

atac  **RSPH Level 3 Award
in Asbestos Management
for DutyHolders**

Qualification Information

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The Asbestos Testing and Consultancy Association (ATaC) has made every effort to ensure that the information contained within this publication is accurate. Its content should be used as guidance material and not as a replacement of current regulations or existing standards.

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RSPH LEVEL 3 CERTIFICATE FOR ASBESTOS MANAGEMENT (DUTYHOLDER)

January 2014

24 Guided Learning Hours

3 Prior Learning Hours

Description

The Control of Asbestos Regulations impose duties on every person who has, by virtue of a contract or tenancy, an obligation in relation to the maintenance or repair of non-domestic premises to manage the risk from asbestos. Dutyholders will need to be able to identify, assess and manage any asbestos containing materials on their premises.

Possession of this qualification by staff will help organisations and companies understand more about asbestos management and how to comply with Regulation 4, The Duty to Manage.

The qualification consists of four units:

Unit One	Asbestos Types, Uses, Health Effects and Legislation
Unit Two	Dutyholder Responsibilities and Asbestos Surveys
Unit Three	Asbestos Management Plans
Unit Four	Requirements for Remedial Works with Asbestos Containing Materials (Asbestos Contractor Requirements & Asbestos Analytical Requirements)

1. UNIT ONE: ASBESTOS TYPES, USES, HEALTH EFFECTS & LEGISLATION

1.1 Summary of Learning Outcomes:

To achieve this unit a candidate must.

Know the health risks:

- State the properties and characteristics of different types of asbestos
- Review the types and uses of asbestos containing products
- Review the risks to health from asbestos exposures

Review legislation relating to asbestos:

- Summarise appropriate legislation relating to the control and use of asbestos.

1.2 Content:

Know the health risks, uses and properties of asbestos:

- **Properties and characteristics of the different types of asbestos:** Crocidolite (blue asbestos), chrysotile (white asbestos) amosite (brown asbestos), actinolite, anthophyllite and tremolite, to include fibre size and shape, biopersistence, friability and solubility.
- **Types and uses of asbestos containing products:** Asbestos contents, extent of use, reasons behind use, different fibre properties and resistances, materials asbestos was used with: sprayed coatings; lagging; insulating boards; ropes and yarns; cloth; millboard, paper and paper products; asbestos bitumen products; asbestos cement products; flooring; textured coatings and paints; mastics, sealants, putties and adhesives; reinforced plastics; plugging compounds; domestic appliances, plant and machinery, asbestos contamination in other products.
- **Risk to health:** Asbestos related diseases: mesothelioma; asbestosis; lung cancer; risk of developing disease, including risks from low level exposures; induction or latency periods; levels of exposure to asbestos fibres; purpose of, and reasons for, asbestos control limits, clearance indicator levels and peak exposure levels.

Review legislation relating to asbestos:

- **Legislation:** main points of the following Acts and Regulations that are relevant to asbestos or any superseding legislation; Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, Control of Substances Hazardous to Health Regulations and amendments, Control of Asbestos Regulations 2012, Construction (Design and Management) Regulations 2015, Hazardous Waste (England & Wales) Regulations 2005, duties of employers in control of workplaces; legal status of Approved Codes of Practice, HSE regulations and guidance notes.

2. UNIT TWO: DUTYHOLDER RESPONSIBILITIES AND ASBESTOS SURVEYS

2.1 Summary of Learning Outcomes:

To achieve this unit a candidate must:

Understand the duty holder's / appointed person's responsibility for asbestos surveys:

- State requirements for complying with Regulation 4 Duty to Manage Asbestos.
- State criteria for selecting an organisation to carry out asbestos surveys.
- Explain responsibilities and processes for preparing to survey.

Know the requirements for asbestos survey reports and the action to be taken for ACMs using asbestos survey data:

- Outline the different types of asbestos survey.
- Outline the requirements of an asbestos survey report.
- Determine action to be taken following receipt of an asbestos survey report.

2.2 Content:

Understand the duty holder's / appointed person's responsibility for asbestos surveys:

- **Compliance with Regulation 4 Duty to manage asbestos:** Definition of the duty-holder in various situations; duties and responsibilities placed on duty-holder: responsibilities with regard to asbestos management processes; asbestos management plans; asbestos registers; information dissemination processes; hard copy reports; databases, policies and procedures; asbestos management plans and re-inspections; role of the duty-holder in tenanted domestic premises.
- **Selection of Surveying Organisation:** Criteria to include accreditation with UKAS, survey type required, membership of supplier registration schemes such as CHAS, Constructionline, Achilles, Exor; AIMS; insurance; qualifications; competence and previous experience; qualifications and experience required for carrying out re-inspections, when re-inspections are required.
- **Responsibilities and processes:** Recommendations in HSG 264 for exchange of information between duty-holder and surveyor prior to site survey; determining survey type required, site specific safety information and survey requirements, building plans, desktop studies, previous surveys.

