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# OCCUPATIONAL HEALTH & SAFETY GUIDANCE FOR OCCUPIERS

VERSION 4.1



# DOCUMENT CONTROL

VERSION CONTROL			
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# SECTION 1

## I N T R O D U C T I O N



# INTRODUCTION

The BL-PMT are responsible for managing Health and Safety within the common parts/ basebuild areas of the property only. The BL-PMT fully realise they must effectively communicate and co-ordinate their activities with the Occupiers' co-operation to achieve our goals.

All Occupiers have a duty to comply with relevant Health and Safety legislation and the exact boundaries of control between Occupiers and British Land are clearly defined within the Occupiers' Leases. In all circumstances, both Occupiers and British Land have a responsibility to co-operate and co-ordinate with each other on issues that affect any part of the property. This spirit of co-operation and co-ordination should run through all dealings between Occupiers and Landlord particularly where Health and Safety issues are concerned.

This document provides an outline of the operational Health and Safety responsibilities of British Land and the Occupiers as defined by Health and Safety legislation. It does not seek to prescribe a definitive methodology but is created to assist and clarify the areas of responsibility for all parties. British Land's Occupational Leases require Occupiers to abide by statute and comply with British Land's Management Rules. For the avoidance of doubt, this Guidance should be considered to represent those Management Rules. Further Guidance is contained in the Occupier's Handbook and House Rules & Regulations, that are updated on a more frequent basis.

## INTRODUCTION (CONTINUED)

British Land reserve the right to visit occupied demises within their properties on a regular (usually annual) basis and to seek assurances from Occupiers of their adherence to statute and these Management Rules. We may also, from time to time, request documentary evidence. This also applies to Occupiers with Full Repairing and Insuring (FRI) Leases. British Land operate a Health and Safety Management System certificated to ISO 45001 standards. This Guidance document has been produced by British Land to communicate our standards for managing Health & Safety across our property portfolio to our Occupiers to clarify the different responsibilities that we have as the Landlord and that you have as Occupiers.

Management of Health and Safety is a key focus for British Land. We are committed to addressing all related challenges to ensure that our property portfolio is managed in a responsible manner; however, we cannot do this in isolation; we need to work in collaboration with our Managing Agents (where appointed) and our Occupiers to achieve our goals. Wherever this Guidance document refers to the British Land Property Management Team (BL-PMT) then that should be interpreted to include the Managing Agents whom we have appointed to act on our behalf.

Our Occupiers may be responsible for an entire property on a Full Repairing and Insuring (FRI) basis or for demised areas of a multi-let property where it is the BL-PMT's duty to co-ordinate efforts.

British Land's Occupational Leases require Occupiers to abide by statute and comply with British Land's Management Rules. For the avoidance of doubt, this Guidance should be considered to represent those Management Rules. Further Guidance is contained in the Occupier's Handbook and House Rules & Regulations, that are updated on a more frequent basis.

# POLICY STATEMENT

Please follow this link to view copies of British Land's Environmental & Net Zero Policy Statement:

[Policies | British Land](#)

## SECTION 2

# R E S P O N S I B I L I T I E S





# RESPONSIBILITIES

## OCCUPATIONAL HEALTH & SAFETY MANAGEMENT RESPONSIBILITIES

The Health, Safety and Welfare of all our employees and all those who may be affected by our business activities including our Occupiers and Visitors is our highest priority and therefore the Company commits to ensuring that appropriate energy and resources are set aside for the prevention of accidents, incidents and ill health in the workplace. This specifically relates to the common parts/ basebuild areas for which British Land are responsible for.

The BL-PMT are responsible for:

- Providing adequate management systems and support to deliver Health and Safety standards as set out in their Health and Safety Policy and Procedures Manual.
- Meeting occupational Health and Safety requirements as set out in their appointment documentation.
- Maintaining current Risk Assessment documentation on site and within their on-line Compliance System which includes assessments of the physical environment, activities of staff and management interventions to minimise risk, including the co-operation and co-ordination activities required with Occupiers.
- Implementing mitigating controls where risks have been identified.
- Maintaining Permits to Work and/ or Authorisations to Access (as appropriate) for all contractors working on site in the common parts/ basebuild areas.
- Maintaining a record of all accidents and incidents (including near misses) within the common parts/ basebuild areas of the properties (and notifying such accidents and incidents to the relevant enforcing authority if the accident/ incident is notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- Ensuring all required documentation is current on site.

## RESPONSIBILITIES (CONTINUED)

Occupiers are responsible for:

- Meeting the requirements of UK Health and Safety legislation as required within their respective demised areas (and as detailed within the Occupier Lease Agreement).
- Complying with the Landlord's 'Management Rules' i.e. this document and other supplementary Guidance.
- Ensuring that any activity undertaken by the Occupier (or their contractors) does not place anyone at risk within the common parts of the property.
- Ensuring that essential Health and Safety equipment or systems within the demised area, that are linked to any central safety related equipment or systems, are maintained and/or not tampered with.
- Applying for permission prior to undertaking any maintenance activities on such systems.
- Co-operating and co-ordinating with British Land in respect of Occupational Health and Safety management, including (but not limited to):
  - providing the BL-PMT with full details of any substantial risk activity undertaken within the demised area that may have an effect on the property or its users
  - the provision of appropriate levels of Fire Wardens
  - the provision of appropriate documentation as requested and/or as required by legislation e.g. Fire Risk Assessments (FRAs), Grease Extract Certification etc., and any other safety critical documentation.
  - the provision of appropriate levels of support in relation to First-Aid provision
  - the provision of the appropriate levels of Health and Safety competence
  - Not allowing any refurbishment or maintenance activity that presents a risk to the property or its users without adequate controls
  - Liaising with the BL-PMT to ensure that all Insurance Risks Improvements are actioned in a timely manner as recommended by the Landlord's insurer.

## SECTION 3

# ROLES & RESPONSIBILITIES



# ACCIDENTS & DANGEROUS OCCURRENCES

## LEGISLATIVE REQUIREMENTS

If an accident or incident is notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 then it must be notified to the enforcing authority within the specified timescales.

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>Recording, and where appropriate, reporting all accidents and dangerous occurrences (including near misses) that occur within the common parts of the property for which the BL-PMT is responsible in accordance with their procedures and requirements.</p>	<p>The Occupier is responsible for recording, and where appropriate, reporting all accidents and dangerous occurrences (including near misses) that occur within the demised areas of the property for which the Occupier is responsible directly to the HSE; in accordance with the Occupier's own procedures.</p>
<p>Should an accident, dangerous occurrence or near miss occur within the common parts of the property, the Property Manager will undertake a thorough investigation in accordance with the BL-PMT's Accident Investigation Procedures. The scope of any investigation will be dependent on the severity of the incident. Where reasonably practicable, measures will be taken to prevent a reoccurrence of any accident or dangerous occurrence and where necessary relevant Risk Assessments will be reviewed.</p>	<p>The Occupier is responsible for ensuring that they report any accident or dangerous occurrences (including near misses) that occur to their staff, visitors or contractors within the common parts of the property to the BL-PMT so that a formal report can be made in accordance with British Lands procedures and requirements. Where appropriate, such reports shall also be provided to the HSE.</p>
<p>Records of all accidents will be held for a period of at least three years with accident statistics being reported as required.</p>	<p>Sharing Accident Investigation Reports and Statistics with British Land when requested to do so.</p>

# ASBESTOS

## LEGISLATIVE REQUIREMENTS

### THE DUTY HOLDER

The Control of Asbestos Regulations (CAR) 2012 relate to Asbestos Containing Materials (ACMs) within non-domestic premises. The BL-PMT as Duty Holder is responsible for all the ACMs within the common parts/ basebuild areas; they will co-ordinate all works on ACMs within those areas of the property. This Guidance document, along with the 'Occupier's Handbook', sets out the Occupiers' responsibilities for the management of asbestos within their own demise with respect to relevant legislation.

