

Level 4 Diploma in Licensed Asbestos Removal for Contract Managers

January 2020

Guided Learning Hours: 285 hours

Total Qualification Time (TQT): 519 hours

Ofqual Qualification Number: 603/3839/8

Description

The *Level 4 Diploma in Licensed Asbestos Removal for Contract Managers* is a qualification that covers the management of staff involved in asbestos removal and the management of sites at which asbestos removal is taking place. The qualification is intended for workers in the asbestos removal industry who are already supervisors and wish to progress their career, or who are experienced site managers in the construction industry and need to know about the management of asbestos removal.

The objective of this qualification is to ensure that learners will know and understand the health and safety requirements that are relevant to asbestos removal, the methods and procedures for removing asbestos and how to effectively manage the sites on which asbestos removal is taking place.

The qualification consists of four units:

- Health and Safety of Licensed Asbestos Removal for Contract Managers
- Principles of Licensed Asbestos Removal for Contract Managers
- Principles of Licensed Asbestos Removal Site Management
- Development of a suitable and sufficient plan of work for Licensed Asbestos Removal

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Health and Safety of Licensed Asbestos Removal for Contract Managers

Guided Learning: 75 hours

Total Unit Time: 140 hours

Unit Level: 4

Unit reference number: L/617/3470

Summary of Learning Outcomes

To achieve this unit a candidate must:

1. **Understand the H&S issues and legislative requirements relating to the use of asbestos in the construction industry, by being able to meet the following assessment criteria:**
 - 1.1 Describe how asbestos has been used in the construction industry.
 - 1.2 Explain the health and safety issues resulting from the use of asbestos.
 - 1.3 Outline the legislative responsibilities of managers for the control of asbestos.

2. **Understand how to ensure the health and safety of staff during asbestos removal operations, by being able to meet the following assessment criteria:**
 - 2.1 Explain requirements for the use of personal protective equipment during asbestos removal.
 - 2.2 Explain requirements for the use of respiratory protective equipment during asbestos removal.
 - 2.3 Explain procedures for dealing with possible emergency situations.

3. **Know essential safety requirements for site work, by being able to meet the following assessment criteria:**
 - 3.1 Explain requirements to liaise with clients, site managers and H&S personnel.
 - 3.2 Identify site welfare and health & safety facilities.
 - 3.3 Determine essential health and safety information for the site.

4. **Understand how to keep licensed asbestos removal personnel safe on site, by being able to meet the following assessment criteria:**
 - 4.1 Identify hazards and risks on site.
 - 4.2 Assess the risks to personnel due to their being on site.
 - 4.3 Explain requirements for onsite induction training.

Content:

1 Health and Safety issues and legislative requirements relating to the use of asbestos in the construction industry:

How asbestos has been used in the construction industry: Types of asbestos fibres, uses, identification methods (introduction); manufacture and installation of different ACMs; types of products that may contain asbestos; likely locations; previous treatment methods covering old asbestos applications; how the presence of asbestos can be confirmed (bulk sampling and analysis).

1.2 *Health and safety issues resulting from the use of asbestos:* Types of asbestos-related diseases and how these are related to exposure; requirement for medicals under Control of Asbestos Regulations; need for dust/fibre suppression to control exposure; friability of asbestos containing materials (ACMs); conditions which will promote the release of fibres from ACMs; recognition and need for control; emergency and remedial work contribution of smoking to health risks from asbestos; risks of taking home asbestos-contaminated equipment/clothing.

1.3 *Legislative responsibilities of managers:* Duties of the individual; key duties of the employer; overview of licensing framework; control of exposure - as low as reasonably practicable; overview of Control of Asbestos Regulations; requirements of the approved code of practice and associated guidance; overview of waste regulations; control limits; knowledge of which work with asbestos requires a licence, the types of insurance cover required; sources of information on ACMs; civil vs. criminal law.

