

## RP405 Refresher Course

# Refresher – Management of Asbestos in Buildings Course Specification

Issue 2 | Revised November 2018

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## Section 1

### About BOHS

#### **BOHS - The Chartered Society for Worker Health Protection**

BOHS is the Chartered Society for Worker Health Protection. Our vision is to create a healthy working environment for everyone by preventing exposure to hazardous substances in the workplace.

Founded in 1953, we have developed over the last 60 years into a highly respected and influential body on workplace health issues, working closely with organisations in the UK and overseas to promote our vision. We are a registered charity, professional society and a member of the International Occupational Hygiene Association, which is recognised as a non-government organisation by the International Labour Organisation (ILO) and the World Health Organization (WHO).

We were awarded a Royal Charter in 2013 in recognition of our pre-eminent role in protecting worker health.

BOHS is a membership organisation, open to anyone who has an interest in workplace health issues, and we have over 1,800 members in 57 countries.

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#### **BOHS courses and qualifications – the quality choice**

We are the leading awarding body in our field. Our UK courses and qualifications are recognised and respected by independent agencies such as the Health and Safety Executive (HSE) and the United Kingdom Accreditation Service (UKAS), and further afield by industry and employers worldwide. Over 60,000 people have taken one of our qualifications through our network of training providers.

Our courses and qualifications are overseen by a team of highly experienced professionals, who are dedicated to developing the competence and career opportunities for the many thousands of people that play a key role in protecting worker health; in diverse fields such as asbestos, legionella and control technologies.

Information about all our courses and qualifications is available on our website:  
[www.bohs.org/qualifications-training/bohs-qualifications/](http://www.bohs.org/qualifications-training/bohs-qualifications/)

## Section 2

### RP405 Refresher at a glance

#### What is the objective?

To revise and update the candidate's knowledge of best asbestos management practice in buildings (including auditing of asbestos remediation projects).

#### Who is it for?

Anyone who:

- Manages asbestos in buildings.
- Procures asbestos-related services.
- Is a duty holder, or provides assistance to them in the discharge of their responsibilities.

#### What are the entry requirements?

It is recommended that candidates have already completed a relevant asbestos surveying qualification, such as the P405 qualification.

#### What are the main subject areas?

- Legislative requirements.
- Identification of asbestos in premises.
- Management options.
- Remediation methods.
- Clearance procedures.

#### How long does it take?

Usually one day.

#### Who supports it?

HSE and UKAS.

## Section 3

### Background to the course

BOHS has provided asbestos proficiency qualifications in the UK for over 15 years, working closely with globally recognised bodies such as the HSE to set educational standards and to spread best practice. In that time, over 45,000 candidates have taken a BOHS asbestos examination.

*P405 – Management of Asbestos in Buildings* is recognised as the industry standard qualification for those whose work involves asbestos management, such as duty holders or building managers. It is recommended that asbestos managers undertake regular refresher training, in order to update their knowledge and make them aware of any changes in legislation or procedures.

The *RP405 Refresher* has been specially designed to meet the needs of each individual candidate, by refreshing their learning of topics that they personally find the most challenging. The course will also bring them up-to-date on any changes in asbestos management legislation over the last 12 months, and refresh their learning of best asbestos management working practice and the procedures that should be followed by other asbestos practitioners. Candidates who attend the course will receive a BOHS-branded certificate that can be displayed in their workplace as evidence of completing refresher training.

## Section 4

### Key features of the course

#### Objective

The RP405 Refresher is designed to revise and update the knowledge of asbestos management practice in buildings, up to a standard which is recognised as preventing ill health by minimising the risk of exposure to asbestos in buildings.

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#### Target audience

The course is suitable for building managers and duty holders, or anyone who provides assistance to them in the discharge of their responsibilities. It is also suitable for anyone who:

- Manages asbestos in buildings.
  - Procures asbestos-related services.
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#### Entry requirements

It is recommended that candidates have completed *P405 – Management of Asbestos in Buildings*, or hold a similar asbestos management qualification.

It is also expected that candidates will be practising duty holders or building managers, and have recent experience of managing asbestos in buildings (within the last three years).

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#### Age range

There is no age restriction on candidates taking the qualification. However, there are requirements within the Management of Health at Safety at Work Regulations 1999 (Regulation 19) which specifies that people less than 18 years old should not be employed in work which exposes them to carcinogens.

