



Level 3 Certificate in Asbestos Removal for Supervisors

May 2010

This qualification has a Credit Value of TWENTY TWO

Guided Learning Hours: 62

QCA Qualification Number 500/8690/X

Description

The *Level 3 Certificate in Asbestos Removal for Supervisors* is a qualification that covers the theory and practice of the supervision of asbestos removal for workers in the asbestos industry who are, or intend to become, supervisors of asbestos removers.

Holders of this qualification will have the knowledge and skills to supervise the removal of asbestos in a safe and competent manner on site. They will be able to supervise the setting up of enclosures, removal of asbestos, packaging and disposal of asbestos and supervise cleaning and decontamination of personnel, equipment and site.

The qualification consists of three units:

Unit AR1 Health and Safety for Asbestos Removal

Unit AR4 Principles of Asbestos Removal for Supervisors

Unit AR5 Practical Asbestos Removal for Supervisors

Unit AR1 Health and Safety for Asbestos Removal

This unit has a Credit value of TWO

12 Guided Learning Hours

Summary of Outcomes:

To achieve this unit a candidate must:

1. **Understand the H&S issues and legislative requirements for the removal of asbestos, by being able to:**
 - 1.1 State the health and safety issues and requirements relating to the safe removal of asbestos
 - 1.2 Outline site safety procedures
 - 1.3 Describe emergency procedures
 - 1.4 Outline the legislative requirements relating to asbestos removal.

2. **Understand the control measures required for the removal of asbestos, by being able to:**
 - 2.1 Describe the purpose of respiratory protective equipment (RPE) and personal protective equipment (PPE)
 - 2.2 State the importance of correctly wearing and using RPE and PPE
 - 2.3 Justify the use of equipment for the safe and effective removal of asbestos
 - 2.4 Identify the individual's role and responsibilities on site in relation to work colleagues and supervisors.

3. **Prepare to carry out asbestos removal procedures, by being able to:**
 - 3.1 Carry out daily checks on RPE
 - 3.2 Correctly identify, wear and use RPE and PPE in line with workplace and H&S requirements

4. **Understand decontamination requirements, by being able to:**
 - 4.1 Demonstrate procedures for the use of decontamination units
 - 4.2 Explain the importance of decontamination procedures.

Content:

1. **H&S issues and legislative requirements for the removal of asbestos**

1.1: Health and safety issues and requirements relating to the safe removal of asbestos: Types of asbestos related diseases and likely outcome of these diseases; synergistic effect of asbestos with other risk factors such as smoking; relationship of disease to asbestos exposure levels; need to control fibre levels by suppression of dust and fibres and by ensuring incorrect use of equipment (such as power tools) or use of incorrect techniques (such as dry stripping) does not raise fibre and dust levels.

1.2: Site safety procedures: Site safety procedures with regard to asbestos; general safety procedures for construction sites; permit-to-work systems; site hazards such as slips, trips and falls, noise, falling objects; hazards and associated safety procedures when working at height, working with electricity, hot working, manual handling and working in confined spaces.

1.3: Emergency procedures: Emergency procedures in the event of failure of respiratory protective equipment (RPE), evacuation from asbestos stripping enclosure, damage to enclosure or accident to personnel within an enclosure; emergency decontamination procedures in the event of an evacuation or accident.

1.4: Legislative requirements relating to asbestos removal: Main points of Health and Safety at Work etc Act 1974, Control of Asbestos Regulations 2006 and Hazardous Waste Regulations 2005 (Special Waste Regulations 1996 in Scotland) as they affect asbestos removal and asbestos waste; reasons for Approved Codes of Practice relevant to asbestos removal.

2. **Control measures required for the removal of asbestos**

2.1: Purpose of respiratory protective equipment (RPE) and personal protective equipment (PPE): Respiratory protective equipment (RPE) and, personal protective equipment (PPE) is intended to protect the wearer from harm and protect the wearer and environment from contamination; protection afforded by different items of RPE and PPE such as respirators, overalls, headgear, footwear and gloves; design features of protective equipment.

