

ASBESTOS MANAGEMENT POLICY

1 Purpose

- 1.1 This Asbestos Management Policy has been developed to enable effective management of Asbestos Containing Materials (ACMs) identified and presumed within various communal areas and domestic properties that Twenty11 operates and for which it holds maintenance responsibilities.

2 Definitions

This procedure relates to Twenty11 (Homes) Ltd

The following terms and abbreviations are used within this document, and are explained below:

ACMs	Asbestos-Containing Materials (throughout this document this may mean both known and presumed asbestos depending on the context in which it is used).
ACoP	Approved Code of Practice. AIB - Asbestos Insulation Board
AMT	Asset Management Team (RKHA)
BOHS	British Occupational Hygiene Society
CAR 2012	Control of Asbestos Regulations 2012
CDM	Construction (Design and Management) Regulations 2015
HSE	Health & Safety Executive
MAS	Material Assessment Score
MTO	Maintenance Technical Officer
PAS	Priority Assessment Score
PPE	Personal Protective Equipment
PM	Project Managers
TM	Team Leader
UKAS	United Kingdom Accreditation Service.

3 Responsibilities

The duties of management, staff and personnel of Twenty11 shall be clearly communicated and agreed by all parties to ensure that all persons can undertake their duties as stated in this Policy. Communications and feedback detailing agreed responsibilities shall be kept and monitored by the Duty Holder or the relevant Responsible Person who shall initiate further training or assistance as deemed necessary.

3.1 Board

The Board is collectively and ultimately responsible for the implementation of the organisation's Asbestos Management Policy and the Asbestos Management Plan.

3.2 Chief Executive (CEO)

The hierarchy of the organisation sets out that the responsibility for the 'responsible person' is carried by through the Assistant Directors and on to other managers who have responsibilities for overall statutory compliance or general building management activities.

It is important that each 'responsible person' is aware of their accountability and fulfils their role in a safe and competent manner.

3.3 The Head of Property

The Head of Property is the person with operational oversight realigning to the management of ACMs and will take the lead in managing day to day activity relating to the inspection and removal of ACMs They will also plan and allocate resources accordingly for normal management activity. The Head of property will be supported by various qualified staff in undertaking relevant duties but will generally be viewed as the Duty Holder for the purposes of preparing and implementing the Asbestos Management Plan. They will ensure that the asbestos management process is compliant with current legislation, arrange and manage annual reviews or special reviews following any circumstances outlined in the appropriate section below.

3.4 Home Safety Manager

The Home Safety Manager is classed as the Responsible Person under CAR 2012, they advise and take the lead in reacting to any emergency incidents under the guidance and supervision of the Duty Holder.

The Accountable Person is accountable for:

- Ensuring compliance with the Asbestos Management Policy
- The overall strategy for the safe operation and execution of asbestos issues
- Managing the surveying programme for the property portfolio and taking all reasonable steps to determine the location of ACMs
- Identifying and training personnel on the Asbestos Management Policy
- Keeping the Asbestos Register/database of ACMs up to date and providing a record of the location, condition, maintenance and removal for all ACMs
- Carrying out risk assessments and documenting actions taken to manage asbestos present
- Reporting any incidents to the appropriate parties (HSE, Board and Executive)
- Managing performance of both our appointed asbestos surveying and analysis and asbestos removal contractor.
- Arranging independent quality checks and auditing of contractors and agreed processes
- Taking action to arrange repair, seal, removal, or otherwise treatment of ACMs, if there is a risk of exposure due to its condition and/or location

- Systematically monitoring the condition of ACMs, updating the Asbestos Register and reassessing the risk (at predetermined timescales)
- Making information available to those who may come into contact or disturb ACMs. Information shall be provided in a written or electronic format and shall be correct on the date it is presented
- Putting arrangements in place to make sure that work which may disturb ACMs complies with current legislation
- Ensuring that prior to the commencement of any works which may have the potential to bring staff into contact with ACMs, the Asbestos Register is consulted, and Refurbishment and Demolition surveys are carried out, and information within the risk assessment is used for the works

The Home Safety Manager will ensure training including asbestos awareness, is undertaken for appropriate staff and keep a competence matrix updated to ensure only those with appropriate training and information are asked to manage tasks where asbestos may be encountered.

