

RSPH Level 3 Award in Asbestos Management for Dutyholders

January 2021

Guided Learning	30 hours
Total Qualification Time	46 hours

Ofqual Qualification Number 601/8287/8

Description

The *Control of Asbestos Regulations* impose duties on every person who has, by virtue of a contract or tenancy, an obligation in relation to the maintenance or repair of non-domestic premises to manage the risk from asbestos. Dutyholders will need to be able to identify, assess and manage any asbestos containing materials on their premises.

The objective of this qualification is to provide learners with the knowledge and understanding to carry out this role and so will help organisations and companies understand more about asbestos management and how to comply with Regulation 4, The Duty to Manage.

The qualification is divided into four units:

Unit One: Asbestos types, uses, health effects and legislation

Unit Two: Dutyholder responsibilities and asbestos surveys

Unit Three Asbestos management plans

Unit Four: Requirements for remedial works with asbestos (contractor and analytical requirements)

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Unit One: Asbestos Types, Uses, Health Effects & Legislation

Guided Learning: 4 hours

Total Qualification Time: 7 hours

Unit Level: 3

Unit Reference No. R/507/9967

Summary of Learning Outcomes:

To achieve this unit a candidate must:

- 1. Understand the health risks, uses and properties of asbestos, by being able to meet the following assessment criteria:**
 - 1.1 State the properties and characteristics of different types of asbestos.
 - 1.2 Review the types and uses of asbestos containing products.
 - 1.3 Review the risks to health from asbestos exposures
- 2. Know legislation relating to asbestos, by being able to meet the following assessment criteria:**
 - 2.1 Summarise appropriate legislation relating to the control and use of asbestos.

Content:

- 1 Understand the health risks, uses and properties of asbestos**
 - 1.1 *Properties and characteristics of the different types of asbestos:* Crocidolite (blue asbestos), chrysotile (white asbestos) amosite (brown asbestos), actinolite, anthophyllite and tremolite, to include fibre size and shape, biopersistence, friability and solubility.
 - 1.2 *Types and uses of asbestos containing products:* Asbestos contents, extent of use, reasons behind use, different fibre properties and resistances, materials asbestos was used with: sprayed coatings; lagging; insulating boards; ropes and yarns; cloth; millboard, paper and paper products; asbestos bitumen products; asbestos cement products; flooring; textured coatings and paints; mastics, sealants, putties and adhesives; reinforced plastics; plugging compounds; domestic appliances, plant and machinery, asbestos contamination in other products.
 - 1.3 *Risk to health:* Asbestos related diseases: mesothelioma; asbestosis; lung cancer; risk of developing disease, including risks from low level exposures; induction or latency periods; levels of exposure to asbestos fibres; purpose of, and reasons for, asbestos control limits, clearance indicator levels and peak exposure levels.

2 Know legislation relating to asbestos

- 2.1 *Legislation:* main points of the following Acts and Regulations that are relevant to asbestos **or any superseding legislation**; Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, Control of Substances Hazardous to Health Regulations and amendments, Control of Asbestos Regulations 2012, Construction (Design and Management) Regulations 2015, Hazardous Waste (England & Wales) Regulations 2005, duties of employers in control of workplaces; legal status of Approved Codes of Practice, HSE regulations and guidance notes.

Unit Two: Dutyholder Responsibilities and Asbestos Surveys

Guided Learning: 11 hours

Total Unit Time: 16 hours

Unit Level: 3

Unit Reference No. H/507/9974

Summary of Learning Outcomes:

To achieve this unit a candidate must:

1. **Understand the duty holder's / appointed person's responsibility for asbestos surveys, by being able to meet the following assessment criteria:**
 - 1.1 State requirements for complying with Regulation 4 Duty to Manage Asbestos.
 - 1.2 State criteria for selecting an organisation to carry out asbestos surveys.
 - 1.3 Explain responsibilities and processes for preparing to survey.
2. **Know the requirements for asbestos survey reports and the action to be taken for ACMs using asbestos survey data, by being able to meet the following assessment criteria:**
 - 2.1 Outline the different types of asbestos survey.
 - 2.2 Outline the requirements of an asbestos survey report.
 - 2.3 Determine action to be taken following receipt of an asbestos survey report.

Content:

- 1 **Understand the duty holder's / appointed person's responsibility for asbestos surveys**
 - 1.1 *Compliance with Regulation 4 Duty to manage asbestos:* Definition of the duty-holder in various situations; duties and responsibilities placed on duty-holder: responsibilities with regard to asbestos management processes; asbestos management plans; asbestos registers; information dissemination processes; hard copy reports; databases, policies and procedures; asbestos management plans and re-inspections; role of the duty-holder in tenanted domestic premises.
 - 1.2 *Selection of Surveying Organisation:* Criteria to include accreditation with UKAS, survey type required, membership of supplier registration schemes such as CHAS, Constructionline, Achilles, Exor; AIMS; insurance; qualifications; competence and previous experience; qualifications and experience required for carrying out re-inspections, when re-inspections are required.
 - 1.3 *Responsibilities and processes:* Recommendations in HSG 264 for exchange of information between duty-holder and surveyor prior to site survey;

determining survey type required, site specific safety information and survey requirements, building plans, desktop studies, previous surveys.

