UKATA Syllabus

AA03

Asbestos Awareness for Waste and Civic Amenity Site Personnel

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- ✓ 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

UKATA is a leading non-profit association dedicated to improving the quality and standards of asbestos, silica and dust control training.

Recognition and Grants

This UKATA syllabus has been mapped against the CITB standard and is available for grant payments to levy registered employers.

Training Type	Grant Tier	Grant Rate	Grant Code
Initial	1	£60	GET0096
Refresher	1	£30	GET2922

UKATA is a Member of The CPD Certification Service providing recognised independent CPD accreditation compatible with global CPD principles.

This UKATA syllabus has been reviewed and independently certified as being suitable for CPD purposes by The CPD Certification Service.

UKATA holds ISO 9001 certification and continues to maintain the quality standard through annual auditing. ISO 9001 is a global standard for quality management systems (QMS), requiring organisations to demonstrate that their internal procedures meet rigorous guidelines, ensuring consistent delivery of quality products and services to customers and stakeholders.

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	8 - 10

1. Course Title

Asbestos Awareness for Waste & Civic Amenity Site Personnel.

2. Introduction

This syllabus sets out the guidance issued by UKATA for the provision of asbestos awareness training for site persons whose work could foreseeably expose them to asbestos, as defined within the Control of Asbestos Regulations 2012 (CAR 2012).

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.

Asbestos awareness training is not training to work with any forms of asbestos. It is likely to form the first part of training for work with asbestos, but on its own it is does not meet the legal requirements laid down under CAR 2012.

3. Purpose/Scope

The purpose of this training is to assist learners to meet their legal obligations when undertaking work on waste management and civic amenity sites where asbestos wastes are knowingly or inadvertently received and provide them with an awareness of the types, condition and visual images of asbestos products which may arrive at the site where they work.

4. Occupational Relevance

Any persons who may encounter asbestos containing materials during their day-to-day work activities whilst working or controlling work on licensed waste management or civic amenity sites. This would normally include, but is not limited to:

The engineers who are responsible for the design and operation of the waste management site, utilities installation and maintenance engineers, waste management and civic amenity site operatives, machine drivers and maintenance engineers and operatives, fencing installation contractors, those employed to undertake engineering or environmental measurements on site, including the taking of leachate samples for analysis or any other persons likely to come into contact with or in advertently disturb asbestos containing materials as defined in CAR 2012 during their work on such sites.

5. Duration

Minimum of 3.5 learning hours.
(This includes the time allocated for the final exam)

6. Learner Pre-requisite

There are no learner pre-requisites as part of this syllabus.

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 health and safety sector or at least three years' experience (within the past five years) in the asbestos industry which may include, surveying, analytical, removal, consultancy, training, management etc.
- Be able to demonstrate experience of delivering Asbestos Awareness 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 Asbestos Awareness 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:	1:15
Virtual Classroom:	1:12
E-Learning:	Self-paced (tutor support available as needed)

10. Assessment

Attainment of the learning outcomes will be assessed by a multiple-choice exam consisting of at least 15 questions 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 12 out of 15 (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 20 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.

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

The duration of refresher training is determined by a training needs analysis (TNA) conducted by the training provider and should be a minimum of 1.5 learning hours.

Learners must provide evidence of their previous UKATA Asbestos Awareness (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 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

01/02/2025

14. Review Cycle

Either on request or within 3 years from approval date.

15. Additional Resources

View	Managing and working with asbestos - Control of Asbestos Regulations 2012(CAR 2012) - Approved Code of Practice and guidance.
View	The Hazardous Waste (England and Wales) (Amendment) Regulations 2009.
View	Special Waste Regulations 1996 (as amended 2004) in Scotland.
View	Waste Industry Safety and Health (WISH) Forum: WISH Waste 26 ‘Managing health and safety in civic amenity sites’.
View	HSE Waste Management pages.
View	Identify the properties of asbestos and its effect on health, including the increased risk of developing lung cancer for asbestos workers who smoke.
View	List of types, uses and likely occurrence of asbestos and asbestos materials in buildings and plant.
View	Identify the difference between licensable work and non-licensable (notifiable or non-notifiable) work.