2.2: Importance of correctly wearing and using RPE and PPE: Hazards and risks associated with asbestos removal; how RPE and PPE can reduce the risk to the wearer of these hazards and increase operator safety; how the absence of RPE / PPE or use of inappropriate RPE / PPE can increase the risk to the operator; reasons why PPE should be

changed if it becomes unacceptably soiled / contaminated or when moving from 'dirty' to 'clean' areas of the workplace; reasons why filters for use in RPE should be inspected and changed regularly.

2.3: Use of equipment for the safe and effective removal of asbestos: Equipment and facilities must enable safe and effective removal of asbestos and reduce the risk of contamination; specific purpose of equipment used; importance of appropriate lighting; requirement for decontamination and washing facilities.

2.4: Individual's role and responsibilities on site in relation to work colleagues and supervisors: Obligation to work safely and responsibly; need to alert work colleagues and supervisors to potential hazards in the workplace; need to respond safely and effectively to hazard warnings from work colleagues and supervisors; need to work as directed by supervisors.

3. Prepare to carry out asbestos removal procedures

3.1: Daily checks of Respiratory Protective Equipment (RPE): Appropriate checks are carried out on RPE each day before use.

3.2: Identify, wear and use Respiratory Protective Equipment (RPE) and Personal Protective Equipment (PPE) in line with workplace and H&S requirements: RPE and PPE is worn that is appropriate for the task; PPE selected is of an appropriate size and fit and is inspected prior to use for signs of damage or wear; any equipment found to be damaged or worn is not used and is reported; RPE is worn only after a quantitative face-fit test; importance of a good face seal and being clean shaven; RPE and PPE is put on in the correct sequence; RPE and PPE is used in a manner which maximises operator safety; RPE and PPE is changed after becoming unacceptably soiled / contaminated or when moving from 'dirty' to 'clean' areas of the workplace; RPE and PPE is cleaned, decontaminated, stored or disposed of in accordance with workplace procedures after use.

4. Decontamination requirements

4.1: Procedures for the use of decontamination units: Procedures for the use of decontamination units are followed correctly; use of decontamination units for the changing and disposal of personal protective equipment and decontamination, cleaning, charging and storing of respiratory protective equipment; changing and disposal of filters for respiratory protective equipment.

4.2: Importance of decontamination procedures: Need to prevent release of asbestos fibres into the environment and prevent other workers and members of the public being exposed to asbestos;

importance of decontamination of equipment; common problems with decontamination.

Unit AR4 Principles of Asbestos Removal for Supervisors

This unit has a Credit Value of FIVE

20 Guided Learning Hours

Summary of Outcomes:

To achieve this unit a candidate must:

1. **Understand the H&S issues and legislative requirements for the removal of asbestos, by being able to:**
 - 1.1 Explain the health and safety issues and requirements relating to the safe removal of asbestos
 - 1.2 Discuss possible emergency situations and procedures to deal with these
 - 1.3 State the legislative requirements relating to asbestos removal.

2. **Understand the role of the supervisor, by being able to:**
 - 2.1 Outline the role, importance and responsibility of the supervisor.

3. **Understand preparations prior to the removal of asbestos, by being able to:**
 - 3.1 Explain the requirements for maintaining and testing Respiratory Protective Equipment (RPE) and Personal Protective Equipment (PPE)
 - 3.2 State the importance of operatives correctly wearing and using RPE and, PPE
 - 3.3 Describe procedures for constructing and positioning enclosures, airlocks and baglocks
 - 3.4 Explain requirements relating to the positioning and maintenance of, and site checks for, decontamination units.

4. **Understand procedures for the safe removal of asbestos, by being able to:**
 - 4.1 Outline the operation of negative pressure units, including procedures for monitoring their safe use
 - 4.2 Explain operational procedures for the safe removal of asbestos and the purpose of the plan of work
 - 4.3 Describe asbestos abatement procedures to include wet injection, wrap and cut, shadow vacuuming and encapsulation.