Know the requirements for asbestos survey reports and the action to be taken for ACMs using asbestos survey data:

- **Surveys relating to asbestos:** Sampling, management or refurbishment / demolition surveys; benefits and limitations of each survey type; appropriateness of each survey type for different scenarios e.g. targeted refurbishment surveys, demolition surveys and also assisting the demolition process.
- **Requirements of a report:** Report should include descriptions of the areas included in the inspection, description of any areas not included in the inspection, the identification of the asbestos location, extent of asbestos (such as area, length, thickness, volume), type of asbestos product, type of asbestos, accessibility (if appropriate), damage or deterioration (if appropriate), surface treatment of asbestos containing material (if appropriate), assessment of potential for asbestos fibre release; importance of report including adequate plans or drawings to show location and extent of ACMs.
- **Action to be taken:** Options for dealing with asbestos containing material, such as leave alone and monitor, repair, seal, enclose, remove; implications of different options

3. UNIT THREE: ASBESTOS MANAGEMENT PLANS

3.1 Summary of Learning Outcomes:

To achieve this unit a candidate must:

Be able to use and implement Asbestos Management Plans:

- Use asbestos survey data to create an asbestos management plan.
- Maintain and make available asbestos management plans and registers

Understand requirements for information, training and audits:

- Outline procedures for providing information and training
- State the purpose of audit and review of asbestos management plans

3.2 Content:

Be able to use and implement Asbestos Management Plans:

- **Use of survey data:** Use in carrying out priority risk assessments (to supplement material risk assessments and complete overall risk assessment), monitoring re-inspections, preparing management plans, repairing / removing ACMs; principles of management e.g., internal staff, external contractors, training requirements, incorporation of information into asbestos management plan, use of information and incorporation into planned building works and possible need for additional Refurbishment/Demolition surveys, permit to work systems; information from surveys which needs to be included in Health and Safety File for the premises (waste consignment notes, certificates for re-occupation, etc.).
- **Maintain and make available asbestos management plans and registers:** Incorporation of asbestos management plan into the overall premises safety management system; maintenance of asbestos registers as electronic or hard copies; ensuring availability of asbestos registers for Emergency Services, contractors and other parties that may need to know the location of asbestos in a building.

Understand requirements for information, training and audits:

- **Procedures for providing information and training:** Need to ensure that the Asbestos Management Plan is widely understood by management and staff, provision of and content of asbestos awareness training for internal maintenance staff; need for appropriate training in the event that minor (non-licensed) asbestos work is required; control of risk assessments, plans of work, equipment provision and maintenance; notification of notifiable non-licensed work (NNLW) where required.
- **Purpose of audit and review of asbestos management plans:** Purpose of audit and review; procedures; re-inspection of asbestos containing material; who should carry out audits, reviews and re-inspections, when these should be carried out; qualifications and experience required; legislative requirements.

4. UNIT FOUR: REQUIREMENTS FOR REMEDIAL WORKS WITH ASBESTOS CONTAINING MATERIALS

4.1 Summary of Learning Outcomes:

To achieve this unit a candidate must:

Understand procedures for enabling remedial work to be carried out:

- State criteria for selecting analysts and contractors to carry out work with asbestos.
- Describe asbestos industry work requirements.

Understand procedures for carrying out remedial work:

- Describe the role and work of the asbestos removal contractor.
- Describe the role and work of the asbestos analyst.
- Explain procedures for record keeping and auditing of sites.

4.2 Content:

Understand procedures for enabling remedial work to be carried out:

- **Criteria for selection of the contractor and analyst:** Criteria for the contractor to include HSE licensing, waste carriers registration, insurance, trade body membership and audits; criteria for the analyst to include HSE licensing, UKAS accreditation, membership of trade body, RICE, insurance, qualifications and competence.
- **Industry work requirements:** Industry best practice; legislative requirements; guidance documents for licensed and non-licensed works; use of enclosures; suitable control of works; working strategies for different situations and types of work; notification of works to local enforcing authority, ASB5 and>NNLW Notifications, job specifications.