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#### Fees

The examination fee for each candidate is published on the BOHS website:  
[www.bohs.org/qualifications-training/examination-fees/](http://www.bohs.org/qualifications-training/examination-fees/)

## Section 5

### Delivering the course

#### Teaching and learning time

The RP405 Refresher course normally runs over one day and includes at least six hours of teaching.

The course can be delivered more flexibly, such as an evening or part-day course, but should still include six hours of teaching.

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#### Tutors

The course should be taught by tutors who are experienced and qualified asbestos practitioners. As a guide, tutors will typically have:

- At least three years' current experience in managing asbestos in buildings.
- A recognised asbestos qualification or a professional occupational hygiene qualification certification such as:
  - BOHS Certificate of Competence (Asbestos).
  - BOHS Diploma of Professional Competence.

This list is not necessarily exhaustive or definitive.

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#### Teaching resources

Training providers must have case study examples and photographs for education purposes.

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#### Preparing for the course

Before running a training course, it is recommended that training providers send out a needs analysis questionnaire to candidates, in order for candidates to consider what they'd like to get out of the refresher training day before attending. The tutor can then use the results of the questionnaire to help prepare appropriate teaching materials and exercises.

## Section 6

### Teaching plan

A recommended teaching programme is given below. Tutors have the flexibility to re-structure the order of the teaching plan to suit the needs of the candidates, and appoint appropriate timeframes for each section.

Teaching programme
<b>1. Needs analysis</b>
<b>2. Legislative requirements</b>
2.1 Guidance documents
<b>3. Identification of asbestos in premises</b>
3.1 Identifying asbestos-containing materials
3.2 Risk assessment of asbestos-containing materials
3.3 Recording and reviewing asbestos-containing materials
<b>4. Management options</b>
<b>5. Remediation methods</b>
5.1 Preparing a site for remediation
5.2 Constructing enclosures
5.3 Remediation measures and removal procedures
<b>6. Clearance procedures</b>
6.1 Role of the analyst
6.2 Four stage clearance procedure and testing of enclosures
<b>7. Optional topics</b>
7.1 Health effects of asbestos
7.2 Uses of asbestos in buildings
<b>Conclusion/assessment</b>

### 1. Needs analysis

After a general introduction from the tutor, candidates should be asked to introduce themselves and outline their work area with asbestos. They should be encouraged to outline any expansion of their learning that they feel they require to be better equipped to do their work. They should also address the following:

- What they want to get out of the refresher training day
- How long they've been working in the asbestos industry and in which role(s)
- Theoretical and practical subject areas that they find challenging



## 2. Legislative requirements

### Educational objectives

Candidates should have a clear understanding of the legal requirements relating to safe management of asbestos in buildings, and the role that duty holders play in these requirements.

This section should focus on:

- New legislation and changes in legislation over the last 12 months that could affect asbestos management practice.
- A brief summary of the key principles of managing asbestos in buildings, in accordance with recommended guidance as follows:
  - The legal requirements of the 'duty to manage' asbestos and the role of the duty holder.
  - The management options legally required to ensure that asbestos in buildings is not disturbed.
  - The roles of other asbestos practitioners in removing asbestos and managing asbestos risk (e.g. analysts, surveyors, contractors etc.)
  - The responsibilities of other workers involved in managing identified asbestos (e.g. appointed persons, facilities/maintenance staff etc.)

### 2.1 Guidance documents

An outline of each of the guidance documents listed below should be presented, and used in turn to develop a dialogue with the candidates. This will reveal the candidates' overall level of knowledge of each guidance document, and more detailed teaching can be provided where candidates demonstrate less working knowledge of a particular document.

Construction Design and Management (CDM) Regulations 2015

Control of Asbestos Regulations (CAR) 2012

HSG210 (2012), Asbestos Essentials

HSG227 – A comprehensive guide to managing asbestos in premises

HSG247 (2006), Asbestos: The licensed contractors' guide, HSE

HSG248 (2005), Asbestos: The analysts guide for sampling, analysis and clearance procedures, HSE

HSG264 (2012), Asbestos: The survey guide, HSE

INDG223 – Managing asbestos in buildings: a brief guide

L143 – Managing and working with asbestos

#### Classroom discussion task

- Examples of recent HSE prosecutions relating to poor management of asbestos are presented to candidates, discussing what went wrong and which working practices should have been followed. Candidates can also use this opportunity to ask questions about any situations where they were unsure of where they stood with regards to the law.

