

Level 2 NVQ Diploma in Removal of Hazardous Waste (Construction) – Licensed Asbestos

January 2020

This qualification has a Total Qualification time (TQT) of 420 Hours

Guided Learning: 191 hours

Ofqual Qualification Number: 603/0922/2

Description

The *Level 2 NVQ Diploma in Removal of Hazardous Waste (Construction)- Licensed Asbestos* is a qualification that covers the practical skills and underpinning knowledge required for the safe removal of asbestos for workers in the asbestos industry.

The objective of this qualification is to provide learners with the knowledge and skills to remove asbestos in a safe and competent manner on site. They will be able to set up and remove enclosures, remove asbestos, package and dispose of the asbestos and perform cleaning and decontamination requirements.

The qualification consists of five units:

Unit T/615/4332 Installing and Removing Enclosure or Containment Areas for the Removal of Licensed Asbestos Materials in the Workplace

Unit R/615/4340 Stripping and Removing Licensed Asbestos Materials in the Workplace

Unit Y/615/4341 Conforming to General Health, Safety and Welfare in the Workplace

Unit H/615/4343 Conforming to Productive Working Practices in the Workplace

Unit M/615/4345 Moving, Handling and Storing Resources in the Workplace

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Installing and Removing Enclosures for the Removal of Licensed Asbestos Materials in the Workplace

Total Unit Time: 140 hours

Guided Learning: 57 hours

Unit Level: 2

Unit reference number: T/615/4332 (This is equivalent to CITB unit M/600/8415)

Summary of Learning Outcomes:

To achieve this unit a candidate must:

1. **Interpret the given information relating to the work and resources when installing and removing licensed asbestos enclosure or containment areas:** *by being able to meet the following assessment criteria:*
 - 1.1 Interpret and extract information from method statements, drawings, specifications, schedules and manufacturers' information.
 - 1.2 Comply with information and/or instructions derived from risk assessments and method statement.
 - 1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
 - 1.4 Describe different types of information, their source and how they are interpreted in relation to:
 1. drawings,
 2. method statements,
 3. specifications,
 4. schedules,
 5. manufacturers' information,
 6. regulations and approved Codes of Practice.

2. **Know how to comply with relevant legislation and official guidance when installing and removing licensed asbestos enclosure or containment areas:** *by being able to meet the following assessment criteria:*
 - 2.1 Describe their responsibilities under current legislation and official guidance whilst working:
 1. in the workplace,
 2. below ground level,
 3. at height,
 4. in confined spaces,
 5. with tools and equipment,
 6. with materials and substances,

7. with movement/storage of materials and
 8. by manual handling and mechanical lifting.
 - 2.2 Describe the organisational security procedures for
 1. tools,
 2. equipment and personal belongings in relation to site,
 3. workplace,
 4. company and operative.
 - 2.3 State what the accident reporting procedures are and who is responsible for making reports.

3. Maintain safe working practices when installing and removing licensed asbestos enclosure or containment areas: *by being able to meet the following assessment criteria:*

- 3.1 Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing and removing licensed asbestos enclosure or containment areas.
- 3.2 Explain why and when personal protective equipment (PPE) should be used, relating to installing and removing licensed asbestos enclosure or containment areas, and the types, purpose and limitations of each type.
- 3.3 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

4. Select the required quantity and quality of resources for the methods of work to install and remove licensed asbestos enclosure or containment areas: *by being able to meet the following assessment criteria:*

- 4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
 1. decontamination units
 2. controlled wet stripping materials and equipment
 3. sheet materials, tapes, ties or adhesives
 4. removal materials and equipment
 5. hygiene facilities
 6. hand and powered tools and equipment
 7. test equipment.
- 4.2 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.
- 4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.

- 4.4 Outline potential hazards associated with the resources and method of work.
- 4.5 Describe how to calculate quantity, length and area associated with the method/procedure to install and remove licensed asbestos enclosure or containment areas.

5. Minimise the risk of damage to the work and surrounding area when installing and removing licensed asbestos enclosure or containment areas: *by being able to meet the following assessment criteria:*

- 5.1 Protect the work and its surrounding area from damage.
- 5.2 Minimise damage and maintain a clean work space.
- 5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations, members of the public and adverse weather conditions.
- 5.4 Dispose of waste in accordance with legislation.
- 5.5 State why the disposal of waste should be carried out in relation to the work.

6. Complete the work within the allocated time when installing and removing licensed asbestos enclosure or containment areas: *by being able to meet the following assessment criteria:*

- 6.1 Demonstrate completion of the work within the allocated time.
- 6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to:
 1. types of progress charts, timetables and estimated times
 2. organisational procedures for reporting circumstances which will affect the work programme.

7. Comply with the given contract information to install and remove licensed asbestos enclosure or containment areas to the required specification: *by being able to meet the following assessment criteria:*

- 7.1 Demonstrate the following work skills when installing and removing licensed asbestos enclosure or containment areas:
 1. measuring,
 2. marking out,
 3. fitting,
 4. setting up,
 5. positioning,
 6. erecting,
 7. securing,

8. inspecting,
 9. testing and dismantling.
- 7.2 Prepare to install and maintain one of the following to given working instructions:
1. enclosure areas for the removal of licensed asbestos
 2. containment areas for the removal of licensed asbestos.
- 7.3 Dismantle and remove licensed asbestos removal and/or containment areas to given working instructions.
- 7.4 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
1. install, maintain and remove enclosure areas for the removal of licensed asbestos
 2. install, maintain and remove work areas and transit routes
 3. install and remove hygiene facilities
 4. install, maintain, run and remove airlocks, bag locks and negative pressure units
 5. read voltmeters and pressure gauges
 6. position clear viewing panels
 7. damp down, clean, clear, seal and remove deposits or dust containing asbestos
 8. use inspection equipment
 9. conduct enclosure integrity tests
 10. use hand tools, power tools and equipment
 11. work at height
 12. use access equipment.
- 7.5 Safely use and store hand tools, portable power tools, ancillary equipment, test equipment and electrical isolators.
- 7.6 State the needs of other occupations and how to communicate within a team when installing and removing licensed asbestos enclosure or containment areas.
- 7.7 Describe how to maintain the tools and equipment used when installing and removing licensed asbestos enclosure or containment areas.

Unit Assessment Guidance:

1 Interpret the given information relating to the work and resources when installing and removing licensed asbestos enclosure or containment areas.

1.1 Interpret and extract information from method statements, drawings, specifications, schedules and manufacturers' information.

The candidate can construct the enclosure in accordance with the site drawing in the plan of work (POW) and remove it according to the work schedule.

1.2 Comply with information and/or instructions derived from risk assessments and method statement.

The enclosure is fitted with viewing panels, NPUs and appropriate warning signs in accordance with the method statement and risk assessments.

1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.

The candidate reports any inappropriate information or unsuitable resources to the supervisor and follows any resulting instructions.

1.4 Describe different types of information, their source and how they are interpreted.

The candidate is able to describe

1. drawings as being within the POW and tell you how to set the site up.
2. method statements as being within the POW and tell you how to do the job.
3. specifications as being within the POW and directs operatives to the standard operating procedures (SOPs)
4. schedules, - ASB5 (start and finish time of works.)
5. manufacturers' information, relating to the use of RPE and the NPU
6. regulations and approved Codes of Practice relating to the removal of asbestos, such as. – CAR 2012 and accompanying ACoP

2 Know how to comply with relevant legislation and official guidance when installing and removing licensed asbestos enclosure or containment areas.