The duties under CAR will fall on both the Landlord and all Occupiers within a multi-occupied property. As identified elsewhere within this section, the BL-PMT and Occupiers are required to co-operate and co-ordinate with each other in order to comply with the law and this Guidance.

### ASBESTOS SURVEY / REGISTER

Regulation 4 of CAR requires all persons in control of repair or maintenance activities in non-domestic premises to inspect premises for the presence and condition of ACMs and thereafter, assess the risks of exposure and prepare a plan for future maintenance and management of asbestos risks.

# ASBESTOS (CONTINUED)

## MANAGEMENT PLAN

In order to control exposure to ACMs, a detailed Asbestos Management Plan (AMP) will be drawn up for each property. The AMP will outline the procedures for preventing or reducing the risks from ACMs, and includes:

- Procedures for reviewing and assuring the condition of asbestos materials.
- Procedures for making others aware of asbestos materials located in the property, including the emergency services.
- Controlling access to asbestos and managing contractors.
- Emergency plans and procedures for controlling accidental exposure to asbestos.

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>The BL-PMT will discharge the Landlord's legal obligations and act as Duty Holder for the property as prescribed under the Control of Asbestos Regulations (CAR) 2012.</p> <p>The Waste Carrier is prohibited from disposing of waste unless they have a suitable license, Where specified waste is stored on site permission will be sought from the agencies.</p> <p>The BL-PMT will ensure that Asbestos Surveys have been undertaken and (where ACMs are present or presumed to be present) AMPs are in place at all properties under their control. The Asbestos Survey will incorporate all areas for which British Land has responsibility and all Asbestos Surveys will be undertaken in line with guidance provided within the Health and Safety Executive's (HSE's) Guidance Documents, HS(G)248 and HS(G)264.</p>	<p>The Occupier is responsible for meeting the requirements of the Control of Asbestos Regulations (CAR) and is the Duty Holder for their demised areas.</p>

## ASBESTOS (CONTINUED)

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>Any works undertaken within the property (including within the Occupiers' demised areas), which will affect, or which are likely to affect, ACMs or presumed ACMs will be subject to a Risk Assessment. The BL-PMT Team is also responsible for ensuring that the Risk Assessment is undertaken (or provided by an Occupier) by a competent person and that where required a competent contractor is engaged.</p>	<p>The Occupier is responsible for ensuring that the competent and licenced party undertaking the works within their demised areas notifies the HSE at least 14 days prior to commencing work on any ACMs which is notifiable under Regulation 8 of CAR.</p>
<p>The BL-PMT will ensure that the competent and licenced party undertaking the works notifies the Health and Safety Executive (HSE) at least 14 days prior to commencing work on any ACMs which are notifiable under Regulation 8 of CAR.</p>	<p>The Occupier should hold a copy of the Asbestos Register for the property and provide an up-to-date copy to all those who are likely to undertake work within the property or come into contact with ACMs. The Asbestos Register should also be made available to any other interested parties upon reasonable request. Details of any works involving ACMs should be provided to the BL-PMT together with any supporting Risk Assessments before the works are carried out as these could potentially affect other parts of the property e.g. via air conditioning systems etc. Once the works have been completed the BL-PMT should be notified so that the Asbestos Register and AMP for the property can be updated.</p>
<p>The BL-PMT will hold and maintain an Asbestos Register and AMP for the property and provide an up to date copy to all other Duty Holders. They will proactively provide an up to date copy of the Asbestos Register to all those who are likely to undertake work within the common parts or come into contact with ACMs. The Asbestos Register will be made available to any other interested parties upon reasonable request. All work that involves ACMs will be recorded on the Asbestos Register.</p>	<p>It is important that the Occupier communicates fully on any planned works within their demise.</p>

# CONSTRUCTION WORK

## LEGISLATIVE REQUIREMENTS

The “Client” as defined within the Construction (Design and Management) Regulations (CDM) 2015 is required to:

- Appoint the right people and allow adequate time;
- Provide information to the construction team;
- Ensure co-operation and co-ordination between parties;
- Ensure management and welfare arrangements are in place; and
- Ensure workplaces are designed correctly.

Please Note: The level of responsibility taken on by British Land during any construction work will depend largely on whether they take on the role of the “Client” under CDM.

### British Land's and Occupier's Responsibilities (acting as “Client”)

During any construction project the “Client” shall comply with all Client Duties as set out in the CDM Approved Code of Practice (ACOP). These are summarised as follows:

- Ensure designers, contractors and others involved in the project are competent, adequately resourced, and appointed early enough for thoroughly planning and undertaking the work.
- Ensure they allow sufficient time for each stage of the project.
- Ensure they co-operate with others involved in the project as appropriate to allow them to comply with their duties under CDM.
- Ensure they co-ordinate their work with others involved in the project to ensure the safety of those carrying out construction work and others affected by it.
- There are reasonable management arrangements in place throughout the project to ensure that the construction work can be carried out, so far as is reasonably practicable, safely and without risk to health.
- Ensure that contractors have made suitable welfare arrangements throughout the Construction Phase of the project.
- Any fixed workplaces that are to be constructed comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.
- Ensure that all relevant information is passed to designers and contractors to enable them to carry out their work safely e.g. Asbestos Registers.



## CONSTRUCTION WORK (CONTINUED)

### British Land's and Occupier's Responsibilities (acting as "Client")

Additionally for any notifiable construction project the "Client" shall:

- Appoint a Principal Designer to advise and assist with their duties. The Principal Designer will notify the HSE using form F10 and will provide a copy to the "Client" who may be required to sign it to indicate that the Client Duties are understood.
- Appoint a Principal Contractor to plan and manage the construction work.
- Provide the pre-construction information to the Principal Designer including all project-specific health and safety information needed to identify hazards and risks associated with the design and construction work.
- Ensure that construction does not begin until the Principal Contractor has prepared a suitable Construction Phase Plan and made arrangements for suitable welfare facilities to be present from the start of work.
- Ensure that a Health and Safety File is prepared, reviewed and updated ready for handover at the end of the construction work.

### Additional Occupier's Responsibilities

The Occupier is responsible for ensuring that prior to the start of any construction project as described above that they co-operate and co-ordinate with the BL-PMT in respect of notifying them of any forthcoming construction works.

The Occupier is responsible for ensuring that prior to the start of any construction project as described above, and including refurbishment projects, that they have received specific written approval (in accordance with the Lease Agreement) and permission (in the form of a Licence for Alterations) to undertake such works from British Land. This should also include the installation of temporary structures within the Occupier's demise such as phone or privacy booths.

