DAY 1

Understanding the Workplace Legislation

→ Overview of health and safety and workplace legislation
→ Compliance, the role of the facilities manager, and who is accountable?
→ 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)

DAY 2

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

DAY 3

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 – 'be prepared' → FM role → Staff/trade union involvement → Independent audits → Records and reports → Communicating the results