



Markets Manual Key Information sheet: 5



BUILDING RESPONSIBLE OFFICER'S/ PROPERTY MANAGEMENT

This document must identify the Responsible Person(s) and/or the person delegated to undertake the duties listed below. These duties are required by legislation and/or Council policy.

Area of Responsibility	Responsible Person	Delegated Duty Holder	Duty/Responsibility	Training Courses & Sources of Information
Asbestos			<ul style="list-style-type: none"> ▪ Ensure that quarterly asbestos monitoring takes place and copy sent to Corporate Asbestos Coordinator. ▪ Maintain systems for dealing with contractors including provision of information from the asbestos survey. 	<input type="checkbox"/> Asbestos Awareness training course
			<ul style="list-style-type: none"> ▪ Undertake quarterly asbestos monitoring and keep records ▪ Send copy of return to Corporate Asbestos Coordinator. 	<input type="checkbox"/> Asbestos Awareness training course
Water Hygiene			<ul style="list-style-type: none"> ▪ Ensure checks and inspections completed in accordance with Site Log Book and copy sent to Water Hygiene Coordinator ▪ Ensure Site Log Book maintained 	<input type="checkbox"/> Water Hygiene (Mgmt) training course <input type="checkbox"/> Water Hygiene Guidance No. 56
			<ul style="list-style-type: none"> ▪ Complete monthly temperature monitoring ▪ Send copy of temperature monitoring to Water Hygiene Coordinator ▪ Clean showerheads, taps, etc ▪ Flush underused outlets 	<input type="checkbox"/> Water Hygiene (Mgmt) training course <input type="checkbox"/> Water Hygiene Guidance No. 56

Area of Responsibility	Responsible Person	Delegated Duty Holder	Duty/Responsibility	Training Courses & Sources of Information
Electricity			<ul style="list-style-type: none"> ▪ Monitor that a Fixed Installation Inspection & Test is completed for the property every 3-5 years ▪ Ensure Portable Electrical Appliance testing completed in all areas of property and records maintained ▪ Ensure all electrical defects reported to Property Services Helpdesk ▪ Ensure all electrical appliances are maintained and in good condition 	<ul style="list-style-type: none"> <input type="checkbox"/> Statutory Inspections & Maintenance training course <input type="checkbox"/> 'Portable Electrical Equipment – Testing and Inspection'
			<ul style="list-style-type: none"> ▪ Ensure that a Fixed Installation Inspection & Test is completed for the property every 3-5 years and records maintained ▪ Ensure that remedial works from this inspection are completed as necessary 	<ul style="list-style-type: none"> <input type="checkbox"/> Statutory Inspections & Maintenance training course <input type="checkbox"/> IEE Wiring Regulations (BS 7671)
			<ul style="list-style-type: none"> ▪ Ensure Portable Electrical Appliance testing completed in your area and records maintained ▪ Ensure Portable Electrical Appliances in your area are suitably labelled 	<ul style="list-style-type: none"> <input type="checkbox"/> Statutory Inspections & Maintenance training course <input type="checkbox"/> 'Portable Electrical Equipment – Testing and Inspection'
Gas			<ul style="list-style-type: none"> ▪ Ensure regular maintenance of all gas equipment takes place and keep records ▪ Ensure annual safety checks take place on all gas equipment ▪ Ensure all gas defects reported to Property Services Helpdesk ▪ Ensure emergency procedures in place for gas leaks, etc. 	<ul style="list-style-type: none"> <input type="checkbox"/> Statutory Inspections & Maintenance training course <input type="checkbox"/> L56 ACOP 'Safety in the Installation and Use of Gas Systems and Appliances'
			<ul style="list-style-type: none"> ▪ Ensure all gas equipment is regularly maintained as appropriate ▪ Ensure that all gas equipment receives an annual safety check ▪ Ensure that only Gas Safe accredited contractors are used for this work ▪ Ensure that suitable records are maintained for all work 	<ul style="list-style-type: none"> <input type="checkbox"/> Statutory Inspections & Maintenance training course <input type="checkbox"/> L56 ACOP 'Safety in the Installation and Use of Gas Systems and Appliances'