2 How to ensure the health and safety of staff during asbestos removal operations

2.1. *Use of personal protective equipment during asbestos removal:* The use of the appropriate personal protective equipment (PPE) including: overalls, headgear, footwear and gloves; employer requirements to provide appropriate PPE and employees' obligations to use it; correct use and maintenance of PPE; cleaning, decontamination and/or disposal of PPE; transit overalls; when and where PPE should be worn; PPE use during transit procedures; keeping of relevant records; knowledge of practical difficulties of wearing and using PPE, such as heat/cold and laundry requirements.

2.2 *Use of respiratory protective equipment during asbestos removal:* The circumstances when respiratory protective equipment (RPE) must be worn such as: inspection of work area, building and dismantling enclosures, working in enclosure, removing asbestos waste; how to inspect, test and wear RPE; need for quantitative face-fit test, a good face seal and to be

clean shaven; storage, battery charging and maintenance; strategy for changing pre-filters and main filters.

2.3 *Procedures for dealing with possible emergency situations:* What to do in the event of:

- major and minor injuries or illnesses occurring inside 'live' enclosures;
- fire occurring inside or outside enclosure;
- a leak of asbestos being found outside the enclosure;
- the power on a power-assisted respirator failing while inside 'live' enclosure;
- the negative pressure units (NPU) stop working;
- complete loss of electrical power;
- loss of water supply to the hygiene unit;

Need to confirm that procedures for dealing with emergency situations are in place and appropriate to specific site and circumstances; assessment of the competence of operatives and supervisors, importance of auditing and monitoring work activities; notification of asbestos work.

3 Essential safety requirements for site work:

3.1 *Requirements to liaise with site managers and H&S personnel:* Reasons for identifying site manager and H&S personnel; information required from these individuals at start of project, during the project and at the termination of the project; information that should be supplied to these individuals by the contract manager, such as compliance with CSCS requirements, number of personnel, how work at the asbestos removal site could impact on the H&S of the whole site; need to communicate any H&S issues on site to the site manager and H&S personnel and procedures for doing so.

3.2 *Site welfare and health & safety facilities:* Identify welfare and H&S facilities that are available for the use of asbestos removal personnel; restrictions on the use of these facilities.

3.3 *Essential health and safety information on site:* Information such as location of muster points; vehicular access and routes through the construction site; location of first aid posts / facilities; requirements of risk assessments relating to movement around the site; site precautions and risk control systems.

4 How to keep licensed asbestos removal personnel safe on site:

- 4.1 *Hazards and risks on the site:* Identification of asbestos and non-asbestos hazards and risks by walk-through of site and direct observation; communication with site manager and H&S personnel with respect to specific events that may pose a hazard or risk to staff, such as deliveries of hazardous loads to site; communication of these to asbestos removal personnel.
- 4.2 *Risks to personnel due to their being on site:* Assessment of possible likelihood and severity of injury due to identified asbestos and non-asbestos hazards and risks; use of quantifiable risk rating systems; specific and generic risk assessments for site.
- 4.3 *Requirements for on-site induction training:* Need to comply with site requirements for induction training of asbestos removal personnel when they first arrive on site; site familiarisation; additional training as required; need to ensure asbestos removal personnel are aware of specific hazards and risks that may occur during their time on site.

Principles of Licensed Asbestos Removal for Contract Managers

Guided Learning: 65 hours

Total Unit Time: 97 hours

Unit Level: 4

Unit reference number: R/617/3471

Summary of Learning Outcomes

To achieve this unit a candidate must:

1. **Know the requirements for setting up, maintaining and dismantling asbestos enclosures and associated equipment, by being able to meet the following assessment criteria:**
 - 1.1 Explain procedures for setting up asbestos enclosures and associated equipment.
 - 1.2 Explain procedures for maintaining asbestos enclosures and associated equipment.
 - 1.3 Explain procedures for dismantling asbestos enclosures and associated equipment.

2. **Know the requirements for the safe removal of asbestos containing materials, by being able to meet the following assessment criteria:**
 - 2.1 Describe methods for controlling exposure to asbestos fibres during removal operations.
 - 2.2 Describe asbestos abatement procedures.