3.5 Home Safety Specialist (Hazards)

The Home Safety Specialist (Hazards) shall undertake the day to day management and co-ordination of management surveys, any required follow-up inspections, identified remedial works and maintain the Asbestos Register.

Consult the asbestos surveying and analysis contractor for specialist asbestos advice where required, especially on:

- prioritisation of re inspections, resurvey and actions,
- recommended/required actions on surveys,
- enforcement agency requirements/dealings,
- asbestos removal contractor behaviour/performance
- quality of information held and on the asbestos database
- ad hoc advice and guidance

Consult the asbestos removal contractor for advice and information on:

- actions taken to remedy asbestos incidents/situations
- directions received from asbestos surveying and analysis contractor
- Validating information recording on the asbestos register

3.6 Employees

To ensure the effective management of identified or presumed ACMs, all staff have a responsibility to co-operate with the Duty Holder and their appointed representatives in the management of all ACMs.

The following is a summary of their individual responsibilities:

- Reduce exposure, and prevent asbestos dust being released
- Carry out a suitable and sufficient risk assessment of all associated risks before starting any work
- Access and take account of relevant Asbestos Survey Reports on the database system prior to commencing any works or, request to see the Asbestos Survey Report held on site
- Comply with the requirements of this Policy, if any doubt exists treat any material particularly insulation or insulating board as asbestos
- Stop works and enquire from the appropriate person if they suspect a material contains asbestos or are uncertain as to how to proceed
- Protect the health of themselves, their work colleagues and any other person if they think asbestos fibres have been released. Inform their supervisor immediately and make sure any contamination does not spread to affect other people
- Follow procedures set out by the Duty Holder and their team
- Follow the 'Safe System of Work' adopted by the Duty Holder and use safe work methods and appropriate equipment
- Control any items (belongings, carpets and soft furnishings etc.) they suspect may be contaminated with asbestos
- Ensure the safe system of work proposed from the risk assessments and plans are followed and updated with any discovered risks identified as works progress
- Where other areas of the building are likely to be damaged undertake a suitable reassessment of the work
- Report all accidents, incidents and near misses to the Home Safety Specialist (Health & Safety) as quickly as possible after the event, to ensure that an investigation is undertaken.

3.7 Contractor Responsibilities

We will only use approved licenced contractors to undertake removal works or where a licenced removal contractor is not required appropriately trained contractors will be carry appointed. Relevant qualified surveyors will be employed to undertake surveys etc. This document is to be read in conjunction with the Guide to Health and Safety Control and Management of Contractors. Contractors are required to immediately report any asbestos related risks or concerns to Twenty11 Managers and stop ongoing works until concerns have been addressed.

Contractors comply with relevant regulations and use information made available to them through this policy to assist them to adhere to our asbestos management framework.

Testing compliance will occur through ongoing auditing and compliance.

Contractors are responsible for managing their own asbestos management procedures, training and records, and applying a safe system of work etc.

Contractors appointed to carry out both licensed and non-licensed works will be adequately vetted and required to submit relevant accreditations and a copy of their licence prior to commencing works. They must hold the required levels of insurance.

3.8 **Tenant Responsibilities**

This document is to be read in conjunction with current Tenancy Agreement conditions which state that tenants are not permitted to make any material alterations to their home with the express formal written permission of Twenty11.

4 **Legal Framework**

The following legislation and regulations relate to this policy:

- Health and Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- Control of Asbestos Regulations (CAR) 2012
- The Construction (Design and Management) Regulations 2015
- The Control of Substances Hazardous to Health Regulations 2002
- The Carriage of Dangerous Goods (Classification, Packaging and Labelling) and Use of Transportable Pressure Receptacles Regulations.1996
- The Hazardous Waste (England and Wales) (Amendment) Regulations 2009
- Special Waste Regulations 1996
- The REACH Enforcement Regulations, 2008

Official HSE-issued Guidance documents:

- L143 – HSE Approved Code of Practice (ACoP) to CAR 2012
- HSG227 ‘A comprehensive guide to managing asbestos
- HSG264 ‘Asbestos: the survey guide’
- HSG247 ‘The Licensed Contractor’s Guide’

5 **Key Principles**

5.1 *Management procedures*

In order to effectively manage any ACMs, we have:

