

# Training Brochure



# Training Brochure



## About Us

### Providing AAA quality training to our students

We are a leading provider of asbestos related health and safety training with over 20 years' experience. A specialist in asbestos management, asbestos surveying and asbestos removal training provider, we offer a comprehensive range of asbestos services to the asbestos removal industry, Local Authority, NHS, and other workplace sectors.

We understand that ensuring the safety of your site, staff and customers is a major priority and we know that the personnel we train must be legally competent to work safely and undertake their workplace responsibilities, whether this is at manual or management level.

We work with our clients to achieve the training aims and objectives they have for their workforce and improve the safety culture within the whole organization, effectively managing the risks involved in this hazardous work. We are proud to provide all the support, advice and accreditation you need to stay compliant and keep you, your people and spaces risk free.



## Our People

We pride ourselves on having a smart, driven and experienced team who are passionate about delivering AAA quality training.

We only use industry experienced tutors and assessors, and this allows us to deliver a truly unique experience and unbeatable depth of knowledge in areas of occupational health, safety and risk management, drawing on a fund of experience that's been gained over many years.

Our training consultants travel the world to deliver group safety training at clients' own premises, wherever they may be.



## Our Values

- **Passion** – for empowering our students with top quality knowledge
- **Authenticity** – clear and honest communication to all
- **Success for all** – When you succeed, we succeed
- **Compliance** – Legal requirements is at the centre of everything we do
- **Collaboration** – recognition of students' experience



## How We Can Help

We offer a wide range of online, face-to-face, in-house and bespoke asbestos, legionella and health and safety management training to assist you and your organisation with legal compliance.



## Where Do We Work

We provide a full programme of scheduled course dates, held at various locations throughout the UK and we travel anywhere in the world to provide training for groups of personnel at the clients' own premises.

To date, we've undertaken training courses in 26 countries around the world



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# 01 Asbestos Training



# Asbestos Awareness Training

## Basic Asbestos Awareness (Classroom based)



Employers have a duty to ensure that the information, instruction and training given to their employees is adequate to allow them to safeguard themselves and other employees and to carry out their work with asbestos effectively.



Students will learn:

- Where asbestos may be found in buildings
- The types of products that may contain asbestos
- The health effects of asbestos
- Asbestos legislation and guidance
- What to do in the case of an accidental release of asbestos fibres



Half day course held at your premises, or a venue of your choosing.

Multiple sessions are available to train large groups.



This training is legally required for those who could come into contact with asbestos, such as;

- Builders
- Carpenters
- Plumbers
- Electricians
- Anyone involved with general building or refurbishment works, etc



This is an in-house course only.

- We are able to train a maximum of 12 students per half day course (pending available space).
- Training more than 12 students can be accomplished by repeating the day session.



**Please contact us for a quote**

Our fee includes an experienced tutor, travel costs & training materials.





Available  
Virtually

Booking is subject to our  
terms and conditions.

## Asbestos Awareness Training

### CAR2012 Reg 4: Duty to Manage



This bespoke training course is intended for anyone who is defined as the dutyholder under regulation 4 of the Control of Asbestos Regulations 2012. Dutyholders have a legal duty to identify if their buildings contain asbestos products, to assess the associated risks, and to write an asbestos management plan.



This training course covers the legal requirements of duty holders, i.e. those with the legal obligation to look after asbestos products contained within buildings they manage.



#### Students will learn about:

- Where asbestos may be found in buildings
- The types of products that may contain asbestos
- Health risks
- Scope of regulation 4
- Legal obligations placed on dutyholders
- Various risk assessments required (material and priority assessments)
- Developing an asbestos management plan and safe systems of work



Half day course held at your premises, or a venue of your choosing.

Multiple sessions are available to train large groups.



This is an in-house course only.

- We are able to train a maximum of 12 students per halfday course (pending available space).
- Training more than 12 students can be accomplished by repeating the half-day session.



#### Please contact us for a quote

Our fee includes an experienced tutor, travel costs & training materials.

## Asbestos Awareness Training

### Understanding Asbestos Surveys



This bespoke training course has been developed by AAA Training due to client demand. It is suitable for anyone who is responsible for inspecting premises with a view to locating and assessing the condition of any asbestos materials.