3. **Know the requirements for decontamination and cleaning of personnel, equipment and asbestos sites, by being able to meet the following assessment criteria:**
 - 3.1 Explain decontamination procedures.
 - 3.2 Describe the requirements for cleaning and clearance air testing.
 - 3.3 Explain regulatory requirements for waste management and disposal.

Content

- 1 Requirements for setting up, maintaining and dismantling asbestos enclosures and associated equipment**
 - 1.1 *Procedures for setting up asbestos enclosures and associated equipment:* Use of resources, equipment and plant for the construction of asbestos removal enclosures; need for pre-clean; outline of components; construction of enclosures and air/bag locks including possible weather protection; provision and positioning of viewing panels and / or CCTV; positioning and wording for warning notices; site layout, optimal positioning of hygiene unit and air/bag locks; connection and testing of hygiene unit; how to achieve 'good air' management within the enclosure; use of NPUs (to include how NPUs work and the significance of the voltmeter and pressure gauges and what changes in the gauge readings mean); use of Type H vacuum cleaners and injection equipment; smoke testing and need for witnessing.
 - 1.2 *Procedures for maintaining asbestos enclosures and associated equipment:* Use of resources, equipment and plant for the operation of asbestos removal enclosures; enclosures and associated equipment maintained in accordance with organisational procedures; daily inspections of enclosure (start, middle and end of shift) and immediate rectification of defects; overview of fault finding, how to spot problems with airlocks, enclosures and hygiene unit; daily maintenance of hygiene unit; record-keeping.
 - 1.3 *Explain procedures for dismantling asbestos enclosures and associated equipment:* Confirm clearance achieved, spray enclosure polythene with sealant, bag and seal vacuum cleaners, bag other equipment, dismantle enclosure and dispose of as asbestos waste; final inspection of area once enclosure and all associated equipment has been removed.
- 2 Requirements for the safe removal of asbestos containing materials**
 - 2.1 *Methods for controlling exposure to asbestos fibres during removal operations:* Control measures which minimise the release and spread of asbestos fibres; use of RPE and PPE; principles of personal monitoring; access to personal assessment information; adequate and appropriate supervision; maintenance and correct use of asbestos removal equipment.
 - 2.2 *Asbestos abatement procedures:* Requirements of the BSI 8520 standard; wet injection and spraying techniques; wrap-and cut; glove bags; direct vacuuming; LEV (shadow vacuuming); fine cleaning by use of abrasive pads, wire brush and tack rags; use of hand tools.

3 Requirements for decontamination of personnel, equipment and cleaning asbestos sites

- 3.1 *Decontamination procedures:* Personal decontamination procedures for directly connected and remote (transit) decontamination units (DCUs) and airlocks including: PPE changing and disposal, showering, use of towels, what should be in the DCU e.g. mirror, soap/ shower gel, colour coding of coveralls, decontamination, cleaning, charging and storage of RPE; changing and disposal of pre and main RPE filters; decontamination procedures where no enclosure or DCU is required (open sites); common problems with operatives undertaking decontamination; cleaning of airlocks and DCUs; common faults with decontamination; inspection and record-keeping; the importance of ensuring that procedures are followed; making time available to allow adequate showering; DCU checks; interpretation of inspections and audit results.
- 3.2 *Requirements for cleaning and clearance air testing:* Cleaning and clearance requirements, including the need for the four-stage clearance process and associated certificate of reoccupation; visual cleanliness and air testing requirements; methods of cleaning for enclosures, hygiene facilities and equipment; re-cleaning in event of air test failure; cleaning after enclosure dismantling; cleaning in the event of an emergency or enclosure/equipment damage; the requirements of analysts before clearance inspection and sampling.
- 3.3 *Regulatory requirements for waste management and disposal:* Outline of Waste Regulations; use of consignment notes; registration of carriers; role and powers of environment agencies; transportation of dangerous goods; bagging, sealing and cleaning; transportation through bag lock and airlock; storage of asbestos waste; correct loading of skip/van.

