
Overview

This standard is for people who are responsible for the management of a healthy and safe building services engineering working environment.

In the context of the work being carried out the person responsible for the management of health and safety must be able to establish, maintain, monitor and review the procedures associated with risk assessments, method statements and communication to relevant persons.

**Performance
criteria**

Establish and monitor health and safety

- You must be able to:
- P1 check that your health, safety and welfare **responsibilities** are consistent with:
 - P1.1 contract, **legal and regulatory**, and organisational **requirements**
 - P1.2 project **requirements**
 - P1.3 site **procedures** explain your health, safety and welfare **responsibilities to relevant persons**
 - P2 appoint qualified first-aiders and ensure that personnel for whom you are responsible are provided with clear and accurate information about first aid provisions within the context of the **working environment**
 - P3 ensure there is a safe system of work in place which:
 - P3.1 conforms with **legal and regulatory requirements**
 - P3.2 is in accordance with organisational **requirements**
 - P3.3 complies with the method statement and risk assessments
 - P4 ensure that statutory notices appropriate to the **hazards** and risks are displayed where they will be seen clearly and to best effect
 - P5 ensure that **personal protective equipment**, safety equipment and **resources**:
 - P5.1 comply with health and safety legislation
 - P5.2 are available in sufficient quantities
 - P5.3 are immediately accessible to those who may need to use them
 - P6 ensure that you have appropriate **procedures** in place for the identification and rectification of **hazards** and risks which meet **legal and regulatory requirements**
 - P7 develop and implement **procedures** for reporting accidents and **emergencies**
 - P8 ensure that suitable welfare facilities in keeping with **legal and regulatory requirements** are available in the work location
 - P9 inform all relevant personnel, for whom you are responsible, about:
 - P9.1 the importance of co-ordinating with other trade **operatives**
 - P9.2 where safety equipment is kept and when to use it
 - P9.3 all evacuation **procedures**
 - P10 ensure that the scope and **responsibilities** for work activities are clearly defined

- P11 ensure that **access equipment** is installed and used in accordance with instructions and **legal and regulatory requirements**
- P12 ensure that **special site conditions** and instances of **non-compliance** are identified and recorded accurately
- P13 ensure that safe and appropriate action is taken promptly for every occasion where a **non-compliance** is identified
- P14 monitor the work of the **operatives** to ensure they are carrying out their work safely

Review health and safety

- You must be able to:
- P15 carry out a health and safety review when work conditions change, in accordance with organisational **procedures**
 - P16 seek appropriate sources of information and advice to assist the health and safety review
 - P17 ensure that the health and safety review covers all **procedures**
 - P18 ensure that your health and safety review includes new and previously identified **risks** and is conducted in line with accepted best practice and agreed **procedures**
 - P19 ensure that adjustments and improvements are implemented against any shortcomings found in the health and safety review
 - P20 report on relevant information relating to the health and safety review at site meetings, and report any changes that might impact on health and safety to those for whom you are responsible
 - P21 maintain relevant records for use in contributing to future decisions with regard to amendments to risk assessments
 - P22 resolve health and safety issues relating to your operatives when conflicts arise regarding the risk assessment, and inform operatives and other **relevant persons** of your decisions

Knowledge and understanding

You need to know and understand:

- K1 your health, safety, welfare and employment **responsibilities**
- K2 how to appoint qualified first aiders
- K3 information personnel need about first aid provisions within the context of the **working environment**
- K4 what are safe systems of work in accordance with **legal and regulatory requirements**, method statements and risk assessments
- K5 **procedures** and **requirements** for:
 - K5.1 health, safety and welfare on site
 - K5.2 safe systems of work
 - K5.3 carrying out a review of health and safety
 - K5.4 displaying statutory notices and hazard warnings
 - K5.5 ensuring sufficient quantities and availability of **personal protective equipment**, safety and **access equipment** and resources
 - K5.6 providing and maintaining welfare facilities
 - K5.7 reporting accidents
- K6 why and how to implement **procedures** to assist with the identification and rectification of **hazards** and risks
- K7 why and how to keep **operatives** and any **consultants** fully informed about what to do and when in the context of health and safety and their **responsibilities** with regard to their work
- K8 how to identify and record site conditions and instances of non-compliance with contractual, **legal and regulatory requirements** and **procedures** of your **organisation**
- K9 how to implement disciplinary procedures and other sanctions in relation to **non-compliance** with health and safety requirements and **procedures**
- K10 how to identify and classify **hazards** and risks
- K11 qualitative and quantitative risk assessment techniques
- K12 how to measure and assess levels of risk identified in a risk assessment
- K13 how to decide when it is reasonably practicable to implement measures to reduce or eliminate risks, and when risks should be avoided or accepted
- K14 how to assess single risks from the work of your operatives and the