### 3. Identification of asbestos in premises

#### Educational objectives

Candidates should review how to use survey data in order to identify asbestos in buildings. They should also revise how to assess the level of risk posed by identified asbestos-containing materials, and the process for recording asbestos-containing materials in the asbestos register.

#### 3.1 Identifying asbestos-containing materials

This section should focus on the different types of surveys, and the importance of accurate and detailed scopes of work when commissioning refurbishment surveys.

#### 3.2 Risk assessment of asbestos-containing materials

This section should focus on the risk presented by the different asbestos-containing materials, depending on their condition, location and the scope of work activities which will be carried out nearby.

#### 3.3 Recording and reviewing asbestos-containing materials

This section should focus on:

- The method of generating asbestos registers from basic asbestos survey report data, with suitable action plans and programmed reviewing.
- The information that needs to be kept up-to-date following any work action taken (e.g. remediation work) or following regular re-inspections.

### 4. Management options

#### Educational objectives

Candidates should revise the different management options available for reducing the risk posed by identified asbestos-containing materials in their premises.

- The management options required to reduce risk from asbestos (e.g. seal/encapsulate; repair; restrict access; remove; regular inspection).
- Deciding how management options can best be achieved, and the appointment of appropriate people to carry out the required actions.
- Updating the asbestos register following completion of management actions.

#### Classroom discussion task

- **Task 1:** Photographic examples of different asbestos-containing materials in buildings are presented to candidates, asking them to identify the potential risks and hazards present, and discuss the management options that could be used to control the level of risk.
- **Task 2:** Candidates are given copies of asbestos registers/short survey reports with missing and incorrect information. They are then asked to fill in the gaps and correct any errors.

## 5. Remediation methods

### Educational objectives

Candidates should revise the full process required for asbestos remediation works. This includes how the contractors prepare a method statement/Plan of Works; how the asbestos remediation enclosure should be set up; and how to safely remediate asbestos.

### 5.1 Preparing a site for remediation

Revise the steps required in project management:

- Preparation and acceptance of job specifications. Licensed and non-licensed work requirements, and differences between these.
- Preparation of plans of work by the contractor, and how this will integrate with other operations on the site.
- The need for and application of emergency procedures.
- The working relationships and responsibilities of building managers with supervisory licence holders, removal contractors and analysts.

### 5.2 Constructing enclosures

Review:

- The types and specifications of enclosures.
- The various types of airlocks, their purposes and deficiencies.
- The types of decontamination units and their general requirements.
- Smoke/leak testing (link this into the analyst's role) and the importance of maintaining negative pressure.

#### Classroom discussion task

- **Task 1:** Photographic site examples are presented to candidates, asking them to draw and plan a safe site layout (e.g. transit routes, NPU location(s), skip and van location etc.)
- **Task 2:** Photographs of enclosure set-ups with common errors are presented to candidates, asking them to identify faults in the way the enclosures have been set up.

### 5.3 Remediation measures and removal procedures

Revise:

- Methods of encapsulation and sealing, and where these methods would be considered appropriate.
- The control measures available during removal operations, to ensure that asbestos dust levels are kept as low as is reasonably practicable inside the enclosure.
- The requirements for removal, storage and disposal of waste.

## 6. Clearance procedures

### Educational objectives

Candidates should revise the procedures that an asbestos analyst follows to ensure that a site is safe for re-entry, including the four stage clearance procedure.

#### 6.1 Role of the asbestos analyst

- Revise the role of the analyst as a competent person/consultant, covering the various applications of measurement techniques that can be applied to building management and removal/remediation projects.

#### 6.2 Four stage clearance procedure and testing of enclosures

- Revise all of the essential requirements of four stage clearance procedure, clearance testing and re-occupation certification for enclosures and decontamination units.

#### Classroom discussion task

- Group discussion with candidates on which stages of the four stage clearance they consider to be the most important and why.

## 7. Optional topics

### Educational objectives

Candidates should understand the health risks of asbestos and the illnesses it can cause. They should also revise the locations where asbestos-containing materials are likely to have been used in buildings.

