

ARE YOUR STAFF ALL WORKING SAFELY?

Does your company undertake workplace audits?

Are you aware of the CDM Regulations?

Have you complied with the DDA Regulations?

Are you sure there's no asbestos in the workplace?

....if the answer to any of the above is NO, then

Appoint Bruce Shaw to undertake an inspection of your working environment and ensure that your company is protected against potential claims from members of staff or the public in this increasingly litigious society, choose from the following services:

- **Workplace Audits**
- **CDM / Planning Supervisor**
- **DDA Audits**
- **Asbestos clearance inspections**

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Bruce Shaw Property Consultants Ltd

**ARE YOUR
STAFF SAFE &
HEALTHY
AT WORK?**

*"It's people that make things happen,
let Bruce Shaw make it happen for you"*



Practice Profile

- Directors are Chartered Building Surveyors with 25 years experience in both Private and Public Sectors
- Practice based in Fife serving the Kingdom, East Coast of Scotland and beyond
- Bruce Shaw provide full range of survey and investigative services relating to both domestic and commercial property
- Internet based service provision available using digital imaging and video capture to ensure swift written and pictorial delivery

Healthy Buildings

There is little room for complacency when it comes to the safety & welfare of your staff. After all, it not only ensures that absence is kept to a minimum, but also that the potential for a claim against the company is minimised.

Quotations are available on request for the following services:

- Workplace Audits
- DDA Audits
- CDM/Planning Co-ordination
- Asbestos advice



WORKPLACE AUDITS

The Health Safety & Welfare Regulations 1992 have been around now for some time. However, from experience, not many organisations regularly audit their premises from that perspective.

The Regulations look at the manner in which the occupier uses their buildings. Checks are made on; safe means of access for maintenance operatives (window cleaners and plant room service access), safe operation of windows, adequacy of heating and ventilation, safety glass and means of escape for example.

A Workplace Audit will identify whether or not anyone using the building is at risk. No doubt most of you know your own building. However can you be sure that it meets with these particular Regulations? It is too late when, for instance, the window cleaner takes a fall or a member of staff trips on a cable or loose stair tread.

DDA AUDITS

The Disability Discrimination Act (DDA) prohibits service providers from discriminating against a disabled person on a number of issues. The issue of most interest to building owners/tenants is the requirement to provide "reasonable" access to buildings.



A service provider is someone who provides services, goods or facilities to the public or a section of the public for payment or free. If a disabled person cannot gain access to a building then he/she may well be discriminated against.

Physical features which inhibit access may need to be removed or adapted to ease access, or alternatively, it may be better to provide a reasonable means of avoiding the feature. The word "reasonable" recognises a degree of difficulty in achieving compliance when dealing with listed buildings or where available options are severely limited. Notwithstanding all this however, these works have been required since Autumn 2004 to comply with the Act. Stage 1 involves undertaking a DDA Audit to review the issues and analyse how to achieve compliance.

CDM/CDM Co-ORDINATOR

The Construction Design & Management Regulations 1994, introduced a duty on commercial owners and occupiers of property to appoint a Planning Supervisor to advise on Health & Safety, when proposing to undertake certain types of building work.

Some 10 years after its introduction there was a feeling within the industry and the HSE that a level of detail exceeding that required by the Act. As a result, we believe Clients were, in some instances, paying more than they ought.

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Subsequently in 2007 an updated set of the Regulations came into force. CDM 2007, as well as updating and consolidating other associated regulations, also introduced the CDM Co-ordinator and defined his role. There was also a distinct shift of responsibility towards the client.

A primary role of the CDM Co-ordinator is to advise the Client as to his duties. This role requires an understanding of all aspects of safety and how the various facets interact once the contractor starts the project, minimizing or even removing risk before it can occur.

The other area where the CDM Co-ordinator is instrumental, is in the delivery of a handover document that will remain with the building throughout its life until it is ultimately demolished. The importance of that document and its content is central to the future well being of the building and its occupants.

ASBESTOS 'CLEARANCE' SURVEYS

The Control of Asbestos Regulations 2006 came into force on 13 November 2006. The three main effects of the new Regulations are

- (i) the introduction of a single, more stringent control limit;
- (ii) a change in the approach to determining when a license is required; and
- (iii) placing more onerous training requirements on all employers whose employees may be exposed to asbestos.

Much of the previous (2002) Regulations remain.

Bruce Shaw has had considerable involvement with asbestos issues over the years and we are able to provide all the necessary guidance in order that the regulations are met with compliance.

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