2.1 Describe their responsibilities under current legislation and official guidance whilst working:

1. *in the workplace,*
2. *below ground level,*
3. *at height,*
4. *in confined spaces,*
5. *with tools and equipment,*
6. *with materials and substances,*
7. *with movement/storage of materials and*
8. *by manual handling and mechanical lifting.*

The candidate is aware that special conditions apply to the working practices and places listed. The candidate complies with organisational procedures to ensure the safety of themselves and others.

2.2 Describe the organisational security procedures for

1. *tools,*
2. *equipment and personal belongings in relation to site,*
3. *workplace,*
4. *company and operative.*

The candidate can state organisation procedures for keeping the following secure:

1. *tools,*
2. *equipment and personal belongings in relation to site,*
3. *workplace,*
4. *company and operative.*

2.3 State what the accident reporting procedures are and who is responsible for making reports.

The candidate can state organisation procedures

3 Maintain safe working practices when installing and removing licensed asbestos enclosure or containment areas.

- 3.1 *Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing and removing licensed asbestos enclosure or containment areas.*

The candidate uses the correct PPE when installing and removing asbestos enclosures. For example, coveralls, RPE, safety footwear working at height.

- 3.2 *Explain why and when personal protective equipment (PPE) should be used, relating to installing and removing licensed asbestos enclosure or containment areas, and the types, purpose and limitations of each type.*

The candidate can use RPE (orinasal or full face powered respirator, both with P3 filters). The type of respirator used depends on anticipated exposure, which is related to the nature of the work.

- 3.3 *State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.*

The candidate can state organisation procedures

4 Select the required quantity and quality of resources for the methods of work to install and remove licensed asbestos enclosure or containment areas.

- 4.1 *Describe the characteristics, quality, uses, limitations and defects associated with the resources*

The candidate can describe the following:

1. decontamination units – Characteristics and quality described as in licenced contractors guide. Used for full decontamination. Limitations, number of showerheads per operatives (1:4), defects, such as, doors not self-closing, incorrect signage, not level, gas/electric/air clearance from last use either missing or out of date etc.

2. controlled wet stripping materials and equipment – Characteristics and quality enables multi point needle injection and flow rate to be controlled on each needle. Uses, to wet sprayed coating or thermal insulation. Limitations,

may not give consistent wetting throughout the material. Takes time to soak material.

3. sheet materials, Characteristics and quality – Polythene 1000-gauge (250 micron) thickness. Uses, creating an enclosure or wrapping materials. Defects – rips, tears etc, thin, creased

4. tapes – Characteristics, poly cloth tape, tears easily to apply, strong adhesive quality. Uses – normally used in constructing enclosures and sealing packages wrapped in polythene. Limitations – adherence can be lessened when used on hot, cold or dusty surfaces. Defects – none that effect the general usage.

5. spray tack. Characteristics – aerosol contact adhesive. Uses – normally used in constructing enclosures and sealing packages wrapped in polythene. Limitations – toxic, needs to be used in a well ventilated area. Defects – none that effect general usage.

6. removal materials and equipment - Characteristics – need to be disposable or reused following decontamination or if not decontaminated, securely packaged and transported to next site in readiness to use. Uses – removal of asbestos. Limitations – none that effect the general usage. Defects – electrical items may need PAT testing and regular inspection.

7. hygiene facilities – See 1.

8. hand and powered tools and equipment. Characteristics – need to be disposable or reused following decontamination or if not decontaminated, securely packaged and transported to next site in readiness to use. Uses – removal of asbestos. Limitations – none that effect the general usage. Defects – electrical items may need PAT testing and regular inspection.

9. test equipment - Characteristics – produces non-toxic smoke. Uses – to check enclosure integrity. Limitations – can take a short period of time to heat up prior to use. Defects – electrical items may need PAT testing and regular inspection.

4.2 *Select resources associated with own work in relation to materials, components, fixings, tools and equipment.*

The candidate can select resources to complete the works in accordance with the plan of work.

4.3 *State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.*

The candidate can use resources in accordance with information, instruction and training provided as well as the directions from the plans of work. The candidate notifies any problems associated with the resources to the supervisor in accordance with organisational procedures.

4.4 *Outline potential hazards associated with the resources and method of work.*

The candidate can outline potential hazards associated with the resources, which can include;

1. Electrical
2. Chemical
3. Manual handling

and hazards associated with the method of work such as

1. Inappropriate use of tools and equipment
2. Slips and trips
3. Working at height
4. Confined spaces

4.5 *Describe how to calculate quantity, length and area associated with the method/procedure to install and remove licensed asbestos enclosure or containment areas.*

By following the site diagram and incorporating site conditions, the candidate can estimate the length, width and height of any materials required and install and remove licensed asbestos enclosures.

5 Minimise the risk of damage to the work and surrounding area when installing and removing licensed asbestos enclosure or containment areas

5.1 *Protect the work and its surrounding area from damage.*

The candidate can use Corex, flame retardant polythene as alternatives to regular materials to protect the surrounding areas.

5.2 *Minimise damage and maintain a clean work space.*

The candidate can maintain a clean work space when moving, handling or storing resources.

- 5.3 *Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations, members of the public and adverse weather conditions.*

The candidate can describe the use of Corex, flame retardant polythene, Heras fencing and security measures as alternatives to regular materials to protect the general workplace activities, other occupations, members of the public and adverse weather conditions.

- 5.4 *Dispose of waste in accordance with legislation.*

The candidate can package asbestos waste and transport it from enclosure to waste receptacle, in accordance with organisational procedures.

- 5.5 *State why the disposal of waste should be carried out in relation to the work.*

The candidate can state that the disposal of waste should be carried out in relation to the work in order to prevent the spread of asbestos.

6 Complete the work within the allocated time when installing and removing licensed asbestos enclosure or containment areas

- 6.1 *Demonstrate completion of the work within the allocated time.*

The candidate can carry out the construction and dismantling of a licensed asbestos enclosure according to the plan of work and within the timescale detailed on the ASB5.

- 6.2 *State the purpose of the work programme and explain why deadlines should be kept in relation to:*

1. *types of progress charts, timetables and estimated times*
2. *organisational procedures for reporting circumstances which will affect the work programme.*

The candidate can state that the construction and dismantling of a licensed asbestos enclosure should be carried out according to the plan of work in order to ensure that the process is properly co-ordinated and efficient, and to ensure that other works planned around the asbestos removal by other trades can progress without delay.

The candidate can state the organisation's reporting arrangements to the supervisor.

7 Comply with the given contract information to install and remove licensed asbestos enclosure or containment areas to the required specification.

7.1 *Demonstrate the following work skills when installing and removing licensed asbestos enclosure or containment areas:*

1. *measuring,*
2. *marking out,*
3. *fitting,*
4. *setting up,*
5. *positioning,*
6. *erecting,*
7. *securing,*
8. *inspecting,*
9. *testing and dismantling.*

The candidate follows the site diagram in the POW and is observed (or evidence gathered) carrying out the tasks below when installing and removing a licensed asbestos enclosure.

1. measuring,
2. marking out,
3. fitting,
4. setting up,
5. positioning,
6. erecting,
7. securing,
8. inspecting,
9. testing and dismantling.

