



Health & Safety
Facilities Management
Property Management

www.pmrs.eu



DSE Assessments

Health & Safety

Service Contracts

New and Expectant Mothers

Introduction to PMR Solutions



Introduction

Whether your Company is fully compliant or if you are just starting to think about your Health and Safety responsibilities, we will help guide you through current and future obstacles that you may face. In addition, our Property & Facilities Management services provides Employers and Landlords will full support with their occupation strategies - with the clear synergies between these two markets, we can provide Clients with the benefits of an all inclusive service.

Our understanding of the Client's business is essential for us to provide the most appropriate level of service commensurate with those risks and challenges faced by the Client. Our approach allows the Client to remain focussed on their respective business.

We firmly believe in a partnership approach to service provision, enabling the strengths of both the Client and the Service Provider to be used to reach the end goal.

Services

Health & Safety

- Policy Writing
- Management Systems
- Compliance Audits
- DSE Workstation Assessments
- New & Expectant Mothers
- Workplace Risk Assessments
- Fire Risk Assessments
- Fire Emergency Plans
- Personal Emergency Evacuation Plans (PEEPs)
- CDM Co-ordinator

Property Management

- Full Service Contract Management
- Service Level Agreements
- Service Charge Management
- Lease Queries
- Reported Inspections
(occupied and vacant premises)
- Disaster Recovery
- Business Continuity
- Contingency Planning

OSCR (Online Safety Compliance Review)



OSCR

Our Online Safety Compliance Review (OSCR) programme allows Clients to directly assess the suitability and comfort of their employee's workstations for compliance with the Health & Safety (Display Screen Equipment) Regulations 1992. Employees have continual access to their own User Accounts for convenient self assessment of workstations, benefitting those involved in office moves or New Starters.

The programme presents a bespoke and branded questionnaire to employees and shows 'real-time' completed assessment summaries for Managers and Health & Safety Officers, with communication audit trails between employer and employee. The system not only provides compliance but also allows the employer to filter out high risk issues to be addressed as a matter of priority.

We personally review all assessments provided as part of the package so Clients are not left entirely on your own!

With costs at just £10 plus VAT per employee assessment, this is a cost effective way of complying with these regulations.

Personal Risk Assessments

DSE Workstation Assessments

Whilst our OSCR programme is useful for Clients as a means to compliance and identification of the higher risk issues, more personal 'one to one' assessments are sometimes required to address issues. We will meet with these employees and review their seating/desk/equipment and on most occasions we can leave them feeling more comfortable. This is not a medically based assessment but one that applies general ergonomics and workstation arrangement principles.

New & Expectant Mothers

The Management of Health & Safety at Work Regulations 1999 includes regulations that protect the health and safety of new and expectant mothers who work. Many women work while they are pregnant and return to work while they are breastfeeding but there are various risks found within workplaces that may be increased for new or expectant mothers - working conditions generally considered acceptable may no longer be so during pregnancy or while breastfeeding.

Personal Emergency Evacuation Plans are required to ensure that the employee has arrangements in place to evacuate safely, having regard to their changing limitations.

We will carry out a risk assessment with expectant mothers and continue the relationship until up to 6 months after their return to work if required. We use full discretion when discussing these regulations as there can be some sensitive or emotional issues attached.

Workplace Health & Safety



Compliance Audits

Employers are obliged to have a Health & Safety Policy Statement and associated documentation if they employ 5 or more people. For a small employer there is a limited requirement for documentation and our aim is to guide them through this process to achieve a manageable quantity of paperwork and procedures that they can then manage themselves. For larger employers, the same applies but the risk levels change and therefore there is more management work involved to reduce or manage those risks.

For new Clients, we offer a FREE Compliance Audit to identify what is required and which documentation is in place or missing. Thereafter we provide a comprehensive periodic review service to ensure that all documentation is being maintained.

