

## Unit FM3.05: Health and safety responsibilities in facilities management

*The assessment criteria form part of the unit and specify the standard that a learner is expected to meet to demonstrate that the learning outcomes within the unit have been achieved. The additional guidance, which is shown in brackets and italics alongside the assessment criteria, does not technically form part of the unit, in that it is not included in the reference version of the unit shown by the Register of Regulated Qualifications. The additional guidance is provided to illustrate how the assessment criteria might be interpreted. The BIFM will generally expect assessors to interpret the assessment criteria as described, or to an equivalent level of demand.*

### Aim of the unit:

The unit addresses the lines of responsibility for health and safety in facilities management, and how those responsibilities can be discharged.

|   |   |  |
|---|---|--|
| Title   | Health and safety responsibilities in facilities management   |  |
| Ofqual ref  | F/504/5748  |  |
| Level   | 3   |  |
| Credit value  | 5   |  |
| Learning outcomes   | Assessment criteria   |  |
| When awarded credit for this unit, a learner will:                        | Assessment of this learning outcome will require a learner to demonstrate that they can:  |  |
| 1 understand their own health and safety liabilities and responsibilities | 1.1. outline an organisation's liabilities and responsibilities under health and safety legislation ( <i>See below</i> )<br>1.2. identify their own liabilities and responsibilities under health and safety legislation ( <i>See below</i> )<br>1.3. outline the liabilities and responsibilities of other staff under health and safety legislation, up and down the line of management ( <i>See below</i> )<br><br><i>(ACs 1.1 to 1.3 should be evidenced by reference to the duty of care imposed by the Health and Safety at Work Act 1974 so far as it applies)</i> |  |

|  |   |
|--|---|
|  | <p><i>individually and corporately, together with the penalties that can be enforced for a serious breach of statutory duty (including the effect of the Corporate Manslaughter and Corporate Homicide Act 2007)</i></p>  |
| <p>2 be able to help maintain healthy and safe working environments, procedures and policies</p> | <p>2.1 maintain systems to monitor, measure and report on health and safety performance <i>(Using examples from the learner's own experience and could include, for example, building inspections and review of accident records and risk assessments (conducted where necessary with trade union or other H&amp;S representatives). It can also include reference to statutory compliance checks)</i></p> <p>2.2 establish and use systems for risk assessments, and for determining actions to reduce or eliminate the risks <i>(Using an example of a health and safety risk assessment from the learner's own experience or case study)</i></p> <p>2.3 describe how and why to:</p> <ul style="list-style-type: none"> <li>• consult staff or their representatives on health and safety issues</li> <li>• draw on specialist sources of expertise on health and safety</li> </ul> <p><i>(No further guidance)</i></p> <p>2.4 recommend and present evidence to justify changes to facilities, procedures and the written health and safety policy to reduce or eliminate risks<br/><i>(Using example(s) from the learner's own experience or case study)</i></p> |
| <p>3 be able to help ensure healthy and safe working practices</p>                               | <p>3.1 maintain behaviours that set a good example to others in relation to health and safety <i>(See below)</i></p>  |

|  |  |
|--|--|
|  | <p>3.2 ensure that health and safety factors are not compromised by lack of supplies or services (<i>See below</i>)</p> <p>3.3 ensure that other staff are made aware of their health and safety responsibilities and liabilities (<i>See below</i>)</p> <p>3.4 identify new risks and hazards to health and safety as they arise, and take appropriate action to reduce or eliminate the risks (<i>See below</i>)</p> <p><i>(ACs 3.1 to 3.4 should be evidenced by examples from the learner's own experience or case study demonstrating procedures and personal actions that are in place to achieve these criteria)</i></p>                              |
| <p>4 be able to report incidents and emergencies</p> | <p>4.1 identify the nature, location and scope of an incident (<i>See below</i>)</p> <p>4.2 raise the appropriate alarms (<i>See below</i>)</p> <p>4.3 report the incident, providing accurate and unambiguous information to the relevant people (<i>See below</i>)</p> <p>4.4 complete all relevant documentation (<i>See below</i>)</p> <p><i>(ACs 4.1 to 4.4 should be evidenced using an example from the learner's own experience or case study. The evidence should include a description or explanation of the processes followed and use of any relevant documentation, e.g. Accident Book, Incident Log, Risk Assessments, CAFM database).</i></p> |

| Additional information about the unit   |   |                                      |
|---|---|--------------------------------------|
| Details of the relationship between the unit and relevant National Occupational Standards or other professional standards or curricula (if appropriate) | The unit is mapped to the Facilities Management National Occupational Standards FM301, FM305, FM306 and FM310 and FM311 |                                      |
| FM Professional Standards reference   | FM functional area:   | FM functional area component:        |
|   | Business Continuity and Compliance  | Compliance                           |
|   | Property Portfolio Management   | Managing Accessibility and Inclusion |

### Resources:

NEBOSH (The National Examination Board in Occupational Safety and Health) [www.nebosh.org.uk](http://www.nebosh.org.uk)

IOSH (Institution of Occupational Safety and Health) [www.iosh.co.uk](http://www.iosh.co.uk)

Health & Safety Executive [www.hse.gov.uk](http://www.hse.gov.uk)

[Introduction to Health and Safety at Work](#) by Phil Hughes MBE MSc FIOSH RSP and Ed Ferrett PhD BSc (Hons Eng.) CEng MIMechE MIEE MIOSH

[Health and Safety at Work Essentials: The One-stop Guide for Anyone Responsible for Health and Safety Issues in the Workplace](#) by Mary Duncan, Finbar Cahill, and Penny Heighway

[Principles of Health and Safety at Work](#) by Allan St. John Holt and Jim Allen

[Safety at Work](#) by John Ridley BSc CEng MIMechE FIOSH DMS and John Channing MSc(Safety) MSc(Chemistry) FIOSH RSP

[Tolley's Health and Safety at Work Handbook 2012](#)

[Health and Safety at Work: An Essential Guide for Managers](#) by Jeremy Stranks

[Introduction to Fire Safety Management: The handbook for students on NEBOSH and other fire safety courses](#) by Andrew Furness CFIOSH GIFireE Dip2OSH MIIRSM MRSH and Martin Muckett MA MBA CMIOSH MIFireE Dip2OSH

[Health and Safety Enforcement: Law and Practice](#) by Richard Matthews QC and James Ageros

[Tolley's Practical Risk Assessment Handbook](#) by Mike Bateman BSc MIOSH RSP

[5 Steps - Risk Assessment in your Workplace \(DVD\)](#)

[How to Complete a Risk Assessment in 5 Days or Less](#) by Thomas R. Peltier

FM World - <http://www.fm-world.co.uk/k>

[www.bifm.org.uk](http://www.bifm.org.uk)

Workplacelaw - [www.workplacelaw.net](http://www.workplacelaw.net)

[A Practical Guide to Facilities Management](#) by Ian C Barker MCIQB