|  | **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.

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Reviewed August 2015

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