# CONTRACTORS

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>It is the responsibility of the BL-PMT, as part of their Contractor Management Procedures, to request a copy of the contractor's written Health and Safety Policy Statement along with Risk Assessments and Method Statements (RAMS) for all work for which the contractor is being employed on site to undertake. Evidence will also be requested relating to the contractor's Public Liability and Works insurance.</p>	<p>The Occupier is responsible for the control of the work undertaken by contractors acting on their behalf and for ensuring that any work is carried out safely and in compliance with all relevant health and safety legislation. It will be the responsibility of the Occupier, as part of their contractor management procedures, to request a copy of the contractor's written Health and Safety Policy Statement along with Risk Assessments and Method Statements for all work for which the contractor is being employed on site to undertake. Evidence should also be requested relating to the contractor's Public Liability and Works insurance.</p>
<p>The BL-PMT will communicate to all Occupiers their responsibilities for the safe use of contractors on site. This is usually achieved by passing on the current House Rules &amp; Regulations (HRRs) which are also typically part of the Occupier's Handbook.</p>	<p>The Occupier is responsible for ensuring that, where appropriate, contractors working within their demised areas are not permitted to start any high-risk work which may impact on the basebuild operations, services or common parts, without the authority of the BL-PMT. High risk works in the Occupier's demise which could impact on the basebuild operations or services, or common parts require a signed and dated Permit to Work from the BL-PMT. All Permits to Work/ Authorisation to Access documents should be time limited and are valid only for the period stated on the document itself.</p>
<p>It will be the responsibility of the BL-PMT to review RAMS and comment on their suitability to ensure that the Health and Safety of all parties are protected throughout the period of the work. The BL-PMT will ensure that, where possible, risk is eliminated and communicate this to the Occupiers (where appropriate) and their contractors.</p>	<p>The Occupier should ensure that before their contractor's employees leave the property:</p> <ul style="list-style-type: none"> <li>• The work area is free from obvious hazards and the area and systems are made safe.</li> <li>• There are no residual fire safety hazards.</li> <li>• All equipment that has been worked on has been re-commissioned and is operating safely (or is safely decommissioned as is appropriate).</li> <li>• The Permit to Work and/ or Authorisation to Access has been signed-off as completed by the Occupier's contractor.</li> </ul>

## CONTRACTORS (CONTINUED)

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>It will be the responsibility of the BL-PMT to provide Occupiers and their contractors with the necessary information that will be required to undertake work safely in the common parts/ basebuild areas, wherever this becomes necessary e.g. as an extension of Occupier's own activities beyond their demise(s). Such information may include but is not limited to: Health and Safety Risk Assessments, Evacuation Procedures, the property's Asbestos Register, etc.</p>	<p>The Occupier is responsible for ensuring that they provide their contractors with the necessary information that will be required to undertake the work safely in their demised areas. Such information may include (but is not limited to) Health and Safety Risk Assessments, Evacuation Procedures, the appropriate Asbestos Register, etc.</p>
<p>The BL-PMT will ensure that no high-risk works are to be carried out in the common parts/ basebuild areas without the completion of RAMS and a valid Permit to Work (PtW). The following works are defined as being high-risk:</p> <ul style="list-style-type: none"> <li>• Hot works</li> <li>• Work within a confined space</li> <li>• Certain work at height e.g. where such work involves the access to roof areas, balconies, scaffolding, temporary towers or mobile elevating work platforms (MEWPs), use of cradles, abseiling, unprotected roof areas, etc.</li> <li>• High risk electrical works.</li> <li>• Sprinkler or fire safety system isolations.</li> <li>• Asbestos related works</li> </ul>	<p>The Occupier should ensure that no high risk works within their demise are to be carried out without the completion of a valid Permit to Work (PtW), issued by the Occupier for their demise. The following works are defined as being high risk:</p> <ul style="list-style-type: none"> <li>• Hot works</li> <li>• Work within a confined space</li> <li>• Certain work at height e.g. where such work involves the access to roof areas, balconies, scaffolding, temporary towers or MEWPs, use of cradles, abseiling, unprotected roof areas etc.</li> <li>• High risk electrical works.</li> <li>• Sprinkler or fire safety system isolations</li> <li>• Asbestos related works</li> </ul>
<p>All Permits to Work will be supported by written RAMS that will be submitted a minimum of 5 working days in advance. It is the responsibility of the BL-PMT to authorise any Permit to Work or to nominate an appropriate and competent person to do so in their place.</p>	<p>Permits to Work should be supported by written RAMS which should be reviewed by the Occupier.</p>

# CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

## LEGISLATIVE REQUIREMENTS

The Control of Substances Hazardous to Health Regulations (COSHH) 2002 (as amended) require that employees, visitors, contractors, Occupiers, and others who may be affected are protected from hazardous substances.

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>The BL-PMT will ensure that a suitable and sufficient COSHH-based Risk Assessment is undertaken in respect to the storage and use of any hazardous chemicals in common parts/ basebuild areas.</p>	<p>Occupiers are responsible for ensuring that a suitable and sufficient COSHH-based Risk Assessment is undertaken in respect to the storage and use of hazardous chemicals within their demised areas.</p> <p>In the case of Science and Technology Occupiers; they will be expected to have full Standard Operating Procedures (SOPs) for their day-to-day delivery, handing and storage of all hazardous chemicals, including for all emergencies. These SOPs should be shared with the BL-PMT, whenever requested.</p>
<p>The BL-PMT will ensure that the storage and use of hazardous chemicals on site is kept to a minimum. Where chemicals are stored and used on site it is the responsibility of the BL-PMT to ensure that in-date Safety Data Sheets are available for use in an emergency such as a spillage or medical incident.</p>	<p>Occupiers are responsible for ensuring that the storage and use of hazardous chemicals within the property is done so safely and that in-date Material Safety Data Sheets are available for use in an emergency, such as a spillage or medical incident.</p>
<p>The BL-PMT will ensure that access to all chemicals is restricted to authorised persons only and chemicals will be stored in minimal amounts and in well-ventilated areas away from sources of ignition. Where appropriate, chemicals will be stored in a bunded area to prevent accidental spillage or leakage into the environment or drainage system.</p>	<p>Occupiers should ensure that access to all chemicals is restricted to authorised persons only and chemicals are stored in minimal amounts and in well-ventilated areas away from sources of ignition. Where appropriate, chemicals should be stored in a "bunded" area to prevent accidental spillage or leakage into the environment or drainage system.</p>

## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (CONTINUED)

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>Wherever practicable, the BL-PMT will ensure that chemicals are used on site by competent and approved contractors only and COSHH information will be gathered as part of the Contractor Management Procedures.</p>	<p>Occupiers should inform the BL-PMT of any hazardous chemicals and flammable liquids, particularly where these are held in large quantities or forming a fire risk. These should be identified in the Occupier's FRA which should be updated if circumstances change.</p>
<p>The COSHH-based Risk Assessment will identify the means by which the substance is to be used, any exposure limits, and the protective equipment required.</p>	<p>The COSHH-based Risk Assessment should identify the means by which the substance is to be used, any exposure limits and the protective equipment required.</p>
<p>The COSHH-based Risk Assessment will be available on site. Staff that are required to use chemicals on site will be provided with the appropriate PPE (as identified in the COSHH-based Risk Assessment) and instructed in its use.</p>	<p>The COSHH-based Risk Assessment should be available on site. Those staff that are required to use chemicals on site should be provided with the appropriate Personal Protective Equipment (PPE) (as prescribed by the COSHH-based Risk Assessment) and instructed in its use.</p>

## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (CONTINUED)