7.2 *Prepare to install and maintain one of the following to given working instructions:*

1. *enclosure areas for the removal of licensed asbestos*
2. *containment areas for the removal of licensed asbestos.*

The candidate is able to prepare to install a licensed asbestos enclosure by ensuring that all equipment and materials required to construct the licensed asbestos enclosure, in accordance with the POW, are available and ensure that the licensed asbestos enclosure is maintained by carrying out daily checks.

7.3 *Dismantle and remove licensed asbestos removal and/or containment areas to given working instructions.*

The candidate can dismantle a licensed asbestos enclosure by removing all enclosure materials, bagging the materials as asbestos waste as necessary and removing all plant and equipment. The work area is left clean and tidy.

7.4 *Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:*

1. *install, maintain and remove enclosure areas for the removal of licensed asbestos*
2. *install, maintain and remove work areas and transit routes*
3. *install and remove hygiene facilities*
4. *install, maintain, run and remove airlocks, bag locks and negative pressure units*
5. *read voltmeters and pressure gauges*
6. *position clear viewing panels*
7. *damp down, clean, clear, seal and remove deposits or dust containing asbestos*
8. *use inspection equipment*
9. *conduct enclosure integrity tests*
10. *use hand tools, power tools and equipment*
11. *work at height*
12. *use access equipment.*

The candidate describes how to apply safe work practices and follow organisational procedures in relation to the following:

1. installing, maintaining and removing enclosure areas for the removal of licensed asbestos
2. installing and removing hygiene facilities
3. installing, maintaining and removing work areas and transit routes
4. installing and maintaining run and remove airlocks, bag locks and negative pressure units
5. positioning clear viewing panels
6. reading voltmeters and pressure gauges
7. conducting enclosure integrity tests
8. using inspection equipment.
9. damping down, cleaning, clearing, sealing and removing deposits or dust containing asbestos
10. using hand tools, power tools and equipment
11. work at height
12. using access equipment.

The candidate can report problems and establish the authority needed to rectify them.

Depending on the problem encountered, the candidate will state that he/she will stop work, notify colleagues of issues where necessary and report to the supervisor.

7.5 *Safely use and store hand tools, portable power tools, ancillary equipment, test equipment and electrical isolators.*

The candidate can safely and in accordance with organisational procedures use and store on site, the items listed below, or package them for storage when transporting between sites:

1. hand tools,
2. portable power tools,
3. ancillary equipment,
4. test equipment
5. electrical isolators.

7.6 *State the needs of other occupations and how to communicate within a team when installing and removing licensed asbestos enclosure or containment areas.*

The needs of other occupations will have been identified during the planning stage for the job and incorporated into the POW. The candidate will be able to identify these needs from the POW and will be able to make other occupations aware that the asbestos works are being undertaken and access to certain areas will be restricted.

This will be communicated to other trades and teams by one or more of the following communication methods

1. Site induction;
2. Tool box talks;
3. Plans of work;
4. Prior notification.

7.7 *Describe how to maintain the tools and equipment used when installing and removing licensed asbestos enclosure or containment areas.*

The candidate is able to describe how to maintain the following:

1. 'H' Type vacuums,
2. Negative Pressure Units,
3. DCUs,
4. RPE

Stripping and Removing Licensed Asbestos Materials in the Workplace

Total Unit Time: 180 hours

Guided Learning: 70 hours

Unit Level: 2

Unit reference number: R/615/4340 (This is equivalent to CITB unit A/600/8417)

Summary of Learning Outcomes:

To achieve this unit a candidate must:

1. **Interpret the given information relating to the work and resources when stripping and removing licensed asbestos:** *by being able to meet the following assessment criteria:*
 - 1.1 Interpret and extract information from method statements, drawings, specifications, schedules, manufacturers' information and plan of work.
 - 1.2 Comply with information and/or instructions derived from risk assessments and method statement.
 - 1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
 - 1.4 Describe different types of information, their source and how they are interpreted in relation to:
 1. drawings,
 2. method statements,
 3. plan of work,
 4. specifications,
 5. schedules,
 6. manufacturers' information
 7. approved Codes of Practice.

2. **Know how to comply with relevant legislation and official guidance when stripping and removing licensed asbestos:** *by being able to meet the following assessment criteria:*
 - 2.1 Describe their responsibilities under current legislation and official guidance whilst working:
 1. in the workplace,
 2. below ground level,
 3. at height,
 4. in confined spaces,
 5. with tools and equipment,

6. with materials and substances,
 7. with movement/storage of materials
 8. by manual handling and mechanical lifting.
- 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
 - 2.3 State what the accident reporting procedures are and who is responsible for making reports.

3. Maintain safe working practices when stripping and removing licensed asbestos: *by being able to meet the following assessment criteria:*

- 3.1 Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when stripping and removing licensed asbestos.
- 3.2 Explain why and when personal protective equipment (PPE) should be used, relating to the removal of licensed asbestos, and the types, purpose and limitations of each type.
- 3.3 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

4. Select the required quantity and quality of resources for the methods of work to strip and remove licensed asbestos: *by being able to meet the following assessment criteria:*

- 4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
 1. hand tools,
 2. equipment
 3. given control measures.
- 4.2 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.
- 4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
- 4.4 Outline potential hazards associated with the resources and method of work.

- 5. Minimise the risk of damage to the work and surrounding area when stripping and removing licensed asbestos:** *by being able to meet the following assessment criteria:*
- 5.1 Protect the work and its surrounding area from damage.
 - 5.2 Minimise damage and maintain a clean work space.
 - 5.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations, members of the public and adverse weather conditions.
 - 5.4 Dispose of waste in accordance with legislation.
 - 5.5 State why the disposal of waste should be carried out in relation to the work.
- 6. Complete the work within the allocated time when stripping and removing licensed asbestos:** *by being able to meet the following assessment criteria:*
- 6.1 Demonstrate completion of the work within the allocated time.
 - 6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to:
 1. types of progress charts, timetables and estimated times
 2. organisational procedures for reporting circumstances which will affect the work programme.
- 7. Comply with the given contract information to strip and remove licensed asbestos materials to the required specification:** *by being able to meet the following assessment criteria:*
- 7.1 Demonstrate the following work skills when stripping and removing licensed asbestos:
 - quantifying, identifying, dismantling, sorting and sealing.
 - 7.2 Strip, handle and remove licensed asbestos materials to given working instructions.
 - 7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
 1. suppress fibres and control exposure
 2. assess and monitor personal exposure levels
 3. carry out personal decontamination
 4. wet strip using wet injection and spraying techniques
 5. shadow vacuum
 6. handle and dispose of asbestos
 7. remove licensed asbestos by the glove and bag method
 8. use hand tools and equipment
 9. work at height

- 10. use access equipment.
- 7.4 Safely use and store hand tools and ancillary equipment.
- 7.5 State the needs of other occupations and how to communicate within a team when stripping and removing licensed asbestos.
- 7.6 Describe how to maintain the control measures, tools and equipment used to strip and remove licensed asbestos.

Unit Assessment Guidance:

1 Interpret the given information relating to the work and resources when stripping and removing licensed asbestos.

1.1 Interpret and extract information from method statements, drawings, specifications, schedules, manufacturers' information and plan of work.

The candidate is able to remove the asbestos using the sequence, methods and equipment detailed in the plan of work (POW).

1.2 Comply with information and/or instructions derived from risk assessments and method statement.

The candidate is able to remove the asbestos using controlled stripping methods as detailed in the POW. The work methods are derived from the risk assessments.

1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.

The candidate reports any inappropriate information or unsuitable resources to the supervisor and follows any resulting instructions.