- Taken reasonable steps to find materials in premises likely to contain asbestos and to check their condition
- Presumed that materials contain asbestos unless evidence proves they do not.
- Made a written record of the location and condition of ACMs and presumed ACMs
- Keep all records up to date

- Assessed the risk of the likelihood of anyone being exposed to these

Prepared and put it into effect a procedure to manage that risk so that:

- material known or presumed to contain asbestos is kept in a good state of repair
- material that contains or is presumed to contain asbestos is, due to the risks associated with its location or condition, repaired or if necessary removed
- anyone with the potential to disturb ACMs is informed of the location and condition prior to that risk arising.

In managing our responsibility, we have undertaken to:

- Presume that materials contain asbestos; unless strong evidence is available that they do not
- Maintain written up to date records of the location and the condition of the asbestos and presumed asbestos-containing materials
- Assess the risk of the likelihood of anyone being exposed to ACMs
- Periodically review and monitor the Management Procedures, Emergency Incident Plan and other arrangements put in place
- Carry out Refurbishment and Demolition surveys prior to commencement of all intrusive building/development works to identify the location and condition of any material that might contain asbestos
- Make available relevant information to contractors and included such information in the Pre-Construction Health and Safety Plan
- Regularly re-inspect asbestos containing materials in accordance with the Management Plan and review risks as a result of those re inspections
- Continue to undertake management surveys and testing where applicable
- Ensure that staff are adequately and regularly trained
- Embed our management procedures
- Manage ACMs based on a risk-based methodology in accordance with our Asbestos Policy

HSE guidance identifies a preference for managing ACMs in-situ. Our approach is to adopt the HSE approach set out in their guidance, which aims to “reasonably and practicably” balance cost and risk, to determine if ACMs are to be:

- Managed in situ, including encapsulation or other proprietary treatment
- Fully removed

5.2 *General management principals*

- a) All ACMs are fully assessed prior to the commencement of any works, and where appropriate, management actions, remedial works or removal will be undertaken

- b) Generally, only those materials likely to pose a serious risk to health or be affected by works will be removed
- c) Materials considered to be vulnerable to disturbance by virtue of their proximity to the work areas will be considered for removal
- d) ACMs adjacent to the area of planned works will preferably be segregated. If not, they will be clearly identified to prevent damage or disturbance, and monitored throughout the planned works
- e) All accidental damage and disturbance will be dealt with by following our procedures set out in in relevant flow charts
- f) ACM priority risk scores will be reviewed by a competent person each time any change in level of occupancy or building/area use occurs.
- g) ACMs will be assessed prior to any maintenance/refurbishment activities by a competent person and all recommendations stringently followed.

5.3 *Scoring and management methodology*

All asbestos containing materials will be managed on a priority risk basis. Any ACM deemed to be presenting an urgent risk will immediately dealt with. Damaged materials will be removed or the area made safe. ACMs will be inspected, reviewed and an inspection schedule prepared by the competent person. Any remedial action required will be recorded and managed in accordance with the relevant legislation/guidance.

The material and priority risk score of the ACM, will form the basis of the inspection timescale, this coupled with the surveyor's comments and recommendations.

5.4 *Commissioning of asbestos remediation / removal works.*

The Duty Holder in commissioning removal, treatment or encapsulation of high, and medium risk materials (generally Spray Coatings, Insulation and Insulation Board) shall use our approved licensed asbestos removal contractors (ARC) and accredited surveying and analysis contractors (ASAC) as they have undergone a competency assessment as part of our procurement exercise.

Where this is not practicable, only competent removals contractors licensed by the HSE for this type of work or consultants accredited by UKAS / UKCATT (or equivalent) will be used. Works to low risk materials can be undertaken by non-licensed contractors where they have the relevant experience and can demonstrate competence and method statements are approved.

Contractors appointed shall comply fully with the following requirements as relevant:

- The terms of their license/accreditation,
- Control of Asbestos Regulations 2012,
- A Cop L143 'Work with materials containing asbestos',
- HSG 247 'Asbestos
- Relevant requirements set out in HSG264 'The Survey Guide'

- HSG 227 'A Comprehensive Guide to Managing Asbestos in Premises
- HSG 248 'The analysts' guide for sampling, analysis and clearance procedures
- HSE (COSHH Essentials) 'Working with Asbestos in Buildings'
- Asbestos Essentials Task Manual HSG210
- Introduction to Asbestos Essentials HSG 210 and associated advice and / or equipment & method sheets

The activities of the licensed contractor shall be independently audited at appropriate and relevant frequency.

