

SAFETY IS YOUR RESPONSIBILITY



PROPERTY MANAGEMENT

If you are the managing agent of commercial premises, the health and safety of anyone on site is likely to be **YOUR** responsibility. This includes employees, contractors, members of the public, employees of your tenants and anyone else on the premises.

KEY HEALTH AND SAFETY ISSUES

The following information has been produced to help property managers meet their responsibilities under UK health and safety laws. It aims to highlight some of the hazards that may exist in premises and outlines some of the ways that risks can be managed. This is **NOT** an exhaustive list. The hazards will vary depending on your own premises and your risk assessment should consider them all.

Building repair and maintenance

The premises themselves must be kept in good repair and in a safe condition. This includes the building structure and any fixtures and fittings. This might seem obvious but it is your responsibility to make sure that the place is safe and that whoever carries out maintenance and repair work for you is competent.

Slips, trips and falls are still one of the most common causes of accidents in UK workplaces. Ensuring that all areas are in good repair and condition, and that floors, stairs etc are free from obstructions and not slippery, will help prevent such accidents.

Working at height

It is sometimes necessary for people to get access to areas of a building at high level, for example roofs and windows, to carry out maintenance and cleaning. It is your duty to make sure that they are safe. This should include providing physical barriers where possible, e.g. secure guard-rails, and ensuring that safe systems of work are used by trained and competent people. Access to such areas and carrying out this sort of work must be restricted solely to those authorised to do so.

Building services

All services to the building must be well maintained and kept in a safe condition. This includes ensuring regular inspection, maintenance and testing where appropriate, at regular intervals by a competent person. All gas appliances and flues must be checked for safety annually by a CORGI registered competent person.

[More overleaf →](#)

Asbestos

Asbestos is the largest single cause of fatal disease and ill health caused by work in Great Britain. It can be found in most buildings built between 1950 and 1980 as it was commonly used for things like insulation and fire protection. Asbestos fibres may be released from materials like these if they are either damaged or if work is carried out on them.

You might need to arrange for a survey to identify the presence of any asbestos containing materials in the premises, assess their condition, and take appropriate measures to ensure that no-one is exposed to fibres. Some materials may need to be sealed or even removed.

You must ensure that any maintenance, repair or removal work concerning asbestos-containing materials is **only** carried out by a competent person who is complying with the Control of Asbestos at Work Regulations 2002. The Health and Safety Executive has an up to date list of licensed contractors who can be used for asbestos work. The HSE Leeds office can be contacted on **0113 283 4200**.



Vehicle movements

You have a responsibility to protect the health and safety of people in areas where vehicles are present, such as car parks, delivery areas and loading bays. Vehicle activities can be very dangerous particularly where pedestrians are also present or where reversing takes place. Vehicle movement should be controlled by a well thought out and managed system, wherever possible vehicles and pedestrians should be totally segregated.

Passenger and goods lifts

All lifts must be regularly serviced and maintained by a competent person. You must satisfy yourselves that the company you contract to do this work is competent. In addition, lifts must have a **thorough examination** by a competent person under the Lifting Operations and Lifting Equipment Regulations 1998. Thorough examinations must be completed **at least** every 6 months for passenger lifts and at least every 12 months for goods only lifts. Copies of written reports of thorough examinations and records of servicing and maintenance should be kept on the premises as proof that this has been done.

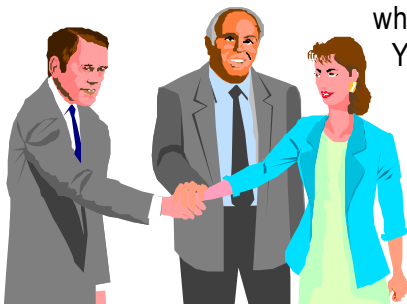
Equipment

Any equipment you provide for either your employees or other people to use (e.g. contractors) must be suitable for its intended purpose and safe to use. This may include cleaning equipment, stepladders etc. Someone competent to carry out the work must do any repairs or maintenance to equipment. An easy and sensible precaution is to arrange for regular visual checks for defects to equipment.

Shared responsibilities – property managers, tenants and contractors

You are obliged to share information on your health and safety precautions and procedures with other employers whose staff may be affected by activities on site, e.g. tenants and contractors.

You must also satisfy yourselves that their health and safety arrangements are appropriate to the risks. Someone from your organisation must be responsible for co-ordinating and managing all activities on site to ensure health and safety measures are adequate.



REMEMBER – SAFETY IS YOUR RESPONSIBILITY!

For further advice on property management safety issues or any other aspect of health and safety, you can contact the Health and Safety section of Environmental Health Services on **(0113) 24-77791** or env.health@leeds.gov.uk