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>When the BL-PMT is responsible for the storage of chemicals at site, a Spill Risk Assessment should also be completed. This will help to identify the hazards associated with the chemicals/ substances and how they are stored and if the control measures in place should contain a potential spill. It should identify spill kit requirements, training of staff and spill drill requirements.</p>	<p>When the Occupier is storing chemicals on site, a Spill Risk Assessment should be completed. This will help to identify the hazards associated with the chemicals/ substances and how they are stored and if the control measures in place should contain a potential spill. It should identify spill kit requirements, training of staff and spill drill requirements. Science and Technology Occupiers will be required to provide copies of their Standard Operating Procedures (SOPs) cover spills and any other emergencies.</p>
<p>The BL-PMT will ensure that all staff and contractors consistently review usage of chemicals on site to ensure that the least hazardous chemical available is in use. Wherever possible the use of chemicals should be avoided altogether.</p>	<p>Occupiers should ensure that all staff and contractors consistently review usage of chemicals on site to ensure that the least hazardous chemical available is in use. Wherever possible the use of chemicals should be avoided altogether.</p>
<p>The BL-PMT will report a chemical spill that has created water or land pollution to the EA via their Compliance Team.</p>	<p>Occupiers should report a chemical spill incident if it occurs within their demise or within the common parts/ basebuild areas or reaches a drain at site to the EA and BL-PMT, as appropriate.</p>

# CO-OPERATION AND CO-ORDINATION

## LEGISLATIVE REQUIREMENTS

The Management of Health and Safety at Work Regulations 1999 (along with the Regulatory Reform (Fire Safety) Order 2005, The Fire (Scotland) Act 2005, the Fire Safety (Scotland) Regulations 2006 and the Management of Health and Safety at Work and Fire Precautions (Workplace) (Amendment) Regulations (Northern Ireland) 2003) requires persons sharing a workplace to co-operate and co-ordinate fully with each other in fulfilling their legal obligations, to provide exchange information where responsibilities overlap.

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>The BL-PMT will provide Occupiers with a basic Handbook detailing the safety arrangements for the property and any relevant responsibilities of the Occupier. This is usually in the form of an Occupier's Handbook.</p>	<p>Occupiers should provide their staff and visitors with information on the safety arrangements within their demise.</p>
<p>The BL-PMT are responsible for ensuring that all relevant Health and Safety Risk Assessments are undertaken for the common parts under their control and made available to all Occupiers. This is recommended to be shared as soon as any actions arising are cleared following annual assessment and when asking Occupiers to provide their own updated Fire Risk Assessments (FRAs).</p>	<p>The Occupier is responsible for ensuring that all relevant Health and Safety Risk Assessments are undertaken in respect of their own demised areas and is to notify the BL-PMT in writing of any substantive risks that may affect the property fabric, common parts, other Occupiers or visitors.</p>
<p>The BL-PMT will develop relevant Emergency Procedures for the common parts of the property and will provide them to all Occupiers for their reference.</p>	<p>The Occupier is responsible for ensuring that their own Emergency Procedures and Policies reflect those of the Landlord to prevent confusion in an evacuation or emergency.</p>
<p>The BL-PMT will make Occupiers aware of all the Health and Safety Policies and Procedures that pertain to the property and will be made aware of their own responsibilities i.e. by regularly sharing this guidance document. They will issue all Occupiers with guidelines, usually in the form of an 'Occupier's Handbook,' which clearly sets out Occupiers' responsibilities for Health and Safety [and Environmental management] along with any site rules and emergency contact details i.e. the House Rules and Regulations (HRRs).</p>	

# ELECTRIC VEHICLES ETC.

## LEGISLATIVE REQUIREMENTS

As the demand for electric vehicles (EVs) continues to rise, British Land is determined to work closely with our Occupiers so that all requirements for their safe use, storage and charging are maintained. This applies not only to cars, vans, lorries, and other vehicle types, but also Electric Powered Personal Vehicles (EPPVs; i.e. e-Cycles and e-Scooters etc.). Note: currently e-Scooters are not legalised [as of SEPTEMBER 2024] on British roads and hence British Land and our Insurers will only allow them into Designated Areas but not be charged anywhere in our premises; e-Cycles can be charged in Designated Areas only.

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>Where applicable, the BL-PMT will ensure that safe infrastructure is installed in Designated Areas where Electric Vehicles (EVs) are to be parked and charged.</p>	<p>Occupiers should ensure that their requirements for parking such vehicles are highlighted in their Lease negotiations and their designs for installation of chargers, and how they will be controlled, are included in their application for approval via a Licence for Alterations.</p>
<p>The BL-PMT will currently (as of SEPTEMBER 2024) not permit any charging of e-Scooters in the common parts/ basebuild areas. If e-scooters are found in Occupiers' areas, the risk will be brought to the Occupier's attention, reinforcing adoption of British Land's Management Rules, which are supported by our Insurers.</p>	<p>The Occupier should ensure no charging of e-Scooters takes place within their demised areas.</p>
<p>The BL-PMT are responsible for assessing the property to ascertain if the charging of EPPV's can take place in suitable Designated Areas. e-Cycles can be charged in the Designated Areas subject to a series of restrictions/ Management Rules. E-Cycles with detachable batteries will be allowed to have their batteries charged in fire-proof cabinets, where provided, for the purpose within the Designated Areas.</p>	<p>The Occupier should provide clear guidance to their Staff and Visitors on the charging of e-Cycles and the BL-PMT Management Rules to which they are to abide.</p>



# ELECTRICITY

## LEGISLATIVE REQUIREMENTS

The Electricity at Work Regulations 1989 requires that 'live electrical working' not be carried out. In exceptional circumstances, live working may be permitted but only if all four of the following conditions are met:

- It is unreasonable in all circumstances for the system to be dead;
- A full Risk Assessment has been conducted;
- It is reasonable in all circumstances for the work to be carried out live; and
- Suitable precautions are taken to prevent injury.

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>The BL-PMT will ensure that all complex electrical work within the common parts of the property, including electrical repairs and all tasks involving systems, above 230 volts will be undertaken only by competent contractors who will have membership of The National Inspection Council for Electrical Installation Contracting (NICEIC) or a similar body. Such contractors will also have been vetted by the BL-PMT Contractor Management Procedures and the qualifications of any electricians are checked as part of the PtW approval process.</p>	<p>Occupiers should ensure that all complex electrical work within the demised areas of the property including electrical repairs and all tasks involving systems above 230 volts, are undertaken only by competent contractors who have membership of The National Inspection Council for Electrical Installation Contracting (NICEIC) or a similar body. Such contractors should also have been vetted by the Occupier's Contractor Management Procedures.</p>
<p>The BL-PMT are responsible for ensuring that all new installations, alterations and additions are subject to inspection and testing to verify compliance as recommended by the IEE Wiring Regulations. All 415V distribution cabinets will be provided with adequate insulated matting. If such matting cannot be permanently provided to the front of the cabinet for any reason, the BL-PMT will ensure that arrangements are in place for such matting to be made available when working on such systems.</p>	<p>Occupiers are responsible for ensuring that all new installations, alterations and additions are subject to inspection and testing to verify compliance as recommended by the IEE Wiring Regulations. Records of such works and maintenance thereof should be kept available to share with the BL-PMT whenever requested.</p>

## ELECTRICITY (CONTINUED)

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>The BL-PMT will ensure that periodic inspections and testing of electrical systems within the common parts of the property are undertaken as recommended by the Institution of Electrical Engineers (IEE) Wiring Regulations.</p>	<p>Occupiers should ensure that a periodic inspection and test of electrical systems within the demised areas is undertaken as recommended by the Institution of Electrical Engineers (IEE) Wiring Regulations.</p>
<p>Where portable electrical equipment is utilised within the common parts of the premises and is under the responsibility of the BL-PMT, such equipment will be subject to routine portable appliance testing. The BL-PMT will maintain a register of all such equipment on site and ensure such testing occurs routinely, the frequency being determined by Risk Assessment. Where contractors store and use electrical equipment on site similar standards of maintenance will be expected.</p>	<p>The Occupier should ensure that portable electrical equipment utilised within their demise is subject to routine portable appliance testing and should maintain a register of all such equipment on site and ensure such testing occurs routinely, the frequency being determined by Risk Assessment.</p>

# EMERGENCIES

## LEGISLATIVE REQUIREMENTS

It is the responsibility of the British Land Property Management Team (BL-PMT) to maintain appropriate Emergency Procedures for each property in accordance with Regulation 8 of the Management of Health and Safety at Work Regulations 1999. Emergency procedures should cover all foreseeable emergencies and should be revised and updated as often as is necessary.

