

Training Matrix: Management of Asbestos Containing Materials (ACM)

This Training Matrix forms part of the University's health and safety protocol for the management of ACMs. It is auditable through monitoring mechanisms such as health and safety inspections and the HASMAP audit. In addition to the University's general training requirements,¹ people who may come into contact with ACMs must achieve the **minimum training or skill requirements** identified below. The use and form of asbestos being so diverse, additional specific training may also be required. These extra training needs must be highlighted in your risk assessment and delivered before any ACM activity is undertaken. Please add your own specific requirements and roles to the matrix where necessary. Please note: If you feel that you have already developed sufficient health and safety knowledge and therefore may not need to attend a course, please contact your Health and Safety Manager/ Line Manager who will clarify the need to attend or confirm you have already developed the necessary knowledge.

✓ : Essential
LD : Locally determined based on risk assessment

	Technical staff training for emergency entrance into enclosure	Technical staff training for emergency entrance into enclosure refresher (every 2 years)	Initial training: Formal Asbestos Awareness Training (UKATA)	In-house asbestos awareness refresher training (every year)	P407: Managing asbestos in premises, the duty holder's requirements	P405: Management of asbestos in buildings	Electronic asbestos register training	Training for non licensable asbestos work
• Nominated electronic asbestos register users			✓	✓			✓	
• Asbestos Responsible Person			✓	✓	LD	✓	✓	
• Asbestos Safety and Compliance Officer			✓	✓	LD	✓	✓	
• Technical Officers • Direct Labour Organisation staff • Residences Handy Person • H&S Managers • Nominated Facilities Managers • Senior Residences Managers			✓	✓			LD	
• Nominated technical staff for emergency entrance into enclosure.	✓	✓	✓	✓			✓	
• ISS Network Project Officers			✓	✓			✓	
• F.D. Health & Safety Team			✓	✓			✓	
• F.D. H&S Construction Manager			✓	✓			✓	
• Technical staff working on non notifiable asbestos work (e.g. gaskets)			✓	✓			✓	LD

¹ [click here](http://www.leeds.ac.uk/safety/training/health_and_safety_training.htm) or copy the following link in your browser for general health and safety training requirements: "http://www.leeds.ac.uk/safety/training/health_and_safety_training.htm"