

Asbestos Training

Asbestos awareness training must be given to all employees who could potentially come into contact with or disturb asbestos during their work (Regulation 10, CAR2012).

The following members of staff should receive asbestos training:

- General maintenance staff
- Surveyors
- Computer and telecommunications installers
- Electricians
- Plumbers
- Gas fitters
- Painters and decorators
- Workshop and laboratory managers
- Building and facilities managers
- Heating and ventilation engineers
- Fire and burglar alarm installers
- Safety officers, supervisors and persons within a department influencing how works are carried out.
- Any other trades meeting the criteria of the HSE ACoP '*work with materials containing asbestos*' L143

A key objective of asbestos awareness training is to provide guidance on **how to avoid** disturbing asbestos materials. Only Estate Management approved asbestos specialists are permitted to work with asbestos in University controlled buildings.

The Department has an Asbestos Awareness presentation and accompanying leaflet. These are in document A11.

Asbestos Awareness Training

This needs to be given to all those within the department who carry out routine maintenance, or regularly access voids or risers, or potentially disturb the fabric of the building.

Training covers the following topics;

1. The properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke;
2. The types, uses and likely occurrence of asbestos and ACMs in buildings and plant;
3. The general procedures to be followed to deal with an emergency; and
4. How to avoid the risks from asbestos.
5. Site specific procedures, where the asbestos records are kept
6. Roles and responsibilities in the department.

See A11.

Asbestos Management Training

Those who manage work on the premises should cover the following topics:

1. A brief introduction explaining what asbestos is, and the hazards associated with it, etc.
2. A brief summary of the information held by the department and how to gain access to it.
3. A brief summary of products likely to contain asbestos and where they are likely to be found.
4. The types of activities which are prohibited, areas which are controlled access, etc.
5. The limitations of a survey and certificates of reoccupation.
6. The main legislative requirements, in particular Regulation 4, of the Control of Asbestos Regulations 2012.
7. How to continue the everyday running of the sites should any planned asbestos works take place.

Asbestos Refresher Training

As in accordance with the ACOP L143, refresher training should be undertaken when work methods change, the type of equipment used to control exposure changes or the type of work carried out changes significantly. The department ensures that refresher training is undertaken at the recommended intervals.

External Contractors and Consultants

All persons carrying out work affecting University buildings must have received training in asbestos awareness appropriate to the type of work they are carrying out. This must meet the requirements of ACOP L143 '*Work with materials containing asbestos*' L143 or any superseding official guidance.

If we use a contract not on the EM approved list we must make adequate checks for awareness training. We can supply training where necessary.

Online Asbestos Register E-learning

e-Learning is available to registered users of Online Asbestos Register (the University's Asbestos Register). Please see the Online Asbestos Register webpage for further information

Record keeping

Training certificates should be issued upon completion of training. Records of those who have received training are kept in the department training database, and the signing in sheets are retained and stored in the Safety Officer's office.