

# UKATA

## SYLLABUS

### RESPIRATORY PROTECTIVE EQUIPMENT – COMPETENT PERSON

#### Introduction

This syllabus sets out the guidance for the provision of respiratory protective equipment training for competent persons as detailed within HSG53 – Respiratory Protective Equipment at Work and the Control of Asbestos Regulations 2012 (CAR). The document provides the syllabus for the training along with guidance on the minimum content of all courses.

Trainers can offer bespoke or tailored training for the remainder of any training session but the core content MUST be adhered to.

Respiratory protective equipment training is required to be given to Supervisors and other elected company representatives who are to carry out daily/monthly checks on any employees RPE who will be working with Asbestos.

Exemptions from this would apply to Employers who can demonstrate that their employees would not be exposed to a respiratory hazard or to be carrying out work in an oxygen deficient environment.

The Respiratory protective equipment competent person training does not train individuals to carry out any repairs to employees RPE.

#### Purpose

The Control of Asbestos Regulations 2012, Regulation 10 requires every employer to ensure that adequate information, instruction and training is given to their employees who are or who are liable to be exposed to asbestos, or who supervise such employees.

This syllabus is concerned only with Respiratory Protective Equipment as per Regulation 11, paragraphs 276, 277, 278, 282 and 283 of the associated Approved Code of Practice.

This syllabus will assist employers in meeting the importance of Respiratory protection equipment inspection, making sure that employee RPE who are exposed to a respiratory hazard or carry out work in an oxygen deficient environment meets the requirements of the regulations and of the manufacturer's instruction.

The importance of record keeping and why inspection is required on RPE, identify different types of respiratory protective equipment which are available and how to carry out inspection of those and what items of equipment is required to coincide with the main face piece of the RPE.

Allows employers, supervisors and elected company representatives to understand why employees are to undergo face fit testing and the importance of this procedure. General procedures which are to be followed in the event of an emergency and what immediate action should be taken by the supervisor and the individual wearer.

The course delivery should also discuss positive airline / pressure systems and why this type of RPE is used. This will not form part of the final assessment as training on this type of equipment shall be given by those providing this equipment.

#### Course Objective

To ensure that the individual is competent to perform the monthly checks on respiratory protective equipment (RPE) in accordance with the manufacturer's instructions and the actions/outcomes are recorded appropriately following HSE guidance HSG53 – Respiratory Protective Equipment at Work.

Course content will cover the following types of RPE:

- Disposable face pieces (P1, P2, P3)
- Re-usable orinasal half face masks: i.e Sundstrom SR100, SR90,
- Full Face powered assisted face pieces: i.e Vision, Phantom Protector, Pro Mask, Gemini, Phantom Vision
- Full face non powered assisted face pieces: i.e Sundstrom Sr200, 3m 6000 & 7000 series

#### Duration

4 hours (contact time)

#### Delegate Ratio

The number of delegates on the RPE Competent Person course is recommended as 12.  
The practical assessment will have ratio of 1:6 and the theory of the course a ratio of 1:12.

#### Who should attend?

Employers, supervisors, health & safety representatives and elected company representatives who are responsible for the selection, use, maintenance and the record keeping for employees RPE.

Individuals that are responsible for the above areas should have appropriate experience within the area of work which they are responsible for the employees overall safety.

Anybody selecting, using or maintaining RPE should be competent. You should be able to demonstrate this by reference to records of appropriate training.

#### Learning Objectives

On successful completion of this course, delegates should:

- Have an increased knowledge of the reasons for using RPE and the types of RPE available
- Understand the RPE selection process, how the selection of the correct RPE is determined and how to correctly use RPE
- Have an understanding of the legal requirements surrounding RPE
- Have a general knowledge of RPE by understanding;
  - Training requirements
  - Filter types and uses
  - The importance of cleaning RPE and how to do so correctly
  - The importance of regular maintenance and key maintenance checks
  - How to correctly store RPE
  - How to correctly dispose of Filters and other disposable items
- Have an understanding of record keeping and the importance of this
- Understand the procedures and requirements for face fit testing and the different methods used
- Have an understanding of assigned protection factors and risk phrases
- Understand the health hazards associated with incorrect use of RPE
- Know how to identify and record faults

Course Syllabus	
<b>THEORY MODULES:</b> <ul style="list-style-type: none"> <li>Respiratory Protective Equipment</li> <li>Legal Requirements</li> <li>Hazardous Substances</li> </ul>	1 hour
<ul style="list-style-type: none"> <li>Training to cover</li> <li>Filters</li> <li>RPE Cleaning</li> <li>RPE Maintenance</li> <li>Storage of RPE</li> <li>Disposal</li> <li>Record Keeping</li> </ul>	1 hour
<ul style="list-style-type: none"> <li>Face Fit Testing</li> <li>Assigned Protection Factors</li> </ul>	30 min
<ul style="list-style-type: none"> <li>Risk Phrases</li> <li>Hazard Groups</li> </ul>	30 min
<b>PRACTICAL MODULE:</b> <ul style="list-style-type: none"> <li>Type of RPE trained to inspect</li> </ul>	30 min
<b>ASSESSMENT:</b> <ul style="list-style-type: none"> <li>30 questions</li> </ul>	40 min

#### Course Content (Theory)

The following sets out what delegates will cover as a minimum requirement;

##### Respiratory Protective Equipment:

- Reasons for RPE and the importance of wearing RPE correctly
- Different types of RPE which are available
- The importance of the correct selection and proper use for the RPE chosen for particular work methods.

##### Legal Requirements:

- Standards for RPE used within a workplace
- Indicate legal markings that need to be present when selecting RPE to meet regulations.
- Regulations that require RPE to be worn.