Understand procedures for carrying out remedial work:

- **Role and work of the asbestos removal contractor:** Role in safe removal and disposal of asbestos and asbestos waste; role of licensed and non-licensed contractors; duty to comply with current Control of Asbestos Regulations; production and use of method statements, risk assessments and hierarchy of control measures in reducing exposure to and spread of asbestos; design, location and construction of enclosures and air/baglocks and associated equipment such as negative pressure units, vacuums, dust suppression, injection machines, decontamination units and waste skips; production of waste consignment notes.
- **Role and work of the asbestos analyst:** Independent air monitoring; project management; role in four stage clearance tests and issuing certificates of reoccupation; production and use of method statements, risk assessments, air monitoring strategies, clearance standards, certificates of reoccupation; reporting processes.
- **Records and Audits:** Record keeping, record updating, internal laboratory auditing, external laboratory auditing, UKAS.

5. ASSESSMENT

Attainment of the Learning Outcomes for Units 1 and 2 will be assessed by an examination consisting of 30 short-answer questions to be answered in one hour and 30 minutes. The examination paper will be divided into two sections, one section per unit. A candidate who is able to satisfy the learning outcomes must achieve a score of at least 60% for EACH unit in the examination.

Attainment of the Learning Outcomes for Units 3 and 4 will be assessed by a practical assignment which will include tasks for each of the assessment criteria for these units. In order to be awarded the certificate candidates must achieve the learning outcomes for all units.

6. GUIDANCE

<u>Recommended Reading & Additional Reading</u>	Qualification				
	Analyst	Surveyor	Project Manager	Dutyholder	Bulk Analysis
Asbestos: The Analysts Guide for Sampling, Analysis and Clearance Procedures (HSG248) HSE 2005	✓	✓	✓	✓	✓
Asbestos: The Licenced Contractors Guide HSE 2006 HSG 247	✓		✓	✓	
Asbestos and Man-Made Mineral Fibres In Buildings, Practical Guidance Thomas Telford 1999		✓			
Asbestos Essentials: Task Manual Guidance sheets for the building, maintenance and allied trades (HSG210) HSE 2012	✓		✓	✓	
Introduction to Asbestos Essentials comprehensive guidance on working with asbestos in the building, maintenance and allied trades (HSG 213) HSE 2001	✓		✓	✓	
Asbestos: The Survey Guide HSE 2012 HSG264		✓			
Working with Asbestos cements HSE 1999 HSG189/2	✓		✓	✓	
Work with Materials containing Asbestos, Approved Code of Practice (L143) HSE 2006	✓	✓	✓	✓	✓
The selection use and maintenance of respiratory protective equipment HSE 1998 HSG53	✓	✓	✓		
MDHS 59 Manmade mineral fibre by phase contrast light microscopy HSE 1988	✓				
Lab 30 – Application of ISO/IEC 17025 for Asbestos Sampling and Testing Edition 2 2008			✓		
RG8 – Accreditation of Bodies Surveying for Asbestos in Premises Edition 2 2008	✓				
Asbestos for Surveyors (W. Sanderson) Estate Gazettes 2 nd Edition 2007		✓			
A comprehensive Guide to Managing Asbestos in remises (HSG 227) HSE 2002		✓		✓	
Asbestos: RICS Guidance Note: Implications for members and their clients. RICS Books 2003				✓	
The Management of Asbestos in Non-Domestic Premises (L127) HSE 2006		✓		✓	
Managing Health and Safety in Construction; Construction (Design and Management) Regulations 2007; ACOP & Guidance, (L144) HSE 2007			✓	✓	
How are you managing? Dealing with the Risk of Asbestos Buildings (DVD)		✓		✓	
Managing Asbestos in Buildings: A Brief Guide. INDG223 HSE 2012		✓		✓	
Hazardous waste regulations	✓		✓	✓	

Please note that many of the HSE publications are available as free downloads from the HSE web-site at <http://www.hse.gov.uk/pubns/books/index-catalogue.htm>

The following web-sites also have useful information:

Asbestos Testing and Consultancy Association www.atac.org.uk
 Asbestos Removal Contractors Association www.arca.org.uk
 Health and Safety Executive www.hse.gov.uk
 Royal Institution of Chartered Surveyors www.rics.org.uk

7. OTHER INFORMATION

7.1 Special Needs:

Centres that have candidates with special needs should consult The Society's Regulations and Guidance for Candidates with Special Assessment Needs, this is available from The Society and The Society's web site (www.rsph.org.uk).

7.2 Recommended Qualifications And Experience Of Tutors:

The Society would expect that tutors have teaching experience and a qualification in a relevant subject area, but recognises that experienced teachers can often compensate for a lack of initial subject knowledge, or experienced practitioners for a lack of teaching experience.

The Society recommends that centres utilise a team of tutors in the delivery of this qualification, and that at least one tutor has suitable practical experience in the conduct of asbestos surveys and/or building surveys within the previous five years.

Centres should be registered with The Society.

Any enquiries about this qualification should be made to:

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