This training course provides students with an overview of the different types of asbestos surveys and their limitations including where asbestos products can be found in buildings.

UK legislation, regulations and HSE guidance will also be covered.



Students will learn:

- Safe working practices
- Risk assessments
- Safe sampling techniques
- Preparation of an asbestos survey report
- The requirement to keep the asbestos register up to date.



One day course held at your premises, or a venue of your choosing.

Multiple sessions are available to train large groups.



- We are able to train a maximum of 12 students per half day course (pending available space).
- Training more than 12 students can be accomplished by repeating the day session.



**Please contact us for a quote**

Our fee includes an experienced tutor, travel costs & training materials.

## Asbestos Awareness Training

### Safe Handling of Asbestos Waste



This bespoke training is intended for anyone who is required to handle asbestos waste; deal with emergency spillage, or clean-up illegally dumped asbestos waste materials.



The aim of this course is to provide information to students on the safe handling procedures for asbestos waste and safely clearing-up illegally dumped asbestos waste.



Students will learn about:

- Asbestos materials
- Asbestos legislation
- Air monitoring
- Site safety procedures
- Emergency procedures
- Safe handling of asbestos waste including fly-tipped waste
- Recommended equipment
- Suitable RPE/PPE and personal decontamination



One day course held at your premises, or a venue of your choosing.

Multiple sessions are available to train large groups.



This is an in-house course only.

- We are able to train a maximum of 12 students per day course (pending available space).
- Training more than 12 students can be accomplished by repeating the day session.



**Please contact us for a quote**

Our fee includes an experienced tutor, travel costs & training materials.





## Asbestos Awareness Training

# Asbestos Awareness for Fire, Flood & Vandalised Buildings



This course is intended for anyone who is required to inspect premises damaged by fire, flood or vandalism; assess the risk associated with that damage and make an informed decision on the precautions to be taken to secure the area and actions required to prevent further damage.



This course includes information about how to deal with properties damaged by fire, flood or vandalism.



Students will learn about:

- The specific associated risks
- Current legislation and guidance
- On-site inspection procedures
- Risk assessment and priority action plan
- How to secure the area
- Preventing unauthorised access
- Working safely including emergency procedures and waste clearance
- RPE and PPE and procedures for decontamination of personnel and site



One day course held at your premises, or a venue of your choosing.

Multiple sessions are available to train large groups.



This is an in-house course only.

- We are able to train a maximum of 12 students per day course (pending available space).
- Training more than 12 students can be accomplished by repeating the day session.



**Please contact us for a quote**

Our fee includes an experienced tutor, travel costs & training materials.



# Asbestos Awareness Training

## Contaminated Land Remediation



This bespoke training session provides advice for those tasked with dealing with potentially asbestos contaminated land.



The aim of this course is to provide information about a range of treatment, assessment and monitoring actions that can be used to deal with the overall remediation of contaminated land, in relation to asbestos only.



Students will learn about:

- The health risks
- Safe working procedures
- How to identify and recognise a contaminant
- How to physically remove it
- How to assess and manage the risk
- How to work safely and ensure the risks are reduced
- What range of treatments are available
- How to assess the effectiveness of your actions



One day course held at your premises, or a venue of your choosing.

Multiple sessions are available to train large groups.



This is an in-house course only.

- We are able to train a maximum of 15 students per halfday course (pending available space).
- Training more than 15 students can be accomplished by repeating the half-day session.



**Please contact us for a quote**

Our fee includes an experienced tutor, travel costs & training materials.

## Working with Asbestos

### Working with Non-licensed ACMs

Working with Notifiable & Non-Notifiable Non-Licensed Asbestos Products (LEVEL 2)



This training course is intended for anyone who may be required to undertake minor work on asbestos products as defined in HSE's Asbestos Essential Task sheets.



This training day includes both tutor-led classroom and practical training.



#### Students will learn:

- Where asbestos may be found in buildings
- The types of products that may contain asbestos
- The dangers of asbestos
- Asbestos legislation and guidance
- RPE/PPE
- Safe working
- Handling asbestos waste
- Personal decontamination
- How to work with ACMs safely



One day course held at your premises, or a venue of your choosing.