combination of risks from the work of other trades

- K15 how to collect and evaluate information from a range of internal and external sources, including legislation, organisational and industry recommended systems and procedures
- K16 the implications of relevant **legal and regulatory requirements** and approved **codes of practice**
- K17 how to carry out a health and safety review
- K18 methods for **communication** with management and site supervised personnel
- K19 the implications of not following and regularly reviewing a safe system of work and the consequences of:
 - K19.1 being involved in litigation
 - K19.2 injury including fatality
 - K19.3 bankruptcy

Additional information**Scope related to****performance criteria****1 Relevant person(s)**

- 1.1 customers/clients/client representatives/users
- 1.2 supervisor(s)/site manager(s)/contract manager(s)
- 1.3 other contractors/trades/consultants
- 1.4 health and safety officers/managers
- 1.5 planning advisors/officers
- 1.6 CDM coordinators

2 The list below identifies **working environments** (internal and/or external) in which the NOS may apply:

- 2.1 commercial
- 2.2 industrial
- 2.3 domestic
- 2.4 agricultural
- 2.5 horticultural
- 2.6 leisure and entertainment
- 2.7 residential medical and care facilities
- 2.8 public highways and parks
- 2.9 public services establishments
- 2.10 pre-1919 traditional/historic buildings

3 Access equipment

- 3.1 scaffold
- 3.2 ladders
- 3.3 steps
- 3.4 staging
- 3.5 trestles
- 3.6 mobile elevated work platform (MEWP)

4 Hazards

- 4.1 site hazards (e.g. slip and trip hazards, extreme temperature, working at height, working in confined spaces, electricity, fire, flooding corrosion)

4.2 equipment hazards (e.g. unguarded machines, poorly maintained machinery or equipment, improper use and storage of tools and equipment)

4.3 human hazards (e.g. human error, visitors)

4.4 hazardous substances (e.g. chemicals and other substances hazardous to health and/or the environment, gas, asbestos, dust, fumes)

4.5 vehicles

4.6 lifting

5 **Emergency**

5.1 fire

5.2 flood

5.3 explosion

5.4 toxic atmosphere

5.5 electrical shock

5.6 injury to person(s)

6 **Operatives**

6.1 building services engineering operatives (plumbers, electricians, heating and ventilation engineers, refrigeration and air conditioning engineers)

6.2 other built environment operatives

7 **Procedures** which can apply within an organisation or on site

7.1 information management

7.2 project management

7.3 risk assessment and management

7.4 implementing and monitoring health & safety requirements

7.5 implementing and monitoring issues relating to the natural environment

7.6 customer services

7.7 accident reporting

7.8 emergencies - fire, flood, explosion, toxic atmosphere, electrical shock, injury to person

7.9 communication with relevant person(s)

**Range related to
performance criteria****1 Responsibilities**

- 1.1 contractual
- 1.2 legal
- 1.3 social

2 Legal and regulatory

- 2.1 building regulations
- 2.2 health and safety regulations (including where appropriate specialist regulations related to gas, electricity, hazardous substances, lifting, manual handling, design, noise, provision and use of work equipment regulations, display screen at work regulations)
- 3.1 control of waste
- 3.2 data protection
- 3.3 employment law (including equality)

3 Requirements

- 3.1 project (e.g. contractual, brief)
- 3.3 site (e.g. access, site conditions)
- 3.3 social (e.g. user, client, near neighbours)
- 3.4 legal and good practice (e.g. environmental, health and safety, management of hazards and risks, codes of practice, legal and regulatory constraints)
- 3.5 business

4 Personal Protective Equipment

- 4.1 gloves
- 4.2 safety helmets/hat
- 4.3 high visibility clothing
- 4.4 safety steel toe capped boots/shoes
- 4.5 safety spectacles/goggles
- 4.6 face shields/visors
- 4.7 ear plugs/muffs
- 4.8 overalls, boiler suits, aprons, chemical suits