##### Hazardous Substances:

- Informing delegates of the different types of hazardous substances where RPE is vital
- Classification of substances and how they can affect individuals.
- RPE required when working with certain substances.

**Duration: Approximately 1 Hour**

Delegates will cover training requirements and gain an understanding of the following:

Training to cover:

- Why RPE is needed
- The hazards, risks and effects of exposure
- What RPE is being provided
- How RPE works
- Why fit testing is required (if relevant)
- How to wear and check the RPE correctly
- Fit checking before use
- What maintenance is required and when
- Where and how it should be cleaned and stored
- How to report/tackle any problems
- Employee and employer responsibilities
- Use and misuse of RPE
- Requirement for refresher training on RPE
- The importance and requirements of face fit testing.

Filters:

- Gain understanding of the types of filters available
- What type of filters would be required when working with a hazardous substance
- What filters would be used in an environment where more than hazardous substance is present
- How often filters should be changed after use.

RPE Cleaning:

- The importance of cleaning any reusable RPE
- How RPE should be cleaned effectively
- The importance in the manufacturers' instruction when selecting cleaning products and how the incorrect cleaning product can affect the integrity of the RPE.
- Describe the main reason behind cleaning and drying RPE in a clean area.

RPE Maintenance:

- Timescales for maintenance to be undertaken
- Following the manufacturer's instructions
- A competent person should carry out the work
- How long records of selection/maintenance need to be kept for.
- Areas of RPE that require daily checks to ensure that the RPE is in good working order.

Storage of RPE:

- Reasons RPE should be stored in accordance with the manufacturer's user instructions in order to prevent contamination, damage and deterioration.
- Provide reasons why RPE should be cleaned before being stored to prevent the storage area becoming contaminated.
- Explain why storage needs to be provided so RPE can be stored safely during end of work day or break times.

Disposal:

- The reasons for RPE which is contaminated or its components being disposed of as hazardous waste
- The process in which to follow to dispose of any contaminated RPE.

Record Keeping:

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- What is required to be recorded when using RPE
- How long documentation needs to be kept for and who should be involved with the record keeping.
- Highlight types of checklists that can be implemented to aide effective RPE maintenance.

**Duration: Approximately 1 Hour**

Delegates to gain an understanding and importance of the following:

Face Fit Testing:

- Requirements for individuals to go undertake face fit testing (type of RPE, health etc.)
- The difference between Quantitative and Qualitative fit testing
- Timescales for face fit testing to be carried out
- Why testing is required when types of RPE change (Face Shape, Weight Loss etc.)

Assigned Protection Factors:

- Protection factors for various types of RPE
- Explanation into the different areas of protection factors and their meaning
- How protection factors are worked out and applied to RPE.

**Duration: Approximately 30 Minutes**

Delegates will be able have understanding of the following:

Risk Phrases/Hazard Groups:

- Explanation into the difference between a Risk Phrase and a Hazard Group
- What information is included
- What Health Hazards which may arise if the risk phrases and hazard groups are not followed.

**Duration: Approximately 30 Minutes**

#### Minimum Standards For Training Centre

Delegates minimum standards

- a) Physical layout must be comfortable for delegates undertaking training.
- b) Presentation equipment to be of a minimum requirement of the following:
  - Overhead projector screen/integrated systems
  - Flip chart
  - Video delivery media unit
- c) Training facility must comply with all relevant Health and Safety Regulations.
  - Building Risk Assessment
  - Induction material for delegates to include fire evacuation procedures and emergency planning.
  - First aid facilities
- d) Provision of satisfactory welfare facilities that meet legal requirements.
  - WC and hand washing facilities
  - Place to consume refreshments
  - Drinking water readily available
  - Adequate heating and ventilation

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- e) Training facility to have relevant reference materials, narrative documents and ACoP Guidance.
- Health and Safety at Work etc. Act
  - Management of Health and Safety Regulations
  - The Control of Asbestos Regulations
  - L143 (12/13)
  - HSE guidance HSG53 – Respiratory Protective Equipment at Work.

#### Assessment

Attainment of the learning outcome for the qualification shall be assessed by a multiple choice examination consisting of at least 15 questions under exam conditions. At the discretion of the Training Provider, the candidates shall be allowed to refer to any notes they make during the training sessions and the course notes or training manual provided by the Training Provider.

A candidate will be required to achieve a score of at least 12 out of 15 (80%) in the examination. Failure to achieve this will result in the candidate requiring to re-sit the examination under exam conditions. If a candidate further fails the second attempt then they will be required to re-sit the course in its entirety.

#### Notes:

- The examination should have a completion time of approximately 20 minutes, however the Tutor should recognise that delegates learning needs are varied and thus the time stated is for guidance only.
- The varied needs of delegates also includes the ability to fully comprehend written English and the Tutor may read out the questions to assist such delegates, however no assistance may be offered in respect of providing answers.

#### Course Content (Practical Assessment)

Prior to candidates undertaking the multiple choice written examination they will be required to demonstrate fault finding techniques through a practical assessment and will cover the type of RPE they are being trained to inspect

This will cover the following types of RPE:

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**Duration: Approximately 30 Minutes**

#### Competence

All training should be provided by someone who is competent to do so, who has had adequate personal practical experience and who has a theoretical knowledge of all relevant aspects of the selection, use and checks of RPE being carried out by the employer.

Tutors wishing to deliver this syllabus will be required to provide experience of this subject matter by way of a submitting a CV along with how and where they have gained experience in this area of expertise. The form A0113 should be submitted for each trainer wishing to deliver this training course. All applicants will be forwarded to the membership committee for review of the trainer's experience and expertise and will be assessed on a case by case basis.

Any enquiries regarding this syllabus should be made to UKATA.