

### Overview

This standard is essential for all managers who have a responsibility for health and safety for specific properties.

Lifts, boilers, gas appliances, electrical equipment, fire extinguishers and other equipment have specific regulations and requirements for registration, inspection and insurance.

In the context of this standard health and safety specialists may be colleagues, Health and Safety Executive staff or consultants (including engineers appointed by your own company or, for example, by your insurers).

Consultation with specialists will range from seeking advice or information of specific points to calling in specialists to carry out fuller assessment than you, yourself, could perform. Even in the latter case you must show that you appraise the work of the specialists, that you agree with their findings and that you, as the manager, take the decision on how best to minimise risk within your property.

Informing interested parties will take many forms some of which are more appropriate to one type of interested party. Methods will vary from providing notices for visitors to including specific contractual clauses for contractors. It is likely that some form of meeting will also be involved. Interest parties may include:

- colleagues
- owners
- residents
- health and safety experts
- insurers or their appointed representatives
- service charge payers / owners
- visitors
- site staff
- contractors

Risks and hazards relating to the following will need to be considered:

- aspects of the property itself
- planned maintenance work
- risks to residents / visitors
- risks to staff / others working in the property

Methods used should comply with:

- legislation and regulations
- your company's health and safety policy
- the health and safety policy of property owners
- provision of accurate information on health and safety
- requirements for contractors to have appropriate health and safety

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## Manage health and safety in managed properties

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procedures in place

- procedures for dealing with fire prevention and safety

This standard covers:

- the identification and assessment of health and safety risks to anyone living in, visiting or working on properties and the identification of appropriate ways to minimise these risks
- the implementation and health and safety procedures, the monitoring of compliance with procedures and the review and improvement of procedures

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### Performance criteria

#### Identify risk management approaches

*You must be able to:*

- P1 identify the health and safety legislation and regulations which are likely to apply to the property in question and to any proposed work
- P2 identify the hazards inherent in the property and proposed work and assess the risks to health and safety posed by these hazards
- P3 liaise with interested parties to identify options for improving health and safety in relation to properties
- P4 identify practicable methods and approaches to minimise identified risks taking full account of legislation and regulations and your company's own health and safety policy and procedures
- P5 consult with health and safety specialists to assist you with the process of identifying risks and solutions

#### Implement and monitor health and safety procedures

*You must be able to:*

- P6 inform all interested parties of the health and safety procedures which apply to the property and of their own roles in maintaining health and safety
- P7 provide additional information and guidance orally and in writing where this is required
- P8 ensure that all contractors have appropriate health and safety procedures in place before entering into contracts for work
- P9 monitor the activities of interested parties to ensure compliance with health and safety procedures
- P10 where there are problems with compliance, you contact those involved as a matter of priority and offer guidance on how the problems can be rectified
- P11 if problems continue, you take action to ensure the health and safety of others using the property (including issuing warning letters and applying contractual sanctions)
- P12 investigate, record and report health and safety incidents relating to managed properties
- P13 encourage interested parties to feedback their views on health and safety
- P14 review and improve health and safety procedures in the light of investigations and feedback

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### Knowledge and understanding

*You need to know and understand:*

#### Identify risk management approaches

- K1 the implications for your work of relevant legislation, regulations, guidelines and codes of practice
- K2 how to identify hazards
- K3 the difference between hazards and risks
- K4 how to assess risk
- K5 how to liaise effectively with interested parties
- K6 how to identify methods and approaches to risk minimisation which are practicable
- K7 the role and availability of health and safety specialists

#### Implement and monitor health and safety procedures

*You need to know and understand:*

- K8 the methods which you can use to inform interested parties of procedures and their role in relation to health and safety
- K9 procedures for instructing contractors
- K10 how to monitor compliance with health and safety procedures
- K11 how to contact interested parties when problems arise
- K12 the steps available to you if problems persist
- K13 the importance of investigating and recording incidents
- K14 how to investigate and record incidents
- K15 the circumstances when incidents should be reported
- K16 how to encourage feedback on health and safety
- K17 how to review and improve health and safety procedures
- K18 the implications for your work of relevant legislation, regulations, guidelines and codes of practice

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## Manage health and safety in managed properties

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**Suite** Residential Block Management

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