

# Operative 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 operatives who have previously completed the full Licensed Asbestos Operative training course and require their annual refresher, as mandated by the Control of Asbestos Regulations 2012 (CAR 2012). The content is constructed from a range of industry sources to create a dynamic, engaging training session that reinforces both knowledge and practical skills.

**Who Should Attend:** Operatives who hold a current or recently lapsed Licensed Asbestos Operative certificate and require annual refresher training in line with HSE requirements and ACoP L143.

## Upon Achievement

By completing this course, you will be able to:

- **Describe the health risks** associated with asbestos exposure, including contamination risks.
- **Explain the purpose** of the risk assessment and Plan of Work (POW).
- **Apply safe work practices**, control measures and preventative equipment to minimise exposure.
- **Select, use, maintain and store** Respiratory Protective Equipment (RPE) and Personal Protective Equipment (PPE) correctly.
- **Carry out full decontamination** procedures in a range of scenarios.
- **Demonstrate** controlled asbestos removal techniques using industry-standard methods.
- **Handle, bag and dispose of** asbestos waste in compliance with current regulations.
- **Respond effectively** to emergency situations and equipment failures.
- **Explain the relevant** regulations, ACoP and guidance that apply to licensed asbestos work.

## Theory *Modules 1, 2, 6, 11, 12, 16, 18*

- ***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 18 – Risk assessments (RAs) and Plans of Work (POWs) requirements***
  - Purpose and requirements of the risk assessment and Plan of Work
  - Importance of following procedures and controls; consequences of non-compliance
  - Identifying activities that could result in asbestos exposure and the controls required
- ***Module 6 – RPE and Module 7 – PPE***
  - Purpose, appropriate choice and limitations of a range of RPE
  - Correct use, cleaning, maintenance and storage of RPE; manufacturer's instructions and face-fit requirements
  - Importance of a good face seal; relevance of fit tests; requirement to be clean shaven
  - Suitability, correct use, storage and maintenance of protective clothing including transit garments
- ***Module 16 – Record keeping and documentation (recording, reporting and correcting defects)***
  - Procedures for recording, reporting and correcting defects in control measures, protective equipment and work methods
  - Maintenance requirements for enclosures and negative pressure equipment
- ***Module 11 – Waste management and disposal procedures & Module 12: Emergency procedures and incident response***
  - Waste handling: bagging, sealing, labelling, storage and disposal
  - Site clean-up and clearance procedures; certificate of reoccupation arrangements
  - Emergency procedures for uncontrolled release of asbestos fibres and outbreak of fire
  - Other work hazards: working at height, electrical, slips, trips and falls

## Practical *Modules 4, 5, 6, and 8*

- **Module 6 – RPE, Module 25 – Use and maintenance of RPE & Module 7 – Personal Protective Equipment (PPE) selection and use donning and doffing**
  - RPE daily checks; donning and doffing full-face and ori-nasal respirators
  - PPE selection and fitting; transit and decontamination procedures
- **Module 8 – Personal decontamination procedures for directly connected and remote (transit) DCUs and airlocks**
  - Primary and full decontamination procedures using the hygiene unit, airlocks and baglocks
  - Transit and direct-connection decontamination procedures
  - Emergency decontamination in the event of evacuation or accident
- **Module 4 – Site set-up & Module 26 – Construction of enclosures and airlocks enclosure construction**
  - Marking out work areas; setting up barriers and transit routes; pre-cleaning; sealing leaks
  - Construction and layout of enclosure including sheeting of walls and ceiling; airlock construction; smoke testing
  - Positioning of negative pressure units and decontamination units; air management and leak testing
- **Module 5 – Controlled stripping techniques and Module 27 – Use of Controlled Stripping Techniques**
  - Injection of sprayed asbestos and lagging; spray wetting of AIB and asbestos cement
  - Wrap-and-cut technique; use of glovebags; shadow/trace vacuuming; LEV
  - Removal of simulated licensable ACM wearing full PPE and RPE with suitable control measures

## 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 annual refresher training for all licensed asbestos operatives to maintain competency and certification.

## References:

- **Control of Asbestos Regulations 2012 2<sup>nd</sup> 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