The parties responsible for conducting the identified management actions are also stated. However, the responsible party can nominate a competent person to conduct these works on their behalf.

Specific management actions for each individual item within a given location to a property are stated as part of survey data for that property and are held on the Asbestos Survey Database. This must be taken as the most appropriate action for that material and any deviation from the recommended actions shall be approved by Twenty11, in association with the ASAC, prior to any work or action.

5.5 *Re-inspection of identified asbestos containing materials*

Materials that have been found or presumed to contain asbestos within common areas will be periodically re-inspected. The frequency for each inspection will be taken from the asbestos survey report. Asbestos materials located or presumed within a domestic property will be subject to inspection and monitoring based on any identified risk. When Twenty11 personnel carry out home visits they will also raise any concerns to the Home Safety Team relating to the condition/risk or the possible likelihood of damage etc.

Findings from all re-inspections will be recorded in the asbestos register, where a material's condition has degraded, or ACMs removed, the register will be amended. If there is a requirement for removal or encapsulation, this will be reviewed and implemented by the Home Safety Specialist (Hazards).

Re-inspections shall only be conducted by personnel deemed competent to do so by the Duty Holder. Any such person nominated must have sufficient training, knowledge and understanding of ACMs.

During re-inspections any areas previously deemed as not accessed will be accessed if safe to do so. The findings and any samples taken will be added to the asbestos register.

5.6 *Communicating information*

The following shall be employed to ensure that all necessary parties receive adequate information as to the presence of identified or presumed ACMs to each property. In summary the following will apply:

- 1) Existing lines of communication shall be followed. All relevant parties: managers, Twenty11 staff, external contractors, shall have knowledge of, and know how to access the Asbestos Register.
- 2) Asbestos information shall be included in all communications with all relevant third parties as necessary. Access to the Asbestos Register by all staff and contractors is available directly via specific individual login access.
- 3) Agendas for works/project progress meetings should allow for the discussion of asbestos information. Asbestos Information must be supplied to contractors as part of all pre-construction information or as part of the pre-tender health and safety plan.
- 4) No planned or responsive repair works shall be allowed to proceed without specific reference to the Asbestos Register and reference to the Asbestos Register should be noted in the minutes of any project meeting.
- 5) Staff involved in planned works or maintenance shall consult either the supplied asbestos information extracts or access the Asbestos Register, noting the type and location of any ACMs and ensure details are incorporated in to the contractor's method statement
- 6) Any actions, removals or condition updates must be reported to the Home Safety Specialist, so the Asbestos Register can be updated
- 7) All staff are responsible for ensuring that any change in ACM information is referred to the Home Safety Team so that the Asbestos Register can be updated
- 8) General asbestos advice is provided to new tenants in the form of an asbestos leaflet which is part of the 'tenant sign-up pack'
- 9) Labelling of ACMs is not used as a primary method of identification and management, though it is used in certain higher risk communal environments
- 10) Buckinghamshire Fire and Rescue Service have access to the Asbestos Register via an online portal

5.7 *Identification of asbestos containing materials*

The measures include provision of the assessment/survey report, including an annotated plan which identifies the location of any samples taken within a property and references them accordingly.

Maintenance staff and contractors shall positively identify from the Asbestos Register all ACMs relevant to the works area and transit routes to ensure that works can be satisfactorily conducted without disturbing any ACMs.

In addition, all relevant staff or contractors' staff attend Asbestos Awareness Training, which shall be refreshed at regular intervals.

5.8 *Safe system of work*

Contractors are deemed to operate and maintain a 'Safe System of Work' in respect of all ACMs identified.

