

Supervisor Refresher 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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Overview

Duration: 1 Day (6 Guided Learning Hours)

Level: Basic / Foundation

Format: Classroom and Practical Training

Max Class Size: 6 delegates (practical) / 12 delegates (theory)

This one-day refresher course is designed for practising asbestos removal supervisors who hold a current or lapsed Supervisor (Licensed Asbestos) certificate and need to maintain their annual competency requirement under the Control of Asbestos Regulations 2012 (CAR 2012).

Course content is drawn from a range of live industry sources including ARCA Site Audit Accreditation Scheme results, Royal Society for Public Health (RSPH) and NVQ assessment feedback, HSE audit findings, and updates to legislation. This ensures every cohort receives a training session that reflects the most current industry standards and common areas of non-compliance.

Who Should Attend: Practising asbestos removal supervisors who have previously passed the full New Supervisor (Licensed Asbestos) course, or a subsequent refresher, and are able to provide proof of prior attendance.

Upon Achievement

By completing this course, you will be able to:

- **Direct, monitor and supervise** all aspects of licensed asbestos removal work on site.
- **Explain the importance of** the supervisor attending all key stages of work.
- **Implement and update** Plans of Work (POWs) in line with the risk assessment.
- **Notify the** management team to re-notify as required.
- **Apply appropriate emergency procedures** when controls fail or circumstances change.
- **Monitor and audit work activities** and maintain effective communication with workers inside enclosures and hygiene units.
- **Assess employee** competence and identify training needs.
- **Interpret and manage air monitoring results**, personal air sampling records, fit test records and medical records.
- **Manage waste** in accordance with consignment note and waste carrier requirements.
- **Ensure the correct** end-of-job procedures are followed to allow the issue of a certificate of reoccupation.

Day 1: Supervision, Compliance and Practical Refresher

Theory

Module 1 – Types, uses and risks of different Asbestos Containing Materials (ACMs) & Module 2 – Health Hazards of Asbestos

- Health risks of asbestos exposure, including risk from smoking and taking home contaminated equipment
- Relevant regulations, ACoP L143 and HSG 247; duties of operatives, supervisors and employers
- Control limits, action levels, and the purpose of air monitoring and personal monitoring
- Requirements and procedures for medical examinations under CAR 2012

Module 4 – Site set up, maintenance and dismantling & Module 16 – Site inspections and record-keeping

- Supervisor responsibilities at all key stages of work on site
 - Witnessing the smoke test
 - Confirming hygiene facilities are fully operational before work commences
 - Ensuring signs and barriers are correctly erected
 - Carrying out and recording daily checks
 - Four-stage clearance process
- Site inspection requirements, auditing and record-keeping protocols
- Role of the inspector/auditor; responsibilities of operatives; reporting faults and non-conformances

Module 18 – Risk Assessments and Plans of Work

- How Plans of Work are structured and implemented
 - Setting out appropriate procedures, controls and preventative measures based on the risk assessment
 - How and when to update Plans of Work when circumstances change
- Notifying the appropriate enforcing authorities prior to work commencing
 - When re-notification is required
- Dealing with situations where methods set out in the Plan of Work cannot be followed
- Risk assessments: understanding significant findings and the responsibilities of supervisors

Module 12 Emergency Procedures, Module 13 – Non-asbestos Hazards & Module 14 – Fault-Finding

- Application of emergency procedures when controls fail
 - Enclosure breach or loss of negative pressure
 - RPE failure inside a live enclosure
 - NPU failure and complete loss of electrical power
 - Loss of water supply to the hygiene unit
- Non-asbestos hazardous materials and site safety procedures
- Permit-to-work systems, manual handling, noise, vibration and other site hazards

Module 15 – Roles and Responsibilities & Module 19 – Information, Instruction and Training

- Supervisor responsibilities for directing, monitoring and supervising all aspects of work
 - Health and safety obligations
 - Importance of following procedures, controls and preventative measures in the Plan of Work and risk assessment
- Providing additional training, information and instruction to workers
 - For example, introducing a new piece of equipment or work method not previously trained in
- Assessing employee competence and identifying individual training needs
- Communicating appropriately with all parties: the client, workers and analysts

Module 17 Management systems and monitoring & Module 11 – Waste Management

- Monitoring and auditing of work activities and control measures
- Effective communication with and monitoring of workers inside the enclosure and hygiene unit
- Maintaining and keeping records of personal air sampling, fit tests and medicals
 - How results are interpreted and who needs to see them
- When and how to conduct air monitoring
- Waste management responsibilities
 - Consignment notes and waste carrier requirements
 - Safe transit and storage of asbestos waste on site

Module 9 – Cleaning and Clearance Air Testing

- Importance of keeping the work area clean and free of asbestos throughout the project
- Correct end-of-job procedures to enable the issue of a certificate of reoccupation
- What the laboratory analyst will require before conducting clearance sampling
 - Supervisor handover form
- Associated certificate of reoccupation: visual cleanliness and air testing requirements

Practical

RPE and Personal Protective Equipment

- Inspection, testing, donning and doffing of Powered Air-Purifying Respirator (PAPR) and full-face respirator
- Quantitative face-fit test requirements; need for clean shave and good face seal
- Correct storage, battery charging, filter changing and maintenance
- Checking and correcting faulty RPE; documentation and certification
- PPE selection, use, decontamination and disposal procedures

Transit and Decontamination Procedures

- Demonstrating preliminary and full decontamination procedures using a fully operational, plumbed-in decontamination unit
- PPE changing and disposal; colour coding of coveralls; showering and RPE decontamination
- Cleaning, charging and storage of RPE following decontamination
- Emergency decontamination procedures in the event of evacuation or accident

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 30 multiple-choice questions (80% pass mark required)
- **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 and assessment of an individual through Training Needs Analysis (TNA) to decide the best refresher training (if required) for all licensed asbestos operatives to maintain their training.

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
 - Selection, Use, Care and Maintenance of RPE
 - Selection of Personal Protective Equipment (PPE) for work with Asbestos
- **CITB Training Standard** – Operative (Licensed Asbestos) Refresher