5. **Understand decontamination and cleaning requirements, *by being able to:***
 - 5.1 Explain regulatory and health and safety requirements for cleaning and sealing contaminated equipment and clothing and the bagging and sealing of asbestos waste
 - 5.2 Discuss procedures for decontamination and preventing contamination

6. **Understand the requirements for inspection and record keeping, *by being able to:***
 - 6.1 Explain the reasons for inspection and record keeping
 - 6.2 Outline the 4 stage clearance process and the supervisor's responsibility for each stage of the process.

Content:

1. H&S issues and legislative requirements for the removal of asbestos

1.1: Health and safety issues and requirements relating to the safe removal of asbestos: Risk analysis of site, including site safety procedures; need to make operatives aware of risk analysis and health and safety procedures; need to ensure operatives are trained in H&S relevant to asbestos and have any necessary permits to work on site; factors affecting release of asbestos fibres from asbestos containing materials; control limits relating to asbestos fibres; personal assessment monitoring; COSHH assessments; main requirements of the Health and Safety at Work Act and Control of Substances Hazardous to Health Regulations.

1.2: Possible emergency situations and procedures to deal with these: Emergency situations that may result in injury to personnel, result in release of asbestos fibres from an enclosure or require an emergency evacuation from an enclosure or site; procedures to deal with these eventualities; emergency evacuation procedures; emergency decontamination procedures.

1.3: Legislative requirements relating to asbestos removal: Main points of Control of Asbestos Regulations 2006, Environmental Protection Act and Hazardous Waste Regulations 2005 (Special Waste Regulations 1996 in Scotland) as they affect asbestos removal and asbestos waste; requirements of Approved Codes of Practice relevant to asbestos removal; requirements for notification of asbestos works to the enforcing authority.

2. The role of the supervisor

2.1: Role, importance and responsibility of the supervisor: Main duties and responsibilities of the supervisor with regard to health and safety, legislation and completion of task to contractual requirements; responsibility to check that the plan of work matches the requirements of the site and amend plan of work as required; when to seek further advice regarding the plan of work.

3. Preparations prior to the removal of asbestos

3.1: Requirements for maintaining and testing Respiratory Protective Equipment (RPE) and Personal Protective Equipment (PPE): Reasons for maintaining and testing RPE and PPE; procedures for ensuring RPE and PPE is maintained; action to take if RPE or PPE is reported as faulty or damaged; expected operating life of filters for use in RPE.

3.2: Importance of operatives correctly wearing and using RPE and PPE: Reasons why operatives should correctly wear and use RPE and PPE; importance of the face-fit test for RPE; procedures for ensuring operatives correctly wear and use RPE and PPE.

3.3: Procedures for constructing and positioning enclosures, airlocks and baglocks: Correct positioning of enclosures, airlocks and baglocks; delineation of work areas and transit areas, reason why this is important; need to provide viewing panels, CCTV, barriers and warning signs; location of viewing panels, barriers and warning signs; smoke-testing of enclosures.

3.4: Requirements relating to the positioning and maintenance of, and site checks for, decontamination units: Requirements for the positioning of decontamination units and their maintenance; requirements for regular site checks; site checks that need to be carried out on a decontamination unit, to include pre-use, daily and weekly checks; situations when direct connection of the decontamination unit is required and when transit procedures are appropriate.

4. Procedures for the safe removal of asbestos

4.1: Operation of negative pressure units, including procedures for monitoring their safe use: How NPUs work; importance of pressure gauges; significance of readings from pressure gauges and any changes to these; importance of air changes within the enclosure and how to calculate this; need for daily inspections of enclosure; possible defects.

4.2: Operational procedures for the safe removal of asbestos and the purpose of the plan of work: Importance of plans of work; need to ensure plans of work are communicated to, and followed by, operatives; equipment to be used; maintenance requirements of equipment; monitoring of asbestos fibre levels during removal; need to ensure maximum exposure level for RPE is not exceeded.

