

New Supervisor Syllabus

The Asbestos Removal Contractors Association (ARCA) 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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Asbestos Removal Contractors Association (ARCA)

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Overview

Duration: 3 Days (18 Guided Learning Hours)

Level: Supervision

Format: Classroom and Practical Training

Max Class Size: 12 delegates

This intensive 3-day course provides experienced asbestos removal operatives with the knowledge and skills required to supervise licensed asbestos removal work safely and effectively. Combining classroom theory with practical demonstrations, this programme ensures delegates are equipped to direct, monitor and supervise all aspects of work on site whilst maintaining the highest standards of safety and regulatory compliance.

Who Should Attend: Experienced asbestos removal operatives who are taking up a supervisory role. Candidates should have previously completed training in accordance with HSG247 Chapter 4 requirements for licensed asbestos operatives and have practical experience in asbestos removal operations.

Upon Achievement

By completing this course, you will be able to:

- Direct, monitor and supervise all aspects of licensed asbestos removal work on site
- Implement and manage plans of work and risk assessments
- Ensure compliance with Control of Asbestos Regulations 2012 and HSE guidance
- Notify management and manage changes in circumstances
- Implement preliminary and full-decontamination procedures.
- Monitor and audit work activities to maintain safety standards to controlled asbestos removal techniques using industry-standard methods.
- Assess competence and provide additional training and instruction to operatives of asbestos waste in compliance with regulations.
- Manage air monitoring, results interpretation and record-keeping requirements to emergency situations and equipment failures.

Day 1: Supervisory Fundamentals and Site Management and Site Setup

Theory *Modules 1, 2, 3, 4, 16*

- **Course introduction**
- **Module 1 – Types, uses and risks of different Asbestos Containing Materials (ACMs)**
 - Types of asbestos fibres – characteristics, uses, identification methods;
 - Nature and levels of risk for different groups of ACMs;
 - History of import, manufacture and installation of different ACMs;
 - Types of products that may contain asbestos;
 - Likely locations;
 - ACMs' friability/conditions when they will release fibres;
 - Recognition and need for control;
 - emergency and remedial work.
- **Module 2 – Health hazards of asbestos**
 - How fibres cause disease;
 - Types of asbestos-related diseases and how related to exposure;
 - Medical examinations under Control of Asbestos Regulations (CAR) 2012 2nd ed.;
 - Need for dust / fibre suppression to control exposure;
 - Health effects of smoking and risks of taking home asbestos-contaminated equipment / clothing.
- **Module 3 – Asbestos legislation and regulatory framework**
 - Duties of the individual;
 - Key duties of the employer;
 - Overview of licensing framework; control of exposure – as low as reasonably practicable;
 - Overview of CAR;
 - Requirements of the Approved Code of Practice (ACoP) and associated guidance;
 - Overview of Waste Regulations and Environmental Protection Act;
 - Action levels and control limits.
- **Module 4 – Site setup, maintenance and dismantling procedures**
 - Need for pre-clean; vacuum cleaners;
 - Site layout including citing of hygiene unit;
 - Optimal positioning of air/baglocks and Negative Pressure Units (NPU's);
 - Explanation of how NPU's work;
 - Construction of enclosures, air/baglocks including possible weather protection;
 - Positioning and wording for warning notices and barriers;
 - Smoke testing.

- **Module 16 – Site inspection requirements and protocols**

- Purpose of site inspections, site auditing and record keeping;
- Role of inspector/auditor;
- Responsibilities of operatives;
- Reporting faults and problems.

Practical *Module 26*

- **Module 26 – Construction of enclosures and airlocks (hands on practical)**

- Construction of enclosure on pre-erected 50mm x 50mm timber framework using 1000-gauge polythene;
- Construction of three-stage airlock system;
- Use and location of viewing panels;
- Use and location of warning signs;
- Smoke testing to determine integrity;
- Construction and location of baglocks.

