* 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/travelators
	+ 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**

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