In order to support the safe delivery of work we will;

- Ensure that all pre-start discussions identify and refer to the asbestos data available
- Identify, through the use of a warning flag on works orders raised from the works order management system the presence of asbestos
- Ensure a Refurbishment and Demolition survey is undertaken prior to any intrusive works and pass a copy of the results to relevant parties in advance
- Re-assess and reclassify, via a new Risk Assessment, a Plan of Work where ACM's have deteriorated or become damaged
- Use all appropriate management information to help develop safe systems of work
- Follow the requirements set out in the Construction (Design and Management) Regulations 2015 for the development of preconstruction health and safety information

Emergency contact details will be provided for all relevant staff.

ACMs within such areas as risers, plant rooms, lift motor rooms, and loft spaces will be labelled with the standard 'Asbestos Warning Labels. This will not however form part of any management system and will not be relied upon as the main means of identifying ACM's.

5.9 *Emergency fibre release*

Anyone suspecting that an ACM has been disturbed resulting in a potential asbestos fibre release, will immediately;

- Report the incident to the Home Safety Specialist (Hazards) or Home Safety Manager clearly stating the detail of the asbestos incident
- Evacuate the area without causing unnecessary alarm and secure, the area. If there is evidence of personal clothing becoming contaminated, then personal decontamination procedure as set out by the HSE Equipment and Method Sheet EM8 shall be followed
- Prohibit access to the area, including barriers and signage and inform relevant parties and any occupants of the premises
- Record the names of all persons potentially affected
- Make an accurate written record of the incident as soon as possible
- Ensure that personal safety is maintained at all times including not entering a contaminated area

- Refer to the asbestos management procedure Flow Chart Level 2 Emergency Fibre Release

5.10 *Guidance for containing accidental fibre release*

Home Safety Specialist (Hazards) shall visit the incident site as soon as reasonably practical and ensure the following;

- Obtain confirmation that all personnel have left the area and that their names have been recorded
- Consult the Asbestos Register and establish the extent of recorded ACM's present
- Determine so far as is reasonably practical, the nature and extent of the release
- Check the arrangements made for securing the area by the incident and, if a lock is used, retain all keys
- Arrange (if required) approved signage to the affected area to restrict access
- Confirm that all relevant staff/tenants needing to have been informed
- Appoint the ASAC to determine the scale of the release, and provide advice on a remedial action plan
- Implement and manage the remedial action according to the required priority
- If appropriate, instigate reporting procedures under RIDDOR Regulations 2013 where the exposure to fibre is presumed to have been significant

5.11 *Training*

The Duty Holder will be responsible for ensuring that all relevant staff receive appropriate and sufficient training. All training will be fully documented to include: type of training received, dates of training, a record of all attending will be kept.

Those carrying out the re-inspection of ACMs where there is suspected to have been a change in their condition will be trained to British Occupation Hygiene Society (BOHS) P402 or P405.

In practice review surveys will be undertaken by the Home Safety Specialist (Hazards) and renewal of Risk Assessments will be conducted by the appointed Asbestos Surveying Consultant. All training activities will be documented annually.

5.12 *Management of Asbestos*

A removals and management programme is operated based on the following criteria;

- Known high risk ACMs identified following a full survey of a communal area
- Details arising from planned projects, refurbishment schemes or other areas of work where ACM's are present and are likely to present a risk
- Details ascertained from refurbishment and demolition survey results specifically undertaken to facilitate refurbishment

- Any interim changes which may arise from unplanned work or accidental/deliberate damage in any building – ‘emergency work’
- Where the ACM has or is likely to deteriorate due to change in use and/or occupancy of the area
- Where monitoring and/or staff observations regarding changes to the condition of ACMs require a review
- Where previously unrecorded ACMs have been identified by staff, contractors, consultants or others
- Where the ACM is likely to deteriorate due to planned maintenance activities
- ACMs shall be monitored where they are known to be in good condition and are not likely to be interfered with or damaged
- ACMs with exposed surfaces will be considered for encapsulation.

5.13 *Risk assessments for works on asbestos containing materials*

Any contractor undertaking work on any site shall carry out a risk assessment and produce a ‘Plan of Works’ and submit prior to undertaking work on any ACMs. Where required notification to the Health & Safety Executive will be undertaken as required 14 days prior to the commencement, using form ASB5. The Responsible Person will be required to manage this process.