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>In the event of an emergency the BL-PMT will ensure that robust Disaster Recovery and Emergency Procedures are in place to ensure that Occupiers are minimally affected during any unplanned event that covers all foreseeable risks.</p>	<p>Occupiers are responsible for ensuring that appropriate Emergency Procedures are developed and implemented for the demised areas covering all foreseeable risks and that these Procedures are linked to the overall Property Procedures.</p>
<p>Details of Emergency Procedures along with any changes to them will be effectively communicated to Occupiers. The BL-PMT will co-operate and co-ordinate with all Occupiers to ensure that, so far as is reasonably practicable, employees who are less able bodied can be safely moved to a place of safety in an emergency.</p> <p>The BL-PMT will be asking the Occupiers if they have any Personal Emergency Evacuation Plans (PEEPs) and to confirm these integrate into the property's evacuation procedures.</p>	<p>Occupiers should ensure that, so far as is reasonably practicable, they have Plans and Procedures in place to ensure their employees and Visitors who are less able bodied can be safely moved to a place of safety in an emergency. Occupiers should co-operate and co-ordinate with the BL-PMT.</p> <p>Note: It is the Occupier's responsibility to evacuate their employees from the property (as this does not fall within the remit of BL-PMT). The Occupier is responsible for the safety of less able-bodied people and making the necessary arrangements for evacuation of others under their control. Occupiers should inform the BL-PMT of any Personal Emergency Evacuation Plans (PEEPs) and confirm they integrate with the property's evacuation procedures.</p>

## EMERGENCIES (CONTINUED)

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>The BL-PMT will ensure that Emergency procedures are subject to routine testing as a way of identifying possible gaps in the Procedures and Training both on-site and off-site Property Management staff in emergency preparedness.</p>	<p>Occupiers should ensure their Emergency Procedures are subject to routine testing to identify any gaps in their Procedures and Training requirements.</p>
<p>The BL-PMT will ensure a clear chain of communications is established as part of the Emergency Procedures and include informing Senior Management personnel of incidents where appropriate.</p> <p>During emergency situations, the British Land Senior Management Team (BL-SMT) will be contacted by phone as soon as possible and made aware of key facts of the emergency.</p>	<p>Occupiers should ensure that a clear chain of communication is established with the BL-PMT and should inform them of any major incidents where appropriate and contact them as soon as possible in the event of any emergency.</p>

# FIRE SAFETY

## LEGISLATIVE REQUIREMENTS

The Regulatory Reform (Fire Safety) Order (RRO) 2005 is the primary source of fire safety legislation now in force and extends to England and Wales only. The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 apply to properties located in Scotland and the Management of Health and Safety at Work and Fire Precautions (Workplace) (Amendment) Regulations (Northern Ireland) 2003 apply to properties in Northern Ireland.

The legislation covers 'General Fire Precautions' and other fire safety duties that are needed to protect 'Relevant Persons' in case of fire in and around most 'Premises'. The RRO requires fire precautions to be put into place where necessary and to the extent that is reasonably practicable in the circumstances of the case. Responsibility for complying with the legislation rests with the 'Responsible Person'. It should be noted that Landlord, Occupiers and others are all 'Responsible Persons' as defined by current UK legislation.

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>The BL-PMT will ensure that a suitable and sufficient Fire Risk Assessment (FRA) is carried out on an annual basis or more often where there is reason to believe that the current assessment is no longer valid. The FRA will be undertaken by a suitably competent person and held on site where practicable. Where agreed and appropriate, FRA recommendations will be implemented by the Responsible Person.</p>	<p>The Occupier is responsible for ensuring that a suitable and sufficient Fire Risk Assessment (FRA) is conducted for their demised areas. The FRA should be undertaken by a suitably Competent Person and held on site where practicable. Where appropriate, FRA actions should be undertaken in accordance with the Competent Person's recommendations and to suit their recommended timeframes under the stewardship of the Occupier's Responsible Person.</p>
<p>The BL-PMT will make available a copy of the FRA for the common parts of the property to Occupiers and contractors. In turn the BL-PMT will inform, in writing, of any significant risks highlighted within Occupiers' Risk Assessments that may affect other Occupiers, Visitors or the property fabric and services. As mentioned elsewhere in this document, this information will be formally requested on a regular (typically annual) basis.</p>	<p>The Occupier is responsible for ensuring that a copy of the FRA for their demised area is provided to the BL-PMT detailing any significant risks highlighted within the FRA that may affect other Occupiers, Visitors or the property fabric and services. The Occupier is responsible for controlling any significant risks which have been identified. The BL-PMT will expect that the FRA has been reviewed at least annually and is refreshed completely at a maximum of 5 yearly intervals.</p>

## FIRE SAFETY (CONTINUED)

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>The BL-PMT will ensure that all necessary maintenance and servicing of fire (including life safety) systems and equipment located within the common parts are carried out by competent contractors to the specified standard and within the specified timescales that may be required by legislation, relevant British Standards or best practice.</p>	<p>The Occupier is responsible for ensuring that all fire safety systems and equipment located within the Occupier's demised area are fully maintained and serviced.</p>
<p>The BL-PMT will make and give effect to such arrangements as are appropriate, having regard to the size of the property and the nature of the activities undertaken, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures. These measures will be recorded and be made available to the Occupiers'.</p>	<p>The Occupier is responsible for ensuring that they make and give effect to such arrangements as are appropriate, having regard to the size of the demise and the nature of the activities undertaken, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures. These measures should take into account the nature and extent of the existing arrangements in place within the property. Where the Occupier has more than 5 employees, these arrangements should be recorded in writing.</p> <p>Kitchen extract ducts are a high fire risk if not cleaned and maintained regularly and may go through properties to a high level. Where kitchen extract ducts are present in their demised areas, Occupiers should ensure that all ductwork is cleaned and maintained regularly in accordance with the requirements of HVCA Guide to Good Practice TR19: Internal Cleanliness of Ventilation Systems and provide copies of certification and report to the BL-PMT on an annual basis or more frequently if requested.</p>

# FIRST AID

## LEGISLATIVE REQUIREMENTS

The Health and Safety (First-Aid) Regulations 1981 requires organisations to provide adequate and appropriate first-aid equipment, facilities and people so employees and others can be given immediate help if they are injured or taken ill at work.