2 Know the requirements for asbestos survey reports and the action to be taken for ACMs using asbestos survey data

- 2.1 *Surveys relating to asbestos:* Sampling, management or refurbishment / demolition surveys; benefits and limitations of each survey type; appropriateness of each survey type for different scenarios e.g. targeted refurbishment surveys, demolition surveys and also assisting the demolition process and legislative driver for each (Regulation 4 for Management Surveys and Regulation 5 for R&D surveys).
- 2.2 *Requirements of a report:* Report should include descriptions of the areas included in the inspection, description of any areas not included in the inspection, the identification of the asbestos location, extent of asbestos (such as area, length, thickness, volume), type of asbestos product, type of asbestos, accessibility (if appropriate), damage or deterioration (if appropriate), surface treatment of asbestos containing material (if appropriate), assessment of potential for asbestos fibre release; importance of report including adequate plans or drawings to show location and extent of ACMs.
- 2.3 *Action to be taken:* Options for dealing with asbestos containing material, such as leave alone and monitor, repair, seal, enclose, remove; implications of different options

Unit Three: Asbestos Management Plans

Guided Learning: 11 hours

Total Unit Time: 16 hours

Unit Level: 3

Unit Reference No. K/507/9974

Summary of Learning Outcomes:

To achieve this unit a candidate must:

- 1. Be able to use and implement Asbestos Management Plans, by being able to meet the following assessment criteria:**
 - 1.1 Use asbestos survey data to create an asbestos management plan.
 - 1.2 Maintain and make available asbestos management plans and registers
- 2. Understand requirements for information, training and audits, by being able to meet the following assessment criteria:**
 - 2.1 Outline procedures for providing information and training
 - 2.2 State the purpose of audit and review of asbestos management plans

Content:

1 Be able to use and implement Asbestos Management Plans

- 1.1 *Use of survey data:* Use in carrying out priority risk assessments (to supplement material risk assessments and complete overall risk assessment), monitoring reinspections, preparing management plans, repairing / removing ACMs; principles of management e.g., internal staff, external contractors, training requirements, incorporation of information into asbestos management plan, use of information and incorporation into planned building works and possible need for additional Refurbishment/Demolition surveys, permit to work systems; information from surveys which needs to be included in Health and Safety File for the premises (waste consignment notes, certificates for re-occupation, etc.).
- 1.2 *Maintain and make available asbestos management plans and registers:* Incorporation of asbestos management plan into the overall premises safety management system; maintenance of asbestos registers as electronic or hard copies; ensuring availability of asbestos registers for Emergency Services, contractors and other parties that may need to know the location of asbestos in a building.

2 Understand requirements for information, training and audits

- 2.1 *Procedures for providing information and training*; Need to ensure that the Asbestos Management Plan is widely understood by management and staff, provision of and content of asbestos awareness training for internal maintenance staff; need for appropriate training in the event that minor (non-licensed) asbestos work is required; control of risk assessments, plans of work, equipment provision and maintenance; notification of notifiable non-licensed work (NNLW) where required.
- 2.2 *Purpose of audit and review of asbestos management plans*: Purpose of audit and review; procedures; reinspection of asbestos containing material; who should carry out audits, reviews and reinspections, when these should be carried out; qualifications and experience required; legislative requirements.

Unit Four: Requirements for Remedial Works with Asbestos-Containing Materials

Guided Learning: 4 hours

Total Qualification Time: 7 hours

Unit Level: 3

Unit Reference No. M/507/9975

Summary of Learning Outcomes:

To achieve this unit a candidate must:

- 1. Understand procedures for enabling remedial work to be carried out, by being able to meet the following assessment criteria:**
 - 1.1 State criteria for selecting analysts and contractors to carry out work with asbestos.
 - 1.2 Describe asbestos industry work requirements.
- 2. Understand procedures for carrying out remedial work, by being able to meet the following assessment criteria:**
 - 2.1 Describe the role and work of the asbestos removal contractor.
 - 2.2 Describe the role and work of the asbestos analyst.
 - 2.3 Explain procedures for record keeping and auditing of sites.