16. Learning Outcomes

- ✓ Identify and describe the different types and properties of asbestos minerals.
- ✓ Analyse the health risks associated with asbestos exposure, including the impact of smoking.
- ✓ Review general epidemiology and statistics related to asbestos.
- ✓ Recognise various types of asbestos and their common uses.
- ✓ Identify where asbestos and asbestos containing materials (ACMs) can be typically found within buildings and machinery, and typical items (whole and broken) that could be disposed of.
- ✓ Understand the primary purposes behind the use of asbestos in coatings, insulation, asbestos insulating board, asbestos cement, and other asbestos containing materials.
- ✓ Describe the risks of fibre release from various asbestos containing materials.
- ✓ Demonstrate how to find information about asbestos presence prior to starting work.
- ✓ Understand the information that should be provided to the public regarding asbestos wastes.
- ✓ Explain the emergency procedures for situations where asbestos or ACMs are unexpectedly disturbed or discovered during work.
- ✓ Comprehend the role of asbestos legislation within the broader context of health and safety laws.
- ✓ Summarise key asbestos legislation, focusing on Regulations 5 and 6 of the Control of Asbestos Regulations (CAR 2012).
- ✓ Understand Regulation 4's framework for managing ACMs.
- ✓ Have an awareness of Hazardous Waste Regulations 2005 (as amended 2009), Special Waste Regulations 1996 (as amended 2004) in Scotland, and Waste Industry Safety and Health (WISH) Forum: WISH Waste 26 - 'Managing health and safety in civic amenity sites'.
- ✓ Understand the requirements of the Hazardous Waste Regulations 2005 (as amended 2009) or the Special Waste Regulations 1996 (as amended 2004) in Scotland for preparing and presenting consignment notes.
- ✓ Understand how consignment note errors can lead to a load being refused.
- ✓ Understand when a tradesperson may need reporting to the HSE for uncontrolled work with asbestos.

17. Required Course Content

MODULE 1	DURATION: APPROXIMATELY 60 MINUTES
	Outline the properties, risks, and its effects on health of asbestos exposure:
	1.1 Describe the properties of asbestos: • The natural origin and physical properties of asbestos which made it invaluable to construction, transport, and industry. • Crocidolite, Grunerite (aka Amosite) and Chrysotile; the common names and characteristics of these minerals. • The geographical sources of asbestos and brief history of the use of asbestos containing materials and associated bans on types of asbestos and product usage.
	1.2 Outline the risks to and effects on health caused by exposure to asbestos. • The basic structure of the respiratory system in order to understand asbestos related diseases: how asbestos fibres can become respirable; pleural plaques and scars; asbestosis; lung cancer; mesothelioma; risk of developing disease; latency periods; amount of exposure required to cause specific diseases. • Increased risk of lung cancer from smoking and its synergistic effects with asbestos exposure.
	1.3 General epidemiology and statistics. • Provide general statistics on the epidemiology and current HSE statistics on asbestos related mortality.

MODULE 2	DURATION: APPROXIMATELY 80 MINUTES
	Have a general knowledge of the types, uses associated risks and likely occurrence of asbestos and ACMs in buildings and plant:
	2.1 Outline the types of asbestos containing material: • Provide a descriptive and pictorial overview of ACMS in situ in buildings and as broken or whole, damaged, fragments, and debris of loose fill, sprayed asbestos, asbestos insulation, asbestos insulating board, asbestos cement and other asbestos containing materials with sufficient information and sequenced in such a way that learners may develop an understanding of the risk levels associated with asbestos containing materials.
	2.2 Explain where asbestos and ACMs can be typically found within buildings: • Illustrate the typical areas of a building where ACMs can be found and their uses within such areas.
	2.3 Describe the main reasons for the use of asbestos coating, insulation, asbestos insulating board, asbestos cement and other asbestos containing materials.
	2.4 Include a minimum of 20 photographs of various asbestos products in situ within buildings and machinery including vehicles which may be disposed of correctly in accordance with the requirements of the Hazardous Waste Regulations 2005 (as amended 2009) or the Special Waste Regulations 1996 (as amended 2004) in Scotland, or the dispensations allowed for domestic arisings of asbestos wastes or as included in wastes illegally or inadvertently disposed of at waste management or civic amenity waste disposal sites. This also includes whole and broken sheets of asbestos cement, whole and broken plasterboards with asbestos containing textured coatings adhered, whole and broken fragments and debris of insulation, 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, ironing boards and electric storage heaters. Asbestos waste also includes contaminated building materials, tools that cannot be decontaminated, personal protective equipment and damp rags used for cleaning. • Include the concept of how such wastes can generally contaminate waste loads.
	2.5 All photographs must be arranged in a clear sequence based on the ease of fibre release and include the typical percentage of asbestos composition: **Loose insulation** - Loose fill insulation **Sprayed coatings** - Sprayed coating (aka Limpet, Flock) on concrete & steel **Cement products** - AC roofing, wall cladding, flue & sills - Undercloaking - Fire surrounds

