

## Case Study 1 – Property Benchmark

NLS was commissioned by a government agency to conduct Premises Inspections of their HQ and fifty six nationwide offices to measure compliance with the client's HSE-MS. The nationwide offices consisted of freehold, leasehold and tenanted properties.



The terms of reference included a visual inspection of the property to determine continued compliance with the clients HSE-MS and in-depth review of all documentation in relation to the property, including:

### Documentation:

- Health & Safety Policy and HSE-MS
- Statutory HSE Notice
- Fire Certificate
- Fire Log Book
- Asbestos Management System / Register
- Statutory Plant & Engineering Inspection Test Certificates
- Water Management Log Book

### Risk Assessments:

- Fire Safety
- Workstation
- Hazardous Substances
- Manual Handling Operations
- Lone Working

The reports provided comprehensive details on the health and safety related activities within the workplace consisting of all perceived operational activities by the client.

The key objective of the audit was to determine the current status of the property and perceived activities, and document the relevant exposures, areas of non compliance, priorities, remedial works, and budget costing.



The reports were constructed in sections, as follows:

- Documentation
- Risk Assessment
- Method Statements and Job Safety Reviews
- Permits to Work
- Workplace Safety
- Training and Competence
- Plant and Equipment
- Hazardous Substances
- Emergency Procedures
- Managing Contractors and Projects (CDM)
- Accident Reporting
- Property Condition Survey

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Health & Safety Management Systems - BSI PAS79 Fire Risk Assessments - Training - Asbestos Management  
Workplace Risk Assessment - Property Audit / Condition Surveys - General Advice & Guidance - SME Business Start Up



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In consultation with the client and landlords, a management plan outlining the priorities and responsibilities was drawn up with a view to completing the remedial works within the agreed timescales over a twelve month period.

NLS has now been awarded with a 3 year contract to provide the client with full time health and safety advisory and operational support based at their corporate HQ coupled with ad-hoc support for a variety of projects.

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For further details on Property Audits and all professional services provided by New Level Safety please contact Stuart Harlow on 01322 319444 or 07779 632 231

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