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Lifts			<ul style="list-style-type: none"> ▪ Ensure regular maintenance of all lifts (incl. disabled) takes place & keep records ▪ Ensure 6 monthly statutory inspections of all lifts takes place & keep records 	<input type="checkbox"/> Statutory Inspections & Maintenance training course
			<ul style="list-style-type: none"> ▪ Ensure all lifts (incl. disabled) are regularly maintained ▪ Ensure all lifts receive a 6 mthly statutory inspection and certificates kept on file 	<input type="checkbox"/> Statutory Inspections & Maintenance training course <input type="checkbox"/> L113 ACOP 'Safe Use of Lifting Equipment'
Fire Alarms & Emergency Lighting			<ul style="list-style-type: none"> ▪ Ensure daily/weekly checks of fire alarm take place & recorded in Fire Log Book ▪ Ensure regular maintenance of fire alarm takes place & keep records ▪ Ensure regular maintenance of emergency lighting takes place & keep records ▪ Ensure Fire Log Book kept up to date 	<input type="checkbox"/> Statutory Inspections & Maintenance training course <input type="checkbox"/> Fire Risk Assessment training course <input type="checkbox"/> H M Gov Guidance 'Fire Safety Risk Assessment' - various
			<ul style="list-style-type: none"> ▪ Ensure fire alarm system is regularly maintained as appropriate ▪ Ensure emergency lighting is regularly maintained as appropriate 	
Fire Fighting Equipment (Fire Extinguishers, Fire Blankets, etc)			<ul style="list-style-type: none"> ▪ Ensure periodic checks of fire fighting equipment takes place & recorded in Fire Log Book ▪ Ensure regular maintenance of fire fighting equipment takes place & keep records ▪ Ensure Fire Log Book kept up to date 	<input type="checkbox"/> Statutory Inspections & Maintenance training course <input type="checkbox"/> Fire Risk Assessment training course <input type="checkbox"/> H M Gov Guidance 'Fire Safety Risk Assessment' - various
			<ul style="list-style-type: none"> ▪ Ensure fire fighting equipment is maintained on an annual basis 	
			<ul style="list-style-type: none"> ▪ Undertake periodic checks of fire fighting equipment 	
Fire Signage & Means of Escape (Fire Doors, Shutters, Staircases, etc)			<ul style="list-style-type: none"> ▪ Ensure suitable & sufficient Fire Risk Assessment in place for the property ▪ Ensure all fire exit signs are in place to comply with HMG Guidance ▪ Ensure periodic checks & all necessary maintenance of fire escape routes takes 	<input type="checkbox"/> Statutory Inspections & Maintenance training course <input type="checkbox"/> Fire Risk Assessment training course <input type="checkbox"/> H M Gov Guidance 'Fire Safety Risk Assessment' - various

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			<ul style="list-style-type: none"> place & record in Fire Log Book ▪ Ensure suitable emergency procedures in place (incl. fire marshalls, evac-chairs, PEEPs, etc) and periodically tested ▪ Ensure Fire Log Book kept up to date 	
Ventilation (Fume Cupboards, LEV, Mechanical Ventilation, etc)			<ul style="list-style-type: none"> ▪ Ensure regular maintenance of LEV and other ventilation takes place & records kept ▪ Ensure 14 monthly statutory Thorough Examination & Test of all LEV systems takes place & keep records 	<input type="checkbox"/> Statutory Inspections & Maintenance training course <input type="checkbox"/> L5 ACOP 'Control of Substances Hazardous to Health' <input type="checkbox"/> HSG37 'An Introduction to Local Exhaust Ventilation'
			<ul style="list-style-type: none"> ▪ Ensure LEV and other ventilation is regularly maintained as appropriate ▪ Ensure all LEV systems receive a 14 mthly statutory Thorough Examination & Test and certificates kept on file 	
Air Conditioning Systems			<ul style="list-style-type: none"> ▪ Ensure regular maintenance of all air conditioning systems takes place & records kept 	<input type="checkbox"/> L24 ACOP 'Workplace Health, Safety and Welfare'
			<ul style="list-style-type: none"> ▪ Ensure all air conditioning systems are regularly maintained & keep records 	
Glazing			<ul style="list-style-type: none"> ▪ Ensure an assessment of all glazing in the property completed to ensure compliance with Workplace (HSW) Regulations ▪ Ensure all defects are reported to Property Help Desk and remedial works completed 	<input type="checkbox"/> L24 ACOP 'Workplace Health, Safety and Welfare' <input type="checkbox"/> Parts M & N of Building Regulations
			<ul style="list-style-type: none"> ▪ Undertake an assessment of all glazing in the property to ensure compliance with Workplace (HSW) Regulations ▪ Ensure all defects are reported to Property Help Desk and remedial works completed 	
Lighting (Internal & External)			<ul style="list-style-type: none"> ▪ Ensure all lighting is suitable and sufficient for activities carried out ▪ Ensure all defects are reported to Property Help Desk and remedial works completed 	<input type="checkbox"/> L24 ACOP 'Workplace Health, Safety and Welfare' <input type="checkbox"/> CIBSE Lighting Guides - various
			<ul style="list-style-type: none"> ▪ Ensure all lighting in your area is suitable 	