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>The BL-PMT will ensure that a suitable First-Aid Kit is provided on all staffed sites, whether the site is staffed by directly employed staff or by an external contractor, subject to a suitable and sufficient First-Aid Risk Assessment. The Box will (subject to the First-Aid Risk Assessment) be routinely checked by on site staff and formally inspected at least 6 monthly by the BL-PMT as part of wider health and safety inspections.</p>	<p>The Occupier is responsible for ensuring that suitable First-Aid Kits are provided in their demise, subject to a suitable and sufficient First-Aid Risk Assessment.</p>
<p>The BL-PMT will ensure that on all staffed sites, whether the site is staffed by directly employed staff or by an external contractor, that a basic level of first-aid cover is provided subject to a suitable and sufficient First-Aid Risk Assessment. As a minimum they will ensure that an emergency First-Aider (Appointed Person) is available on site to take charge in the event of someone falling ill or becoming injured. The need for First-Aid Training and equipment provision will be assessed subsequent to the First-Aid Risk Assessment.</p>	<p>The Occupier is responsible for ensuring that adequate First-Aid competence is provided (subject to a First-Aid Risk Assessment) and in accordance with the HSE guidance details of which are included below</p>
<p>Any first-aid treatment provided by the BL-PMT (via British Land directly employed staff or by an external Service Provider) will be recorded. Records of incident reports will be held for at least 3 years.</p>	

## FIRST AID (CONTINUED)

### Suggested numbers of first aid personnel to be available at all times when people are at work

HSE Guidance - First Aid at Work - Your Questions Answered (ISBN 978 0 7176 6372 9)

Degree of Hazard (from First-Aid Risk Assessment)	How many employees do you have?	What First-Aid personnel do you need?
Low hazard (e.g. offices, shops etc.)	Less than 25	At least 1 (one) Appointed Person
	25 to 50	At least 1 (one) First-Aider trained in Emergency First Aid at Work (EFAW)
	More than 50	At least 1 (one) First-Aider trained in First Aid at Work (FAW) for every 100 employed (or part thereof)
Higher hazard (e.g. light engineering, food processing, warehousing, construction etc.)	Less than 5	At least 1 (one) Appointed Person
	5 to 50	At least 1 (one) First-Aider trained in EFAW depending upon the type of injuries that might occur
	More than 50	At least 1 (one) First-Aider trained in FAW for every 50 employed (or part thereof)

#### Definitions

A First-Aider is someone who has undertaken training and has a qualification that HSE approves. This means that they must hold a valid certificate of competence in either:

1. First-Aid at Work (FAW), issued by a training organisation approved by HSE; or
2. Emergency First-Aid at Work (EFAW), issued by a training organisation approved by HSE or a recognised Awarding Body of Ofqual/ Scottish Qualifications Authority.



# GAS

## LEGISLATIVE REQUIREMENTS

The Gas Safety (Installation and Use) Regulations 1998, applies to all who install, service, maintain or repair gas appliances and other gas fittings. Landlords and Occupiers have duties under these Regulations.

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>Where gas appliances, such as heating boilers, are located within the common parts/ basebuild areas of the property; the BL-PMT will ensure that such appliances are serviced at least on an annual basis by a competent contractor, registered under the Gas Safe Register. Such contractors will also have been vetted by the BL-PMT Contractor Management Procedures. The BL-PMT is responsible for ensuring that any Liquefied Petroleum Gas (LPG) used within the common parts/ basebuild areas of the premises is subject to maintenance and inspection by a competent contractor. All LPG cylinders will be stored in an upright position and in a manner so as to reduce risks of ignition, vandalism and explosion.</p> <p>Any rooms in the common parts/ basebuild areas of the premises that contain Gas Suppression Systems (GSSs), will be subject to Risk Assessment, strict access control, and annual air integrity test by a specialist contractor.</p>	<p>Where gas appliances, such as heating boilers, are located within the demised area, Occupiers are responsible for ensuring that such appliances are serviced at regular intervals by a competent contractor registered under the Gas Safe Register. Such contractors should also have been vetted as part of the Occupier's Contractor Management Procedures. The Occupier is responsible for ensuring that any Liquefied Petroleum Gas (LPG) used within the demise is subject to maintenance and inspection by a competent contractor. All LPG cylinders should be stored in an upright position and in a manner so as to reduce risks of ignition, vandalism and explosion. Any Occupier use of Liquid Nitrogen (LN2) is to be strictly controlled, and Emergency Procedures rigorously maintained.</p> <p>Any rooms in the Occupier's demises areas that contain Gas Suppression Systems (GSSs) are to be subject to Risk Assessment, strict access control, and annual air integrity test by a specialist contractor.</p>
<p>Any pressure systems associated with a gas system or any other system within the common parts/ basebuild areas of the property that fall within the provisions of the Pressure Systems Safety Regulations 2000, must have a Written Scheme drawn up by a Competent Person. The BL-PMT will ensure that the system is routinely maintained and thoroughly examined at intervals recommended by the Written Scheme.</p>	<p>The Occupier is responsible for ensuring that any pressure systems located within their demised areas, that fall within the provisions of the Pressure Systems Safety Regulations 2000, have a Written Scheme drawn up by a Competent Person. The Occupier should ensure that the system is routinely maintained and thoroughly examined at intervals recommended by the Written Scheme.</p>

## HEALTH & SAFETY RESPONSIBILITIES FOR SITE STAFF

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>The BL-PMT is responsible for site management staff within the common parts, whether employed directly or by an external Service Provider.</p>	<p>The Occupier is responsible within their demised area for all staff either employed directly by the Occupier or by an external contractor.</p>
<p>The BL-PMT is responsible for ensuring that appropriate health, safety and welfare arrangements are implemented, as required by the relevant statutory provisions, for all site staff employed by British Land or Service Provider staff working under their control.</p>	<p>The Occupier is responsible for ensuring that appropriate health, safety and welfare arrangements are implemented as required by the relevant statutory provisions for staff employed by the Occupier or contractors' staff under the control of the Occupier.</p>
<p>Where site contract staff are employed, the BL-PMT will consider the level of control exercised and implement appropriate health and safety arrangements either directly or via responsibilities allocated to the contractor. All on site staff will be appropriately trained for the job for which they are employed and have access to procedures for action in the event of an emergency.</p>	<p>The Occupier is responsible for ensuring that where contract staff are employed, the appropriate level of control is exercised and implemented in respect of health and safety arrangements. All staff should be appropriately trained for the job for which they are employed and have access to procedures for action in the event of an emergency.</p>
<p>The BL-PMT will maintain on site, in the case of staffed properties, records of Risk Assessments, training and work equipment maintenance.</p>	
<p>When the BL-PMT arrange events and/ or entertainment for the Occupiers to participate in, they will take responsibility for arranging a suitable and sufficient GRA to be shared amongst all the staff attending.</p>	<p>When the Occupier arranges events and/ or entertainment for the BL-PMT to participate in, they will take responsibility for arranging a suitable and sufficient GRA to be shared amongst all the staff attending.</p>

# LEGIONELLA

## LEGISLATIVE REQUIREMENTS

The British Land Property Management Team (BL-PMT) have responsibility for the management of water services under the Health and Safety at Work etc. Act 1974 and the Control of Substances Hazardous to Health Regulations 2002 (COSHH) as well as the recommended practices and requirements as set out in Health and Safety Guidance HSG274 Part(s) 1, 2 & 3 and the L8 Approved Code of Practice.

