

## Property Owners Risk Management: Employee Factsheet

### What is property owners risk management about?

Property owners may or may not occupy parts of the property that they own. They may occupy part of the property and have other tenants in other parts, or they may be remote landlords, not occupying the property at all.

If the property is multi-tenanted there are likely to be common areas over which the owner will have some form of control.

If the property has been let to tenants on a full repairing and insuring lease they will have responsibility for managing health and safety and fire safety, however, the owner will still retain some responsibility.

### Good practice

- Identify responsibilities
- Establish a full inventory/asset register of plant and equipment
- Inspect the property on a regular cycle
- Identify a means of communication with tenants
- Ensure there are suitable coordinated emergency procedures in place
- Determine the plant and equipment required to have statutory inspections, such as: passenger lifts, goods lifts, fire prevention equipment, water cooling towers, suspended access equipment, eye bolts and other fall arrest equipment, pressure systems, smoke extract and ventilation systems, compressors, rubbish compactors, stair lifts/access platforms, PPE and RPE, gas appliances
- Carry out breakdown maintenance arrangements based on risk assessment
- Ensure that maintenance contractors and engineers are provided with details of any hazardous substances or materials they may come into contact with, such as asbestos or chemicals used in production processes
- Consider access by maintenance contractors and engineers to the premises including access to confined spaces and work at height, work over or near water or adjacent to moving machinery
- Establish shut down and lock out procedures for maintenance on moving machinery
- Carry out workplace maintenance regimes, including general cleaning and food preparation areas which require thorough cleaning and hygiene regimes
- Prepare a diary planner, detailing all planned preventative maintenance regimes through the year
- Consider the routine inspections necessary to ensure that the plant and equipment remains operational and safe for use at all material times
- Keep records
- Recognise the impact of any plant and equipment failures on tenants' business.

### Did you know that property owners...

- Are responsible for ensuring there are procedures in place for situations giving rise to serious and imminent danger?
- Can be held responsible for the safety and safe systems of work employed by contractors working on their behalf?
- Are deemed to be 'responsible persons' for fire safety in as far as they have control by virtue of the Regulatory Reform (Fire Safety) Order 2005?

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