Principles of Licensed Asbestos Removal Site Management

Guided Learning: 70 hours

Total Unit Time: 142 hours

Unit Level: 4

Unit reference number: Y/617/3472

Summary of Learning Outcomes

To achieve this unit a candidate must:

- 1. Understand requirements for managing operations at asbestos removal sites, *by being able to meet the following assessment criteria:***
 - 1.1 Explain the use of risk assessments and plans of work in asbestos removal operations.
 - 1.2 Describe procedures for monitoring asbestos removal.
 - 1.3 Explain requirements for site inspection and record keeping.

- 2. Understand requirements for managing staff involved in asbestos removal, *by being able to meet the following assessment criteria:***
 - 2.1 Explain how to ensure staff carry out their duties responsibly and safely.
 - 2.2 Explain how to ensure staff are suitably trained.

Content

1 Requirements for managing operations at asbestos removal sites

- 1.1 *Use of risk assessments and plans of work in asbestos removal operations:* Main points of risk assessments; right to see significant findings; requirements to follow risk assessments and risks/penalties if not followed; how to ensure operatives and site supervisors are made aware of risk assessments that affect their work and that the requirements of these are complied with; control limits; amending risk assessments and development of a plan of work (instruction and exercise); when work should be halted because it does not match the plan of work; what would require a change and amendment to a risk assessment / plan of work; seeking advice and informing personnel of changes; notification to health and safety executive (HSE) when change is significant and what is a significant change; review of risk assessments and plans of work, record keeping and storage of risk assessments and plans of work.
- 1.2 *Procedures for monitoring asbestos removal:* Maintenance and monitoring of control measures; controlling exposure to asbestos; ensuring that equipment functions correctly; pre-start setting-up; barriers and signs; construction and testing of enclosures and airlocks; site monitoring; use/testing of negative pressure equipment and ventilation and air management systems; maintenance of air management; correct maintenance of all site equipment; need to follow manufacturers' operating instructions, including the correct maintenance and monitoring of the following control measures: enclosures, external services, NPU's, wet strip units, mobile generators, water supply, heating appliances, PPE, RPE, any dust suppression equipment, tools and DCUs; site supervision and record-keeping of work in progress; method statements; monitoring and auditing work in progress including personal monitoring during asbestos removal works.
- 1.3 *Requirements for site inspection and record keeping:* Purpose of site inspections, site auditing and record keeping; role of inspector/auditor; responsibilities of operatives; reporting faults and other problems; criteria for site inspections; actions in event of faults; record-keeping; scope and nature of records, use of typical record and reporting systems; retention of data, including exposure records and health; surveillance; methods and criteria; interpreting and monitoring records; data handling.

2 Requirements for managing staff involved in asbestos removal

- 2.1 *How to ensure staff carry out their duties responsibly and safely:* Staff must adhere to the principles of their training; to work to the RA and POW, to work safely and not to put others at risk from their acts or omissions; to wear PPE and RPE correctly and to report any defects; comply with regulations, ACOPs and other guidance; ensuring staff have a face-fit test and have received a medical; inspection and testing of equipment, daily inspections; the importance of being on site for key stages of the work, role in directing the work and monitoring standards of work; to ensure that all activities meet the legal requirements.
- 2.2 *How to ensure staff are suitably trained:* Implementing and monitoring on-job training; assessing the competence of employees; the types of training available and how to choose the right course; training needs analysis in practice; recognising the need for additional training when new equipment or work methods are introduced; legal requirements for training.

Development of a suitable and sufficient plan of work for licensed asbestos removal

Guided Learning: 75 hours

Total Unit Time: 140 hours

Unit Level: 4

Unit reference number: D/617/3473

Summary of Learning Outcomes

To achieve this unit a candidate must:

- 1. Know how to develop a suitable and sufficient plan of work for asbestos removal operations, by being able to meet the following assessment criteria:**
 - 1.1 Summarise the key elements of a Plan of Work (POW).
 - 1.2 Determine the specific requirements of the client contract and scope of work.
 - 1.3 Explain how the specific requirements of the client contract and scope of work can be realised.
 - 1.4 Analyse site conditions and scope of work to ensure asbestos removal operations are carried out safely and efficiently.