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>The BL-PMT will carry out Water Risk Assessments and annual reviews at all properties where there are common water services that extend beyond mains water supply pipework direct to the occupied demises.</p> <p>Such Assessments will identify the risk of Legionellosis from all work activities, water sources and systems within the premises and identify any precautionary actions required. Any recommended actions arising will be diligently addressed.</p>	<p>The Occupier is responsible for carrying out Water Risk Assessments and annual reviews where they are responsible for water services that extend beyond both the mains water supply pipework direct to the Occupier's demise(s) and the common water services that supply the Occupier's demised area(s).</p> <p>Such Water Risk Assessments should identify the risk of Legionellosis from all work activities, water sources and systems within the demise(s) and identify any precautionary actions required. Any recommended actions arising should be diligently addressed.</p>

## LEGIONELLA (CONTINUED)

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>The BL-PMT will ensure that Legionella Risk Assessments (LRAs) are reviewed every two years (or more often where required) and are undertaken by a competent person. Where the LRA identifies a reasonably foreseeable risk, a Responsible Person will be appointed to manage the risk. The Responsible Person will develop a written control scheme in conjunction with a competent person.</p> <p>The written control scheme will be stored within a site water hygiene logbook. Appropriate inspections, testing and sampling will be carried out as prescribed by the Water Risk Assessment or upon the advice of a competent person. The suitability of the control scheme will be monitored annually by the Responsible Person and will be adjusted where necessary.</p>	<p>The Occupier is responsible for ensuring that Legionella Risk Assessments (LRAs) are reviewed in accordance with the Water Risk Assessment and are undertaken by a competent person. Where the Water Risk Assessment identifies a reasonably foreseeable risk, the Occupier is responsible for ensuring that a Responsible Person is appointed to manage the risk.</p> <p>The Responsible Person should develop a written control scheme in conjunction with a competent person. Appropriate inspections, testing and sampling should be carried out as prescribed by the Water Risk Assessment or upon the advice of a competent person. The suitability of the control scheme should be monitored annually by the Responsible Person and should be adjusted where necessary.</p>
<p>The BL-PMT will have access to competent help from an external independent specialist contractor or consultancy (where this competency is not available in-house) who will advise on water treatment regimes, cleaning regimes and microbiological sampling as applicable.</p> <p>This is particularly important where cooling towers are in use. Where cooling towers or evaporative condensers are in place, the BL-PMT will notify the Local Authority of their presence and operation. Such systems will be subject to Water Risk Assessment on at least an annual basis. Those responsible for the management of such systems will be appropriately trained and will in all cases have access to further competent advice.</p>	<p>The Occupier is responsible for ensuring they have access to competent help from an external independent specialist contractor or consultancy (where this competency is not available in-house) who will advise on water treatment regimes, cleaning regimes and microbiological sampling as applicable.</p>

# LIFTS, ESCALATORS AND LIFTING EQUIPMENT

## LEGISLATIVE REQUIREMENTS

Under the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998, the British Land Property Management Team (BL-PMT) will ensure that all lifts, escalators, access equipment, lifting equipment and accessories, such as eyebolts and latchway systems, are maintained in a safe condition by a competent contractor and that any inspections required by legislation are carried out promptly on a routine basis.

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>The BL-PMT are responsible for the common parts and for ensuring that thorough examinations and inspections are undertaken by a competent person (i.e. the independent Insurance Inspector) every six months for lifts, escalators, access equipment and lifting equipment used for lifting persons and every twelve months for goods (only) lifts and other lifting equipment where these do not carry passengers.</p> <p>The BL-PMT will ensure that any remedial work identified within the Thorough Examination and Inspection Report is undertaken and, where critical defects are identified, consideration will be given to decommissioning the lift (or lifting equipment) until the work can be undertaken.</p> <p>Where deadlines for thorough examination and inspection have passed, the lift or lifting equipment will be decommissioned until the thorough examination and inspection can be undertaken.</p>	<p>Occupiers are responsible in their demise for ensuring that thorough examinations and inspections are undertaken by a competent person for all lifts, escalators, access equipment and lifting equipment used for lifting persons and goods (and other lifting equipment where these do not carry passengers) under their control.</p> <p>The Occupier should ensure that any remedial work identified within the Thorough Examination and Inspection Report is undertaken and where critical defects are identified consideration should be given to decommissioning the lift (or lifting equipment) until the work can be undertaken.</p> <p>Where deadlines for thorough examination have passed Occupiers are responsible for ensuring that the lift or lifting equipment in question is decommissioned until the thorough examination and inspection can be undertaken.</p>
<p>The BL-PMT will arrange for all lifting equipment such as passenger lifts, escalators and access equipment (including window cleaning cradles) to be serviced in accordance with the manufacturer's instructions. Records of maintenance, thorough examination and inspection will be held by the BL-PMT and made available to relevant inspectors as required.</p>	<p>Occupiers are responsible for ensuring that arrangements for all lifting equipment such as passenger lifts, escalators and access equipment, under their control, are serviced on a regular basis, in accordance with the manufacturer's instructions. Records of maintenance and thorough examination should be provided to the BL-PMT, whenever requested, and made available to relevant inspectors as required.</p>

## LIFTS, ESCALATORS AND LIFTING EQUIPMENT (CONTINUED)

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>The BL-PMT are responsible for ensuring that all lift alarms and emergency communication equipment under their control remains operational at all times.</p>	<p>Occupiers are responsible for ensuring that all lift alarms and emergency communication equipment under their control remains operational at all times.</p>
<p>Anchorage devices such as eyebolts and latchway systems, will be subject to periodic examination and testing at least once every 12 months by a competent person in accordance with the manufacturer's recommendations and as per BS7883:2019. Those anchorage devices and accessories used for rope access purposes, such as abseiling, come under LOLER and require the examination and testing period to be every 6 months.</p>	<p>Occupiers are responsible for ensuring that all anchorage devices such as eyebolts and latchway systems under their control are subject to periodic examination, inspection and testing by a competent person in accordance with the manufacturer's recommendations and as per BS7883:2019.</p>
<p>The BL-PMT will ensure that all lifting equipment is marked with the Safe Working Load (SWL) and date of last thorough examination and inspection. Lifting beams will also be marked to indicate that the beam cannot be used until a thorough examination, inspection and load test has been undertaken.</p>	<p>Occupiers are responsible for ensuring that all lifting equipment is marked with the SWL and date of last thorough examination and inspection. Lifting beams should also be marked to indicate that the beam should not be used until a thorough examination, inspection and load test has been undertaken.</p>
<p>Where they are responsible for any escalators, the BL-PMT are responsible for commissioning a suitable, sufficient and specific Escalator Risk Assessment.</p>	<p>Where they are responsible for any escalators, Occupiers are responsible for commissioning a suitable, sufficient and specific Escalator Risk Assessment.</p>

# SECURITY

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>The BL-PMT are responsible for the security of the overall property including all common parts.</p>	<p>Occupiers are responsible for the management of security within their demised areas and for ensuring they do not contribute to a breach in the Landlord's security.</p>
<p>The BL-PMT will continually review the provision of security throughout their portfolio. Where necessary, they will proactively implement increased security measures (such as mobile patrols) in response to a perceived or actual threat.</p>	<p>Where necessary, Occupiers should proactively implement increased security measures (such as mobile patrols) in response to a perceived or actual threat to their demise.</p>
<p>Measures will be taken to restrict unauthorised access to common parts of the property, both internal and (where appropriate) external. The requirement for such measures is likely to be identified during the Security Risk Assessment process, routine inspections or in response to an incident.</p>	<p>Occupiers should co-operate with the BL-PMT and other Occupiers in respect of the security measures in place and be vigilant to restricting unauthorised access by complying with the Landlord's security processes and ensuring staff do not allow unauthorised access to the property.</p>

# SERVICE ROADWAY SAFETY

## LEGISLATIVE REQUIREMENTS

Regulation 17 of the Workplace (Health, Safety and Welfare) Regulations 1992 make specific reference to where vehicles and pedestrians use the same traffic route, there should be sufficient separation between them.