Typically risk assessments will be in writing and shall include:

- Definition of the work to be undertaken (e.g. removal, repair, or encapsulation),
- The type of asbestos or assumed type
- The quantity, extent and condition of the ACM and how it is attached to substrate
- The nature and degree of exposure which may occur in the course of the work
- The full extent of the control measures taken to stop release of fibres
- Any results of monitoring of exposure or justification for not monitoring i.e. an alternative method of evaluation
- The steps to be taken to prevent or reduce exposure to the lowest level reasonably practicable,
- The results of medical surveillance; applicable for persons likely to exceed the Control Limit
- The procedures for the bagging, handling and removal of asbestos waste
- The selection, provision and use of respiratory personal equipment and personal protective equipment
- Emergency procedures

- The details for the cleanliness of the area after removal (e.g. clearance / reassurance testing)
- Non-asbestos risks (e.g. working at height, chemical, biological, plant, confined spaces, noise, lone working)

5.14 *Plan of work*

The findings from the completed risk assessment shall be employed by the contractor, or any party working on ACMs, and used to draw-up a job specific Plan of Work/Method Statement.

The Plan of Work/Method Statement shall address the following issues and may be required to be submitted to the enforcing authority. It will be retained on site by the licensed contractor for the duration of the works. Where applicable this information will form part of the Health and Safety Plan: Details recorded will include:

- Identification of the type of ACM
- Content and the condition of the ACM material
- Nature of the work to be undertaken
- Outcomes and control methods identified in the risk assessment
- Exact measures to be employed to prevent or reduce the exposure of those working on ACMs during removal/repair
- Measures to be employed to prevent the spread of asbestos fibres during the removal/repair
- Details of personal protective/respiratory equipment (P/RPE)
- Measures to allow operatives to enter and leave the works area without spreading asbestos fibres
- Measures and procedures for the safe handling and disposal of asbestos waste
- Measures for the full and proper decontamination of operatives
- Procedures, standards required and any testing to be conducted to ensure the works area is left clean and fit for re-occupation/use by others. This shall specifically address the requirement for all enclosures to undergo the four-stage clearance procedure (by an independent consultant), prior to removal.
- Emergency procedures including out of hours contact numbers, access routes in case of fire, actions following an unexpected release of asbestos fibre
Communications and information to building owners

5.15 *Reviewing the policy*

Once implemented, the Asbestos Management Policy will be reviewed every 3 years or following a change in legislation or guidance, following a major incident, following a significant alteration change to the property portfolio, or if any reason comes to light to suggest that the Policy is inadequate.

The review shall consider the following:

- Whether information about identified or presumed ACMs is available and reaching those who need to know
- Whether the assessments of these materials are still applicable
- Whether the management strategy implemented for these materials is sufficient
- Whether the Policy is achieving its goals of effective management of ACMs and prevention of exposure to asbestos fibres

If it is not achieving its objectives, then it be reviewed at an appropriate frequency until an effective Policy is in operation.

6 Policy Statement

Twenty11 has a legal duty to manage Asbestos Containing Materials (ACMs) in relation to health and safety of its employees, tenants, contractors, visitors and other stakeholders. Compliance with this duty, is achieved by maintaining a robust asbestos management framework and agreed safe systems of work.

The legal duty extends to asbestos management in properties under the control of Twenty11 and to protect those who may come into contact with ACMs. The duty extends to taking reasonable steps to find out if there are materials containing asbestos in non-domestic premises and workplaces, and if so, its amount, where it is and what condition it is in and to presume materials contain asbestos unless there is strong evidence that they do not.

Twenty11 aims to:

- Ensure that all materials in communal areas likely to contain asbestos are identified and regularly inspected
- Take reasonable steps to ensure that materials in domestic dwellings likely to contain asbestos are identified where practicable to do so
- Maintain an up-to-date written record of the location, condition, extent, risk presented and nature of all known and presumed asbestos containing materials
- Carry out on-going monitoring of the condition of ACMs and, on the basis of risk and encapsulate, treat or remove the materials as appropriate
- Maintain management procedures for all premises where ACMs are present and ensure that these are monitored, audited and reviewed regularly, The Asbestos Management Policy sets out these arrangements
- Inform tenants, staff contractors and other building users of the nature and extent of any known or suspected ACMs
- Manage and record asbestos within domestic dwellings and fully comply with our legal 'Duty to Manage' requirement

