

# H S E

HEALTH

SAFETY

ENVIRONMENT



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# Health & Safety for Facilities Management

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**Duration:** 5 Days



## 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, recognizing potential risks and hazards and developing strategies to minimize their impact in the workplace.

## Who Should Attend?

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Facilities Managers, Maintenance Managers, Property Management Company Employees, Property Managers, Supervisors, General Services Managers, General Services Supervisors, General Services Foremen, General Services Personnel, Building Managers, Property Owners, LEED Designers, MEP Contractors and Consultants, Logistics Consultants, Logistics and Financial Managers, Accounting and Operations Managers, Third-Party Logistics Providers, Supply Chain and Logistics Managers and Professionals, Operations Managers, Security

Professionals, Physical Asset Managers, Estate Managers, Fire Protection Buyers, Architects, Health and Safety Officers,

## **Course Objectives:**

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### **By the end of this course delegates will be able to:**

- The broader context of the key areas of health and safety regulation which apply to your organization
- 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 minimize the threat to staff safety
- How sound health and safety processes can contribute to business performance

## **Course Outline:**

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### **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 Program**

- 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
- FM role
- Staff/trade union involvement
- Independent audits
- Records and reports
- Communicating the results