## VEHICLES

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>The BL-PMT will ensure as far as reasonably practicable that all vehicle deliveries are pre-booked. Wherever practical to do so, they will provide an online booking system to assist in spreading the deliveries throughout the day, to avoid congestion and increase Health and Safety.</p> <p>Delivery drivers will be expected to don Hi-Viz tabards at any time they leave their vehicle within Loading Bays/ Loading Areas and are not to walk in Service Roads at any time unless in designated safe access passageways and must use any designated crossing areas.</p>	<p>Occupiers should provide details of all their planned deliveries and add the details of each to the Landlord's online booking system wherever this is deployed.</p> <p>Occupiers are to ensure their Suppliers and Delivery companies are aware of the BL-PMT's House Rules &amp; Regulations (HR&amp;Rs) for Deliveries.</p>

## PEDESTRIANS AND CYCLISTS

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>The BL-PMT will strictly reinforce the requirement for segregating motorised vehicles from cyclists and pedestrians, as far as reasonably practicable. Any "Unauthorised Activities" encountered will be reported to the appropriate Occupiers.</p>	<p>Occupiers are to remind their cyclists, staff and contractors who may be present in Loading Bays, Loading Areas or Service Roads to strictly abide by the BL-PMT's Management Rules/ HR&amp;Rs.</p>



# SITE SAFETY

## LEGISLATIVE REQUIREMENTS

Various HSE guidance documents have been issued which provide Landlords and Occupiers with standards of workplace safety to be achieved, such as the Approved Code of Practice to the Workplace (Health, Safety and Welfare) Regulations 1992.

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>The BL-PMT will comply with the above Guidance as a minimum in order to ensure the safety of all those using the property. In all cases the final decision on the level and type of measures to be implemented will be made as a result of site-specific General (Health and Safety) Risk Assessment (GRA) by a competent person.</p>	<p>Occupiers are responsible for ensuring that they comply with the above Approved Code of Practice in order to ensure the safety of all those using their demised areas, subject to their own General (Health and Safety) Risk Assessment (GRA).</p>
<p>The BL-PMT will ensure that premises are maintained in a good state of repair and are always, as far as reasonably practicable, free from risk. All properties will be routinely inspected by the BL-PMT or a nominated competent person. The frequency of inspections will vary depending on the size and type of property. However, health and safety inspections will be undertaken at all properties on a routine basis and records will be held and provided upon request.</p>	<p>Occupiers are responsible for ensuring that the full demised area for which they are responsible is maintained in a good state of repair and, as far as reasonably practicable, free from risk. Occupiers should ensure they have their own site safety control measures in place for their sub-contractors (e.g. Permit to Work or Authorisation to Access system) and should cooperate and co-ordinate with the BL-PMT in respect of any works that may impact on the basebuild services. Health and Safety inspections should be conducted to ensure the Occupier's activities are not compromising the safety of other Occupiers and/ or causing unacceptable risks for the BL-PMT e.g. storage of goods, materials or chemicals in unauthorised areas or fire escape routes.</p>
<p>Full GRAs will also be undertaken annually by a competent person supported by annual Internal Health and Safety Audits, 6 months apart.</p>	<p>Occupiers are responsible for undertaking their own GRAs. It is the responsibility of the Occupier to ensure that copies of such GRAs are provided to the BL-PMT, whenever requested.</p>

# SMOKING

## LEGISLATIVE REQUIREMENTS

All properties are 'No Smoking' in accordance with the Smoke Free (Premises and Enforcement) Regulations 2006. For the avoidance of doubt, this additionally applies to vaping and e-cigarettes.

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>The BL-PMT will ensure that, where required by the above Regulations, compliant 'No Smoking' signage is applied to all property entrance points and that proactive steps are taken to prevent smoking within the property.</p>	<p>Occupiers should co-operate with the BL-PMT ensuring that proactive steps (including the display of signage) are taken to prevent smoking within their demised areas and ensuring their staff, customers and contractors who smoke only do so in the permitted areas and keep those areas clean and safe.</p>

# VISITORS

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>The BL-PMT will ensure, as far as is reasonably practicable, that the health and safety of Visitors is managed as effectively as that of our Occupiers. In accordance with this, Visitors will be made aware of property safety arrangements and where appropriate, given the nature of the property and the Visitor, will be accompanied and/ or supervised, at all times.</p>	<p>Within their demise, Occupiers are responsible for ensuring, as far as is reasonably practicable, that the Health and Safety of Visitors is managed in accordance with British Land's Procedures and, where appropriate, Visitors should be made aware of safety arrangements and escorted by the Occupier, at all times.</p>
<p>In all cases fire safety and Health and Safety arrangements for the property will take into account the needs of Visitors who may not be familiar with the normal safety arrangements, such as escape routes and assembly points (for those properties not operating a standard dispersal approach). The arrangements will be appropriate for the property type and occupancy and the need for such arrangements is likely to be identified during the BL-PMT's normal process of routine Risk Assessment and information issued in the Occupiers' Handbooks.</p>	<p>Occupiers are responsible for auditing their own demise in respect of access and use for less able-bodied persons, although the BL-PMT will consider any reasonable requests for adjustments made by them. Furthermore, in the spirit of co-operation and co-ordination, Occupiers are required to communicate to the BL-PMT, their arrangements for the evacuation of all of their Staff and Visitors from the property, whether able-bodied or not.</p>
<p>With respect to less able-bodied persons; the BL-PMT will be considered as a Controller of Premises under Part 4 of the Equality Act 2010 and as a Responsible Person in relation to common parts of the property. In relation to this, the BL-PMT has a duty to anticipate the needs of its customers or users of the services and facilities it provides.</p> <p>The BL-PMT will ensure that Accessibility Audits are undertaken at all managed properties where they have a responsibility for the common parts/ basebuild areas. Where appropriate, all reasonable recommendations will be implemented to deal with the issues raised by the Accessibility Audits. Accessibility issues will then be reviewed on an annual basis as part of the annual GRA/ Audit processes.</p>	<p>With respect to less able-bodied persons; Occupiers can be considered as a</p> <p>Controller of Premises under Part 4 of the Equality Act 2010 and as a Responsible Person in relation to their demised areas of the property. In relation to this, the Occupier has a duty to anticipate the needs of its customers or users of the services and facilities it provides. Occupiers should ensure that Accessibility Audits are undertaken and, where appropriate, all reasonable recommendations should be implemented to deal with the issues raised by the Accessibility Audit.</p>

# WORKING AT HEIGHT

## LEGISLATIVE REQUIREMENTS

The Work at Height Regulations 2005, as amended by the Work at Height (Amendment) Regulations 2007 apply to all work undertaken at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others (e.g. Property Managers, Facilities Managers, Landlords, and Occupiers, who may contract others to work at height) to the extent that they control the work.

BRITISH LAND'S RESPONSIBILITIES	OCCUPIER'S RESPONSIBILITIES
<p>Where work is due to be undertaken at height the BL-PMT will ensure that the appropriate Risk Assessments and Method Statements have been prepared and reviewed and that recommended control measures have been appropriately implemented.</p> <p>Where necessary, a Permit to Work will be used. The BL-PMT will also ensure that where directly employed staff are required to work at height they will be appropriately trained and provided with the correct access equipment and a suitable and sufficient Work at Height Risk Assessment has been completed.</p>	<p>The Occupier is responsible for ensuring that where work at height is planned, within the demised area under their control, that this is subject to a suitable and sufficient Work at Height Risk Assessment, completed by a competent person.</p>