Workplace Risk Assessments

Between the Workplace (Health, Safety and Welfare) Regulations 1992 and the Management of Health and Safety at Work Regulations 1999, employers have an obligation to assess the risks to their employees within the workplace, make arrangements and implement necessary measures to reduce the risks identified. Our reporting process is clear and effective to ensure that the Client has a clear understanding of the risks in their workplace and our recommendations in order to remove or reduce those risks. This may include changing work process or providing additional information and/or training.

Workplace Health & Safety

Fire Risk Assessments and Fire Emergency Plans

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) was introduced to repeal previous fire regulations and provides the employer with a responsibility to carry out Fire Risk Assessments for their premises and to prepare a Fire Emergency Plan.

We will carry out the necessary surveys and liaise with the Client to ensure complete understanding of the business and occupation of the premises and provide clear reports to enable the Client to manage the risks directly. These documents must be made available to neighbouring tenants, the Landlord (if applicable) and the local fire authority and must be reviewed regularly.

Personal Emergency Evacuation Plans (PEEPs)

Employers are responsible for ensuring the safe evacuation of disabled persons (both permanent and temporary) as well as expectant mothers. Our PEEPs are compiled with the full involvement of the employee, the Fire Marshal and the Health and Safety Officer to ensure the plan is workable and suitable for those involved.

Property & Facilities Management

Disaster Recovery, Business Continuity and Contingency Planning

Employers are required to ensure that their business is robust enough to be able to manage an emergency that may take them away from their normal workplace and local business market.

PMR Solutions can provide guidance on the most appropriate action to take in the event of an extra-ordinary emergency, the steps to take to ensure that they continue to operate effectively and the process of rehabilitation thereafter.

Property & Facilities Management



Property and Facilities Management

Whether you are an occupier of an entire building or just a small space in a sublet property, PMR Solutions can provide you with Property & Facilities Management support to enable you to focus clearly on your own business activities. With many years in the Property and Facilities industry, we understand the demands and pressures that providing building services can place on an employer.

Inspections

Management or maintenance inspections may seem a simple process but these are often found to be overlooked, despite sometimes being a specific requirement of insurance cover in respect of vacant premises. We can provide the necessary resource to carry out full inspections of both occupied and vacant premises to ensure that they are in good order, safe and secure.

Service Contracts & Service Charges



Service Contracts

Clients can often experience poor service delivery from their suppliers and contractors. The most frequent reason for this is the lack of clear instructions at the start of the contract (timings, frequency, quantities, supervision etc). These must be set out at the point of negotiating the contract with the knowledge of the limitations of that particular market. With our extensive relationships with suppliers we can determine the right supplier or contractor for a specific Client and their premises.

We provide close supervision and control of specifications and quality of service through regular contact and communication with service providers together with the monitoring of all associated documentation to ensure a match to expectations.

Service Contracts & Service Charges

Service Charges

Employers that occupy premises under a lease in a multi-occupied property will normally have an obligation to pay a service charge as a contribution towards the costs incurred by the Landlord to maintain and repair the common parts of the property and the shared services (e.g. lifts, heating, air conditioning, security, fire precautions and utilities etc). Landlords have a responsibility to provide tenants with clear budget and year end information in accordance with the guidelines introduced by the RICS Service Charge Code of Practice.

We can provide comfort to Clients that the Landlord is charging the appropriate proportion for the correct service and liaise with Landlords where necessary.

Leases

Leases and sub-leases impose numerous obligations on Landlord and occupier alike. PMR Solutions can review your lease obligations, helping to ensure that you receive fair value for money, services at a suitable level of quality and that you do not pay excessively to meet your obligations. We are also able to provide advice generally on lease restrictions and strategies to get the best out of your premises including occupational surveys, environmental policy, move strategies and space planning, etc.



Fire Risk Assessments

Workplace Risk Assessments

Facilities Management

Compliance Audits



www.pmrs.eu
enquiries@pmrs.eu
01708 452000