Facilities Management Safety: Building Statutory Inspections and Compliance Registers

10 – 14 May 2027
London - Central London four-star



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Introduction:

Facilities management safety breaks down when nobody can say which lift, pressure vessel, gas appliance or water system is due for statutory examination, who holds the certificate, or which contractor is working on an occupied floor today. Missed examinations and lost records expose occupants, visitors and the duty holder. This Core Concept course equips FM and building managers to map duty holder roles, keep building risk and compliance registers, schedule statutory inspections of building plant, control contractors and hazardous materials and plan emergencies. Participants produce a Statutory Compliance Calendar and FM Safety Management Plan for a case building portfolio.

Course Objectives:

- Define duty holder responsibilities between owner, occupier and FM provider and record them in a building risk register
- Build a statutory and planned inspection regime for lifts, pressure systems, electrical installations, gas, fire systems, water hygiene and work-at-height equipment
- Maintain a statutory compliance register and audit-ready records that prove every certificate and remedial action
- Control contractors, permits and isolations in occupied buildings so building users stay protected
- Manage asbestos, hazardous substances, emergency arrangements and incident reporting across a building portfolio
- Produce a Statutory Compliance Calendar and FM Safety Management Plan with compliance KPIs for a case portfolio

Target Audience:

- Facilities managers accountable for the safety of occupied offices, campuses, hospitals, malls or residential towers
- Building managers who schedule plant examinations, hold statutory certificates and answer to owners and occupiers
- FM contract managers who supervise hard-service contractors and verify their inspection evidence
- Property and asset managers responsible for landlord duties across a building portfolio
- Service provider account managers who report building compliance status to clients

Course Outline:

Day 1: FM Duty Holders, Building Hazards and the Compliance Baseline

- FM Duty Holder Map: Owner, Occupier, Landlord and Service Provider Responsibilities
- Building Hazard Profiles for Offices, Clinics, Schools, Malls and Residential Towers
- Building Risk Register Structure: Hazard, Asset, Exposure and Control Owner
- Legal Requirements Register Built From Applicable Local Regulations
- Compliance Baseline Gap Survey Using a Building Health Check Checklist

Day 2: FM Frameworks and Statutory Inspection Regimes for Building Plant

- ISO 41001 Facility Management System Links to Building Safety Arrangements
- ISO 45001 Plan-Do-Check-Act Cycle Applied to Building Operations
- Statutory Examination Asset Classes: Lifts, Pressure Systems, Electrical Installations and Gas Appliances
- Water Hygiene, Fire Systems and Work-at-Height Equipment Examination Frequencies
- Competent Person Appointment, Examination Scope Letters and Defect Categorisation

Day 3: Compliance Registers, Contractor Control and Occupant Safety

- Statutory Compliance Register and Certificate Tracker in CAFM
- Audit-Ready Record Pack: Test Certificates, Logbooks and Remedial Action Evidence
- Contractor Induction, RAMS Review and Sign-In Control in Occupied Buildings
- Building Permit and Isolation Interfaces: Hot Work, Roof Access and Plant Room Entry
- Occupant and Visitor Safety Controls: Glazing, Floor Surfaces, Vehicle Routes and Access Control

Day 4: Hazardous Materials, Emergencies and Incident Handling

- Asbestos Survey Types, Asbestos Register and Management Plan in Existing Buildings
- Hazardous Substances in Buildings: Cleaning Chemicals, Refrigerants and Fuel Stores
- Fire Safety Management in Operation: Evacuation Strategy, Wardens and Weekly Alarm Tests
- Emergency Plan for Occupied Buildings: Lift Entrapment, Power Loss, Flooding and Bomb Threat
- Incident Reporting, Near-Miss Logging and Root Cause Review of Overdue Examinations

Day 5: Building Portfolio Case and the FM Safety Management Plan

- Mixed-Use Portfolio Case: Office Tower, Clinic and Retail Mall Compliance Review
- Statutory Compliance Calendar Build for Twelve Months of Examinations
- Compliance KPI Dashboard: Inspection Completion, Overdue Defects and Certificate Validity
- FM Safety Management Plan Drafting: Roles, Arrangements and Monitoring
- Plan Defence Before a Mock Client Compliance Audit Panel

Skills You Will Gain:

- Duty Holder Analysis
- Building Risk Register Management
- Statutory Inspection Scheduling
- Compliance Record Assurance
- Contractor Safety Control
- Asbestos Management
- Building Emergency Planning
- Compliance Performance Reporting

Why Attend This Course:

- Leave with a Statutory Compliance Calendar and FM Safety Management Plan tested on a mixed-use portfolio case
- Know which building assets need a statutory examination, how often and who is competent to do it
- Face a client or insurer audit with a record pack that proves every certificate and closed defect
- Compare building compliance practice with FM peers from healthcare, retail, education, residential and corporate sites

Conclusion:

Occupied buildings stay safe when duty holders know their roles, every statutory examination of building plant is scheduled and evidenced, and contractors, hazardous materials and emergencies are controlled. The course moves from duty holders, hazard profiles and building risk registers, through ISO 41001, ISO 45001 and statutory examination regimes, to compliance registers, record packs, contractor control and occupant safety, then asbestos, hazardous substances, fire safety in operation, emergency plans and incidents. The final day produces a Statutory Compliance Calendar and FM Safety Management Plan for a case portfolio.