

## General services: anticipating legal risks



IM-8 2 Days (14 Hours)

### Description

Risk analysis and management are increasingly at the heart of every business function. This is therefore the case for General Services managers who are faced with the risks of non-compliance of services entrusted outside the company, monitoring of security measures in the company, distribution of tasks and associated responsibilities between the different functions of the company. Knowledge of a minimum legal framework, the constitution and conservation of evidence, vigilance over areas of responsibility and harm are part of the competence of a General Services manager. This training will provide the tools for reflection and legal management to manage risks.

### Who is this training for ?

#### For whom

Director, responsible for General Services in the private and public sectors. Corporate lawyer required to give advice and anticipate General Services disputes. Consultant assisting the project management of General Services.

#### Prerequisites

- Significant experience in the legal function or in the General Services function.

### Training objectives

- List the cases where liability is brought into play.
- Analyze the risks and manage the evidence.
- List the most sensitive legal points.

### Training program

Prévenir et gérer les risques dans vos locaux

- The safety obligation of the employer.
- The criminal delegation.
- Proof of the identification of risks.
- The consultation of the CHSCT, the CE.
- Examples of legal management: waste management; video surveillance; access for people with reduced mobility.

### Prévenir et gérer le risque avec vos prestataires

- The legal value of the prevention plan.
- Offences linked to hidden work.
- The risks linked to isolated work.
- The personal protective equipment.
- Permitted machines.
- Abnormal neighborhood disturbance linked to the work.

### Prévenir les risques dans les contrats avec les prestataires

- The pre-contractual phase.
- The legal framework for the negotiation.
- The specifications and the response from service providers.
- L 'obligation of information.
- Subcontracting and co-contracting.
- Execution until the end of the contractual relationship.
- The responsibilities of the parties.
- The intellectual property of a service.

### Gérer les risques au cours de la relation contractuelle

- The evolution of commitments and the price during the contract.
- Dispute with a service provider.
- Application of penalties.
- The pre-litigation management of a relationship.
- The implementation of reversibility.
- The development and constitution of evidence.
- Negotiation amicable and other dispute resolution.