**This course has many practical demonstrations between students and the tutor. As such, it is not suited for online training.**



This is an in-house course only (a min. 4 students is required)



#### Please contact us for a quote

Our fee includes an experienced tutor, travel costs & training materials.



## HSE Licensed Asbestos Training

# Asbestos Removal Operative Refresher



This training course is intended for existing Asbestos Operatives who require annual refresher training. This course is not suitable for those looking to start work as an operative or for those whose operative training has expired. In this situation a NEW OPERATIVE course will be required.



This course complies with the training requirements for Operative Refresher from the HSE guidance document HSG247 'Asbestos: The licensed contractors' guide' (chapter 4 & appendix 4.1).



Depending on the TRAINING NEEDS ANALYSIS results the following will be discussed:

- Types, uses and risks of ACMs
- Health hazards
- Legislation and guidance
- Site set-up
- Stripping techniques
- RPE/PPE
- Transit procedures
- Decontamination plant and equipment
- Waste procedures
- Emergency procedures
- Record keeping
- Risk assessment
- Plans of work, etc.



One day course held at your premises, or a venue of your choosing.

Multiple sessions are available to train large groups.



This is an in-house course only (minimum of four students required).

- We are able to train maximum of 8 students per course (pending available space).
- Training more than 8 students can be accomplished by repeating the session.



**Please contact us for a quote**

Our fee includes an experienced tutor, travel costs & training materials.

# HSE Licensed Asbestos Training

## Asbestos Removal Supervisor: Refresher



This training course is intended for existing Asbestos Supervisors who require annual refresher training.

This course is not suitable for those whose supervisor training has expired. In this situation a NEW SUPERVISOR will be required. This course is unsuitable for asbestos operatives.



This course complies with the training requirements for supervisor refresher from the HSE guidance document HSG247 'Asbestos: The licensed contractors' guide' (chapter 4 & appendix 4.1).



Depending on the TRAINING NEEDS ANALYSIS results the following will be discussed:

- Types, uses and risks of ACMs
- Health hazards
- Legislation and guidance
- Site set-up
- Stripping techniques
- RPE/PPE
- Transit
- Decontamination plant and equipment
- Waste
- Emergency procedures
- Record keeping;
- Risk assessment
- Plans of work, etc.



One day course held at your premises, or a venue of your choosing.

Multiple sessions are available to train large groups.



This is an in-house course only (minimum of four students required).

- We are able to train a maximum of 8 students per course (pending available space).
- Training more than 8 students can be accomplished by repeating the session.



### Please contact us for a quote

Our fee includes an experienced tutor, travel costs & training materials.

## HSE Licensed Asbestos Training

# Licensed Asbestos Scaffolders: Full Course and Refresher



This training course is intended for all levels of scaffolding personnel who may be required to erect scaffolding in areas with asbestos products present. These products may be in good or poor condition. Asbestos debris may also be present, for example after a fire.



This training course covers chapter 4 of the HSE guidance document HSG247 'Asbestos: the licensed contractors guide'.



Students will learn about:

- Health risks and avoidance of exposure
- Use of RPE, PPE and emergency decontamination procedures
- Roles and responsibilities
- Management systems



One day full course and half day refresher course held at your premises, or a venue of your choosing.

Multiple sessions are available to train large groups.



This is an in-house course only (minimum of four students required).

- We are able to train a maximum of 8 students per course (pending available space).
- Training more than 8 students can be accomplished by repeating the session.



**Please contact us for a quote**

Our fee includes an experienced tutor, travel costs & training materials.



## International Modules

# BOHS IP402 International Module

### Surveying & Sampling Strategies for Asbestos in Buildings



The qualification is suitable for you if you are:

- required to survey buildings for asbestos as part of your work
- considering a career in asbestos surveying
- responsible for managing surveyors and surveying teams



IP402 Surveying and Sampling Strategies for Asbestos in Buildings is the first of the suite of international qualifications from BOHS. Asbestos surveyors play a critical role in preventing exposure to asbestos. This qualification covers the basic tried and tested knowledge and skills required to locate and identify asbestos containing materials in buildings and provide advice to minimise the risk of exposure.