4.3: Asbestos abatement procedures: Techniques used for the abatement of spray coatings, lagging, asbestos insulating board, textured coatings, thermoplastic tiles, asbestos cement and other asbestos containing materials, to include needle injection, wrap and cut and shadow vacuuming; encapsulation methods; reasons for avoiding unsafe procedures such as uncontrolled dry stripping, high pressure water jetting, use of power tools and hot work.

5. **Decontamination and cleaning requirements**

5.1: Regulatory and health and safety requirements for cleaning and sealing contaminated equipment and clothing and the bagging and sealing of asbestos waste: Overview of regulatory and health and safety requirements.

5.2: Procedures for decontamination and preventing contamination: Procedures for cleaning during and after asbestos removal; cleaning and sealing of equipment after use; bagging and sealing of asbestos waste; sealing of enclosure with PVA or similar material before dismantling; dismantling of enclosure; bagging and sealing of enclosure components; labelling of cleaned equipment and asbestos waste; procedures of final clean-up of site; sign off procedures following final clean-up; removal of asbestos waste from site; personal decontamination procedures.

6. **Requirements for inspection and record keeping**

6.1: Reasons for inspection and record keeping: Requirements of legislation and ACOPs for record keeping and inspection; records to be kept; access to records; reason for site audits and inspections.

6.2: Stages of the 4 stage clearance process: Overview of 4 stage clearance process; importance of the process; role of the supervisor.

Unit AR5 Practical Asbestos Removal for Supervisors

This unit has a Credit Value of FIFTEEN

30 Guided Learning Hours

Summary of Outcomes:

To achieve this unit a candidate must:

1. **Set up enclosures for the safe removal of asbestos, by being able to:**
 - 1.1 Ensure that enclosures, airlocks and baglocks are correctly constructed and positioned
 - 1.2 Carry out procedures to ensure enclosures operate safely and effectively
 - 1.3 Oversee the dismantling of enclosures, airlocks and baglocks, ensuring that there is no contamination of the area.
 - 1.4 Ensure plans of work, Approved Codes of Practice and regulatory requirements are complied with during the setting up and dismantling of enclosures.

2. **Prepare to carry out asbestos removal procedures, by being able to:**
 - 2.1 Ensure that Respiratory Protective Equipment (RPE) and Personal Protective Equipment (PPE) is maintained, tested and suitable for use
 - 2.2 Ensure operatives correctly wear and use RPE and PPE in line with workplace and H&S requirements
 - 2.3 Inspect asbestos removal equipment to ensure it can be used safely and effectively

3. **Carry out procedures for the safe removal of asbestos, by being able to:**
 - 3.1 Check that operatives use asbestos removal equipment safely and effectively
 - 3.2 Ensure that asbestos is removed safely and in accordance with the plan of work, Approved Codes of Practice and regulatory requirements.

4. **Carry out decontamination and cleaning procedures, *by being able to:***
 - 4.1 Monitor cleaning and sealing procedures for asbestos removal equipment and non-disposable personal protective equipment
 - 4.2 Ensure asbestos waste is bagged and sealed in accordance with regulatory requirements
 - 4.3 Check that personal decontamination procedures and equipment are effective
 - 4.4 Ensure that plans of work, Approved Codes of Practice and regulatory requirements are complied with during cleaning and decontamination procedures

Content:

1. Set up enclosures for the safe removal of asbestos

1.1: Enclosures, airlocks and baglocks are correctly constructed and positioned: Ensure position of enclosure, airlocks, baglocks, viewing panels and hygiene unit are in accordance with plan of work; oversee construction of enclosure in optimum position; mark out and delineate transit routes.