1.4 Describe different types of information, their source and how they are interpreted in relation to:

- 1. drawings,*
- 2. method statements,*
- 3. plan of work,*
- 4. specifications,*
- 5. schedules,*
- 6. manufacturers' information and*
- 7. approved Codes of Practice.*

The candidate is able to describe

1. drawings as being within the POW and tell you how to set the site up.
2. method statements as being within the POW and tell you how to do the job.
3. specifications as being within the POW and directs operatives to the standard operating procedures (SOPs)
4. schedules, - ASB5 (start and finish time of works.)
5. manufacturers' information, relating to the use of RPE and the NPU regulations
6. approved Codes of Practice relating to the removal of asbestos, such as. – CAR 2012 and accompanying ACoP

2 Know how to comply with relevant legislation and official guidance when stripping and removing licensed asbestos.

2.1 Describe their responsibilities under current legislation and official guidance whilst working:

1. *in the workplace,*
2. *below ground level,*
3. *at height,*
4. *in confined spaces,*
5. *with tools and equipment,*
6. *with materials and substances,*
7. *with movement/storage of materials and*
8. *by manual handling and mechanical lifting.*

The candidate is aware that special conditions apply to the working practices and places listed. The candidate complies with organisational procedures to ensure the safety of themselves and others

2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.

The candidate can state organisation procedures for keeping the following secure:

1. tools,
2. equipment and personal belongings in relation to site,
3. workplace,
4. company
5. operative.

2.3 State what the accident reporting procedures are and who is responsible for making reports

The candidate can state organisation procedures

3 Maintain safe working practices when stripping and removing licensed asbestos.

3.1 Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when stripping and removing licensed asbestos.

The candidate uses the correct PPE when removing asbestos. For example, coveralls, RPE and safety footwear.

- 3.2 *Explain why and when personal protective equipment (PPE) should be used, relating to the removal of licensed asbestos, and the types, purpose and limitations of each type.*

The candidate can explain why and when to use RPE (orinasal or full face powered respirator, both with P3 filters or breathing apparatus). Type of respirator used depends on anticipated exposure, which is related to the nature of the work.

- 3.3 *State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.*

The candidate can state organisation procedures

4 Select the required quantity and quality of resources for the methods of work to strip and remove licensed asbestos.

- 4.1 *Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:*

1. *hand tools,*
2. *equipment and*
3. *given control measures.*

The candidate can describe the following:

1. **Hand tools** – Characteristics and quality appropriate for the work undertaken. Used in preference to powered tools. Limitations, none that effect usage. Defects, general wear and tear.
2. **'H' Type Vacuum Equipment** – Characteristics and quality, as specified in the POW, Uses, removing asbestos. Limitations, 'H' Type vacuum can't be used for wet cleaning. Defects, damage to casing, cable and plug.
3. **Given control measures:** such as RPE and decontamination units

- 4.2 *Select resources associated with own work in relation to materials, components, fixings, tools and equipment.*

The candidate can select resources to complete the works in accordance with the plan of work.

- 4.3 *State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.*

The candidate can use resources in accordance with information, instruction and training provided as well as the directions from the plans of work. The candidate notifies any problems associated with the resources to the supervisor in accordance with organisational procedures.

4.4 *Outline potential hazards associated with the resources and method of work.*

The candidate is able to outline potential hazards associated with the resources and methods of work.

Hazards associated with the resources can include;

- Electrical.
- Manual handling.

Hazards associated with the method of work can include

- Inappropriate use of tools and equipment
- Slips and trips
- Working at height
- Confined spaces

5 Minimise the risk of damage to the work and surrounding area when stripping and removing licensed asbestos.

5.1 *Protect the work and its surrounding area from damage.*

The candidate is able to protect the enclosure using on or more of the following

1. Daily checks,
2. barrier tape,
3. Heras fencing,
4. boarding and
5. warning signage.

5.2 *Minimise damage and maintain a clean work space.*

The candidate is able to carry out daily checks on enclosure integrity and maintain a clean work space by not allowing waste to accumulate in the enclosure and bagging waste as it is removed.

5.3 *Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations, members of the public and adverse weather conditions.*

The candidate can describe the use of the following protection methods in relation to general workplace activities, other occupations, members of the public and adverse weather conditions.

1. Daily checks,
2. barrier tape,

3. Heras fencing,
4. boarding and
5. warning signage,
6. reinforcing materials such as Corex.

5.4 *Dispose of waste in accordance with legislation.*

The candidate can package asbestos waste and transport it from enclosure to waste receptacle, in accordance with organisational procedures.

5.5 *State why the disposal of waste should be carried out in relation to the work.*

The candidate can state that the disposal of waste should be carried out in relation to the work in order to prevent the spread of asbestos.

6 Complete the work within the allocated time when stripping and removing licensed asbestos.

6.1 *Demonstrate completion of the work within the allocated time.*

The candidate is able to remove licensed asbestos according to the plan of work and within the timescale detailed on the ASB5.

6.2 *State the purpose of the work programme and explain why deadlines should be kept in relation to:*

1. *types of progress charts, timetables and estimated times*
2. *organisational procedures for reporting circumstances which will affect the work programme.*

The candidate can explain that the purpose of the work programme is to ensure that removal of licensed asbestos is carried out according to the plan of work and that the process is properly co-ordinated and efficient. This will ensure that other works planned around the asbestos removal by other trades can progress without delay.

The candidate can explain the reporting arrangements to the supervisor in the event that circumstances occur which affect the work programme.

7 Comply with the given contract information to strip and remove licensed asbestos materials to the required specification.

7.1 Demonstrate the following work skills when stripping and removing licensed asbestos:

– quantifying, identifying, dismantling, sorting and sealing.

When removing asbestos, the candidate can identify the asbestos to be removed and the quantity to be removed. Ceilings or similar structures are dismantled appropriately, items that need to be put aside for reuse are separated from those that can be disposed, asbestos waste bags are sealed correctly.

7.2 Strip, handle and remove licensed asbestos materials to given working instructions.

The candidate is able to follow the POW when stripping, handling and removing licensed asbestos materials

7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- 1. suppress fibres and control exposure*
- 2. assess and monitor personal exposure levels*
- 3. carry out personal decontamination*
- 4. wet strip using wet injection and spraying techniques*
- 5. shadow vacuum*
- 6. handle and dispose of asbestos*
- 7. remove licensed asbestos by the glove and bag method*
- 8. use hand tools and equipment*
- 9. work at height*
- 10. use access equipment.*

The candidate can describe how to apply safe work practices and follow organisational procedures in relation to the following:

1. suppress fibres and control exposure
Controlled stripping techniques stated in the POW are described
2. assess and monitor personal exposure levels
the process of personal monitoring in accordance with organisational procedures is described
3. carry out personal decontamination
The candidate can describe the personal decontamination process in accordance with organisational procedures.
4. wet strip using wet injection and spraying techniques
The candidate can describe the wet strip, wet injection and spraying techniques in accordance with organisational procedures.

5. shadow vacuum
The shadow vacuum technique is described in accordance with organisational procedures.
6. handle and dispose of asbestos
The candidate can describe the procedures for handling or disposing of asbestos in accordance with organisational procedures.
7. The safe work practices for the use hand tools, power tools and equipment is described
8. Safe work practices for working at height are described
9. Safe work practices for the use access equipment is described.

The candidate can describe the operational procedures for reporting problems, know when work should be stopped due to problems being identified and what the reporting arrangements are for reporting such problems.

