**Course Materials and Manual Inspection**

**P400 Asbestos Course Materials Review**

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| --- | --- |
| **Course Provider** |  |
| **Course Location** |  |
| **Provider Contact Name** |  |
| **Provider Contact Email** |  |
| **Qualification Code** | P400 |
| **Qualification Title** | Asbestos Foundation Module Syllabus |
| **Submission Date** |  |

**When reviewing your course materials, BOHS will be looking at the following content to be adequately included in the structure of your course.**

This form has been designed to provide you with the structure you need in order to create, update and review your course materials to ensure they are of good quality and are fit for purpose.

* Please use the comments boxes to tell BOHS where you have referred to each area within your course materials. For example: Details of the course structure and timetable can be found in page/s xx of document XX of the course materials.
* Where you have made changes or updates to your course materials, BOHS will find it helpful if you also highlight the areas of change. This will speed up the checking and authorisation process.
* Check/tick boxes have been provided on each section to allow you to work through the form methodically and allow you to keep track as you work through each area.

BOHS takes a fair and consistent approach when reviewing your submitted course resources and will score you accordingly for the content of your course materials as well as the quality of the teaching materials. Please bear in mind the following scoring guide which BOHS will use when reviewing your submission of materials:

* **Score 0 = Subject matter not included/Missing**
* **Score 5 = Subject matter briefly covered**
* **Score 10 = Subject matter includes little detail**
* **Score 30 = Subject matter covered thoroughly/Included**

