

# Building Responsible Officers/ 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
<b>Asbestos</b>			<ul style="list-style-type: none"> <li>▪ Ensure that quarterly asbestos monitoring takes place and copy sent to Corporate Asbestos Coordinator.</li> <li>▪ Maintain systems for dealing with contractors including provision of information from the asbestos survey.</li> </ul>	<input type="checkbox"/> Asbestos Awareness training course
			<ul style="list-style-type: none"> <li>▪ Undertake quarterly asbestos monitoring and keep records</li> <li>▪ Send copy of return to Corporate Asbestos Coordinator.</li> </ul>	<input type="checkbox"/> Asbestos Awareness training course
<b>Water Hygiene</b>			<ul style="list-style-type: none"> <li>▪ Ensure checks and inspections completed in accordance with Site Log Book and copy sent to Water Hygiene Coordinator</li> <li>▪ Ensure Site Log Book maintained</li> </ul>	<input type="checkbox"/> Water Hygiene (Mgmt) training course <input type="checkbox"/> Water Hygiene Guidance No. 56
			<ul style="list-style-type: none"> <li>▪ Complete monthly temperature monitoring</li> <li>▪ Send copy of temperature monitoring to Water Hygiene Coordinator</li> <li>▪ Clean showerheads, taps, etc</li> <li>▪ Flush underused outlets</li> </ul>	<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
<b>Electricity</b>			<ul style="list-style-type: none"> <li>▪ Monitor that a Fixed Installation Inspection &amp; Test is completed for the property every 3-5 years</li> <li>▪ Ensure Portable Electrical Appliance testing completed in all areas of property and records maintained</li> <li>▪ Ensure all electrical defects reported to Property Services Helpdesk</li> <li>▪ Ensure all electrical appliances are maintained and in good condition</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Statutory Inspections &amp; Maintenance training course</li> <li><input type="checkbox"/> 'Portable Electrical Equipment – Testing and Inspection'</li> </ul>
			<ul style="list-style-type: none"> <li>▪ Ensure that a Fixed Installation Inspection &amp; Test is completed for the property every 3-5 years and records maintained</li> <li>▪ Ensure that remedial works from this inspection are completed as necessary</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Statutory Inspections &amp; Maintenance training course</li> <li><input type="checkbox"/> IEE Wiring Regulations (BS 7671)</li> </ul>
			<ul style="list-style-type: none"> <li>▪ Ensure Portable Electrical Appliance testing completed in your area and records maintained</li> <li>▪ Ensure Portable Electrical Appliances in your area are suitably labelled</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Statutory Inspections &amp; Maintenance training course</li> <li><input type="checkbox"/> 'Portable Electrical Equipment – Testing and Inspection'</li> </ul>
<b>Gas</b>			<ul style="list-style-type: none"> <li>▪ Ensure regular maintenance of all gas equipment takes place and keep records</li> <li>▪ Ensure annual safety checks take place on all gas equipment</li> <li>▪ Ensure all gas defects reported to Property Services Helpdesk</li> <li>▪ Ensure emergency procedures in place for gas leaks, etc.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Statutory Inspections &amp; Maintenance training course</li> <li><input type="checkbox"/> L56 ACOP 'Safety in the Installation and Use of Gas Systems and Appliances'</li> </ul>
			<ul style="list-style-type: none"> <li>▪ Ensure all gas equipment is regularly maintained as appropriate</li> <li>▪ Ensure that all gas equipment receives an annual safety check</li> <li>▪ Ensure that only Gas Safe accredited contractors are used for this work</li> <li>▪ Ensure that suitable records are maintained for all work</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Statutory Inspections &amp; Maintenance training course</li> <li><input type="checkbox"/> L56 ACOP 'Safety in the Installation and Use of Gas Systems and Appliances'</li> </ul>