#### Students will learn about

- Asbestos in buildings and their public health risk
- Principles of asbestos surveys
- Risk assessment and risk management strategies
- Asbestos registers
- Methods for bulk sampling
- Suitable RPE/PPE and personal decontamination



Three day duration, includes the classroom teaching, BOHS formative practical assessment together with two BOHS exams.



This is an in-house course only (a min. of 4 students is required).



#### Please contact us for a quote

Our fee includes an experienced tutor, travel costs & training materials.

Prices via QR code (VAT exempt)  
per student (min. 4 students)

# International Modules Asbestos Management Training

## BOHS IP405 International Module

### Management of Asbestos in Buildings



The qualification is suitable for duty holders and persons conducting a business or undertaking is also suitable for anyone who:

- Manages asbestos in buildings
- Procures asbestos-related services
- Wishes to progress into asbestos management from asbestos surveying, assessment or analysis



IP405 Management of Asbestos in Buildings is the second in the suite of international asbestos qualifications for BOHS.



The effective management of asbestos is an essential and challenging area of work, often requiring the procurement of services from asbestos surveyors, removal contractors, assessors and analysts. This qualification provides the necessary background knowledge to make better procurement decisions and to monitor the quality of the services by understanding the work procedures and acceptable standards of performance.



Five day duration (less 6 hours for experienced students), 6 hours independent study, classroom teaching and two BOHS exams.



This is an in-house course only (a minimum of 4 students is required).



#### **Please contact us for a quote**

Our fee includes an experienced tutor, travel costs & training materials.

Prices via QR code (VAT exempt) per student (min. 4 students)





**Danger**  
**Asbestos**

# Asbestos Foundation Course

## BOHS P400 Asbestos Surveying and Analysis



This course is suitable for anyone who is training to become an asbestos surveyor or analyst, or requires a foundation level of understanding in order to take a Level 4 asbestos Proficiency qualification (P401 to P404).



The BOHS P400 foundation module provides candidates with a basic understanding of health risks associated with exposure to asbestos fibres, and to provide an introduction to legislation and safety procedures for managing ACMs.



### Students will learn about:

- Asbestos fibres
- Health effects of asbestos
- Use and application of asbestos products
- Legislation & guidance
- Personal protection and decontamination procedures
- Management requirements







Booking is subject to our terms and conditions.



One day duration, includes virtual classroom teaching and 30 minute BOHS multiple-choice examination.



Includes experienced tutor and training materials, see more details via the QR code.



For an in-house course (min. 4 students), please contact us.



Virtual training will be undertaken using Microsoft Teams.

# Asbestos Survey Training

## BOHS P402 Survey & Sampling Strategies for Asbestos in Buildings



This course is intended for anyone who is required to carry out, or commission an asbestos survey of non-domestic premises under Regulation 4 of the Control of Asbestos Regulations 2012.



The BOHS P402 module is the minimum recognised qualification required to undertake asbestos surveys. This module provides practical knowledge about the surveying of buildings for asbestos and the management procedures necessary to minimise exposure.



Students will learn about:

- Asbestos legislation
- Asbestos in buildings
- The public health risk
- Principles of asbestos surveys
- Risk assessment and risk management strategies
- Asbestos registers
- Methods for bulk sampling
- Suitable RPE/PPE and personal decontamination.





Booking is subject to our terms and conditions.



Three day duration, includes classroom teaching, BOHS formative practical assessment & two BOHS P402 exams. All parts need to be passed to gain the qualification.



Includes experienced tutor and training materials, venue, lunch and refreshments. See more details via the QR code.



For an in-house course (min. 4 students), please contact us.

Virtual training will be undertaken using Microsoft Teams.



## Asbestos Survey Training

### P402 **Refresher** Surveying & Sampling Strategies for Asbestos in Buildings



This course is intended for anyone who has previously passed the BOHS P402 proficiency module and is required to undertake, or commission an asbestos survey of non-domestic premises under Regulation 4 of CAR 2012.



This course provides refresher training on surveying of buildings for asbestos products and the management procedures necessary to minimise exposure.



#### **Students will learn about:**

- Asbestos legislation
- Asbestos in buildings
- The public health risk
- Principles of asbestos surveys
- Risk assessment and risk management strategies
- Asbestos registers
- Methods for bulk sampling
- Suitable RPE/PPE and personal decontamination.