The following topics are optional on the RP405 refresher course. The tutor can use their own discretion on whether to include these topics within the refresher training day, or if the candidates have requested coverage of these topics within their needs analysis session. The topics can be included at any point within the day to suit the teaching programme.

#### 7.1 Health effects of asbestos

- The full range of health effects ranging from the benign (pleural plaques) to the terminal (mesothelioma) in the light of results from epidemiological studies carried out on asbestos workers.

#### Classroom discussion task

- Recent case studies involving different asbestos-related illnesses are presented to candidates, with a discussion of how these illnesses could have been prevented.

## 7.2 Uses of asbestos in buildings

- The three main types of asbestos which have found significant commercial use (Amosite, Chrysotile and Crocidolite) in relation to sprayed and thermal insulation, insulating boards, coatings, cement products and other reinforced products (e.g. vinyl tiles, roofing felts) commonly used in building construction.
- How buildings were constructed before the year 2000 and why asbestos was used in certain places.

### Classroom discussion task

- Present a series of photographic case studies showing unusual occurrences of asbestos products. Candidates are asked to identify the different asbestos types and to discuss any experiences of unusual asbestos occurrences that they have encountered.

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## 7. Conclusion/assessment

The tutor can assess the candidate's learning by:

- Doing a summative group discussion to re-cap on the topics covered throughout the day.
- One-to-one discussions with candidates to establish how much they've learnt and if there's any areas they would like more guidance on.
- A short quiz to establish how much the group has learnt, followed by a discussion of any areas the group finds more challenging.

## Section 7

### References and further reading

1. Construction Design and Management (CDM) Regulations 2015

2.	Control of Asbestos Regulations (CAR) 2012
3.	HSG210 (2012), Asbestos Essentials, HSE
4.	HSG227 (2002), A comprehensive guide to managing asbestos in premises, HSE
5.	HSG247 (2006), Asbestos: The licensed contractors' guide, HSE
6.	HSG248 (2005), Asbestos: The analysts guide for sampling, analysis and clearance procedures, HSE
7.	HSG264 (2012), Asbestos: The survey guide, HSE
8.	INDG223 (2012), Managing asbestos in buildings: a brief guide,
9.	L143 (2013), Managing and working with asbestos,

HSE guidance is reviewed and revised periodically. Training providers should check that the publications listed above are the current versions.

#### Useful websites

All the Health and Safety Executive (HSE) publications listed above are available as free downloads from the HSE website: [www.hse.gov.uk/](http://www.hse.gov.uk/)

## Section 8

### Completing the course

#### Assessment

The course tutor will set an informal assessment at the end of the refresher training day, to test the learning of the candidates and to cover any additional areas that require further teaching. Examples of the assessment type include:

- A summative group discussion to re-cap on the topics covered throughout the day.
- One-to-one discussions with candidates to establish how much they've learnt and if there's any areas they would like more guidance on.
- A short quiz to establish how much the group has learnt, followed by a discussion of any areas the group finds more challenging.

#### Confirmation of course attendance

All candidates will need to complete a Record of Course Attendance Form (see Appendix 1) to confirm that they have attended the refresher training day. The course tutor will also need to sign this form to confirm the candidate's attendance and completion of a suitable assessment.

Training providers should return all attendance forms to BOHS within five working days of the course date.

#### Certification

Candidates will receive a BOHS attendance certificate for *RP405 – Refresher – Management of Asbestos in Buildings*.

## Section 9

### Quality assurance

#### Internal quality assurance

Training providers must operate an internal quality assurance system which evaluates and improves the delivery of the course.

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#### External quality assurance

BOHS undertakes desk-based reviews of documents, including teaching materials, and conducts surveys of candidates. We may also inspect training providers.

This course is not included in the mandatory asbestos training provider inspection scheme.



## Section 10

### Offering the course

#### Approved training providers

Training providers that are approved to offer P405 will be automatically approved to offer the RP405 Refresher.

All other approved training providers should complete and return the 'Application to Offer Additional Qualifications' form to [qualifications@bohs.org](mailto:qualifications@bohs.org). The form is available on the BOHS website.

Training providers must be approved to offer the P405 qualification in order to be approved to offer the RP405 Refresher.