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			and sufficient for activities carried out <ul style="list-style-type: none"> ▪ Ensure all defects are reported to Property Help Desk and remedial works completed 	
Maintenance of Internal Areas (Doors, Gates, Fixtures & Fittings, etc)			<ul style="list-style-type: none"> ▪ Ensure all internal areas of the property are maintained in a safe condition ▪ Ensure all defects are reported and that appropriate remedial works take place 	<input type="checkbox"/> L24 ACOP 'Workplace Health, Safety and Welfare' <input type="checkbox"/> Parts A to P of Building Regulations
			<ul style="list-style-type: none"> ▪ Ensure all reported defects are actioned and contractors commissioned to undertake appropriate remedial works 	
Maintenance of External Areas (Structure, Roof, Access Routes, Car Parks, Boundaries, etc)			<ul style="list-style-type: none"> ▪ Ensure all external areas of the property are maintained in a safe condition ▪ Ensure all defects are reported and that appropriate remedial works take place 	<input type="checkbox"/> L24 ACOP 'Workplace Health, Safety and Welfare' <input type="checkbox"/> Parts A to P of Building Regulations
			<ul style="list-style-type: none"> ▪ Ensure all reported defects are actioned and contractors commissioned to undertake appropriate remedial works 	
Welfare Facilities (Toilets, Kitchens, etc)			<ul style="list-style-type: none"> ▪ Ensure suitable and sufficient welfare facilities are provided as appropriate to the nature of the property ▪ Ensure all welfare facilities are maintained and defects reported as necessary 	<input type="checkbox"/> L24 ACOP 'Workplace Health, Safety and Welfare' <input type="checkbox"/> Part G of Building Regulations
			<ul style="list-style-type: none"> ▪ Ensure all reported defects are actioned and contractors commissioned to undertake appropriate remedial works 	
Heating Boilers & Equipment (Gas, Oil, LPG, etc)			<ul style="list-style-type: none"> ▪ Ensure regular maintenance of all boilers or other heating equipment takes place & records kept ▪ Ensure all relevant statutory inspections take place (as detailed above) ▪ Ensure all defects are reported and that appropriate remedial works take place 	<input type="checkbox"/> L56 ACOP 'Safety in the Installation and Use of Gas Systems and Appliances'
			<ul style="list-style-type: none"> ▪ Ensure all reported defects are actioned 	

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			and contractors commissioned to undertake appropriate remedial works	
Building Cleaning			<ul style="list-style-type: none"> ▪ Ensure all internal areas of the property are regularly cleaned as necessary ▪ Undertake periodic inspections of the property to ensure that it is being maintained in a clean condition 	<input type="checkbox"/> L24 ACOP 'Workplace Health, Safety and Welfare'
			<ul style="list-style-type: none"> ▪ Ensure all internal areas of the property are regularly cleaned in accordance with the client's requirements and specified schedules 	
Waste Disposal			<ul style="list-style-type: none"> ▪ Ensure all dustbins, waste bins, etc are emptied on a regular basis ▪ Ensure all waste is removed from the property in accordance with LCC Environmental Policy and relevant legislation (EPA, etc) 	<input type="checkbox"/> L24 ACOP 'Workplace Health, Safety and Welfare'
			<ul style="list-style-type: none"> ▪ Ensure all dustbins, waste bins, etc are emptied on a regular basis 	
Lightning Conductors			<ul style="list-style-type: none"> ▪ Ensure periodic inspection of lightning conductor takes place & records kept 	<input type="checkbox"/> BS6651 'Code of Practice for Protection of Structures against Lightning'
			<ul style="list-style-type: none"> ▪ Ensure lightning conductor receives a periodic inspection and certificate kept on file 	
Pest Control (Birds, Rodents, Wasps, Bees, etc)			<ul style="list-style-type: none"> ▪ Ensure suitable measures taken to keep the property free from pests 	<input type="checkbox"/> MISC515 'Urban Rodent Control and the Safe Use of Rodenticides.' <input type="checkbox"/> INDG276 'Feral Honey Bees'
			<ul style="list-style-type: none"> ▪ Undertake suitable measures to keep the property free from pests 	

