

# ASTRBM11

## Implement and monitor health and safety procedures for managed properties



---

### Overview

This standard is essential for all assistants or junior managers who have a responsibility for ensuring that health and safety procedures are in place for specific properties.

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 and, in conjunction with colleagues, that you agree with their findings.

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

Informing interested parties of health and safety procedures 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.

The relevant person to contact if problems arise may be:

- a colleague with greater health and safety responsibilities
- a health and safety specialist working on behalf of your company
- the management organisation for the property
- the person who is in breach of the health and safety procedure

This standard covers:

- working with colleagues and others to identify the procedures needed for specific properties
- the implementation and the identified health and safety procedures, the monitoring of compliance with procedures and feedback on the effectiveness of procedures

# ASTRBM11

## Implement and monitor health and safety procedures for managed properties

---

### Performance criteria

#### **Liaise with interested parties to identify health and safety procedures**

*You must be able to:*

- P1 identify the interested parties (including colleagues, owners, residents, health and safety experts and insurers or their appointed representatives) who have a role in defining procedures for the property in question and for any proposed work
- P2 liaise with interested parties (including colleagues, owners, residents, health and safety experts and insurers or their appointed representatives) to identify the aspects of the property and proposed work which have health and safety implications
- P3 liaise with interested parties (including colleagues, owners, residents, health and safety experts and insurers or their appointed representatives) to identify and agree procedures to promote and health and safety (which 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 service providers to have appropriate health and safety procedures in place and which deal with fire prevention and safety)
- P4 ensure that the agreed procedures take full account of legislation and regulations and your company's own health and safety policy
- P5 ensure that health and safety procedures are clearly detailed and recorded

#### **Work with others to implement and monitor health and safety procedures**

*You must be able to:*

- P6 inform all interested parties (including service charge payers / owners, other owners, other residents, visitors, site staff and contractors) 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 both 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 refer these to the relevant person
- P11 where requested to do so, you take steps (including issuing warning letters and issuing revisions to working practices to contractors / staff) to ensure that interested parties comply with health and safety procedures
- P12 maintain full and accurate records of your actions
- P13 monitor the effectiveness of health and safety procedures and

## **ASTRBM11**

### Implement and monitor health and safety procedures for managed properties

---

feedback your views to those responsible for developing and improving procedures

# ASTRBM11

## Implement and monitor health and safety procedures for managed properties

---

### Knowledge and understanding

*You need to know and understand:*

#### **Liaise with interested parties to identify health and safety procedures**

- K1 the interested parties who may be relevant to your property
- K2 how to liaise effectively with interested parties
- K3 how to identify health and safety procedures which are practicable
- K4 the role and availability of health and safety specialists
- K5 the implications for your work of relevant legislation, regulations, guidelines and codes of practice including your company's health and safety policy
- K6 how health and safety procedures are to be recorded

#### **Work with others to implement and monitor health and safety procedures**

*You need to know and understand:*

- K7 the methods which you can use to inform interested parties of procedures and their role in relation to health and safety
- K8 procedures for instructing contractors
- K9 how to monitor compliance with health and safety procedures
- K10 who to contact if problems arise
- K11 procedures for addressing situations where clients are unwilling to comply with regulatory requirements, and your responsibilities in these circumstances
- K12 the importance of investigating and recording incidents
- K13 how to investigate and record incidents
- K14 how to review and improve health and safety procedures
- K15 the implications for your work of relevant legislation, regulations, guidelines and codes of practice

# ASTRBM11

Implement and monitor health and safety procedures for managed properties

---

**Developed by** Asset Skills

---

**Version number** 2.0

---

**Date approved** September 2011

---

**Indicative review date** September 2016

---

**Validity** Current

---

**Status** Original

---

**Originating organisation** Asset Skills

---

**Original URN** ASTRBM11

---

**Relevant occupations** Residential Block Manager; Property Manager

---

**Suite** Residential Block Management

---

**Key words** property; manage; health; safety; consult; equipment; compliance; occupational; HSE; accident; risk; danger; procedure; policy