

## Unit FM4.05: Managing health and safety in own area of 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:

This unit enables learners to develop and enhance knowledge and understanding of Health and Safety in the workplace and the Facilities Manager's role and responsibilities in monitoring and reviewing safety systems.

Title:	Managing health and safety in own area of facilities management	
Level:	4	
Credit value:	6	
Learning outcomes	Assessment criteria	
<i>A learner when awarded credit for this unit will:</i>	<i>Assessment of this learning outcome will require a learner to demonstrate that they can:</i>	
1. Understand the legal requirements for the management of health and safety and environment in the workplace	1.1 Identify specific legislation, regulations, guidelines and codes of practice relating to health and safety and environment <i>(including the Health &amp; Safety at Work Act, the "Six Pack" of H&amp;S regulations, and an example of H&amp;S measures in the workplace, such as RIDDOR, Regulatory Reform Order (for fire safety))</i>  1.2 Explain why health and safety in the workplace is important <i>(including welfare, the motivational value of proactive H&amp;S management, and the</i>	

	<p><i>business and regulatory penalties of non-compliance)</i></p> <p>1.3 Describe the minimum legal requirements for the management of health and safety (<i>by reference to the Management of Health &amp; Safety at Work Regulations</i>)</p> <p>1.4 Explain the roles and responsibilities as outlined in an organisation's health and safety policy (<i>supporting the explanation with example/s drawn from the learner's own experience and/or case studies</i>)</p> <p>1.5 Produce a report which outlines compliance with issues within own area of responsibility (<i>using an example drawn from the learner's own experience or a case study</i>)</p>
<p>2. Understand personal responsibilities for health and safety in the workplace</p>	<p>2.1 Explain an individual's responsibilities and liabilities under health and safety legislation (<i>no additional guidance</i>)</p> <p>2.2 Explain the resources required and ways of providing health and safety information, induction and training for a team (<i>see below, and including induction, specialist and refresher training</i>)</p> <p>2.3 Explain how and when to consult with other people on health and safety issues within own area of responsibility (<i>see below, and including relevant issues such as the need for two-way communication encouraging best practice, confirming training standards, observing behaviours, ensuring accessibility of information</i>)</p> <p>2.4 Explain why and how health and safety should inform planning and decision making (<i>see below</i>)</p>

	<p>2.5 Explain ways of providing health and safety information, induction and training for team in own area of facilities management responsibility <i>(see below, and including methods such as the use of training plans and records, induction for new staff, face to face communications (e.g. "tool box" briefings for contractors and FM staff), hard copy information, intranet)</i></p> <p><i>(Achievement of criteria 2.2, 2.3 and 2.4 should be evidenced using example/s from the learner's own experience and/or case studies)</i></p>
<p>3. Understand how to communicate and record workplace health and safety hazards and risk assessments</p>	<p>3.1 Explain how to communicate the written health and safety policy statement to people who work in own area of responsibility and other relevant parties <i>(see below)</i></p> <p>3.2 Explain how to develop a culture which puts health and safety first, within own area of facilities management responsibility <i>(see below, and including examples such as leading by example, incentive schemes, introducing good practice from elsewhere)</i></p> <p>3.3 Explain how the risk assessment record should be communicated to ensure control measures are implemented in the workplace <i>(see below and including the choice of appropriate channels of communication, such as face to face, site manuals, intranet)</i></p> <p><i>(Achievement of criteria 3.1, 3.2 and 3.3 should be evidenced using example/s from the learner's own experience and/or case studies)</i></p>
<p>4. Understand the five step process for risk assessment</p>	<p>4.1 Describe the five steps of carrying out a risk assessment <i>(as prescribed by the HSE)</i></p>

	<p>4.2 Undertake a risk assessment of the health and safety hazards in own workplace <i>(see below)</i></p> <p>4.3 Select effective elimination or control methods and explain how they meet legal requirements and sector standards <i>(see below)</i></p> <p><i>(Achievement of criteria 4.2 and 4.3 should be evidenced using example/s from the learner's own experience and/or case studies)</i></p>
5 Understand how to monitor and review workplace health and safety policies and systems	<p>5.1 Explain how and when to review the written health and safety policy statement <i>(including responsibilities, protocols to ratify changes, and schedules)</i></p> <p>5.2 Explain how to establish systems for monitoring, measuring and reporting on health and safety performance within own area of responsibility <i>(including different sources of data, such as maintenance regimes together with performance parameters and tolerances, analysis of accident records, reporting to H&amp;S Committee)</i></p> <p>5.3 Explain how to keep up-to-date with health and safety risks, issues and developments which affect own industry or sector <i>(including the HSE website and other sources such as the internet, journals and other publications, continuous professional development, networking, conferences and seminars)</i></p>
Unit expiry date	31st December 2020
Unit reference number	A/601/1706
Link to National Occupational Standards	FM411

	Management Standards Centre E6 Managing Health and Safety in own area of responsibility	
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 Highway

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 by Tolleys

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 GFireE 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 - [www.fm-world.co.uk](http://www.fm-world.co.uk)

[www.bifm.org.uk](http://www.bifm.org.uk) - Health & Safety Special Interest Group

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

Facilities Management Journal - <http://www.fmj.co.uk/>

Safety & Health Practitioner - [www.shponline.co.uk](http://www.shponline.co.uk)