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

Area of Responsibility	Responsible Person	Delegated Duty Holder	Duty/Responsibility	Training Courses & Sources of Information
			<ul style="list-style-type: none"> <li>place &amp; record in Fire Log Book</li> <li>▪ Ensure suitable emergency procedures in place (incl. fire marshalls, evac-chairs, PEEPs, etc) and periodically tested</li> <li>▪ Ensure Fire Log Book kept up to date</li> </ul>	
<b>Ventilation</b> (Fume Cupboards, LEV, Mechanical Ventilation, etc)			<ul style="list-style-type: none"> <li>▪ Ensure regular maintenance of LEV and other ventilation takes place &amp; records kept</li> <li>▪ Ensure 14 monthly statutory Thorough Examination &amp; Test of all LEV systems takes place &amp; keep records</li> </ul>	<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"> <li>▪ Ensure LEV and other ventilation is regularly maintained as appropriate</li> <li>▪ Ensure all LEV systems receive a 14 mthly statutory Thorough Examination &amp; Test and certificates kept on file</li> </ul>	
<b>Air Conditioning Systems</b>			<ul style="list-style-type: none"> <li>▪ Ensure regular maintenance of all air conditioning systems takes place &amp; records kept</li> </ul>	<input type="checkbox"/> L24 ACOP 'Workplace Health, Safety and Welfare'
			<ul style="list-style-type: none"> <li>▪ Ensure all air conditioning systems are regularly maintained &amp; keep records</li> </ul>	
<b>Glazing</b>			<ul style="list-style-type: none"> <li>▪ Ensure an assessment of all glazing in the property completed to ensure compliance with Workplace (HSW) Regulations</li> <li>▪ Ensure all defects are reported to Property Help Desk and remedial works completed</li> </ul>	<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"> <li>▪ Undertake an assessment of all glazing in the property to ensure compliance with Workplace (HSW) Regulations</li> <li>▪ Ensure all defects are reported to Property Help Desk and remedial works completed</li> </ul>	
<b>Lighting</b> (Internal & External)			<ul style="list-style-type: none"> <li>▪ Ensure all lighting is suitable and sufficient for activities carried out</li> <li>▪ Ensure all defects are reported to Property Help Desk and remedial works completed</li> </ul>	<input type="checkbox"/> L24 ACOP 'Workplace Health, Safety and Welfare' <input type="checkbox"/> CIBSE Lighting Guides - various
			<ul style="list-style-type: none"> <li>▪ Ensure all lighting in your area is suitable</li> </ul>	

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

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

Area of Responsibility	Responsible Person	Delegated Duty Holder	Duty/Responsibility	Training Courses & Sources of Information
<b>Security</b> (Intruder Alarms & CCTV)			<ul style="list-style-type: none"> <li>▪ Ensure regular maintenance of intruder alarm takes place &amp; records kept</li> <li>▪ Ensure regular maintenance of CCTV system takes place &amp; records kept</li> </ul>	<input type="checkbox"/> CCTV Code of Practice
			<ul style="list-style-type: none"> <li>▪ Ensure intruder alarm is regularly maintained as appropriate</li> <li>▪ Ensure CCTV system is regularly maintained as appropriate</li> </ul>	
<b>Incident Reporting</b>			<ul style="list-style-type: none"> <li>▪ Ensure SO2 Incident Report Form is completed for all accidents, incidents, etc</li> <li>▪ Ensure all RIDDOR incidents are reported to CHSU immediately</li> <li>▪ Ensure all incidents are investigated as appropriate</li> </ul>	<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"> <li>▪</li> </ul>	
<b>Plant &amp; Machinery</b> (e.g. Machinery, Powered Doors, Vehicles, Compactors, Tools & Equipment)			<ul style="list-style-type: none"> <li>▪ Ensure regular maintenance of all plant &amp; machinery takes place &amp; records kept</li> <li>▪ Ensure all defects are reported and that appropriate remedial works take place</li> </ul>	<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"> <li>▪ Ensure all reported defects are actioned and contractors commissioned to undertake appropriate remedial works</li> </ul>	
<b>First Aid</b>			<ul style="list-style-type: none"> <li>▪ Ensure First Aid Risk Assessment is completed for the premises</li> <li>▪ Ensure appropriate number of trained First Aiders/Appointed Persons in premises</li> </ul>	<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"> <li>▪ Ensure First Aid Risk Assessment is completed for the premises</li> <li>▪ Ensure appropriate number of trained First Aiders/Appointed Persons in premises</li> </ul>	

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