Content:

- 1 Understand procedures for enabling remedial work to be carried out**
 - 1.1 *Criteria for selection of the contractor and analyst:* Criteria for the contractor to include HSE licensing, waste carriers registration, insurance, trade body membership and audits; criteria for the analyst to include HSE licensing, UKAS accreditation, membership of trade body, RICE, insurance, qualifications and competence.
 - 1.2 *Industry work requirements:* Industry best practice; legislative requirements; guidance documents for licensed and non-licensed works; use of enclosures; suitable control of works; working strategies for different situations and types of work; notification of works to local enforcing authority, ASB5 and>NNLW Notifications, job specifications.
- 2 Understand procedures for carrying out remedial work**
 - 2.1 *Role and work of the asbestos removal contractor:* Role in safe removal and disposal of asbestos and asbestos waste; role of licensed and non-licensed contractors; duty to comply with current Control of Asbestos Regulations;

production and use of method statements, risk assessments and hierarchy of control measures in reducing exposure to and spread of asbestos; design, location and construction of enclosures and air/baglocks and associated equipment such as negative pressure units, vacuums, dust suppression, injection machines, decontamination units and waste skips; production of waste consignment notes.

- 2.2 *Role and work of the asbestos analyst:* Independent air monitoring; project management; role in four stage clearance tests and issuing certificates of reoccupation; production and use of method statements, risk assessments, air monitoring strategies, clearance standards, certificates of reoccupation; reporting processes.
- 2.3 *Records and Audits:* Record keeping, record updating, internal laboratory auditing, external laboratory auditing, UKAS.

Assessment:

Attainment of the Learning Outcomes for each of the units will be assessed by a written examination.

Examinations will be set and marked by the centre and will be externally verified by RSPH.

In order to be awarded the certificate candidates must achieve the learning outcomes for all units.

Guidance:

Recommended Reading & Additional Reading	Qualification				
	Analyst	Surveyor	Project Manager	Dutyholder	Bulk Analysis
Asbestos - The Analyst's Guide for Sampling, Analysis and Clearance Procedures (HSG248) HSE	✓	✓	✓	✓	✓
Asbestos: The Licensed Contractors Guide (HSG247) HSE	✓		✓	✓	
Asbestos and Man-Made Mineral Fibres In Buildings. Practical Guidance Thomas Telford 1999		✓			
Asbestos Essentials - Task Manual Task guidance sheets for the building, maintenance and allied trades. (HSG 210) HSE	✓		✓	✓	
Introduction to Asbestos Essentials comprehensive guidance on working with asbestos in the building maintenance and allied trades. (HSG 213) HSE	✓		✓	✓	
Asbestos: The Survey Guide (HSG264) HSE		✓		✓	
HSG189/2 Working with asbestos cement HSE	✓		✓	✓	
Managing and Working With Asbestos, Approved Code of Practice (L143) HSE	✓	✓	✓	✓	✓
HSG53 The selection use and maintenance of respiratory protective equipment HSE	✓	✓	✓		
Lab 30 – Application of ISO/IEC 17025 for Asbestos Sampling and Testing UKAS			✓		
RG8 - Accreditation of Bodies Surveying for Asbestos in Premises UKAS		✓			
Asbestos for Surveyors (W. Sanderson) Estate Gazettes 2 nd edition (2007)		✓			
A Comprehensive Guide to Managing Asbestos in premises (HSG 227) HSE		✓		✓	
Asbestos: RICS Guidance Note: Implications for members and their clients. RICS Books 2003				✓	
Construction (Design and Management) Regulations ; ACOP & Guidance, (L153) HSE			✓	✓	
How Are You Managing? - Dealing with the Risks of Asbestos in Buildings (DVD)				✓	
Managing Asbestos in Buildings: A Brief Guide. INDG223 HSE 2012		✓		✓	
Hazardous Waste Regulations 2005	✓		✓	✓	

Note that many of the HSE publications are available as free downloads from the HSE web-site at <http://www.hse.gov.uk/pubns/books/index-catalogue.htm>

The following web-sites also have useful information:

Asbestos Testing and Consultancy Association www.atac.org.uk

Asbestos Removal Contractors Association www.arca.org.uk

Health and Safety Executive www.hse.gov.uk

Royal Institution of Chartered Surveyors www.rics.org.uk

Progression:

Learners who achieve this qualification can progress to the:

RSPH Level 4 Certificate in Asbestos Laboratory and Project Management

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).

National Occupational Standards:

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

COSAO05. Agree the purpose for an asbestos survey and Process

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

Recommended Qualifications and Experience of Tutors:

The Society would expect that tutors have teaching experience and a qualification in a relevant subject area, but recognises that experienced teachers can often compensate for a lack of initial subject knowledge, or experienced practitioners for a lack of teaching experience.

The Society recommends that centres utilise a team of tutors in the delivery of this qualification, and that at least one tutor has suitable practical experience in the conduct of asbestos surveys and/or building surveys within the previous five years.

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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