Booking is subject to our  
terms and conditions.



Two day duration,  
including the  
classroom teaching  
with an experienced  
surveyor/tutor.



Includes experienced  
tutor and training  
materials, see more  
details via the QR code.



For an in-house course  
(min. 4 students), please  
contact us.

Virtual training will be  
undertaken using  
Microsoft Teams.



# Managing Asbestos Training

## BOHS P405 Management of Asbestos in Buildings



This course is designed for duty holders under Regulation 4 of CAR 2012. Property owners, building or process managers, or duty holders of any sized company, etc. will benefit from this course.



The BOHS P405 provides candidates with practical knowledge and skills to manage asbestos in buildings and to provide a basic knowledge of asbestos removal procedures.



Candidates for this course are expected to be aware of the contents of The Control of Asbestos Regulations 2012 and in particular Regulation 4 and the supporting Approved Code of Practice and guidance L143 'Managing and working with asbestos'.







Five day duration, includes the classroom teaching with experienced tutor together with and a written practical assessment completed on the course and two BOHS exams. Candidates must pass all parts to receive their BOHS P405 Proficiency Certificate.



For an in-house course (min. 4 students), please contact us. Virtual training will be undertaken using Microsoft Teams.



Includes experienced tutor and training materials, see more details via the QR code.

# Managing Asbestos Training

## P405 Refresher Management of Asbestos in Buildings



This course is intended for those who have already successfully passed the BOHS P405 proficiency module.



The BOHS P405 REFRESHER course reminds candidates of the practical knowledge and skills required to manage asbestos in buildings and to provide a basic knowledge of asbestos removal procedures.



Candidates for this course are expected to be aware of the contents of The Control of Asbestos Regulations 2012 and in particular regulation 4 and the supporting HSE Approved Code of Practice and guidance document: L143 'Managing and working with asbestos'.



Booking is subject to our terms and conditions.



Four day duration.



Includes experienced tutor and training materials, see more details via the QR code.



For an in-house course (min. 4 students), please contact us.

Virtual training will be undertaken using Microsoft Teams.

# Asbestos Management Training

## BOHS/OHTA W504 International Module Asbestos & Other Fibres



**Who should attend?**  
Successful completion of this module will benefit those working in asbestos consultancy as well as in mainstream occupational hygiene, giving an understanding of the health risks associated with asbestos and other fibres as well as the means of evaluation and control.



### **Students will learn about:**

- The composition of asbestos and machine-made mineral and other fibres
- Health effects & exposure limits
- Uses of asbestos in buildings and public health risk that it poses
- Principles of asbestos surveys including taking samples and identifying bulk asbestos types by microscope techniques
- Construction and use of enclosures for asbestos removal work and the use of decontamination units
- Principles of clearance testing air sampling and microscopic fibre counting; management of asbestos in buildings



Five day classroom teaching with tutorials, practical demonstrations, guided reading, overnight questions and BOHS open book exam.



Booking is subject to our terms and conditions.



For an in-house course (min. 4 students) (within UK or overseas), please contact us



Includes experienced tutor and training materials, see more details via the QR code.



Virtual training will be undertaken using Microsoft Teams.

## 02 Legionella Training







# Legionella Training

## BOHS P900 Control of Legionella in Domestic Hot and Cold Water Systems



Anyone who needs a basic knowledge of legionella bacteria and the risk factors which allow it to proliferate in water systems.



This training course provides an overview of the risk of legionella infections and how it can be controlled in domestic type hot and cold water systems.



### BOHS P900 topics include:

- Legionella and health risks
- Legislation and guidance
- Types of domestic hot and cold water systems
- Precautionary measures for legionella control
- Sampling, testing and monitoring regimes
- Maintenance, disinfection and cleaning
- Record keeping







Booking is subject to our terms and conditions.



One day course held at your premises, or a venue of your choosing, or virtually. One hour multiple-choice exam at end of course, held online.



For an in-house course (min. 4 students), please contact us.



Includes experienced tutor and training materials, see more details via the QR code.



Virtual training will be undertaken using Microsoft Teams.

# Legionella Training

## BOHS P901 Management and Control of Building Hot and Cold Water Services



Anyone who needs to understand the risk of legionella infection and how it can be controlled.