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| **1** | **Course Introduction** | | | |
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| **1a** | Has a timetable of course been included? | | |  |
| **1b** | Has information about how the sessions have been organised been included? | | |  |
| **1c** | Has a subject coverage index been included? | | |  |
|  | **Comments:** | | | |
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| **2** | **Pre-Course Documentation** | | | |
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| **2a** | Has pre-course documentation been provided for each candidate? | | |  |
| **2b** | Does this contain suitable pre-reading material or reference? | | |  |
| **2c** | Has advice been included regarding pre-course entry requirements? | | |  |
|  | **Comments:** | | | |
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| **3** | **Reference Documentation** | | | |
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| **3a** | Does the course manual/lecture notes have referencing to all relevant documents including their availability as either or both electronic or printed versions? | | |  |
|  | **Comments:** | | | |
|  | | | |
| **3b** | Does the course manual, teaching materials documentation include the course syllabus? | | |  |
|  | **Comments:** | | | |
|  | | | |
| **3c** | Are the manual and course materials available in both hard copy and electronic formats? | |  | |
|  | **Comments:** | | | |
|  | | | |
| **3d** | Is the manual suitable as a reference document? |  | | |
|  | **Comments:** | | | |
|  | | | |
| **3e** | Is the manual purely a sequence of slides or does it contain supporting text? |  | | |
|  | **Comments:** | | | |
|  | | | |
| **3f** | Is the relevant section of HSG 264 (2012) Asbestos: The Survey Guide provided? |  | | |
|  | **Comments:** | | | |
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| **The Syllabus Structure** | | | | |
| **You must ensure that syllabus content is adequately covered within your course. P401 syllabus content is as follows:** | | | | |
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| **4** | **Asbestos types, their utilisation, health effects, control and exposure limits (25%)** | | | |
| This section of the syllabus will provide suitable theoretical knowledge to ensure that the candidate understands the types and past uses of asbestos, the risks posed and the setting of control and exposure limits.  To achieve this the candidate will be expected able to learn and then demonstrate the following: | | | | |
| **4a** | Understanding of past uses of asbestos, reasons for its use and when restrictions on these uses took effect. To have an awareness of imports from outside the EU/UK which may be outside these restrictions. | | |  |
|  | **Comments:** | | | |
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| **4b** | Understanding the uses and composition of other asbestos products likely to be used or found inside buildings, on plant machinery or domestic appliances (e.g., textiles, friction materials, seals, gaskets etc.) | | |  |
|  | **Comments:** | | | |
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| **4c** | Understanding of the properties and characteristics of all main asbestos types and in particular the regulated types. Also identifying that asbestos can be a contaminant in other minerals (talc etc.) | | |  |
|  | **Comments:** | | | |
|  | | | |
| **4d** | Understanding of the full range of health effects ranging from the benign (asbestos warts and pleural plaques) to the terminal (mesothelioma). The mechanisms of harm, relative potency of asbestos fibre types/groups and the latency effect. | | |  |
|  | **Comments:** | | | |
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| **4e** | Understanding of the cumulative nature of the risk/dose response relationship, the need to minimise exposure, uncertainty, or lack of evidence of safe exposure level. Be aware of the requirements for medical examinations for certain work and understand the added risks from smoking. | | |  |
|  | **Comments:** | | | |
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| **4f** | Understanding of the background to the setting of exposure/control limits and the requirement to minimise exposure below those limits. | | | |
|  | **Comments:** | | | |
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| **4g** | Understanding of who are most at risk now (building maintenance trades). Understand past industrial exposures regarding disease and the low-level risks in occupied buildings with ACMs but where there is no disturbance from occupation or maintenance activities. | | |  |
|  | **Comments:** | | | |
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| **5** | **Legislation and Guidelines Documents (17%)** | | | |
| This section will provide suitable theoretical knowledge to ensure that the candidate understands the main points of the legal framework, legislation, and guidance pertinent to their role.  Training should also ensure that the candidate understands the purpose and importance of their role.  In order to achieve this the candidate will be expected to learn and then demonstrate the following by: | | | | |
| **5a** | Understanding the requirements for management of asbestos in buildings under the Health and Safety at Work Act 1974 (in particular sections 3, 7 and 8), Management of Health and Safety at Work Regulations 1999, Control of Asbestos Regulations 2012 and The Construction (Design and Management) Regulations 2015. | | |  |
|  | **Comments:** | | | |
|  | | | |
| **5b** | Understanding the features and status of L143 Approved Code of Practice (7) guidance documents, HSG248 (Analysts’ guide) (2) and HSG264 (Surveyors’ guide) (3). | | |  |
|  | **Comments:** | | | |
|  | | | |
| **5c** | Understanding of other regulations and documents including COSHH regulations, UKAS guidance Lab 30 (10) and an overview of ISO 17025 (6). | | |  |
|  | **Comments:** | | | |
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| **5d** | Understanding the principles within COSHH Regulations and good laboratory practice including the hazards of processes commonly used in fibre identification procedures. | | |  |
|  | **Comments:** | | | |
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| **5e** | Understanding of the relevant main points in the CDM Regulations and HSG264 (full surveys and detailed knowledge are not included within this course). The role of the CDM client and that information should be given to them for the health and safety file as well as to a contractor. | | |  |
|  | **Comments:** | | | |
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| **5f** | Understanding how to advise a client on the selection of a competent analyst and contractor. | | |  |
|  | **Comments:** | | | |
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| **6** | **The Role of The Analyst (33%)** | | | |
| This section will provide suitable theoretical knowledge to ensure that the candidate understands their role along with the need for integrity and independence.  In order to achieve this the candidate will be expected to learn and then demonstrate the following by: | | | | |
| **6a** | Having an awareness of the roles of the analyst, including the implications of lone working and the need for integrity and independence from others. | | |  |
|  | **Comments:** | | | |
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| **6b** | Understanding the potential consequences for analysts and their employers of inaccurate work. | | |  |
|  | **Comments:** | | | |
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| **6c** | Understanding how typical asbestos removal and analyst work tasks relate to the control limit, STEL and clearance levels. | | |  |
|  | **Comments:** | | | |
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| **6d** | Understanding how to assess if a third-party site is safe for them to enter to begin their own work. | | |  |
|  | **Comments:** | | | |
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| **6e** | Having an awareness of how to communicate clearly with colleagues and clients, and report findings in a formal manner. | | |  |
|  | **Comments:** | | | |
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| **6f** | Having an awareness of correct waste disposal procedures (including own kit and samples) in compliance with the Hazardous/Special Waste Regulations and be aware of relevant carriage of dangerous goods transport issues. | | |  |
|  | **Comments:** | | | |
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| **6g** | Understanding of the implications of lone working for analysts. | | |  |
|  | **Comments:** | | | |
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| **7** | **Personal Protection and Decontamination Procedures (25%)** | | | |
| This section will provide suitable theoretical knowledge to ensure that the candidate understands the need for suitable PPE, how to use it and also decontaminate including dealing with incidents in the laboratory.  In order to achieve this the candidate will be expected to be able to learn and then demonstrate the following by: | | | | |
| **7a** | Understanding the need for suitable RPE, the selection process and fit testing. The donning and doffing procedures and care, maintenance and inspection of RPE. | | |  |
|  | **Comments:** | | | |
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| **7b** | Having an awareness of potential threats to effectiveness of PPE/RPE, how much protection is likely and how it fits in with other methods of control. | | | ☐ |
|  | **Comments:** | | | |
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| **7c** | Having the ability to carry out personal decontamination and have an awareness of emergency procedures. | | |  |
|  | **Comments:** | | | |
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| **7d** | Recognising the circumstances of when it might be necessary to use a DCU in non-licensed work (e.g., intrusive survey). | | |  |
|  | **Comments:** | | | |
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| **7e** | Being familiar with ways of checking/testing DCUs for general safety. | | |  |
|  | **Comments:** | | | |
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| **7f** | Having knowledge of how to react to an unplanned event in the laboratory (fume cabinet failure, or accidental release of bulk materials from the fume cabinet). | | |  |
|  | **Comments:** | | | |
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|  | | | | |
| **Recommended References and Reading** | | | | |
| 1. HSG247 (2006), Asbestos: The licensed contractors’ guide, HSE 2. HSG248 (2021), Asbestos: The analysts guide, HSE 3. HSG264 (2012), Asbestos: The survey guide, HSE 4. HSG53 (2013), Respiratory protective equipment at work: A practical guide, HSE 5. INDG223 (rev 5) (2012), Managing asbestos in buildings: A brief guide, HSE L143 6. ISO/IEC 17025 (2017), General requirements for the competence of testing and calibration laboratories 7. L143 (2013), Managing and working with asbestos. Control of Asbestos Regulations 2012, Approved Code of Practice and guidance, HSE 8. Sanderson, B. (2007), Asbestos for Surveyors (second edition), EG Books 9. Thomas Telford DETR (1999), Asbestos and man-made mineral fibres in buildings: Practical Guidance 10. UKAS (2021), Lab 30, Edition 4: Application of ISO/IEC 17025 for Asbestos Sampling and Testing | | | | |