

Unit FM5.07 Managing health and safety 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.

(At level 5, the evidence provided by learners to confirm that they meet the assessment criteria should mostly relate to organisations where they have worked or where they are working.)

Aim of the unit:

This unit enables a learner to manage health and safety in the workplace, develop and review health and safety policies and promote a proactive health and safety culture in compliance with legislative requirements, within a facilities management context.

Title:	Managing health and safety in facilities management
Level:	5
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 legislative framework for health and safety in the workplace in a facilities management context	<p>1.1 Explain where and how to identify personal responsibilities and liabilities under health and safety legislation <i>(with reference to the Health & Safety at Work Act (1974): Duties of employees, and to the Health & Safety Executive (HSE) website and publications)</i></p> <p>1.2 Explain where and how to identify organisational responsibilities and liabilities under health and safety legislation <i>(with reference to the same sources as for the assessment criterion above)</i></p> <p>1.3 Identify the relevant regulations, guidelines and codes of practice <i>(using example/s from the learner's own experience and/or case studies, rather than by trying to develop an</i></p>

	<p><i>exhaustive list).</i></p> <p>1.4 Explain how and why it is important to keep up to date with legislation and other health and safety developments (<i>including the legal implications of non-compliance, and other risks and potential benefits for the business</i>)</p>
<p>2. Develop, monitor and review health and safety policies and procedures</p>	<p>2.1 Develop a written health and safety policy statement and procedure (<i>see below</i>)</p> <p>2.2 Explain the relationship between health and safety and an organisation's overall business strategy (<i>see below</i>)</p> <p>2.3 Explain how to establish a system for monitoring, measuring and reporting your organisation's overall health and safety performance (<i>see below</i>)</p> <p>2.4 Identify the type of resources required to support an organisational approach to health and safety (<i>see below</i>)</p> <p>2.5 Explain how these resources should be allocated. (<i>see below</i>)</p> <p>2.6 Explain how and when to revise the written health and safety policy (<i>see below</i>)</p> <p><i>(All of the assessment criteria for this learning outcome can be addressed by an exercise based on practice at an organisation where the learner currently works or has worked in the past. The policies and procedures should comply with HSE guidelines. The resource requirements and their allocation should relate to these policies and procedures and could include resources as diverse as internal staff requirements, specific appointments, external specialists, access to publications/websites, staff training time and resources, display screen equipment (DSE) assessment, committee time, budget requirements (eg personal protective equipment (PPE), signage, portable appliance testing (PAT) The explanation of how and when to revise the policy should include the processes for approving and communicating the changes, as well triggers for change, such as changes in legislation, business activity or personnel.).</i></p>

<p>3. Understand how to investigate and report incidents</p>	<p>3.1 Explain when investigations and reports must occur <i>(including the RIDDOR procedure)</i></p> <p>3.2 Explain how to investigate and report incidents and significant near-misses where health and safety has been breached <i>(including initial management of the incident, recording the incident and its investigation, reporting to relevant authorities, review of controlling documentation (eg risk assessments), remedial actions and improvement activities)</i></p>
<p>4. Understand how to communicate and promote the organisational culture of health and safety</p>	<p>4.1 Analyse ways of communicating the health and safety policy and policy statement to all relevant parties <i>(including the advantages/disadvantages of different communication methods for different audiences)</i></p> <p>4.2 Explain how and when to consult with people who work for an organisation or their representatives on health and safety issues <i>(including formal arrangements, such as induction and training, H&S briefings, H&S Committees, risk assessment processes, and also including informal arrangements, such as staff concerns, suggestions for improvement)</i></p> <p>4.3 Describe ways of developing an organisational culture in which people put health and safety first <i>(using example/s from the learner's own experience and/or case studies, and illustrating current best practice)</i></p> <p>4.4 Explain why developing this culture is important to an organisation <i>(by reference to benefits, such as reducing risk exposure, valuing employees, enhancing business reputation)</i></p>
<p>Unit expiry date</p>	<p>31st December 2020</p>
<p>Unit reference number</p>	<p>Y/601/1812</p>

Details of the relationship between the unit and other standards or curricula (if appropriate)	BIFM Competence 19 Legislation – 19.5 Developing a Health and Safety policy in the working environment. 19.6 Managing Health and Safety risk assessments effectively in the working environment
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Resources:

NEBOSH (The National Examination Board in Occupational Safety and Health)
www.nebosh.org.uk
 IOSH (Institution of Occupational Safety and Health) www.iosh.co.uk
 Health & Safety Executive 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 2010 by Tolleys
 Tolley's Health and Safety at Work Handbook 2011
 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 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
www.bifm.org.uk
 BIFM/Health & Safety Special Interest Group
 Workplacelaw - www.workplacelaw.net
 Facilities Management Journal - www.mpp.co.uk
 Facilities Management Excellence - www.fmxmagazine.co.uk
 Safety & Health Practitioner - www.shponline.co.uk