessary. (see below).

#### Definition:

AP1) Initial training with no previous UKATA asbestos awareness training undertaken – The expected duration for this training will be 3 days or a minimum of 18 hours tutor/learning time, this training must include the asbestos awareness element as laid down in UKATA document A0022.

AP2) 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 AP1 training will be required. The expected duration for this training will be 15 hours or 2½ days.

AP3) 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 responsible for managing asbestos within non-domestic premise, as laid down in CAR 2012, Regulation 4, Table 6 and paragraphs 93 – 102 inclusive. This would normally include, but is not limited to duty holders, appointed persons, building owners, landlords, sub-lessors, managing agents etc. and any person responsible for maintenance or repair of non-domestic buildings.

#### Learning Objectives

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

- Be familiar with types, uses and likely occurrences of asbestos in buildings and, where appropriate, items of plant;
- Be familiar with the requirements as set out in CAR 2012 and HSG 264 with regard to responsibilities;
- Understand the requirements for asbestos surveyors and the appointment of the surveyor;
- Be familiar with the results of an asbestos survey, how to decipher the information contained within the asbestos survey report;
- Understand the risk assessment process of asbestos containing materials, including material assessments and priority assessments ;
- Be able to develop an asbestos management plan including an action plan;
- Decide on the best course of action for Asbestos Containing Materials (ACMs) left in situ or appoint a contractor to action remedial works

- Understand which work on ACMs is required to be carried out by a licensed asbestos contractor, which work is non-licensed and which activities is notifiable non-licensed work.
- Understand the requirements to carry out asbestos removal in a proper, legal and safe manner and be able to recognise signs of poor or bad working practices.

#### Course Syllabus

	TIME
<b>THEORY MODULES (1-12)</b>	
• Asbestos awareness training (in accordance with UKATA document A0022)	3 hrs
• Regulation 4 – Duty to Manage Asbestos in Non-Domestic Premises	90 minutes
• Asbestos Surveying – HSG 264	90 minutes
• Asbestos Survey Report	45 minutes
• Material Risk Assessment of ACMs	45 minutes
• Priority Risk Assessments of ACMs	45 minutes
• Analysis of Assessment	30 minutes
• Management control options (HSG 227)	45 minutes
• Developing an asbestos management plan	45 minutes
• Reviewing and communicating the management plan	45 minutes
• Work with ACMs that requires a licence and work with ACMs that is notifiable	45 minutes
• Essentials of correct asbestos removal methods	90 minutes
	<b>13 ¼ hrs</b>
<b>PRACTICAL ELEMENTS (13-16)</b>	
• Material Risk Assessment Algorithm	45 minutes
• Priority Risk Assessment Algorithm	45 minutes
• Analysis of Assessment	45 minutes
• Developing an Asbestos Management Plan	90 minutes
	<b>3 ¾ hrs</b>
<b>ASSESSMENT (45 Questions)</b>	60 min
<b>TOTAL</b>	<b>18 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 in detail 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 in sufficient detail :
  - 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;
  - Developing, reviewing and updating the management plan;
  - Communication.

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3. **Asbestos Surveying HSG 264:** This module should cover in sufficient detail the main document used by surveyors undertaking surveys on behalf of the duty holder or appointed persons, it 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. This module should also detail what the duty holder should consider when planning a survey (HSG 264, Paragraph 72) and the survey planning process (Steps 1-4), in particular the requirement to be provided with a survey plan, risk assessment and plan of work for the survey work.  
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.
4. **Survey Report:** This module should detail 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. This module should also make reference to Section 7 of HSG264 – Duty holders use of survey information, in particular, that the report meets the requirements as required and that requests, caveats, drawings, diagrams and their accuracy, access to all rooms have been met, sufficient samples have been taken and any inconsistencies or discrepancies.
5. **Material Risk Assessment:** This module should explain the process of the material assessment undertaken by the surveyor, how this is calculated, the parameters and the score obtained. This module should also explain that the material assessment will be undertaken on a regular basis to ensure no further damage or deterioration of the material has occurred. This section should be delivered using a practical example of how this is undertaken giving the delegates the opportunity to practice calculating a material assessment based on a given scenario.
6. **Priority Risk Assessment:** This module should explain the process of the priority assessment undertaken by the duty holder (or if this has been carried out by the surveyor, how to check this is accurate), how this is calculated, the parameters and the score obtained. This module should also explain that the priority assessment will be undertaken when the room and location use changes. This section should be delivered using a practical example of how this is undertaken giving the delegates the opportunity to practice calculating a priority assessment based on a given scenario.
7. **Analysis of Assessment:** This module will involve assessing the final score following on from undertaking the material and priority assessments, what the total score means, how this can be interpreted, what would be the best course of action and the use of this information to develop the action plan. This module should be delivered as part of a practical example taken from module 5 & 6 of this syllabus.
8. **Management control options (HSG 227):** This module should make reference to HSG 227 – A Comprehensive Guide to Managing Asbestos, in particular Appendix 5. It must cover in specific detail how the information is communicated with reference to employees, contractors and others, what provisions need to be put in place to monitor the condition of the ACM's, how often this should be undertaken, by whom, and how this should be recorded and what a safe system of work is, how this can be used to prevent exposure and further damage to ACMs.

This module should also discuss further control options for the duty holder to consider based on the risk and location of ACM's, and should include labelling, encapsulation (bridging & penetrating) repairs, isolation and removal.

