**Stewardship of Premises – Functions and Organisation**

This form is intended to enable managers, including those new to a building, to make an assessment of the required arrangements. It is designed to identify building issues, highlight those persons nominated to manage or coordinate them and detail the procedural arrangements to be followed. As well as this initial assessment the form should be used to reassess circumstances, if and when they change. **The roles listed are likely to require appropriate training, this may be initial or refresher training.**

|  |  |
| --- | --- |
| **Establishment Name:** |  |
| **Address**: |  |

|  |  |  |
| --- | --- | --- |
| **No** | **Role** | **Name, Position & Contact Details** |
| **1.** | **Establishment Lead Officer** |  |
| **2.** | **Establishment Deputy Officer** |  |
| **3.** | **Key Holder:** |  |
| **4.** | **Fire Warden(s)** |  |
| **5.** | **Evacuation Chair Operator(s)**(Where applicable) |  |
| **6.** | **First Aider(s)** |  |
| **7.** | **Safety Co-ordinator** |  |

**Stewardship of Premises – Details of Issues and Procedures**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Issue** | **Is there a procedure in place?** | **Details of Procedure and Summary of Further** **Action Required** |
| **8.** | **Induction of New Starters** |  |  |
| **9.** | **Receiving and Hosting Visitors** |  |  |
| **10.** | **Receiving and Hosting Contractors:**(including completion of HSC1 forms) |  |  |
| **11.** | **Plant and Equipment Checks**(Required as part of a statutory inspection testing programme, such as water hygiene, fire extinguishers, lifting equipment etc) |  |  |
| **12.** | **Lone Working** (refer to risk assessments or safe working procedures) |  |  |
| **13.** | **Safe Access and Egress**(including parking, traffic management arrangements, gritting plans etc) |  |  |
| **14.** | **Emergency Preparedness**(including fire procedures, first aid and use of evac chairs) |  |  |
| **15.** | **Receipt and Storage of Bulk Deliveries** |  |  |
| **16.** | **Membership of the Building User Group**(Where applicable) |  | (Identify names of Chair and members) |