|  | **Completed** | **N/A** |
| --- | --- | --- |
| **Determine the areas over which you have direct control** |  |  |
| **Determine the areas over which you have a degree of control or responsibility in conjunction with other parties such as:**   * service risers * roof voids * shared storage facilities |  |  |
| **Ensure that your risk assessment has covered all foreseeable risks and all persons who may be affected by those risks:**   * slips, trips and falls * lighting * welfare facilities * water hygiene * asbestos management * housekeeping * fire safety * use of lifts * use of escalators/ travellators * building security * control of contractors activities * maintenance of the external fabric of the building * lightning protection * access to confined spaces for maintenance contractors, such as roof voids, service tunnels, pits and wells * External areas including: * access roads * service yards * loading bays * car parking provision |  |  |
| **Ensure that the risk assessments include any services and facilities specific to your premises such as:**   * gymnasium * swimming pools * hot desks * reprographic services * communal kitchen/tea points * break out areas * multimedia areas with satellite TV and games consoles * additional RMUs * special events |  |  |
| **Establish your communication plans with tenants, other occupiers and users of the premises** |  |  |
| **Identify who is responsible for what and record it** |  |  |
| **Establish and implement your inspection regimes for the areas over which you have direct control** |  |  |
| **Establish and implement your maintenance regimes for the communal areas and common building plant and equipment** |  |  |
| **Establish your contractor selection, approval and management arrangements** |  |  |
| **Request periodic confirmation from your tenants/service users that they are complying with all relevant health and safety and fire safety legislation and in particular request the significant findings from:**   * Their fire risk assessment in as far as it impacts on other users/occupiers of the property * Their asbestos management plans * Any significant findings from their risk assessment in as far as it impacts on other users/occupiers of the property.   **Disclaimer**  These example forms, checklists and model policies are provided by Hettle Andrews for general guidance on matters of interest. In making these documents available to a general and diverse audience it is not possible to anticipate the requirements or the hazards of any subscriber’s business. Users are therefore advised to carefully evaluate the contents and adapt the forms and checklists to suit the requirements of each situation. Hettle Andrews does not accept any liability whatsoever for injury, damage or other losses which may arise from reliance on this information and the use of these documents.  Copyright of these documents remains with Hettle Andrews and whilst subscribers are permitted to make use of them for their own purposes, permission is not granted for resale of the intellectual property to third parties. |  |  |

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Reviewed August 2015

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