



# IOSH Safety for Property Managers

## Syllabus

### Minimum Guided Learning Hours

Eighteen (18) hours.

### Course Duration

4 days.

### Target Audience

This course has been specifically designed for property and facilities managers within the property management services sector.

The course provides a thorough understanding of health and safety emphasizing the importance of managing colleagues, contractors, visitors and members of the public.

It also details the requirement for a structured management approach to health and safety management and the key factors in implementing a health, safety and environmental management system.

### Course Pre-Requisites

None

### Learning Aims

- To give property managers an awareness of the key health, safety and environmental activities which they are responsible for.
- To give property managers the resources and knowledge to be able to monitor health and safety and contribute towards the successful health and safety management of a business which may encompass a broad range of activities.

### Learning Objectives

- Understand what is meant by the term 'property management'.
- Identify the role and responsibilities of a property manager with regards to health and safety.
- Ensure they have the specialist knowledge and skills required to be able to meet the needs of various users, and be able to identify and check the competencies needed by those providing services.
- Identify hazards and risks which are common to their workplace.
- Demonstrate the risk assessment process.
- Recognise the value of accident reporting and recording procedures.
- Prioritise resources suitable for controlling risks in line with company policy and procedures.

- Acknowledge where there is a requirement for specific risk assessments, for example, manual handling, hazardous substances etc.
- Appreciate best practice and be able to compare 'what is happening in their organisation' against set standards.
- Organise suitable arrangements and procedures for emergencies, business interruption, and first aid, taking into account the needs of those with disabilities.
- Communicate and co-ordinate with external and internal personnel over health and safety arrangements, especially on multi-occupancy sites.
- Recognise when and where to use safety signs or signals.
- Ensure they are aware of the inspection and maintenance requirements for workplace plant, machinery and buildings.
- Take account of the issues surrounding security of premises being the first line of defence and personal security.
- Introduce measures to control waste, and be aware of their responsibilities regarding confidential waste and disposal of hazardous products.
- Understand the concept of managing energy and energy conservation.
- Possess an understanding of environmental health issues.

## Required Content

### Module 1 – Introducing Safety for Property Managers

- Describe and define what 'health and safety' is and what it means.
- Introduce the Health and Safety Guidance (HSG) 65 – Managing for Health and Safety.
- Review, describe and define both the contents and format of a Health and Safety Policy and in particular your Health and Safety Policy.

### Module 2 – Human Factors

- Define and understand 'Safety Culture'.
- List what is 'Safety Behaviour' and define it with – the job, the individual and the organisation.
- Review and understand - Health and Safety Training.
- Review and understand - Health and Safety Signage.
- Review and understand - Communication and Consultation.

### Module 3 – Assessing Risk

- Define and describe - What risk assessments are.
- Define the terms – 'Hazard and Risk'.
- Understand what a Risk Rating and Matrix is and how/why they are used.

### Module 4 – Controlling Risk

- Understand the 'Principles of Control'.
- Understand how to control and negate risk.
- Review and use the Permits to Work system.

### Module 5 – Understanding Your Responsibilities

- Understand what is Civil and Criminal Law and their differences.
- Understand the term and what is meant by 'Civil Liability'.
- Refer and review key pieces of Health and Safety Legislation.
- Define the term 'so far as is reasonably practicable'.

## Module 6 – Work Equipment Machinery

How to identify hazards associated with:

- Work equipment – machinery, lifting and lifting equipment.
- Fire Safety.
- Control of Substances Hazardous to Health.
- Electricity.
- Asbestos.
- Stress.
- Heat, Lighting.
- Noise/Vibration.
- DSE.
- Working at Height.
- Welfare.
- Etc.

## Module 7 – Managing Contractors

- What a Contractor is.
- Policy in relation to managing contractors.
- Roles and responsibilities for contractor management.
- The review and selection of contractors.

## Module 8 – Accident Investigation

- Define what an ‘Incident’ and ‘Accident’ is.
- Understand Health & Safety Policy and your role in Accident Investigation.
- Define and understand RIDDOR 2013.

## Module 9 – Measuring Performance

- Understand ‘Active’ and ‘Reactive’ monitoring.
- The need for Workplace Inspections and how they are used.
- What an Audit is and how it is used.

## Module 10 – The Environment

- What ‘Sustainability’ is and what it means to property management.
- Key elements of Environmental Management.
- The main impacts a managed property has on the Environment and how these can be reduced.
- The requirements of an annual environment audit.

## Assessing Learners

Based on the learning objectives, all learners should be assessed in two ways:

### 1. **Knowledge and Comprehension**

- Delegates are required to complete a multi format assessment paper at the end of the course containing 30 questions.
- They must achieve the minimum mark on the multi-format assessment paper – this is **42** out of 70 marks.

## 2. Application of Learning

- Delegates are required to complete a work based risk assessment as a project, they must also take the project instructions away with them, and complete the project and return it for marking within two weeks of the last day of the course.
- Achieve the minimum mark on the project – this is **23** out of 38 – delegates must use the IOSH Risk matrix.
- Achieve an overall aggregate score of **66** to pass the course.

### Pass Marks

	Assessment 1	Assessment 2
Minimum mark required for each section	42	23
Minimum overall mark required	66	