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|  | **Shared Premises Compliance Checklist** |  |

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| **Site:** |  |
| **Address:** |  |
| **Site Representative:** |  |
| **Service:** |  |
| **Report Date:** |  |
| **Prepared By:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Legal requirement/Duty required** | **Who will perform this? (E.g. Occupier, Host Service, Property Services)** | **Responsible person**  **(name and contact number)** | **Who will keep records?**  **(name and contact number)** | **Location?**  **(where and how are records stored)** | **Compliant with current legal requirements Y/N** | **Comments/date implemented** |
| **Asbestos Management** | | | | | | |
| Provide an asbestos survey for the site |  |  |  |  |  |  |
| Carry out any remedial actions from the survey. |  |  |  |  |  |  |
| Label all visible asbestos and maintain labels |  |  |  |  |  |  |
| Visually check condition of asbestos and report damage to landlord |  |  |  |  |  |  |
| Carry out remedial work and manage situations where damage to asbestos has occurred. |  |  |  |  |  |  |
| Inform occupying staff of the presence of asbestos |  |  |  |  |  |  |
| Management of contractors on site |  |  |  |  |  |  |
| **Fire** | | | | | | |
| Provision of fire risk assessments |  |  |  |  |  |  |
| Provision of information on controls needed arising from fire risk assessment |  |  |  |  |  |  |
| Provision and maintenance of fire detection systems |  |  |  |  |  |  |
| Provision and maintenance of appropriate emergency lighting (where fitted) |  |  |  |  |  |  |
| Provision and maintenance of adequate fire signage |  |  |  |  |  |  |
| Weekly fire alarm testing |  |  |  |  |  |  |
| Provision of Fire fighting equipment & checks (Yearly) |  |  |  |  |  |  |
| Fire evacuation procedures (Devising & Communicating) |  |  |  |  |  |  |
| Conducting Fire drills |  |  |  |  |  |  |
| Provision of and training of fire wardens |  |  |  |  |  |  |
| Carrying out a Personal Emergency Evacuation Plan for disabled employee/s (PEEP’s) |  |  |  |  |  |  |
| Provision of Fire Log Book |  |  |  |  |  |  |
| Maintenance of records of fire drills |  |  |  |  |  |  |
| Management & Control of risks associated with the fuel store (All Fuels). Fuel supply replenishment & deliveries. Maintenance checks on fuel store equipment. |  |  |  |  |  |  |
| **First Aid** | | | | | | |
| Has a first aid needs assessment been completed. |  |  |  |  |  |  |
| Have a sufficient number of first aid personnel been identified. |  |  |  |  |  |  |
| Is there signage to indicate first aid personnel and location of first aid box? |  |  |  |  |  |  |
| Has responsibility for checking first aid kit items been identified? |  |  |  |  |  |  |
| **Security** | | | | | | |
| Provision and maintenance of physical security systems on site |  |  |  |  |  |  |
| Opening up and locking up of buildings (where appropriate) |  |  |  |  |  |  |
| Out of hours alarm response |  |  |  |  |  |  |
| Management of signing in procedures for visitors & contractors |  |  |  |  |  |  |
| Provision and maintenance of external lighting |  |  |  |  |  |  |
| Provision of information to Corporate Landlord on proposed change of use of buildings or rooms/building works |  |  |  |  |  |  |
| **Waste (General)** | | | | | | |
| Provision of systems for the removal of waste from buildings (inc arson prevention) |  |  |  |  |  |  |
| **Water** | | | | | | |
| Provision of a Legionella Risk Assessments for the Site |  |  |  |  |  |  |
| Periodic review of risk assessment for Site |  |  |  |  |  |  |
| Undertaking remedial works for Legionella Risk Assessments |  |  |  |  |  |  |
| Management of any circumstances where non-conformances with Legionella legal standards are detected and carrying out rectification works |  |  |  |  |  |  |
| Monitoring and recording of hot and cold water temperatures |  |  |  |  |  |  |
| Identification of little used outlets |  |  |  |  |  |  |
| Recording of location of little used outlets |  |  |  |  |  |  |
| Flushing of little used outlets and recording  (Weekly) |  |  |  |  |  |  |
| Flushing through and cleaning of shower heads and water storage tanks (where necessary) |  |  |  |  |  |  |
| Management of waste water treatment systems |  |  |  |  |  |  |
| **Statutory Inspections** | | | | | | |
| Fixed electrical wiring testing and remedial works arising from the testing |  |  |  |  |  |  |
| Portable appliance testing (PAT) |  |  |  |  |  |  |
| Managing reported defects to the electrical system or equipment |  |  |  |  |  |  |
| Reporting defective electrical equipment or systems |  |  |  |  |  |  |
| Managing the inspection of fixed gas appliances and remedial works |  |  |  |  |  |  |
| Management and maintenance of testing regimes for other fixed equipment (e.g. pressure vessels, lifts etc) |  |  |  |  |  |  |
| Management of testing regimes for other mobile ‘service delivery’ equipment owned by the Occupier |  |  |  |  |  |  |
| **Transport** | | | | | | |
| Set vehicular policies and procedures for site in consultation with Occupiers |  |  |  |  |  |  |
| Provide vehicle management signage, install and maintain. |  |  |  |  |  |  |
| Communication of rules to frontline staff & Visitors |  |  |  |  |  |  |
| Policing vehicular policies and procedures |  |  |  |  |  |  |
| Winter weather gritting (where done) |  |  |  |  |  |  |
| Provision and maintenance of vehicle parking arrangements in consultation with Occupiers |  |  |  |  |  |  |
| **Training Needs** NCC Staff appointed to look after occupier duties may require additional training and this will be particularly true of staff undertaking Fire Warden duties. This document does not require to be reviewed unless any of the above changes. | | | | | | |