

Facilities Management

(Aide memoire & Compliance Checklist.)

Premise: _____ **Date** _____

Contact name and number –

The following documents MUST be held on the premises to ensure compliance with health and safety and fire safety regulations / legislation:

	COMPLIANCE CHECK CARRIED OUT ON THE FOLLOWING:	Yes	No	N/A
1.0	Fire Safety (RRO 2005 Fire Safety)			
1.1	Do you have a current FRA (fire risk assessment) With an action plan.			
1.2	Do you have an EAP (emergency action plan) and a zoned plan of the building showing all emergency exits etc?			
1.3	Do you have an NOP (normal operating procedure)			
1.4	Do you have a Fire Log Book that includes regular entries of :- a Fire Alarm System Tests b Fire Drills / False Alarms c Emergency / break glass call point tests (which are numbered) d Emergency lighting tests e Fire extinguisher operational checks f Dorgard checks (if fitted) g Dry Riser Servicing h Deluge System Checks i Sprinkler System Check / Servicing j Fire Hydrant k Fire Officer visits			
1.5	Have all staff received fire safety training and do you have designated fire marshals / wardens			
1.6	Fire Extinguishers Service Records			
2.0	Asbestos (Control of Asbestos Regs 2012)			
2.1	Do you know how to Access the Asbestos register			



2.2	Do you have an up to date copy of the sites register available for all staff, contractors, and visitors to view if required.			
2.3	Have you got an asbestos plan which includes Emergency procedures / day-to-day management?			
3.0	Electricity (Electricity at Work Regs 1989)			
3.1	Are all portable appliances tested (PAT) with records kept			
3.2	Do you have a copy of your latest fixed electrical testing report			
a	Minor Repair Certificate			
3.3	Do you have a copy of the Emergency Lighting Service Continuation Repair Certificate			
a				
3.4	Generator Testing Reports			
a	Generator Service Contract			
3.5	Kiln Service Contract			
a	Maintenance/Repair Certificate			
3.6	C.D.T Equipment Service Records			
a	Maintenance/Repair Certificate			
3.7	Lightning Protection System test			
4.0	Gas (Gas Safety Installation & Use Regs 1998)			
4.1	Are all gas boilers (plant) heaters and flues serviced annually and have you got copies of all servicing documents.			
a	Landlords Certificate (boiler)			
4.2	Are all oil boilers (plant) serviced annually and have you got copies of all servicing documents.			
a	Service Report			
5.0	Legionella (HASAWA 74,COSHH 2002)			
5.1	Do you have a copy of your Legionella risk assessment (e.g. Aquatreat blue file)			
5.2	Do you have records of any identified controls being carried out.			
a	TMV testing			
b	Chlorination			
c	E-Coli			
6.0	Lifting equipment / Lifts (LOLER 98)			
6.1	Are all hoists and slings <i>used to lift people subject to an examination scheme or "Thorough Examination" every 6 months by a competent Person with 1 check being independent of the other and records kept.</i>			
a	Hoists & Slings			

b	Beds			
6.2	Are all passenger / goods lifts <i>subject to an examination scheme or "Thorough Examination" every 6 months by a competent Person with 1 check being independent of the other And records kept. (to include all vehicle tail lifts)</i>			
a	Passenger Lifts			
b	Stair Lifts			
7.0	L.E.V. (Local Exhaust Ventilation) COSHH 2002			
7.1	Do you have dust, fume, vapour extraction <i>If "Yes" is the LEV equipment subject to a thorough examination a minimum of every 14 months and records kept for 5 years</i>			
a	Service Records			
b	Maintenance Records			
8.0	Commercial Kitchen			
8.1	External Canopy Cleaning (Air Quality Test - AQT)			
8.2	Internal Canopy Cleaning (Grease Reading)			
8.3	ComCat5 (Combined Ovens & Steamers)			
a	Service Report (Landlords Certificate (kitchen)			
b	Maintenance Report			
8.4	Waste Collection of Oils Records			
9.0	Glazing (HS&W Regs 1992)reg14 (EN12600)			
9.1	Do you have any records or file on the glazing fitted on your premises i.e. the fitting of safety film where required and any recently replaced doors or windows that has safety glass fitted			
10.0	Workplace transport (Road Traffic Act 88,91)			
10.1	If you have a site mini bus or if staff use their own cars for work purposes do you ensure staff members are legally authorised to operate them by undertaking the following document checks?			
10.1a	Drivers Licence			
10.1.b	Insurance (for business use)			
10.1.c	M.O.T. (where applicable)			

10.1.d	M.I.D.A.S. training			
10.2	If you have purchased vehicles for site use do you ensure they receive:-			
a	Daily recorded safety checks prior to use with all faults or defects reported and addressed.			
b	Regular servicing and MOT (<i>where applicable</i>) to industry standard by a competent and or qualified person <i>See point 6.2 LOLER 98 Reg (tail lifts, wheel chair lifts) etc.</i>			
	<i>The following points although not a statutory requirement should be addressed to ensure a safe environment is maintained and managed.</i>			
11.0	Traffic management.			
11.1	Have you undertaken a risk assessment of your Site considering the movement and segregation of both vehicles and pedestrians, designated parking areas and a restricted speed limit?. If yes have any traffic management controls been introduced?			
12.0	Outdoor Equipment			
12.1	Do you have outdoor play equipment / apparatus Or Garden Furniture if “YES” is it subject to an inspection regime by a competent and or independent person			
12.2	Do you have a Tree Survey Report			
a	Has all the essential works been carried out			
12.3	If you have Play Equipment do you carry out:			
a	Weekly Inspections			
b	Operational Inspections			
c	Independent Inspection			
13.0	Security Systems			
13.1	Do you have an Intruder Alarm, if yes who provides the			
a	Service Contract			
b	Do you have Police Response			

Signed: _____ Date: / /



Additional preventative and control measures required

**If the risk rating is high please state what additional preventative control measures are required to reduce any risk to a medium or low rating to ensure compliance is achieved*

Premise

Date

Number	Additional preventative and control measures required	Risk Rating

Is monitoring and review required? (if yes please give details)

Signed

Date

Review Date