1.2: Procedures to ensure enclosures operate safely and effectively: Ensure integrity of enclosure; carry out smoke testing; check that pressure gauges are operational and show appropriate readings; calculate required rate of air change and check that air-flow is consistent with this; carry out daily inspections of enclosure at appropriate intervals and ensure that any faults are corrected before the enclosure is used

1.3: Dismantling of enclosures, airlocks and baglocks, ensuring that there is no contamination of the area: Oversee cleaning, decontamination and dismantling of enclosure and clean-up of site following removal of enclosure

1.4: Plans of work, Approved Codes of Practice and regulatory requirements are complied with: Ensure operatives follow and comply with plans of work, Approved Codes of Practice and regulatory requirements during the construction and dismantling of enclosures

2. Prepare to carry out asbestos removal procedures

2.1: Respiratory Protective Equipment (RPE) and Personal Protective Equipment (PPE) is maintained, tested and suitable for use: Check that RPE and PPE is suitable for the user; ensure RPE is working correctly; check RPE and PPE for faults and damage; ensure damaged equipment is not used and is disposed of or repaired as appropriate.

2.2: Ensure operatives correctly wear and use RPE and PPE in line with workplace and H&S requirements: Ensure staff correctly wear appropriate RPE and PPE; carry out face-fit tests for RPE; ensure staff know how to use RPE and PPE appropriately and in line with H&S and workplace requirements.

2.3: Inspect asbestos removal equipment to ensure it can be used safely and effectively: Ensure equipment used for the removal of asbestos is fit for purpose, in good repair and clean prior to use, check that equipment and facilities have appropriate certification before use.

3. Carry out procedures for the safe removal of asbestos

3.2: Check that operatives use asbestos removal equipment safely and effectively: Ensure that operatives are appropriately trained and qualified in the use of equipment; operatives use equipment that is appropriate for the task; operatives follow correct operating procedures in the use of equipment.

3.3: Ensure that asbestos is removed safely and in accordance with the plan of work, Approved Codes of Practice and regulatory requirements: Plan of work is checked and verified before asbestos removal is started; plan of work explained to operatives; work of operatives monitored to ensure plan of work, Approved Codes of Practice, regulatory requirements and H&S procedures are adhered to; asbestos fibre levels monitored during operation; appropriate action is taken if monitoring shows that fibre level exceeds desired level or is approaching maximum exposure levels for RPE in use.

4. Carry out decontamination and cleaning procedures

4.1 Monitor cleaning procedures for asbestos removal equipment and non-disposable personal protective equipment: Ensure that equipment is sorted into items that are to be cleaned and items that are to be disposed of as asbestos waste; supervise cleaning of equipment and non-disposable items according to safe working practices and plan of work; ensure cleaned equipment and non-disposable items are bagged and sealed.

4.2 Ensure asbestos waste is bagged and sealed in accordance with regulatory requirements: Supervise the packaging, sealing and labelling of asbestos waste and ensure that this is carried out according to regulatory requirements; supervise the removal of bagged and sealed waste from enclosures by correct transportation through baglocks and/or airlocks; ensure asbestos waste is stored appropriately prior to disposal; supervise the loading of asbestos waste into skips or vans for removal from site

4.3: Check that personal decontamination procedures and equipment are effective: Ensure that decontamination units are correctly connected to enclosures and contain appropriate equipment; monitor transit procedures of operatives where remote decontamination units are used; ensure operatives are aware of and follow correct decontamination procedures

4.4: Plans of work, Approved Codes of Practice and regulatory requirements are complied with: Ensure operatives follow and comply with plans of work, Approved Codes of Practice and regulatory

requirements when carrying out cleaning and decontamination operations.

Assessment:

Attainment of the Learning Outcomes and assessment criteria for this qualification will be assessed by centres. Centres must obtain approval for their assessment methods from RSPH. Assessment will be subject to external verification by RSPH.