Day 2: Plans of Work, Monitoring and Communication

Practical *Modules 5, 10, 14, 27*

- **Module 5 – Controlled stripping techniques** and **Module 27 – Use of Controlled Stripping Techniques**
 - Principles of fibre suppression and control of exposure;
 - Equipment – use, maintenance and cleaning;
 - Wet injection and spraying techniques;
 - Wrap-and-cut;
 - Glovebags;
 - ~~Direct vacuuming~~¹;
 - Localised Exhaust Vacuuming (LEV) (shadow vacuuming);
 - Connection and use of injection kit to wet pipe insulation (~~PAS 60 equipment~~)²;
 - Shadow or trace vacuuming – removal of tile or duct panel using this technique.
- **Module 10 – Plant and equipment operation with live demonstrations**
 - Equipment components;
 - Equipment use and maintenance including NPU's, Type-‘H’ vacuums, Injection equipment (Respiratory Protective Equipment (RPE) (covered separately).
- **Module 14 – Fault-finding**
 - How to spot problems with wetting of ACMs, RPE, airlocks, enclosures and hygiene unit.

¹ – Direct Vacuuming is no longer used as a method of asbestos removal by the industry.

² – Reference to PAS 60 equipment has been superseded by BS 8520 parts I, II and III.

Theory *Modules 6, 7, 9, 14, 15, 17 and*

Practical *Modules 7, 25*

- **Module 6 – RPE and Module 25 – Use and maintenance of RPE**
 - Circumstances when RPE must be worn;
 - How to inspect, test and wear respirator;
 - Need for quantitative face-fit test, good face seal and need to be clean shaven
 - Correct storage, battery charging and keeping clean;
 - Changing pre-filters and main filters;
 - How to ensure RPE is suitable for user;
 - How to check faulty RPE and fault correction;
 - Components of each type of RPE;
 - Certification and documentation;
 - Suitable storage.
- **Module 7 – Personal Protective Equipment (PPE) selection and use**
 - Use of appropriate PPE: overalls, headgear, footwear and gloves;
 - Employer requirements to provide PPE and employees' obligations to use it;
 - Care, wearing, cleaning, decontamination and/or disposal of PPE;
 - Not taking contaminated PPE home;
 - Transit overalls;
 - When and where PPE should be worn.
- **Module 9: Cleaning and clearance air testing procedures**
 - Cleaning and clearance requirements including four-stage clearance process;
 - Associated certificate of reoccupation;
 - Visual cleanliness and air testing requirements;
 - Methods of cleaning for enclosures, hygiene facilities and equipment.
- **Module 15: Roles and responsibilities in asbestos work**
 - Adhere to principles of training; work to the RA and POW;
 - When work should be halted because it does not match the POW;
 - Work safely and not put others at risk;
 - Wear PPE and RPE correctly;
 - Report defects.
- **Module 17: Management systems and monitoring protocols**
 - Maintenance and monitoring of control measures;
 - controlling exposure to asbestos;
 - Ensuring equipment functions correctly;
 - Pre-start setting-up;
 - Barriers and signs;
 - Construction and testing of enclosures and airlocks;
 - Site monitoring.

Day 3: Emergency Procedures, Clearance and Compliance

Theory 8, 11, 12, 13, 15, 16, 18

- **HSE Module 8: Transit procedures and decontamination**
- **HSE Module 15: Roles and responsibilities review**
- **HSE Module 11: Waste management and disposal procedures**
 - Bagging, sealing and cleaning; transportation through baglock and airlock;
 - Storage of asbestos waste;
 - Correct loading of skip/van.
- **HSE Module 12: Emergency procedures and incident response**
 - What to do in event of major and minor injuries or illnesses occurring inside 'live' enclosures;
 - What to do in event of fire, or other hazardous release such as toxic gas or radioactive dust;
 - What to do if leak of asbestos is found outside the enclosure;
 - What to do if power on power-assisted respirator fails while inside 'live' enclosure;
 - What to do if NPUs stop working;
 - Complete loss of electrical power;
 - Loss of water supply to hygiene unit.
- **HSE Module 13: Non-asbestos hazardous materials awareness**
 - Site safety procedures;
 - Permit-to-work systems;
 - Entry and exit in case of fire;
 - Location of possible site hazards;
 - Emergency procedures in case of fire, electric shock, burns;
 - Hazardous substances, solvents; care of injured casualty;
 - Manual handling, noise, vibration and falling object protection, slips, trips and falls.
- **HSE Module 18: Risk assessments (RAs) and Plans of Work (POWs) requirements**
 - Introduction to RAs (know what they are for) – understanding the main points;
 - Right to see significant findings; requirements to follow RAs and risks / penalties if not followed;
 - Meaning of control limits and action levels.
- **HSE Module 16: Record keeping and documentation**
 - Purpose of site inspections, site auditing and record keeping;
 - Role of inspector/auditor; responsibilities of operatives;
 - Reporting faults and other problems.

