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## Overview of FM Compliance & Standards

2-day course

### Aim

To give Facilities Managers an introduction and overview of the key statutory and mandatory responsibilities they may be required to manage, and in clear and simple terms provide them with the tools and knowledge needed to enable them to:

- Understand the areas they are responsible for
- Understand the legal requirements
- develop their own compliance checklists

### Objectives

By the end of this course you will:

*Understand the key facts about each compliance area*

*Understand what you need to do to ensure compliance with legislation, ACOP's and guidance*

*Understand the importance of record keeping*

*Understand where to find further sources of guidance and reference*

*Understand how to develop your own compliance checklist*

### Description

Regardless of the size of the building or the Facilities Management team, understanding and complying with legislation and standards is an essential requirement for all Facilities Managers.

From fire, lifting equipment, electricity, water, air conditioning and pressure vessels, it's critical that Facilities Managers understand not only what they have to do to keep their buildings safe, but also the required frequency of maintenance, testing and record keeping.

This practical two day course provides Facilities Managers with an introduction and sound basic understanding of key compliance management requirements and the knowledge to develop their own compliance checklist.

**All sessions include delegate participation exercises which will enhance the learning experience and the practical application of the material presented.**

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## **Programme – Day 1**

### **9:30-16:30**

- 9.30 Welcome  
Trainer welcome, housekeeping and introductions.
- 9.50 Introduction to Compliance  
Explanation of how Regulations, British Standards and Industry Guidance apply. Overview of latest HSE statistics. General points to consider to ensure compliance. Discussion around roles and responsibilities.
- 10.30 Air Conditioning  
Overview of key responsibilities for inspection, testing and maintenance and summary of relevant legislation, British Standards and Industry Guidance.
- 11.00 Tea/coffee
- 11.15 Asbestos  
Overview of key responsibilities for inspection, testing and maintenance and summary of relevant legislation, British Standards and Industry Guidance.
- 12.00 Chemicals & Harmful Substances  
Overview of key responsibilities for inspection, testing and maintenance and summary of relevant legislation, British Standards and Industry Guidance.
- 12.45 Lunch
- 13.30 Managing Contractors  
Overview of key responsibilities for inspection, testing and maintenance and summary of relevant legislation, British Standards and Industry Guidance.
- 14.45 Tea/coffee
- 15.00 Electricity  
Overview of key responsibilities for inspection, testing and maintenance and summary of relevant legislation, British Standards and Industry Guidance.
- 16.30 Close

## **Programme - Day 2**

### **9:00-16:30**

- 9.00 Fire Risk Assessment, Fire Systems & Fire Equipment  
Explanation of how Regulations, British Standards and Industry Guidance apply. Overview of latest HSE statistics. General points to consider to ensure compliance. Discussion around roles and responsibilities.
- 10.30 Tea/coffee
- 10.45 Gas  
Overview of key responsibilities for inspection, testing and maintenance and summary of relevant legislation, British Standards and Industry Guidance.
- 11.15 Heights  
Overview of key responsibilities for inspection, testing and maintenance and summary of relevant legislation, British Standards and Industry Guidance.
- 12.45 Lunch

- 13.45 Lifts and Lifting Equipment  
Overview of key responsibilities for inspection, testing and maintenance and summary of relevant legislation, British Standards and Industry Guidance.
- 14.00 Pressure Vessels  
Overview of key responsibilities for inspection, testing and maintenance and summary of relevant legislation, British Standards and Industry Guidance.
- 14.45 Tea/coffee
- 15.00 Water  
Overview of key responsibilities for inspection, testing and maintenance and summary of relevant legislation, British Standards and Industry Guidance.
- 16.00 Further Guidance  
Overview of useful websites and resources for further guidance.
- 16.30 Course Summary and Close.

**How do I book?**

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