7 References

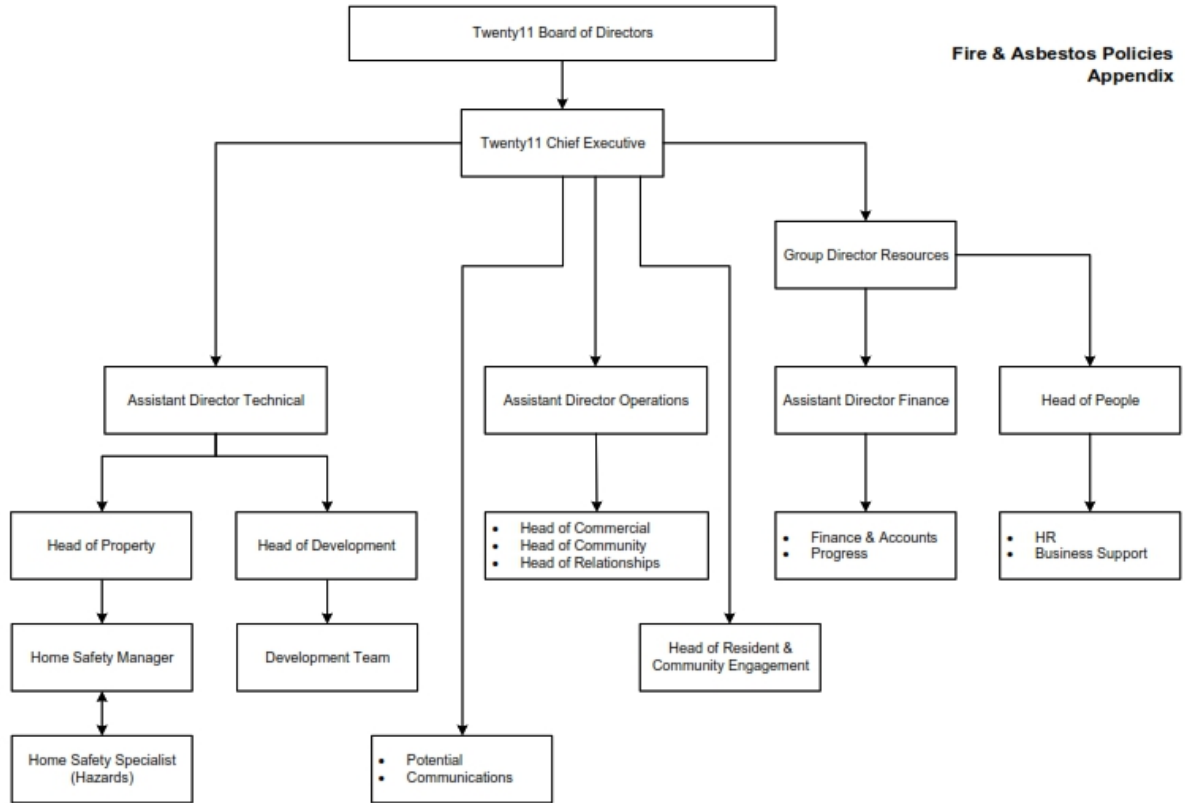
The documents used are listed in the legal framework section.

8 Related Policies and Procedures

This document forms part of Twenty11's management framework for the control and safe management of asbestos materials. Additional information relating to the management framework includes:

- Corporate Health and Safety Policy
- Asbestos guidance for contractors
- Asbestos information for tenants
- Asbestos contract
- Asbestos register
- Asbestos archetype methodology
- Flow charts identifying relevant control and management processes


Appendix A – Twenty11 Organisational Structure



**Fire & Asbestos Policies
Appendix**

Staff roles listed in the **Competency Standards section** must be acquainted with contents of this document and have had documented instructions and training on its use. Authority to amend can only be undertaken by the **Process owner** with the relevant **Delegated approvals**.

For information on interpretations and instructions staff should contact the **Subject Matter expert** or **Process owner** and under no circumstances should any deviation be permitted without prior approval as above.

Document Controls			
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Related Pod	Property	Related Policy:	Health & Safety Policy
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Delegated approvals			
<i>The 3 lines of defence have been checked within the framework and are valid.</i>			<input checked="" type="checkbox"/>
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