

# Corporate Safety Management Training

## Module 3

### Premises Management Workshop



February 2016



Nottingham  
City Council

# Course Aim

This module forms part of the 'Corporate Safety Management Training'

The course aim is to ensure that individuals delegated with building responsibility are aware of their responsibilities, legal compliance and key building issues.



# Course Objectives

This session you will

- Practically apply your Workplace Inspection Knowledge



# Who is Responsible for Premises Management?



# Corporate Safety Manual

The Safety Manual contains Corporate safety policy documentation and associated documentation.

All Managers **must** be aware of the content of the Corporate Safety Manual and how it relates to their work.



# Corporate Safety Manual

## Current 'Safety Policy & Arrangements' (SPA)

- Accident, Near Miss and Work Related Ill Health Reporting
- Asbestos
- Boundary and Exterior Safety Management
- Buildings and Statutory Equipment (Maintenance & Inspection)
- Confined Spaces - Working in
- Construction (Design & Management)
- Contractor Management (Non Construction Activities)
- COSHH - 'Substances Hazardous to Health'
- DSE - 'Display Screen Equipment'
- Electricity at Work
- Fire Management & Precautions
- First Aid
- Head Protection
- Hepatitis B - Managing the risk
- Incident Investigation
- LOLER - 'Lifting Operations & Lift Equipment Regulations'
- Legionella Management - The Control of Bacteria in Hot and Cold Water Systems
- Lone Working
- Management of Health & Safety
- Manual Handling
- Needles - Handling and Disposal of
- New and Expectant Mothers
- Noise at Work
- Office Health, Safety & Welfare
- Permit to Work (PTW's)
- PPE - 'Personal Protective Equipment'
- Residential & Care Homes - Health & Safety
- RIDDOR - 'Reporting of Injuries, Diseases & Dangerous Occurrences'
- Risk Assessments
- Union Safety Representatives and Safety Committees
- Signs and Signals - Health & Safety
- Slips and Trips
- Stress - Assessment of
- Vibration - 'Hand Arm and Whole Body'
- Violence to Staff
- Weather Safety and Protection
- Working at Height
- Work Equipment
- Young Person at Work - Work Experience



# Building Maintenance

**Consider which written records relating to the building you should potentially be holding / keeping up to date.**

In addition to the physical inspection of the premises, what documentation would you consider should, or could, also be looked at.



# Safety Signage

What do the following shapes and colours of signage mean?





# Safety Signage

Safety Signage primarily has 5 main categories

Prohibition



Mandatory



Warning



Safe Condition



Fire



# Inspections of equipment

Inspections should be carried out by 'competent' persons at regular intervals to make sure that work equipment is safe to operate.

The frequency of inspections will vary, depending upon:

- the equipment itself;
- the inherent risks;
- the intensity of use;
- the operating environment; and
- the variety of operations.

Inspections should *a/ways* be carried out prior to the equipment first being used or following major repairs.

Effective defect identification & reporting systems



# Building Inspections

Regime is in place for formal workplace inspections ?

Consider:

- Frequency (risk based)
- Use of building by vulnerable persons
- Activities undertaken



Building Inspection to look at physical aspect of workplace  
Identify areas of concerns and prioritise remedial actions.

# Workplace Inspections

**Please identify your concerns  
and what actions you would  
take?**

In addition to the physical inspection of the premises, what documentation would you be considering should or could also be looked at.



# Management of Health and Safety at Work Regulations 1999

## Regulation 14 (2)

You must report any work situation which could be considered a serious and immediate danger or where there are shortcomings to health and safety.



# Course Summary

## Topics covered

1. Who is Responsible for Premises Management.
2. Safety signage activity
3. Inspection of equipment
4. Inspection regimes



# Any Questions