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#### New training providers

Please send an email to [qualifications@bohs.org](mailto:qualifications@bohs.org) expressing your interest in offering the course, and we will advise you about the approvals process. Training providers must be approved to offer the P405 qualification in order to be approved to offer the RP405 Refresher.

## Section 11

### Other courses and qualifications for asbestos practitioners

BOHS offers a wide range of asbestos courses and qualifications for surveyors, analysts, building managers, duty holders and anyone looking to start a career in the asbestos industry.

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#### Proficiency Qualifications

##### Analysts:

- [P401 - Identification of Asbestos in Bulk Samples \(PLM\)](#)
- [P403 - Asbestos Fibre Counting \(PCM\)](#)
- [P404 - Air Sampling of Asbestos and MMMF and Requirements for a Certificate of Reoccupation Following Clearance of Asbestos](#)
- [P408 – Identification and Quantification of Asbestos in Soils using PLM and PCM](#)

##### Surveyors:

- [P402RPT - Report Writing for Asbestos Surveys](#)

##### Duty holders and building managers:

- [P405 - Management of Asbestos in Buildings](#)
- [P407 - Managing Asbestos in Premises - The Duty Holder Requirements](#)

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#### Advanced qualifications

- [CoCA - Certificate of Competence in Asbestos](#)

The CoCA is for candidates who wish to officially establish their competence in the field of asbestos. Candidates would need to hold qualifications in P401, P402, P403, P404 and P405 to apply.

## Appendix 1 – Candidate Record of Course Attendance Form

To be completed by all candidates. Please read the Data Protection Notice on the reverse of this form, then provide the following information in **BLOCK CAPITALS** using ink and insert only one character in each box. You should then sign the declaration. All fields on this form are mandatory and must be completed in order to process your examination.

PERSONAL DETAILS	
Last name(s) *	
First name *	
Title (please tick)	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/>

\* The name you give on this form will appear on your course attendance certificate.

ADDRESS FOR CORRESPONDENCE	
Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Country	

OTHER INFORMATION	
Daytime Telephone No.	
Date of Birth	/ / (DD / MM / YYYY)
Email address	
Module Code (e.g. RP402)	
Course date	/ / (DD / MM / YYYY)
Have you taken a BOHS course before?	Yes <input type="checkbox"/> No <input type="checkbox"/>

We collect this data in order to send you your course attendance certificate, and to ensure that your qualification record is up-to-date. We may also contact you by email from time to time about related training courses and qualifications. If you would also like to be contacted by email about other relevant BOHS services, including events, conferences and membership offers, please tick this box.

Please read and sign the declaration on the back of this document.

<b>Declaration</b> The information that I have given is correct and complete. I have read the Data Protection Notice below and agree that BOHS may use and share my personal information for the reasons stated. I understand that I can withdraw consent at any time and unsubscribe from BOHS' mailing lists.	
Signed:	Print name:
Tutor signature:	Tutor name:
<p><b>Data protection notice</b></p> <p><b>About BOHS</b> BOHS is a professional society and an awarding body for occupational hygiene qualifications.</p> <p><b>Using your personal information</b> We need to obtain and hold personal information about you so that we can:</p> <ul style="list-style-type: none"> <li>• Maintain a unique record of all your BOHS qualification and examination achievements.</li> <li>• Produce and post out your course attendance certificate.</li> <li>• Carry out surveys and statistical analysis relating to training and qualifications.</li> </ul> <p><b>The right to withdraw consent</b> You have the right to withdraw consent and to unsubscribe from mailing lists at any time, by contacting the Qualifications Team on 01332 298101 or by emailing <a href="mailto:qualifications@bohs.org">qualifications@bohs.org</a>. This does not include your qualification result, as BOHS is legally obliged to retain this data.</p> <p><b>Further information</b> For further information about how we use your personal information, how we maintain the security of your personal information and how to access the personal information we hold on you, please contact a Qualifications Officer on 01332 298101 or email <a href="mailto:qualifications@bohs.org">qualifications@bohs.org</a>.</p> <p>This data protection statement is available to read at any time, as part of our Privacy Policy. This can be downloaded from the BOHS website: <a href="http://www.bohs.org">www.bohs.org</a>. BOHS' data subject access policy is also available on the BOHS website.</p>	

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Information in this course specification is correct at the time of issue but may be subject to change.

**BOHS**

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Incorporated by Royal Charter  
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Registered Charity  
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