



## Health and Safety For Facilities Management Training

### Description

#### Introduction

This course has been designed to help managers understand their responsibilities and what they need to do to ensure compliance with current workplace legislation – including the fire safety and CDM regulations.

The course will cover the legal background – including an appreciation of how safety legislation has evolved and why; the logic behind recent developments and the implications for staff and employers; key areas of current legislation; roles and responsibilities in health and safety management, including monitoring contractors and suppliers effectively; implementing sound health and safety policies and procedures; getting staff on board, and implementing effective systems. Also, recognising potential risks and hazards and developing strategies to minimise their impact in the workplace.

#### Objectives

This course will give participants an understanding of:

- The broader context of the key areas of health and safety regulation which apply to your organisation
- Existing health and safety practice and guide them in how to shape and implement an effective health and safety policy
- What they should do and the procedures to support it
- Potential areas of risk in the workplace – and how to take action to minimise the threat to staff safety
- How sound health and safety processes can contribute to business performance

#### Course outline

##### Understanding the workplace legislation

- Overview of health and safety and workplace legislation

- Compliance, the role of the facilities manager, and who is accountable?
- Breakout session to discuss where we are now and to highlight issues of concern
- Applying required policies and procedures
- Developing and implementation/review of the safety policy
- Communicating with users, clients and contractors
- Health and safety manual
- 'Selling' health and safety

### **Key legislation – a practical working guide**

- Construction (Design and Management) Regulations
- Electricity at Work Regulations
- Control of Substances Hazardous to Health (COSHH) Regulations
- Manual Handling Operations Regulations
- Asbestos Regulations
- Disability Discrimination Act (DDA)
- Work Equipment Regulations
- Portable Appliance Testing (PAT)

### **Controlling contractors**

- Understanding the Regulations
- Assessing contractors
- Understanding and setting accountability
- Why a method statement?
- How to apply a permit to work system
- Safe systems of work

### **Risk assessment**

- Understanding your hazards
- Identifying specialist areas
- How to undertake these assessments
- Implementation of sound systems and processes

### **Keeping the work environment safe**

- Sick building syndrome and legionella
- Waste management
- Pest control
- Provisions for first aid
- Accident reporting and investigation

### **Fire safety**

- Understanding the Regulations
- Fire certificates
- The fire risk assessment

- Testing fire-fighting equipment?
- Emergency procedures

### **Ergonomics programme**

- Ergonomics – important or irrelevant?
- Are you complying with HSE regulations?
- Furniture and equipment
- Display screen equipment assessments
- Homeworking – your concern or not?

### **Inspecting and auditing**

- Role of Health and Safety Executive Inspectors – ‘be prepared’
- FM role
- Staff/trade union involvement
- Independent audits
- Records and reports
- Communicating the results

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