Guidance:

Recommended Reading:

Asbestos Essentials - Task Manual Task guidance sheets for the building, maintenance and allied trades.	HSE 2001
Introduction to Asbestos Essentials comprehensive guidance on working with asbestos in the building maintenance and allied trades.	HSE 2001
Approved Code of Practice Work with Materials containing Asbestos , L143	HSE 2006

Recommended Additional Reading:

Asbestos - Effects on Health of Exposure To Asbestos	HSE 1985
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The following web-sites also have useful information:

Asbestos Removal Contractors Association www.arca.org.uk
Health and Safety Executive www.hse.gov.uk

Key Skills:

It is expected that the delivery of this qualification should provide opportunities for the development of the following *key skills*:

Communication Level 3
Information Technology Level 2
Numeracy Level 3

Guidelines for key skills are shown in Appendix 1.

Other Issues:

The delivery of this qualification could provide opportunities for contributing to an understanding of Spiritual, Moral, Ethical, Social and Cultural issues and an awareness of Environmental issues, Health and Safety considerations and European developments. Possible areas for discussion are shown below.

Spiritual Asbestos removal may have to be conducted at sites that are of religious significance, such as churches, mosques, synagogues etc, or at locations within buildings that have been reserved for spiritual and religious purposes. Candidates could discuss the need to treat such sites sensitively and the need for any specific items of clothing (where this does not contravene Health and Safety considerations).

Moral and Ethical Moral and ethical issues can be developed in a discussion of the duties placed on employers regarding the health and safety of their employees and visitors to their premises.

Social and Cultural The importance of effective communication with minority groups and speakers of other languages and awareness of cultural sensibilities should be discussed in relation to the conduct of asbestos removal.

Environment Awareness of environmental issues can be raised through consideration of the safe disposal of asbestos containing materials.

Health and Safety All of this specification is concerned with Health and Safety.

European European legislation and directives regarding asbestos removal and health and safety could be discussed.

National Occupational Standards

The qualification has been mapped to the following National Occupational Standards of Construction Skills:

- Unit VR 360 Establish Work Area Protection and Safety
- Unit VR 462 Install and remove licensed asbestos enclosure or containment areas
- Unit VR 463 Licensed asbestos removal
- Unit VR 465 Remove hazardous waste
- Unit VR 467 Repair or encapsulate asbestos materials

Further details of these National Occupational Standards can be obtained from RSPH Qualifications.

Restrictions on Candidate Entry:

There are no restrictions on candidate entry.

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).

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 tutors have suitable practical experience in the removal of asbestos.

Centres should be registered with The Society

Any enquiries about this qualification should be made to:

The Qualifications Department,
Royal Society for Public Health,
3rd Floor Market Towers,
1, Nine Elms Lane,
London SW8 5NQ

Tel. 020 3177 1600

Fax. 020 3177 1601

E.mail: info@rsph.org.uk

Web-site www.rsph.org.uk

Appendix One: Key Skills Guidelines

This qualification provides a number of opportunities for candidates to develop competence in key skills and to produce evidence towards attainment of key skills. Successful completion of the qualification does not in itself imply attainment of the listed key skills; this is dependent on the candidate producing a portfolio of evidence and the teaching and learning methods adopted by the tutor(s) and candidate in the delivery of the qualification.

The specification content, which provides the most appropriate opportunity for key skill development, is signposted below.

Application of Number

Skill	Specification Content
N3.1 Plan an activity and get relevant information from relevant sources.	Information regarding the incidence of accidents at work could be obtained from graphical information. Information could also be obtained from schedules of work regarding the dimensions of enclosures.

Communication

Skill	Specification Content
C3.1a Take part in a group discussion.	Any part of the content could be used as the basis for a discussion
C3.2 Read and synthesise information from at least two documents about the same subject. Each document must be a minimum of 1,000 words long.	Information about any part of the content could be obtained from leaflets, books and articles.

Information and Communication Technology

Skill	Specification Content
ICT2.1 Search for and select information to meet your needs. Use different information sources for each task and multiple search criteria in at least one case.	Information about any part of the content could be obtained from and presented by the use of Information Technology
ICT3.1 Search for information, using	Information about any part of the

different sources, and multiple search criteria in at least one case.

content could be obtained from leaflets, books and articles.