7.4 *Safely use and store hand tools and ancillary equipment.*

The candidate can safely and in accordance with organisational procedures use and store on site, the items listed below, or package them for storage when transporting between sites:

1. hand tools,
2. portable power tools,
3. ancillary equipment,
4. test equipment
5. electrical isolators.

7.5 *State the needs of other occupations and how to communicate within a team when stripping and removing licensed asbestos.*

The needs of other occupations will have been identified during the planning stage for the job and incorporated into the POW. The candidate will be able to identify these needs from the POW and will be able to make other occupations aware that the asbestos works are being undertaken and access to certain areas will be restricted.

This will be communicated to other trades and teams by one or more of the following communication methods

1. Site induction;
2. Tool box talks;
3. Plans of work;
4. Prior notification.

7.6 *Describe how to maintain the control measures, tools and equipment used to strip and remove licensed asbestos.*

The candidate is able to describe how to maintain the following:

1. 'H' Type vacuums,
2. Negative Pressure Units,
3. DCUs,
4. RPE

Conforming to General Health, Safety and Welfare in the Workplace

Total Unit Time: 20 hours

Guided Learning: 17 hours

Unit Level: 1

Unit reference number: Y/615/4341 (This is equivalent to CITB unit A/503/1170)

Summary of Learning Outcomes:

To achieve this qualification a candidate must:

1. **Comply with all workplace health, safety and welfare legislation requirements:** *by being able to meet the following assessment criteria:*
 - 1.1 Comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area.
 - 1.2 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements.
 - 1.3 Comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment.
 - 1.4 State why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to:
 1. collective protective measures
 2. personal protective equipment (PPE)
 3. respiratory protective equipment (RPE)
 4. local exhaust ventilation (LEV).
 - 1.5 State how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.
 - 1.6 State which types of health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment.
 - 1.7 State why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area.
 - 1.8 State how to comply with control measures that have been identified by risk assessments and safe systems of work.

2. Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures: *by being able to meet the following assessment criteria:*

- 2.1 Report any hazards created by changing circumstances within the workplace in accordance with organisational procedures.
- 2.2 List typical hazards associated with the work environment and occupational area in relation to resources, substances, asbestos, equipment, obstructions, storage, services and work activities.
- 2.3 List the current Health and Safety Executive top ten safety risks.
- 2.4 List the current Health and Safety Executive top five health risks.
- 2.5 State how changing circumstances within the workplace could cause hazards.
- 2.6 State the methods used for reporting changed circumstances, hazards and incidents in the workplace.

3. Comply with organisational policies and procedures to contribute to health, safety and welfare: *by being able to meet the following assessment criteria:*

- 3.1 Interpret and comply with given instructions to maintain safe systems of work and quality working practices.
- 3.2 Contribute to discussions by offering/providing feedback relating to health, safety and welfare.
- 3.3 Contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures.
- 3.4 Safely store health and safety control equipment in accordance with given instructions.
- 3.5 Dispose of waste and/or consumable items in accordance with legislation.
- 3.6 State the organisational policies and procedures for health, safety and welfare, in relation to:
 - dealing with accidents and emergencies associated with the work and environment
 - methods of receiving or sourcing information
 - reporting
 - stopping work
 - evacuation
 - fire risks and safe exit procedures
 - consultation and feedback.
- 3.7 State the appropriate types of fire extinguishers relevant to the work.
- 3.8 State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.

4. Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area: *by being able to meet the following assessment criteria:*

- 4.1 Demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare.
- 4.2 State how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to:
 - 1. recognising when to stop work in the face of serious and imminent danger to self and/or others
 - 2. contributing to discussions and providing feedback
 - 3. reporting changed circumstances and incidents in the workplace
 - 4. complying with the environmental requirements of the workplace.
- 4.3 Give examples of how the behaviour and actions of individuals could affect others within the workplace.

5. Comply with and support all organisational security arrangements and approved procedures: *by being able to meet the following assessment criteria:*

- 5.1 Provide appropriate support for security arrangements in accordance with approved procedures:
 - during the working day
 - on completion of the day's work
 - for unauthorised personnel (other operatives and the general public)
 - for theft.
- 5.2 State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources.

Unit Assessment Guidance:

1 Comply with all workplace health, safety and welfare legislation requirements.

1.1 *Comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area.*

Candidate is able to provide evidence of attendance at H&S briefings such as tool box talks, H&S induction and can summarise information from these. Candidate observed to follow health and welfare procedures detailed in plan of work.

1.2 *Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements.*

Candidate observed correctly using equipment such as NPU, DCU, 'H' Type Vacuums and wet strip machines. Candidate is able to correctly carry out RPE and PPE checks.

1.3 *Comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment.*

Candidate complies with on-site signage and instructions from notices and is able to recognise and understand signs.

1.4 *State why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to:*

1. *collective protective measures*
2. *personal protective equipment (PPE)*
3. *respiratory protective equipment (RPE)*
4. *local exhaust ventilation (LEV).*

Candidate can state when and how each of the following should be used and their appropriateness to the tasks/work:

Enclosures under negative pressure
PPE – Coveralls, boots, gloves
RPE – FF and orinasal masks.
Shadow vac technique, using 'H' Type vacuum.

- 1.5 *State how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.*

Candidate can state the instructions given in the POW / SOPs for use of health and safety control equipment and is able to follow any specific training or manufacturer's instructions relating to these.

- 1.6 *State which types of health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment.*

Candidate is able to identify the facilities on site which are required to comply with welfare legislation, state that work with asbestos is controlled by the 'Control of Asbestos Regulations 2012', and list the common notices and warning signs that can be present on site and equipment.

- 1.7 *State why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area.*

Candidate can explain that signage alerts the worker to the risks of the working environment.

- 1.8 *State how to comply with control measures that have been identified by risk assessments and safe systems of work.*

Candidate is able to explain that he / she will comply with all control measures by following the POW.

2 Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures.

- 2.1 *Report any hazards created by changing circumstances within the workplace in accordance with organisational procedures.*

Candidate can follow standard procedures to inform supervisor of issues.

- 2.2 *List typical hazards associated with the work environment and occupational area in relation to resources, substances, asbestos, equipment, obstructions, storage, services and work activities.*

Candidate is able to list hazards such as:

- Manual handling;
- Faulty equipment;
- Sharps;
- Electrical hazards;

- Slips and Trips;
- Working at height;
- Biological and chemical hazards.

2.3 *List the current Health and Safety Executive top ten safety risks.*

Candidate is able to list the following top ten safety risks:

- Fall from a ladder
- Asphyxiation
- Crushed by falling excavation
- Lifting operations
- MEWP crushing entrapment
- Plant overturn
- Struck by plant
- Fall through a fragile roof
- Fall from scaffolding
- Fall through internal void

(or as listed at <http://www.hse.gov.uk/construction/lwit/info.htm>).

2.4 *List the current Health and Safety Executive top five health risks.*

Candidate can list the following:

- Asbestos
- Manual handling
- Noise
- Silica
- Vibration

(or as listed in <http://www.hse.gov.uk/construction/lwit/info.htm>.)

2.5 *State how changing circumstances within the workplace could cause hazards.*

Candidate is able to state how the following could cause hazards:

- Adverse weather;
- Client requirements;
- Other trades;
- Unforeseen events.

2.6 *State the methods used for reporting changed circumstances, hazards and incidents in the workplace.*

Candidate is able to state the standard procedures to inform supervisor of issues.