	Thermal insulation - Thermal insulation of pipes, boilers & calorifiers etc. **Asbestos boards** - AIB sheet, tile, acoustic tile, fire door & packers - Millboard **Paper, felt and cardboard** - Acoustic lining - Corrugated cardboard **Textiles** - Rope insulation & seals - Cloth - Gaskets **Friction products** - Brake pads, clutch plates - Drive & conveyor belts - Bath panels - Pre-formed moulded products **Textured coatings** - Textured decorative coatings **Bitumen products** - Roofing felts - Bitumen adhesive - Gutter linings & flashings **Flooring** - Thermoplastic floor tiles - PVC vinyl floor tiles **Reinforced plastic and resin composites.** - Toilet cisterns / seats - Bakelite

MODULE 3	**DURATION: APPROXIMATELY 30 MINUTES**
	How to avoid the risks from asbestos:
	3.1 Explain how friability impacts on the risk of fibre release from asbestos coating, insulation, asbestos insulating board, asbestos cement and other asbestos containing materials.
	3.2 Provide an overview of what an asbestos register is; the types of survey that it may have been created from and the information it contains to assist in understanding the location of ACMs.
	3.3 Confirm what information should be provided to members of the public when they enquire about disposing of asbestos wastes at civic amenity sites to include photographs for the correct packaging of the wastes and protection of themselves, members of the public and their vehicles whilst carrying such wastes.
	3.4 Confirm what information should be provided to members of the public who arrive at waste management sites with loose asbestos wastes or asbestos wastes in incorrect or unsuitable packaging possibly leading to the contamination of the vehicle. NB - it is strongly advised that trained Non-Licensed Work operatives should be available at all such sites to remove such wastes from vehicles and to correctly package them for disposal. Those delivering such wastes should be advised to contact a licensed asbestos removal contractor to decontaminate their vehicle.
	3.5 Provide an overview of how waste management sites and civic management sites should be designed to segregate known asbestos waste operations from general waste handling operations on the site. Utilise “Managing health and safety in civic amenity sites” WISH - Waste 26 for training requirements for civic amenity sites.
	3.6 Describe the emergency procedures to be taken in the event of asbestos wastes spillages or suspected asbestos wastes are identified mixed with other wastes either at civic amenity sites or landfill disposal sites (provide photographic examples) to include: • Short-term remediation in making the area safe, including the clearing and isolation of the contaminated area. • Emergency procedures if suspected contamination is identified. • The procedures for obtaining expert advice and help to evaluate the risk and decontaminate the area if civic amenity staff are not trained to do so.

MODULE 4	**DURATION: APPROXIMATELY 10 MINUTES**
	Outline of legislation relating to asbestos:
	4.1 Outline of the origins of asbestos legislation and how it fits into the wider context of health and safety legislation including Sections 2, 3 and 7 of the Health and Safety at Work etc. Act 1974.
	4.2 Outline the regulations governing work with asbestos with reference to Regulation 5 and 6 of the Control of Asbestos Regulations 2012.
	4.3 Outline legislative framework for managing ACMs.
	4.4 Provide a brief overview of the key elements of Regulation 4 of the Control of Asbestos Regulations 2012. Explain that work with asbestos may be Licensed work (LW), Notifiable Non-Licensed work (NNLW) or Non-Licensed work (NLW) and that Asbestos Awareness training does not prepare anyone for any type of work with asbestos.
	4.5 Provide a brief overview of Hazardous Waste Regulations 2005 (as amended 2009) and Special Waste Regulations 1996 (as amended 2004) in Scotland. Also, the Waste Industry Safety and Health (WISH) Forum: WISH Waste 26 - ‘Managing health and safety in civic amenity sites’.

MODULE 5	DURATION: APPROXIMATELY 10 MINUTES
	Hazardous Waste Consignment Notes:
	5.1 Overview of the requirements of the Hazardous Waste Regulations 2005 (amended 2009) or the Special Waste Regulations 1996 (as amended 2004) in Scotland, to prepare and present Consignment Notes for the movement and disposal of asbestos wastes at waste management sites specifically licensed to receive asbestos wastes covering the requirements on Producers (Consignors), Licensed Carriers and Waste Management site operators (Consignors). • Provide an example of a Hazardous Waste Consignment Note.
	5.2 Provide information relating to the reasons why loads can be rejected and quarantined at waste management sites to include: • If the load does not match the description provided on the consignment note; • If the consignment note has been filled in incorrectly or the details are incomplete; • If a load appears to include asbestos materials and does not have a consignment note completed under the provisions of the regulations. NB: Where information comes to light that uncontrolled work has been undertaken with ACMs by a building contractor, advise the domestic person delivering the waste that such information will be provided to the Health and Safety Executive for their follow up which may involve taking a statement from the person delivering the waste. Include advice that photographs should be taken of incorrectly packaged waste, which may be required for evidence.