- 2. Understand how to implement and monitor the performance of asbestos removal operations, by being able to meet the following assessment criteria:**
 - 2.1 Explain how to ensure all relevant personnel are made aware of the requirements of the plan of work.
 - 2.2 Allocate the required resources for the asbestos removal operation.
 - 2.3 Explain quality assurance procedures for ensuring the required outcomes of the plan of work are achieved.

Content:

- 1 How to develop a suitable and sufficient plan of work for asbestos removal operations:**
 - 1.1 *Key elements of a plan of work:* Contract details; scope of work; arrangements for carrying out the work (method of work and sequence of work); management arrangements; equipment, materials and operational controls; site diagrams; site specificity; cross-references to standard procedures such as hygiene facilities, decontamination arrangements, equipment checks, transit routes, site inspection; variations to standard procedures; arrangements for varying the plan of work; style of plan of work and use of diagrams, flow charts and photographs.
 - 1.2 *Specific requirements of the client contract and scope of work:* Specific requirements of the site; requirements for specific / non-standard risk assessments; suitability and sufficiency of equipment and materials required on site; arrangements for accessing site to deliver equipment and materials; welfare facilities on site.
 - 1.3 *How the specific requirements of the client contract and scope of work can be realised:* Obtain information from site visits, discussions with site management, contractual requirements; identification of location of asbestos and asbestos type; production of specific risk-assessments; modification of standard procedures to suit specific requirements of the site.
 - 1.4 *Ensure asbestos removal operations are carried out safely and efficiently:* Legislative requirements relating to asbestos removal operations; production of site diagrams to required detail; details of enclosure and airlock construction; dust suppression methods; air management for enclosures appropriate for site conditions; maintenance of air-flow performance; enclosure entry and exit procedures; arrangements for smoke testing and witnessing; methods and sequence for asbestos removal consistent with specific site and client conditions; waste storage and collection / disposal.

2 How to implement and monitor the performance of asbestos removal operations

- 2.1 *How to ensure all relevant personnel are made aware of the requirements of the plan of work:* Job roles / titles of personnel who need to be made aware of the requirements of the plan of work; notification of plan of work and its requirements to site management; methods for notifying supervisors and operatives of plan of work; need to discuss plan of work with supervisors before work commences; need to ensure access to plan of work and related operating procedures.
- 2.2 *Resources for the asbestos removal operation:* Arrangements for ensuring required resources are made available, to include equipment, materials and staff; storage of materials prior to use; equipment checks; decontamination of equipment and removal from site.
- 2.3 *Quality assurance procedures for ensuring the required outcomes of the plan of work are achieved:* Methods and frequency of site audits / inspections; reasons for active monitoring of work; how to provide feedback to supervisors, operatives and site management on the progress of the work; information required by supervisors, operatives and site management; variations to plan of work; procedures in the event of under-performance of asbestos removal 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.

The following assessment methods are permitted:

Coursework, E-assessment, multiple-choice examinations, portfolios of evidence, task-based controlled assessment and written examinations.

Centre Guidance:

Recommended Reading:

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| 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:

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| 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

Progression:

Learners who achieve this qualification can apply to join ARMI, the Asbestos Removal Management Institute:

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 and marked by the centre.

Centres should submit exemplar assessment material to RSPH, clearly showing how this will be used to test each of the assessment criteria for the qualification. Centres should also explain how evidence of achievement will be submitted to RSPH for the purpose of external verification and the claiming of the award on behalf of learners. Please contact the Qualifications Department at centreapproval@rsph.org.uk if you need any assistance.

National Occupational Standards

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

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.

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 and Assessors

The Society would expect that tutors have teaching experience and a qualification in a relevant subject area or substantial experience in the management of asbestos removal. Assessors should have relevant experience in asbestos contract management.

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.

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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