Area of Responsibility	Responsible Person	Delegated Duty Holder	Duty/Responsibility	Training Courses & Sources of Information
Security (Intruder Alarms & CCTV)			<ul style="list-style-type: none"> ▪ Ensure regular maintenance of intruder alarm takes place & records kept ▪ Ensure regular maintenance of CCTV system takes place & records kept 	<input type="checkbox"/> CCTV Code of Practice
			<ul style="list-style-type: none"> ▪ Ensure intruder alarm is regularly maintained as appropriate ▪ Ensure CCTV system is regularly maintained as appropriate 	
Incident Reporting			<ul style="list-style-type: none"> ▪ Ensure SO2 Incident Report Form is completed for all accidents, incidents, etc ▪ Ensure all RIDDOR incidents are reported to CHSU immediately ▪ Ensure all incidents are investigated as appropriate 	<input type="checkbox"/> Accident Investigation training course <input type="checkbox"/> L73 'A guide to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations'
			<ul style="list-style-type: none"> ▪ 	
Plant & Machinery (e.g. Machinery, Powered Doors, Vehicles, Compactors, Tools & Equipment)			<ul style="list-style-type: none"> ▪ Ensure regular maintenance of all plant & machinery takes place & records kept ▪ Ensure all defects are reported and that appropriate remedial works take place 	<input type="checkbox"/> L22 ACOP 'Safe Use of Work Equipment' <input type="checkbox"/> INDG291 'A Simple Guide to the Provision and Use of Work Equipment Regulations'
			<ul style="list-style-type: none"> ▪ Ensure all reported defects are actioned and contractors commissioned to undertake appropriate remedial works 	
First Aid			<ul style="list-style-type: none"> ▪ Ensure First Aid Risk Assessment is completed for the premises ▪ Ensure appropriate number of trained First Aiders/Appointed Persons in premises 	<input type="checkbox"/> L74 ACOP 'First Aid at Work. The Health & Safety (First Aid) Regulations 1981' <input type="checkbox"/> INDG214 'First Aid at Work: Your Questions Answered'
			<ul style="list-style-type: none"> ▪ Ensure First Aid Risk Assessment is completed for the premises ▪ Ensure appropriate number of trained First Aiders/Appointed Persons in premises 	

ADDENDUM: There are other areas which may be applicable to the above property and these are listed below. Those that apply should be moved into the main body of the table.

Area of Responsibility	Responsible Person	Delegated Duty Holder	Duty/Responsibility	Training Courses & Sources of Information
Gas Cylinders (LPG & similar)			<ul style="list-style-type: none"> ▪ Ensure periodic checks and regular maintenance of all gas equipment takes place and keep records ▪ Ensure all cylinders are stored in accordance with HSE/Industry guidance ▪ Ensure emergency procedures in place for gas leaks, etc. 	<ul style="list-style-type: none"> <input type="checkbox"/> HSG139 'The Safe Use of Compressed Gases in Welding, Flame Cutting and Allied Processes' <input type="checkbox"/> INDG327 'Take Care With Acetylene' <input type="checkbox"/> INDG297 'Safety in Gas Welding, Cutting & Similar Processes' <input type="checkbox"/> CS4 'The Keeping of LPG in Cylinders' <input type="checkbox"/> BCGA GN2 'Guidance for the Storage of Gas Cylinders in the Workplace'
			<ul style="list-style-type: none"> ▪ Undertake periodic checks of all gas equipment and storage 	
Ladders (Fixed & Portable)			<ul style="list-style-type: none"> ▪ Ensure periodic inspections of all fixed & portable ladders takes place and records kept ▪ Ensure all fixed and portable ladders are maintained in good condition as necessary 	<ul style="list-style-type: none"> <input type="checkbox"/> Work at Height training course <input type="checkbox"/> INDG402 'Safe Use of Ladders and Stepladders'
			<ul style="list-style-type: none"> ▪ Undertake periodic checks of all fixed and portable ladders & keep records 	
Hazardous Chemicals (Substances Hazardous to Health & Flammables, etc)			<ul style="list-style-type: none"> ▪ Ensure all hazardous chemicals are stored in suitable locations, including separation as appropriate ▪ Ensure all storage locations are suitably identified c/w hazard warning symbols ▪ Ensure procedures are in place for emergency situations, i.e. spillages, leaks 	<ul style="list-style-type: none"> <input type="checkbox"/> L5 ACOP 'Control of Substances Hazardous to Health' <input type="checkbox"/> INDG227 'Safe Working with Flammable Substances' <input type="checkbox"/> COSHH Risk Assessment & COSHH Awareness training courses
			<ul style="list-style-type: none"> ▪ Ensure all hazardous chemicals are stored in suitable locations, including separation as appropriate ▪ Ensure all storage locations are suitably identified c/w hazard warning symbols ▪ Ensure procedures are in place for emergency situations, i.e. spillages, leaks 	