3 Comply with organisational policies and procedures to contribute to health, safety and welfare.

- 3.1 *Interpret and comply with given instructions to maintain safe systems of work and quality working practices.*

Candidate is able to follow the POW.

- 3.2 *Contribute to discussions* by offering/providing feedback relating to health, safety and welfare.

Candidate is able to provide evidence from supervisors and health and safety meetings relating to this.

- 3.3 *Contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures.*

Candidate is aware of workplace welfare procedures and is able to provide evidence from supervisors relating to maintenance of facilities.

- 3.4 *Safely store health and safety control equipment in accordance with given instructions.*

Candidate is observed to safely store RPE.

- 3.5 *Dispose of waste and/or consumable items in accordance with legislation.*

Methods for packaging and sealing asbestos waste; labelling requirements; removal of waste from enclosures, requirements for loading asbestos waste into skip or van for transport.

- 3.6 *State the organisational policies and procedures for health, safety and welfare, in relation to:*

1. *dealing with accidents and emergencies associated with the work and environment*
2. *methods of receiving or sourcing information*
3. *reporting*
4. *stopping work*
5. *evacuation*
6. *fire risks and safe exit procedures*
7. *consultation and feedback.*

Candidate is able to state the organisational policies and procedures relating to these.

3.7 *State the appropriate types of fire extinguishers relevant to the work.*

Candidate can state that foam; water; CO₂ and powder fire extinguishers are relevant to the work of asbestos removal.

3.8 *State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.*

Candidate can state that water fire extinguishers are not to be used on electrical fires and that CO₂ extinguishers are not suitable for enclosed spaces.

4 Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.

4.1 *Demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare.*

Candidate is able to provide examples of how this behaviour has been demonstrated.

4.2 *State how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to:*

1. *recognising when to stop work in the face of serious and imminent danger to self and/or others*
2. *contributing to discussions and providing feedback*
3. *reporting changed circumstances and incidents in the workplace*
4. *complying with the environmental requirements of the workplace.*

Candidate recognises that carrying out the activities in 1 to 4 demonstrates responsibility for general workplace health, safety and welfare and understands how their working procedures reduces the impact on the environment.

4.3 *Give examples of how the behaviour and actions of individuals could affect others within the workplace.*

Candidate is able to provide examples of both positive/negative actions that can impact on others in the working environment.

5 Comply with and support all organisational security arrangements and approved procedures.

- 5.1 *Provide appropriate support for security arrangements in accordance with approved procedures:*
1. *during the working day*
 2. *on completion of the day's work*
 3. *for unauthorised personnel (other operatives and the general public)*
 4. *for theft.*

The candidate follows and is aware of approved procedures for the site.

- 5.2 *State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources.*

The candidate can give examples of security arrangements for;

1. workplace;
2. the general public;
3. site personnel
4. resources.

Conforming to Productive Working Practices in the Workplace

Total Unit Time: 30 hours

Guided Learning: 20 hours

Unit Level: 2

Unit reference number: H/615/4343 (This is equivalent to CITB unit J/503/1169)

Summary of Learning Outcomes:

To achieve this qualification a candidate must:

1. **Communicate with others to establish productive work practices:** *by being able to meet the following assessment criteria:*
 - 1.1 Communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively.
 - 1.2 Describe the different methods of communicating with line management, colleagues and customers.
 - 1.3 Describe how to use different methods of communication to ensure that the work carried out is productive.

2. **Follow organisational procedures to plan the sequence of work:** *by being able to meet the following assessment criteria:*
 - 2.1 Interpret relevant information from organisational procedures in order to plan the sequence of work.
 - 2.2 Plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively.
 - 2.3 Describe how organisational procedures are applied to ensure work is planned and carried out productively, in relation to:
 1. using resources for own and other's work requirements
 2. allocating appropriate work to employees
 3. organising the work sequence
 4. reducing carbon emissions.
 - 2.4 Describe how to contribute to zero/low carbon work outcomes within the built environment.

- 3. Maintain relevant records in accordance with the organisational procedures:** *by being able to meet the following assessment criteria:*
- 3.1 Complete relevant documentation according to the occupation as required by the organisation.
 - 3.2 Describe how to complete and maintain documentation in accordance with organisational procedures, in relation to:
 1. job cards
 2. worksheets
 3. material/resource lists
 4. time sheets.
 - 3.3 Explain the reasons for ensuring documentation is completed clearly and within given timescales.
- 4. Maintain good working relationships when conforming to productive working practices:** *by being able to meet the following assessment criteria:*
- 4.1 Carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships.
 - 4.2 Apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others.
 - 4.3 Describe how to maintain good working relationships, in relation to:
 1. individuals
 2. customer and operative
 3. operative and line management
 4. own and other occupations.
 - 4.4 Describe why it is important to work effectively with line management, colleagues and customers.
 - 4.5 Describe how working relationships could have an effect on productive working.
 - 4.6 Describe how to apply principles of equality and diversity when communicating and working with others.

Unit Assessment Guidance:

1 Communicate with others to establish productive work practices.

- 1.1 *Communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively.*

Candidate is able to provide examples of how the progress of the work is communicated to;

1. line management;
2. colleagues and/or
3. customers.

- 1.2 *Describe the different methods of communicating with line management, colleagues and customers.*

Candidate can describe verbal, written and regular reporting arrangements.

- 1.3 *Describe how to use different methods of communication to ensure that the work carried out is productive.*

Candidate describes examples of when different methods of communications are used.

2 Follow organisational procedures to plan the sequence of work.

- 2.1 *Interpret relevant information from organisational procedures in order to plan the sequence of work.*

Candidate can determine the sequence of work from the information provided.

- 2.2 *Plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively.*

Candidate is able to plan the sequence of work and determine the appropriate resources required from the information provided.

- 2.3 *Describe how organisational procedures are applied to ensure work is planned and carried out productively, in relation to:*

1. *using resources for own and other's work requirements*
2. *allocating appropriate work to employees*
3. *organising the work sequence*
4. *reducing carbon emissions.*

Candidate can achieve this outcome by following the plan of work.

- 2.4 *Describe how to contribute to zero/low carbon work outcomes within the built environment.*

Candidate is able to describe how to reduce waste on site from use of resources and how the selection of low carbon sources can contribute to zero / low carbon outcomes

3 Maintain relevant records in accordance with the organisational procedures.

- 3.1 *Complete relevant documentation according to the occupation as required by the organisation.*

Candidate is able to complete documentation such as:

1. RPE Daily check sheets
2. Induction signing in.
3. Attendance of Tool Box Talks
4. Signing POW to confirm understanding.

- 3.2 *Describe how to complete and maintain documentation in accordance with organisational procedures, in relation to:*

1. *job cards*
2. *worksheets*
3. *material/resource lists*
4. *time sheets.*

Candidate describes relevant organisational procedures.

- 3.3 *Explain the reasons for ensuring documentation is completed clearly and within given timescales.*

Candidate is able to give examples such as;

1. Legislative requirements
2. Salary payments
3. Due diligence
4. Statistical

4 Maintain good working relationships when conforming to productive working practices.

- 4.1 *Carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships.*

Candidate states how carrying out the work in accordance to the plan and the agreed timescales helps to maintain good working relationships.

- 4.2 *Apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others.*

Candidate demonstrates that he / she:

1. Works within the organisations equality and diversity policy.
2. Understands the principles that everybody needs to be treated equally and fairly within the working environment.