It should also cover in brief the appointment of any analytical laboratory and licensed contractor with particular reference to the documentation, competency, training etc. The module should also include reference to the preparation of an "information pack" for prospective contractors.

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9. **Developing a Management Plan:** This module should detail in sufficient detail the contents of an asbestos management plan and how the risks identified will be managed. It should include, but not be limited to, responsibilities, accessibility of the asbestos survey report and other records, control of building and maintenance work, schedule for monitoring, communication, implementation and review.
- This module should include the delegate undertaking a practical example of developing a management plan utilising what they have learned throughout the training, giving them the opportunity to understand what is required within the management plan and how best they can implement this within their own business.
10. **Reviewing and Communicating the management plan:** This module should cover the requirements laid down in CAR 2012, Regulation 4, with particular reference to paragraph 143 – 147. It should include reference to timescales and how these could change and the rationale behind reviewing the management plan and condition of the materials identified. It should detail how the management plan should be accessible and in particular who will require access to this.
11. **Work with ACMs that requires a licence and work with ACMs that is notifiable:** This module should cover the requirements laid down in CAR 2012, Regulation 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 should also include non-licensable works (including NNLW)
12. **Essentials of correct asbestos removal methods:** This module should provide an outline of what is required to carry out asbestos removal in a proper, legal and safe manner. It should also provide examples to enable the delegate to recognise signs of poor or bad working practices. The correct selection of the contractor should also be highlighted emphasising correct documentation, training and insurance for undertaking work with asbestos.

#### Course Content (Practical Elements)

It has been identified for duty holders to be in a position to implement the knowledge gained from undertaking this training there will be a certain element of practical training, in form of written scenarios. UKATA has considered that for the minimum requirements for the learning objectives to be understood the following elements should be undertaken as part of the training course.

13. **Material Risk Assessment:** This element should allow the delegate to undertake a material assessment based on using a given scenario. This can be undertaken in a number of ways:
- provide a handout giving a scenario which sufficient information and colour pictures to enable the delegates to carry out a material assessment;
  - provide a presentation of information and colour images to enable the delegate to carry out a material assessment;
  - practically and visually undertake the assessment of materials based on information about the training centre or on-site practical area highlighting hypothetical ACM's (this method will require a suitable risk assessment to be undertaken by the training provider)

This practical element will assist the delegate in understanding the material assessment and how the surveyor obtained their results. This will also be of use for any reassessment that the duty holder may wish to undertake as part of their review of the condition of the ACMs.

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14. **Priority Risk Assessment:** This element should allow the delegate to undertake a priority assessment based on using a given scenario. This can be undertaken in a number of ways:
- provide a handout giving a scenario which sufficient information and colour pictures to enable the delegates to carry out a practical assessment;
  - provide a presentation of information and colour images to enable the delegate to carry out a practical assessment;
  - practically and visually undertake the assessment of location of ACM's based on information about the training centre or on site practical area highlighting hypothetical uses of the area (this method will require a suitable risk assessment to be undertaken by the training provider)

This practical element will assist the delegate in undertaking the priority assessment.

15. **Analysis of Assessment:** This element should allow the delegate to determine the results of a material and priority assessment and provided and discuss options available and rationale in decision making. This element should be used in conjunction with the practical elements for material assessments and priority assessments.

This practical element will assist the duty holder or appointed person with the best course of action following from the receipt of any survey report or their own assessment of the buildings under their control, with a view to making an informed decision.

- 16 **Developing a Management Plan:** This practical element encourages the development of an asbestos management plan to conform to the requirements laid down in CAR 2012, Paragraph 129 – 134. This can be supported by a given scenario or utilising the training centre/room. It is advisable that a proforma be developed by the training provider for completion to assist delegates obtaining the information that they would require to prepare their own asbestos management plan. The main elements that will need to be included within the development of the asbestos management plan should include, but not be limited to:
- identifying the person(s) responsible for managing the asbestos risk;
  - how to access a copy of the asbestos record or register;
  - how maintenance work will be controlled;
  - how checks on the condition of the ACMs will be reviewed;
  - the schedule for monitoring the ACMs;
  - how to communicate the asbestos management plan;
  - control actions, repair, removal, encapsulation, training and labelling.

#### Minimum Standards for Training Centre

Delegates minimum standards

- Physical layout must be comfortable for delegates undertaking training.
- Presentation equipment to be of a minimum requirement of the following:
  - Overhead projector screen/integrated systems
  - Flip chart
  - Video delivery media unit
- Training facility must comply with all relevant Health and Safety Regulations.

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- Building Risk Assessment
  - Induction material for delegates to include fire evacuation procedures and emergency planning.
  - First aid facilities
- 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

#### Course Handouts

The training provider must provide detailed course handouts for reference by the delegates throughout the training delivery. These must include as a minimum, a copy of HSG264 – Asbestos: The Surveyors Guide and HSG 227 – A Comprehensive Guide to Managing Asbestos. This will enable the delegate to take away sufficient information to implement their responsibilities as laid down in CAR 2012.

The above documents are free to download from the HSE's website and are offered under the terms of the Open Government Licence. Any use of the above documentation must adhere to the terms of use and requirements laid down by the Open Government Licence. Details of the licence requirements can be found by visiting <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/2/>

#### Assessment:

Attainment of the learning outcome for the qualification shall be assessed by a multiple choice question paper examination consisting of at least 45 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.

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 36 out of 45 (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 60 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 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.*

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#### 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 requirements 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.