4.9 respiratory protective equipment (RPE)

5 Resources

5.1 labour

5.2 plant and equipment

5.3 finance

5.4 IT

5.5 materials and other consumables

**Scope related to
knowledge and
understanding**

- 1 **Codes of practice** for
 - 1.1 quality management
 - 1.2 technical procedures
 - 1.3 risk assessments
 - 1.4 safety
 - 1.5 environmental performance

**Range related to
knowledge and
understanding**

1 Responsibilities

- 1.1 contractual
- 1.2 legal
- 1.3 social

2 Relevant person(s)

- 2.1 customers/clients/client representatives/users
- 2.2 supervisor(s)/site manager(s)/contract manager(s)
- 2.3 other contractors/trades/consultants
- 2.4 health and safety officers/managers
- 2.5 planning advisors/officers
- 2.6 CDM coordinators

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7 **Operatives**

- 7.1 building services engineering operatives (plumbers, electricians, heating and ventilation engineers, refrigeration and air conditioning engineers)
- 7.2 other built environment operatives

8 **Consultants**

- 8.1 building services engineering consultants (e.g. design engineers, estimators)
- 8.2 other built environment operatives (e.g. architects, surveyors, planners)
- 8.3 none built environment consultants (e.g. accountants, lawyers, IT consultants, HR consultants)

9 **Procedures** which can apply within an organisation or on site

- 9.1 information management
- 9.2 project management
- 9.3 risk assessment and management
- 9.4 implementing and monitoring health & safety requirements
- 9.5 implementing and monitoring issues relating to the natural environment
- 9.6 customer services

9.7 accident reporting

9.8 emergencies - fire, flood, explosion, toxic atmosphere, electrical shock, injury to person

9.9 communication with relevant person(s)

10 Hazards

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10.5 vehicles

10.6 lifting

11 Communication

11.1 verbal

11.2 written

11.3 graphical

11.4 electronic

11.5 visual

11.6 models

Glossary**Non-compliance**

Instances of non-compliance can include design faults, electrical faults, component faults or any other non-compliances becoming apparent as a result of work carried out

Special site conditions

Specific site situations which require particular attention in terms of health and safety in the work location, these could include: temperature, access, potentially explosive and toxic atmospheres

Natural environment

The climate, weather and natural resources that effect and are affected by human life and economic activity

External Links

Links correct at time of NOS approval:

- Health & Safety Executive Documents <http://www.hse.gov.uk/pubns>
- The quality of buildings and building work in England <https://www.gov.uk/government/policies/providing-effective-building-regulations-so-that-new-and-altered-buildings-are-safe-accessible-and-efficient>
- The quality of buildings and building work in Wales <http://wales.gov.uk/topics/planning/buildingregs/?lang=en>
- The quality of buildings and building work in Northern Ireland www.buildingcontrol-ni.com/
- The quality of buildings and building work in Scotland <http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards>
- British Standard 7671: – Requirements for Electrical Installations <http://www.theiet.org/resources/wiring-regulations/>
- Carriage of dangerous goods authorisations <https://www.gov.uk/government/publications/carriage-of-dangerous-goods-authorisations>
- The requirements and information on microgeneration <https://www.gov.uk/government/publications/microgeneration-strategy>
- Refrigeration and Air Conditioning Standards http://www.iso.org/iso/home/store/catalogue_tc/catalogue_tc_browse.htm?commid=

[50356](#)

- F-Gas guidance - <https://www.gov.uk/managing-fluorinated-gases-and-ozone-depleting-substances>
- BRA Jointing of Copper Pipework Guide
<http://www.feta.co.uk/associations/bra/downloads>
- Waste Electrical and Electronic Equipment recycling (WEEE):
www.hse.gov.uk/waste/waste-electrical.htm
- Control of Substances Hazardous to Health (COSHH): www.hse.gov.uk/coshh
- Construction (Design and Management) Regulations:
<http://www.hse.gov.uk/construction/cdm.htm>

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Originating organisation	SummitSkills
Original URN	STE1
Relevant occupations	Health and Safety Managers; Health and Safety officers; Building Services Engineering Technician; Supervisor; Team Leader; Project Manager; Managers; Owner/Manager; Contract Manager; Air conditioning and Refrigeration Engineers; Electricians; Heating and Ventilation Engineers; Plumbers; Plumbing
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