

Premises Managers Task List – Please note that this list not exhaustive

TOPIC/ TASK	SCHOOLS/ ALL	FREQUENCY	COMMENTS
Self-Audit			
Annual review H&S self-audit	Schools Only	Annual	To be completed on CIVICA
Legionella			
Legionella annual review	All premises	Annual	To be completed on CIVICA
Legionella hot and cold water temperatures (sentinel outlets)	All premises	Monthly (Corp) Half termly (schools)	See policy HS019
Legionella hot and cold water temperatures (all outlets)	All premises	Annual	See policy HS019
Legionella flushing of little used outlets	All premises	Weekly	See policy HS019
Legionella descaling of shower heads	All premises	Quarterly (Corp) Half termly (Schools)	See policy HS019
Legionella - Spa baths	Certain premises where applicable	Refer to policy	See policy HS019
Legionella – Scalding RA	Certain premises where applicable	Refer to policy	See policy HS019 – can be completed on EEC (schools), B-Safe - Corporate
Legionella - Incoming cold water inlet -The temperature of the incoming cold water inlet should be checked annually .	All premises	Annual	See policy HS019
Premises Managers Training			
Attend Premises Managers Training	All premises	Every 5 years	To be completed on CIVICA – also see policy HS002 and HS031

External Visits Co-ordinator Training			
Attend EVC Training - Delivered to schools / academies that require an External Visits Coordinator (EVC) to monitor and endorse off-site visits and activities as part of their outdoor education programme and in line with recognised school duties and responsibilities.	All Schools	Every 3-5 years	
Safety Glazing			
Safety Glazing Risk Assessment in place	All Schools & some Children's Centre's	Annual	Can be completed on EEC (Schools), B-Safe - corporate
Safety Glazing Annual review	All Schools & some Children's Centre's	Annual	To be completed on CIVICA
Electricity			
PAT Testing	All premises	Schools – 3 years Corp – 2 years. (Some ICT equipment can be tested up to 5 years when justified by a suitable and sufficient risk assessment).	CIVICA requires this info – also see policy HS023
Electrical Visual Inspection	All premises	Annual	See policy HS023
IEE Fixed electrical wiring checks	All premises – will be done by a contractor	Every 5 years	CIVICA requires date of check
Fire			
Fire training for all staff. Mandatory.	All premises	Annual	CIVICA requires this info – also policy HS010
Staff trained to use fire extinguishers. Mandatory.	All premises	Refresh every 3 years	CIVICA requires this info – also see policy HS010
Daily fire safety checklist. Optional.	All premises	Daily	See policy HS010 and Form F10
Weekly fire safety checklist. Optional.	All premises	Weekly	See policy HS010 and Form F10

Weekly fire alarm tests (call points). Mandatory.	All premises	Weekly	See policy HS010 and Form F10
Monthly emergency lighting tests. Mandatory.	All premises	Monthly	See policy HS010 and Form F10
Monthly fire extinguisher checklist. Mandatory.	All premises	Monthly	See policy HS010 and Form F10
6 monthly record of emergency evacuation (fire drill). Mandatory.	All premises	Bi-annually/ Twice a year/ Every 6 months	See policy HS010 and Form F10 CIVICA also requires this info
Escape routes. Mandatory.	All premises	Annual	See policy HS010 and Form F10 CIVICA also requires this info
Fire alarm system & detection: annual repair and maintenance. Mandatory.	All premises – will be done by a contractor	Annual	CIVICA requires date of check
Emergency lighting: annual repair and maintenance. Mandatory.	All premises – will be done by a contractor	Annual	CIVICA requires date of check
Fire extinguisher: annual repair and maintenance. Mandatory.	All premises – will be done by a contractor	Annual	CIVICA requires date of check
Boiler: annual repair and maintenance. Mandatory.	All premises – will be done by a contractor	Annual	CIVICA requires date of check
Arson policy. Mandatory.	All premises	Risk based	See policy HS010 , Arson Policy and Arson Checklist
PEEP's. Mandatory if applicable.	As required	Risk based	See policy HS010 , PEEP guidance 7 proforma
Hot works permit. Mandatory.	As required	Risk based	See policy HS010 & hot works guidance
Fire Risk Assessment Annual review. Mandatory.	All premises	Annual	To be completed on CIVICA
Evacuation Chairs			
Formal inspection/service.	All premises which have evac chairs	Annual	
Visual check carried out by a responsible person.	All premises which have evac chairs	Every 6 months	

Asbestos			
Asbestos annual review (this also includes the annual visual check)	All premises (who have asbestos)	Annual	To be completed on CIVICA
Local asbestos management plan	All premises (who have asbestos)	Immediate and then annually	See policy HS021 and Form F21a
H&S induction for staff to premise including areas containing asbestos	All premises (who have asbestos)	Immediate	See policy HS021
Asbestos Awareness Training	All premises (who have asbestos)	On appointment and every two years	See policy HS021
Asbestos Management Surveys	All premises	Every 5 years	See policy HS021
Workplace			
Workplace Health, Safety and Welfare Checklist	All premises	Risk based	See policy HS020 and Form F20
Food Hygiene Training	All premises (who have to prepare and handle food)	Levels are based upon the standards dictated in the food safety policy	See Food Safety Policy
Lifts and Hoists			
Passenger Lifts and Hoists	All premises – will be done by a contractor	Six monthly	Records to kept locally
Goods Lifts	All premises – will be done by a contractor	Annual	Records to be kept locally
Radon			
Radon monitoring (where applicable) Premises in an area of high radon gas are part of a rolling programme organised by Strategic Asset Management (Property).	Premises in an area of high radon gas emissions.	Dependent on levels.	See policy HS 039 Contact: FMcontractmanagement@somerset.gov.uk

Risk assessments			
<p>Premises related RA's</p> <p>Topics include:</p> <ul style="list-style-type: none"> • Risk assessment (HS004/F04) • First aid (HS012/ F12) • COSHH (HS008/F08) • Manual Handling (HS026/ F26a/ F26b) • Housekeeping/ cleaning • Traffic management • Seasonal arrangements to include "autumn/winter/high winds/gales" (autumn inspecting blocked guttering/drains, winter snow & ice, High Winds inspecting trees, gates/fences/roofs) • Slips/ trips & falls (HS025) • Work related violence (HS011) • Critical incidents (HS038/ F38) • Handling Sharps (HS007/ F07) • Shared use/ partnership agreements (HS035) • Hire/ rental agreements (HS035) • Work at height (HS027) • Lone working (HS009/ F09) • Security • Managing contractors (HS032) • Environmental factors e.g. heating/ lighting etc. (HS020/ F20) 	All premises	Annual	<p>Schools: to be completed on EEC. The Burgundy Pack Programme for Risk Assessment document provides further detail on where these assessments can be found.</p> <p>Corporate: Please use B-Safe to complete all relevant risk assessments</p>