- 4.3 *Describe how to maintain good working relationships, in relation to:*
1. *individuals*
 2. *customer and operative*
 3. *operative and line management*
 4. *own and other occupations.*

Candidate demonstrates the principles of good working relationships through good communication, respect for the individual and their property, keeping others updated on progress and activities and being helpful and co-operative.

- 4.4 *Describe why it is important to work effectively with line management, colleagues and customers.*

Candidate is able to explain that the overall success of the project and organisation relies on being able to work effectively with line management, colleagues and customers.

- 4.5 *Describe how working relationships could have an effect on productive working.*

Candidate provides examples of how both positive and negative working relationships can affect productive working.

4.6 *Describe how to apply principles of equality and diversity when communicating and working with others.*

Candidate demonstrates their ability to work within the organisations equality and diversity policy and understands the principles that everybody needs to be treated equally and fairly within the working environment.

Moving, Handling and Storing Resources in the Workplace

Total Unit Time: 50 hours

Guided Learning: 27 hours

Unit Level: 2

Unit reference number: M/615/4345 (This is equivalent to CITB unit F/503/1171)

Summary of Learning Outcomes:

To achieve this qualification a candidate must:

- 1. Comply with given information when moving, handling and/or storing resources:** *by being able to meet the following assessment criteria:*
 - 1.1 Interpret the given information relating to moving, handling and/or storing resources, relevant to the given occupation.
 - 1.2 Interpret the given information relating to the use and storage of lifting aids and equipment.
 - 1.3 Describe the different types of technical, product and regulatory information, their source and how they are interpreted.
 - 1.4 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
 - 1.5 Describe how to obtain information relating to using and storing lifting aids and equipment.

- 2. Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.**
 - 2.1 Describe their responsibilities under current legislation and official guidance whilst working:
 1. in the workplace,
 2. in confined spaces,
 3. below ground level,
 4. at height,
 5. with tools and equipment,
 6. with materials and substances,
 7. with movement/storage of materials
 8. by manual handling and mechanical lifting.
 - 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
 - 2.3 Explain what the accident reporting procedures are and who is responsible for making the reports.

- 2.4 State the appropriate types of fire extinguishers relevant to the work.
- 2.5 Describe how and when the different types of fire extinguishers, relevant to the given occupation, are used in accordance with legislation and official guidance.

3. Maintain safe working practices when moving, handling and/or storing resources: *by being able to meet the following assessment criteria:*

- 3.1 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when moving, handling and/or storing resources.
- 3.2 Use lifting aids safely as appropriate to the work.
- 3.3 Protect the environment in accordance with safe working practices as appropriate to the work.
- 3.4 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to moving, handling and/or storing resources, and the types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to:
 1. collective protective measures
 2. personal protective equipment (PPE)
 3. respiratory protective equipment (RPE)
 4. local exhaust ventilation (LEV).
- 3.5 Describe how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.
- 3.6 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

4. Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources: *by being able to meet the following assessment criteria:*

- 4.1 Select the relevant resources to be moved, handled and/or stored, associated with own work.
- 4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to:
 1. lifting and handling aids
 2. container(s)
 3. fixing, holding and securing systems.
- 4.3 Describe how the resources should be handled and how any problems associated with the resources are reported.
- 4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.

4.5 Describe any potential hazards associated with the resources and methods of work.

5. Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources: *by being able to meet the following assessment criteria:*

- 5.1 Protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures.
- 5.2 Dispose of waste and packaging in accordance with legislation.
- 5.3 Maintain a clean work space when moving, handling or storing resources.
- 5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions
- 5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

6 Complete the work within the allocated time when moving, handling and/or storing resources: *by being able to meet the following assessment criteria:*

- 6.1 Demonstrate completion of the work within the allocated time.
- 6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to:
 - 1. progress charts, timetables and estimated times
 - 2. organisational procedures for reporting circumstances which will affect the work programme.

7 Comply with the given occupational resource information to move, handle and/or store resources to the required guidance: *by being able to meet the following assessment criteria:*

- 7.1 Demonstrate the following work skills when moving, handling and/or storing occupational resources:
 - 1. moving,
 - 2. positioning,
 - 3. storing,
 - 4. securing and/or using lifting aids and
 - 5. kinetic lifting techniques.

- 7.2 Move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following:
 1. sheet material
 2. loose material
 3. bagged or wrapped material
 4. fragile material
 5. tools and equipment
 6. components
 7. liquids.
- 7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling and/or storing occupational resources.
- 7.4 Describe the needs of other occupations when moving, handling and/or storing resources.

Unit Assessment Guidance:

1 Comply with given information when moving, handling and/or storing resources

1.1 *Interpret the given information relating to moving, handling and/or storing resources, relevant to the given occupation.*

Candidate can move, handle and store resources as per operational requirements and any associated risk assessments.

1.2 *Interpret the given information relating to the use and storage of lifting aids and equipment.*

Candidate uses and stores lifting aids and equipment as per operational requirements and any associated risk assessments.

1.3 *Describe the different types of technical, product and regulatory information, their source and how they are interpreted.*

Candidate describes manufacturer's instructions, safety data sheets, ACoPs and Guidance and how they are interpreted in the POW

1.4 *State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.*

Candidate identifies organisation procedures and describes their use.

1.5 *Describe how to obtain information relating to using and storing lifting aids and equipment.*

Candidate states where information can be obtained relating to storing lifting aids and equipment.

2 Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.

2.1 *Describe their responsibilities under current legislation and official guidance whilst working:*

- 1. in the workplace,*
- 2. in confined spaces,*
- 3. below ground level,*
- 4. at height,*
- 5. with tools and equipment,*

6. *with materials and substances,*
7. *with movement/storage of materials and*
8. *by manual handling and mechanical lifting.*

Candidate is aware that special conditions apply to the working practices and places listed. Organisational procedures are complied with to ensure the safety of themselves and others.

- 2.2 *Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.*

The candidate can give examples of security arrangements for;

5. tools;
6. equipment;
7. personal belongings

with regards to the site, workplace, company and operative

- 2.3 *Explain what the accident reporting procedures are and who is responsible for making the reports.*

Candidate is able to state the organisational policies and procedures relating to these.

- 2.4 *State the appropriate types of fire extinguishers relevant to the work.*

Candidate can state that foam; water; CO₂ and powder fire extinguishers are relevant to the work of asbestos removal.

- 2.5 *Describe how and when the different types of fire extinguishers, relevant to the given occupation, are used in accordance with legislation and official guidance.*

Candidate can state that water fire extinguishers are not to be used on electrical fires and that CO₂ extinguishers are not suitable for enclosed spaces.

3 Maintain safe working practices when moving, handling and/or storing resources.

- 3.1 *Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when moving, handling and/or storing resources.*

Candidate uses trolleys, gloves and other ancillary safety equipment when moving materials, as appropriate.

3.2 *Use lifting aids safely as appropriate to the work.*

Candidate uses trollies, gloves and other ancillary safety equipment when moving materials, as appropriate.

3.3 *Protect the environment in accordance with safe working practices as appropriate to the work.*

Candidate takes appropriate measures to protect the environment, when moving, handling and storing resources. For example, when constructing and dismantling enclosures and transporting waste.

3.4 *Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to moving, handling and/or storing resources, and the types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to:*

1. *collective protective measures*
2. *personal protective equipment (PPE)*
3. *respiratory protective equipment (RPE)*
4. *local exhaust ventilation (LEV).*

Candidate packages asbestos waste and transports it from enclosure to waste receptacle, in accordance with organisational procedures.