This training course provides an overview of the risk of legionella infections and how it can be controlled in domestic type hot and cold water systems. Achieving a pass in this course is a prerequisite before undertaking the following BOHS courses: P903 or P904.



P901 topics include:

- Introduction and history of the organism
- Legislation and guidance
- Risk assessment of systems
- Operational control
- Outbreak investigation procedures
- Record keeping
- Case studies





Booking is subject to our terms and conditions.



One hour short-answer question paper at end of course, held online.



For an in-house course (min. 4 students), please contact us.



Virtual training will be undertaken using Microsoft Teams.



Includes experienced tutor and training materials, see more details via the QR code.



# Legionella Training

## BOHS P903 Management and Control of Evaporative Cooling and other High Risk Industrial Systems



Anyone who needs to understand the risk of legionella infection and how it can be controlled in evaporative cooling & other high risk industrial systems. Candidates must submit a report to BOHS which shows that they have the required knowledge to assess and control the legionella risks in evaporative cooling systems and industrial water systems.



This training course provides an overview of legionella bacteria risk, and how it can be controlled in evaporative cooling and other high-risk industrial type water systems in compliance with regulatory requirements.

Achieving a pass\* in the BOHS P901 is a prerequisite before undertaking the BOHS P903 or BOHS P904 course.

\* This pre-requirement is waived where both P901 and P903 courses are run on subsequent days or as a combined course.



### P903 topics include:

- Legislation and guidance
- Cooling tower design and operation
- Risk assessment
- Operational control
- Other risk systems
- Record keeping



Booking is subject to our  
terms and conditions.



One day course held at your  
premesis, or a venue of your  
choosing, or virtually. One  
hour multiple-choice exam at  
end of course, held online.



**Please contact us for a  
quote**

Our fee includes an  
experienced tutor, travel  
costs & training materials.



This is an in-house  
course only (min. 4  
students required).



## Legionella Training

### BOHS P904 Legionella: Management and Control in Leisure, Display, Therapy and other Non-Industrial Systems



Anyone who needs to understand the risk of legionella infection and how it can be controlled.



This training course provides an overview of the risk of legionella infections and how it can be controlled in leisure, display, therapy and other non-industrial systems. Achieving a pass\* in the BOHS P901 is a prerequisite before undertaking the BOHS P903 or BOHS P904 course.

\* This pre-requirement is waived where both P901 and P904 courses are run on subsequent days or as a combined course.



#### P904 topics include:

- Legislation and guidance
- Leisure, recreational and healthcare facilities: design and operations
- Risk assessment
- Water treatment
- Operational control
- Other risk systems
- Record keeping





Booking is subject to our terms and conditions.



One day course held at your premises, or a venue of your choosing.



This is an in-house course only (min. 4 students required).



**Please contact us for a quote**

Our fee includes an experienced tutor, travel costs & training materials.





# 03 Health & Safety Training







Booking is subject to our terms and conditions.

**ada**  
Training Co Ltd

## Health & Safety Training

### Confined Spaces, Safe Use of Ladders & Steps and Manual Handling Awareness Modules



This is an ideal course for contractors, operatives and supervisors, or anyone who requires a basic understanding of these three important health and safety issues.

In this bespoke course, three important health and safety modules are delivered at awareness level and combined into a half-day training session for groups of personnel.



#### Confined Space Awareness topics:

Regulations; risk of injury; breathable atmospheres; other hazards; RPE; explosive atmospheres; risk assessment; entering confined spaces; testing and monitoring the atmosphere and contingency plans.



#### Safe use of Ladders and Steps topics:

- Work at Height Regs
- Managing the work
- Employers and duty holder responsibilities
- Risk assessment
- Planning and organising work
- Suitability and safety of ladders and steps
- Prevention of falls and safety measures



#### Manual Handling Awareness topics:

Manual Handling regs; employers and employees duties under the regulations; techniques used to minimise the risk of injury from lifting, pushing, pulling or carrying and good handling and lifting.



Half day course held at your premises, or a venue of your choosing.



This is an in-house course only (minimum of four students required).



#### Please contact us for a quote

Our fee includes an experienced tutor, travel costs & training materials.





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aaatrainingco

