

Communal Areas: Employee Factsheet

Communal areas are any areas over which there is a degree of control, but other parties such as tenants or members of the public may have access.

It is important to understand who has control and what coordination and cooperation needs to be in place to ensure risks are reduced so far as is reasonably practicable and managed effectively.

Good practice

- Determine the areas over which there is a direct or degree of control or responsibility in conjunction with other parties
- Ensure that any risk assessment covers foreseeable risks and all persons who may be affected by those risks
- Ensure that the risk assessments include any services and facilities specific to the premises
- Establish communication plans with tenants, other occupiers and users of the premises
- Identify who is responsible for what and record it
- Establish and implement inspection regimes for the areas over which there is direct control
- Establish and implement maintenance regimes for the communal areas and common building plant and equipment
- Request periodic confirmation from tenants/service users that they are complying with all relevant health and safety and fire safety legislation.

Did you know?

1. Managing agents can be held responsible for tenants obstructing common fire escape routes
2. If there is means of escape that discharges through a neighbouring property you must have a legally binding agreement in place for its use
3. If building services run through tenants' property, they may be communal and under your control
4. Where space is subdivided and sublet each parties' fire risk assessment must consider the impact of the subdivision on their own means of escape.

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