3.5 *Describe how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.*

Evidence for this can be obtained from how the candidate follows Plans of work.

3.6 *State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.*

Candidate states how to respond to the events of asbestos waste spills during transportation.

4 Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources.

4.1 *Select the relevant resources to be moved, handled and/or stored, associated with own work.*

Candidate selects / stores resources to complete the works in accordance with the plan of work.

4.2 *Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to:*

1. *lifting and handling aids*
2. *container(s)*
3. *fixing, holding and securing systems.*

Candidate can describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to

1. Trolleys and other similar means used to transport resources.
2. Asbestos waste bags and waste receptacle.
3. Using the appropriate method to securely fasten the opening of the asbestos waste bags.

4.3 *Describe how the resources should be handled and how any problems associated with the resources are reported.*

Candidate checks asbestos waste bags before use and any problems are reported to the supervisor.

4.4 *Explain why the organisational procedures have been developed and how they are used for the selection of required resources.*

Candidate explains that to prevent the spread of asbestos waste the correct bags have to be used.

4.5 *Describe any potential hazards associated with the resources and methods of work.*

Candidate describes potential hazards such as:

1. Torn bags
2. Wet bags which may be difficult to handle.
3. Overfilled bags
4. Sharp items within bag may cause punctures.

5 Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources.

5.1 *Protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures.*

Candidate packages asbestos waste and transports it from enclosure to waste receptacle, in accordance with organisational procedures.

5.2 *Dispose of waste and packaging in accordance with legislation.*

Candidate packages asbestos waste and transports it from enclosure to waste receptacle, in accordance with organisational procedures.

5.3 *Maintain a clean work space when moving, handling or storing resources.*

Candidate can maintain a clean work space when moving, handling or storing resources.

5.4 *Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions*

Candidate is able to describe the use of corex, flame retardant polythene as alternatives to regular materials to protect the surrounding areas.

Candidate is observed to protect the enclosure using on or more of the following

1. barrier tape,
2. Heras fencing,
3. boarding and
4. warning signage.

5.5 *Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.*

Candidate is able to explain that asbestos waste should be disposed of correctly in order to prevent exposure to asbestos.

6 Complete the work within the allocated time when moving, handling and/or storing resources.

6.1 *Demonstrate completion of the work within the allocated time.*

Candidate removes asbestos waste from site according to the plan of work.

6.2 *State the purpose of the work programme and explain why deadlines should be kept in relation to:*

- 1. progress charts, timetables and estimated times*
- 2. organisational procedures for reporting circumstances which will affect the work programme.*

Candidate states that with regards to moving and handling and/or storing resources the purpose of the plan of work is to ensure that the process is properly co-ordinated and efficient. For example, provision of skips coincides with loading of waste and waste receptacle being removed from site at the end of the job/when full.

Candidate is able to describe the reporting arrangements to supervisor.

7 Comply with the given occupational resource information to move, handle and/or store resources to the required guidance.

7.1 *Demonstrate the following work skills when moving, handling and/or storing occupational resources:*

- 1. moving,*
- 2. positioning,*
- 3. storing,*
- 4. securing and/or using lifting aids and*
- 5. kinetic lifting techniques.*

Candidate is observed carrying out the following work skills:

- 1. Safe manual Handling,*
- 2. Siting waste receptacle in accordance with POW*
- 3. Storing in correct waste receptacle*
- 4. Locking waste receptaclefs*
- 5. Safe manual Handling,*

7.2 *Move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following:*

- 1. sheet material*
- 2. loose material*
- 3. bagged or wrapped material*
- 4. fragile material*

5. *tools and equipment*
6. *components*
7. *liquids.*

Candidate is observed moving, handling and / or storing:

1. sheet material – polythene
2. loose material – asbestos waste into bags.
3. bagged or wrapped material – bagged asbestos waste
4. fragile material – asbestos waste (avoid generating fibres)
5. tools and equipment – Double bag vacuum cleaners to transport between sites.
6. Components – RPE.
7. Liquids – storage of waste water from DCU.

- 7.3 *Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling and/or storing occupational resources.*

Candidate is able to describe and / or demonstrate how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling and/or storing occupational resources.

- 7.4 *Describe the needs of other occupations when moving, handling and/or storing resources.*

Candidate is able to obtain agreement from the client in advance of the job regarding the location of the waste receptacle which takes into account the needs of others during the works.

Centre Guidance

Assessment:

Each of the units in this qualification must be assessed in a work environment and in accordance with the Additional Requirements for Qualifications using the title NVQ. Workplace evidence of skills cannot be simulated. Candidates will be required to present a portfolio of evidence which must provide evidence for attainment of all the learning outcomes for each of the units in this qualification.

Assessors for this qualification must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- other evidence of workplace competence and knowledge can be obtained via professional discussions with the candidate and verifiable witness statements from the candidate's line managers.

Additional guidance for assessment in the workplace can be obtained from *RSPH Guidance for Assessment in the Workplace*, available to download from the RSPH centre area.

Assessors for this qualification must have up to date experience of the asbestos removal industry which can be verified, together with relevant skills, knowledge and understanding of the areas covered by the units within the qualification.

Experienced Worker Practical Assessment Route

Workers with a minimum of three years relevant experience in asbestos removal may be assessed by an *Experienced Worker Practical Assessment*. This consists of an intense assessment regime combining witness testimonies, professional discussions, oral questioning, verifiable evidence of their relevant experience and a practical assessment.

Workers and centres wishing to employ this form of assessment must first consult with RSPH with regards to the suitability of this route for the worker and centre and obtain permission to proceed.

Progression

Learners who achieve this qualification can progress to the:

Level 3 Certificate in Asbestos Removal for Supervisors

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

How to apply to offer this qualification:

To become a centre approved to offer this qualification, please complete the 'Centre Application Form' which can be found on our website in the Qualifications and Training section. If you are already an approved centre, please complete the 'Add an additional qualification form' which can be downloaded from the Centre area on the website www.rsph.org.uk. Please ensure that you include details of your quality assurance procedures. You will need to attach a CV to this application. Centres should ensure that paragraphs 4.5 and 4.6 of the application forms are completed as this qualification is assessed by the centre.

National Occupational Standards

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

- Unit COSVR360 Establish Work Area Protection and Safety
- Unit COSVR462 Install and remove licensed asbestos enclosure or containment areas
- Unit COSVR463 Licensed asbestos removal
- Unit COSVR465 Remove hazardous waste
- Unit COSVR641 Conform to general workplace health, safety and welfare
- Unit COSVR642 Conform to productive work practices
- Unit COSVR643 Move, handle or store resources

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

Special Assessment Needs:

Centres that have candidates with special assessment needs should consult The Society's Reasonable Adjustments and Special Consideration Policy; this is available from RSPH and the RSPH web site (www.rsph.org.uk).

Recommended Qualifications and Experience of Tutors:

RSPH 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.

RSPH recommends that centres utilise a team of tutors and assessors in the delivery of this qualification. Tutors and assessors must have suitable practical experience in the removal of asbestos, as outlined above.

Other Information:

All RSPH specifications are subject to review. Any changes to the assessment or learning outcomes will be notified to Centres in advance of their introduction. To check the currency of this version of the specification, please contact the Qualifications Department or consult the RSPH website.

Centres must be registered with RSPH.

Any enquiries about this qualification should be made to:

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