Practical *Modules 8, 24*

- ***HSE Module 8: Transit procedures and decontamination***
- ***HSE Module 24: Design, connection and citing of a Decontamination Units (DCUs); explanation of preliminary and full decontamination***
 - Practising use of decontamination and transit procedures in hygiene unit that is plumbed in and fully operational
- ***HSE Module 8: Personal decontamination procedures for directly connected and remote (transit) DCUs and airlocks***
 - PPE changing and disposal, showering, colour coding of coveralls, RPE decontamination;
 - Cleaning, charging and storage;
 - Use of towels;
 - Changing and disposal of pre and main RPE filters;
 - Emergency decontamination in case of evacuation or accident;
 - What should be in the DCU.

Training Facilities & Equipment

Our Training Environment includes:

- Fully functioning decontamination unit with hot shower facilities (*HSE Modules 8, 24*)
- Complete PPE and RPE equipment sets (*HSE Modules 6, 7, 25*)
- Simulated asbestos materials for safe practice (*HSE Modules 5, 27*)
- Professional enclosure construction materials (*HSE Module 26*)
- Type-'H' vacuum cleaners and removal equipment (*HSE Module 10*)
- Negative Pressure Units (*HSE Module 4*)

Expert Instructors

Our Instructor Standards:

- Level 3 Certificate in Learning and Development
- Level 3 QCF Certificate in Assessing Vocational Achievement
- 3M Scott Health and Safety RPE Train the Trainer
- Emergency First Aid at Work
- Minimum 3 years relevant industrial experience
- Verified industry CV
- Successfully completed practical and theory training to ARCA delivery standard monitored via audit twice yearly

Assessment and Certification

Rigorous Assessment Process:

- **Knowledge Test:** Minimum 40 multiple-choice questions (80% pass mark required) – *HSE Appendix 4.3 compliant*
- **Practical Assessment:** Hands-on demonstration including:
 - RPE daily checks and donning procedures (*HSE Module 25*)
 - PPE selection and fitting (*HSE Module 7*)
 - Primary decontamination processes (*HSE Module 24*)
 - Safe transit procedures (*HSE Module 8*)
- **No "Attendance-Only" Certificates:** In line with HSE requirements, all delegates must pass both theoretical and practical assessments to receive certification.

Why Choose Our Training?

- Client testimonials and success stories
- Training provider company background
- Industry partnerships and affiliations
- Pass rates and student satisfaction scores
- Post-training support services
- Refresher training offerings (annual requirement)

Quality Assured Training: This course meets CITB standards and HSE Chapter 4 requirements, subject to annual quality assurance visits and compliant with all relevant modules specified in 'Asbestos: The Licensed Contractor's Guide. (HSG247)'

Critical HSE Requirement: As stated in Chapter 4, Section 4.4 of the HSE Licensed Contractor's Guide: "Training on its own does not make people working with asbestos 'competent'. Training must be consolidated so that the person becomes confident, skilful and knowledgeable in practice on the job." On-the-job coaching and supervision are essential for developing full competence following this course.

Annual Refresher Training Required: HSE regulations mandate annual refresher training for all licensed asbestos operatives to maintain competency and certification.

References:

- **Control of Asbestos Regulations 2012 2nd ed.** (L143) – Regulation 10
- **Asbestos: The Licensed Contractors Guide** (HSG247). Chapter 4 – Modules 1 to 18 plus Practical modules 24 to 27 as specified in Appendices 4.1 and 4.2
- **ARCA Guidance Notes for Asbestos Removal Contractors**
 - Other Trades and Live Enclosures
 - Personal Air Monitoring
 - Monitoring of Airborne Asbestos Fibre
 - Air Management in Asbestos Enclosures
 - Asbestos Licensing and Employment Status
 - Electrical Isolations and Asbestos Work
 - Provision of Welfare facilities for Asbestos Work
 - Selection, Use, Care and Maintenance of RPE
 - Selection of Personal Protective Equipment (PPE) for work with Asbestos
- **CITB Training Standard** – New Supervisor (Licensed Asbestos)