* 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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