

Compliance Specific Action Plan

Description	Requirement	Frequency	Records Required	Control in place	Action needed	Who to Action	Comp Date/Priority	Next Test	Notes
Control of Legionella	Hot and cold water temperature testing	Monthly	Schematic diagrams; risk assessments; water temperature logs; records of cleaning and inspection; dosing and inspection records	There is a contract through R&M Contractor for the management of the water systems. There is a manual detailing the a water risk assessment and management plan	1) The water risk assessment to be inspected and checked to be up to date	FM	P1 Completed		Completed
	Flow and return temps at calorifiers	Monthly			2) The PPM schedules to be inspected and confirmed to be up to date. Henley Water	FM	Henley Water 2008	2009	Completed
	Cold water tank temps	6 monthly			3) GAP analysis and action plans to be developed as appropriate from 1 & 2 above.	FM	P2	2009	Have actions been completed as recommended: RMC Chased 10/11/09
	Water temperatures at all taps	Annually							
	Inspection, cleaning and disinfection of water tanks and calorifiers	Annually							
	Cooling towers and spray humidifiers:								
	* biocide dosing checks	Monthly							
	* system cleaned and disinfected	6 monthly							
Gas safety	Inspection of gas boilers and safety devices (PRVs, shut off valves etc)	Annually	Annual inspection certificates (CORGI); gas schematic diagrams	Detailed works on the gas systems were carried out last year by R&M Contractor	1) Review with the R&M Contractor that the action identified have all been completed.	FM	P1		Delaps report identifies value of works required
	Inspection of gas distribution pipework	Annually			2) Check that the gas fired equipment asset register is up to date.	FM	P1		Detailed asset register obtained.
	Gas schematics (where incoming main >2") and isolation signage	Annually			3) Check that schematics are in place and emergency isolation valves are clearly identified.	FM	P1		Part of delaps report identifies value of works required
	Gas fired appliances - test and inspection	Annually			4) Check that adequate PPM is in place and that it is up to date.	FM	P2		Part of FM contract works
Fire safety	Fire risk assessment completed for site (or part thereof) where FM are responsible person	Annually	Fire risk assessment; weekly and annual test records; fire extinguisher test certificate; fire safety log; evacuation report	There is a Fire Risk Assessment completed for the site dated August 2006. There is pumped fire main system, sprinklers, fire panels and voice evacuation systems across the site	1) The current FRA needs to be reviewed, updated and brought up to the new style format	FMC with FM	P1: Completed		Complete
	Visual inspection of fire alarm panels to ensure no fault indicated	Daily / weekly			2) PPM schedules to be checked to be up to date.	FMC with FM	P1: Work in progress with MLB		Delaps survey completed and being costed
	Weekly activation of break glass call points to test alarm (note: rotate call points tested to ensure each is covered within a 13 week period)	Weekly			3) The fire safety management system and operational procedures to be collated in a package.	FMC with FM	P1: Work in progress		Draft Fire Emergency Plan issued Nov 09
	Fire door closing mechanisms	Monthly			4) The training of staff supporting the FMS at (3) to reviewed and action agreed.	FMC with FM	P1: Work in progress		Training Plan in draft being implemented
	Fire escape routes clear and final exit doors unobstructed and operational	Monthly			5) Improved induction processes for the site to be developed	FMC with FM	P1		Draft document issued Nov09
	Testing and inspection of smoke / heat detector heads	Annually			6) A review of the areas of site not covered with fire evacuation to be carried out and action agreed	FMC with FM	P2		CAPEX bid made for 2010
	Fire extinguisher testing and inspection	Annually			7) The issues of call out by the brigade to be reviewed and action agreed to reduce incidents where practical	FMC with FM	P1: Contact made		Continue to manage
	Fire damper operational (fault check at panel)	Weekly			8) Action plan to be developed to address the poor state of the underground ductile iron fire main and the leakage problems	FMC with FM	P1		PBPR Bid made for CAPEX 2010
	Sprinkler sets and water pumps (diesel and jockey)	Weekly & Annually			9) Capital programme to be developed to address the longer term issues of the age and condition of the services	FMC with FM	P2		PBPR Bid made for CAPEX 2010
	Fire hose reels - service and inspection	Annually			10) Address problem with leak and reinstate the underground fire main back to operations	FMC with FM	P1: Work in completed		Leak repaired, continue to manage
	Fire evacuation tests	bi-annually							
Emergency lighting	Activation of non maintained emergency lighting units (no greater than for quarter of rated duration) and inspection of maintained units for illumination	Monthly	Monthly, 6 monthly and 3 yearly test records logged	R&M Contractor have responsibility for the PPM inspection and testing.	1) The PPM schedules to be inspected and confirmed to be up to date.	FM	P1		Major problems with Concpet software system needs upgrade.
	Discharge testing of emergency lighting units (minimum 15 mines)	6 monthly			2) Site inspection to be carried out to ensure that site is compliant.	FM	P2		Major problems with Concpet software system needs upgrade.
	Full discharge of emergency lighting units	3 yearly							
Standby power supplies	Emergency generator testing	Quarterly	Record logs and service sheets	R&M Contractor have responsibility for the PPM inspection and testing.	1) The PPM schedules to be inspected and confirmed to be up to date.	FM	P1		Generator repaired with new radiator
	Full load testing	Annually			2) Leaking radiator on generator to be repaired/replaced	FM	P1 Completed		Completed
Air conditioning and ventilation systems	Extract fans - cleaning	Annually	Insurance inspection certificate	R&M Contractor have responsibility for the PPM inspection and testing.	1) The PPM schedules to be inspected and confirmed to be up to date.	FM	P1		Additional mechanical resources with R&M Contractor
	Cooling coils and condense traps cleaned and disinfected. Pre-filter replacement	Annually			2) R22 refrigerant issues to be identified and action agreed	FM	P2		CAPEX bid submitted for 2010
	Kitchen extract canopies and hoods - inspection and cleaning	6 monthly			3) Condition audit of equipment required and cleaning	FM	Completed August 2009	01/08/10	CAPEX bid submitted for 2010
Pressure systems	Thorough examination and inspection of boilers, compressors etc	Annually	Insurance inspection certificate completed under written scheme	R&M Contractor have responsibility for the FM management.	1) The PPM schedules to be inspected and confirmed to be up to date.	FM	P1		Schemes of examination need to be produced.
Transportable gas containers	Inspection of storage arrangements	Monthly	Site safety inspection report	R&M Contractor have responsibility for the PPM inspection and testing.	1) The PPM schedules to be inspected and confirmed to be up to date.	FM	P1		Part of FRA action with FM & APTL
Lifting equipment	Thorough examination and testing of passenger lifts or passenger lifting equipment (e.g. MEWPs)	6 monthly	Insurance inspection certificate; SWL clearly identified; defects reports	Insurance inspections are in place and actions on lift repairs are outstanding	1) Progress the recently approved maintenance items	FM	P1		Lifting contract with PIP
	Examination and testing of lifting equipment, lifting chains and eyebolts, lifting beams, fork lift trucks etc.	Annually			2) Review the procedures in place and confirm that all assets are covered.	FM	P2		Lifting contract with PIP
Fall arrest systems (latchway etc)	Thorough examination and testing	Annually	Insurance inspection certificate		1) Asset register to be checked and any such equipment needs to be reviewed for compliance.	FM	P2		Schemes of examination need to be produced.
ity	Testing and examination of fixed electrical installation to BS7671	5 yearly			1) The recently cancelled inspections on the 1/6/09 to be rescheduled with the APT. Tested 2007	&M Contract	Thermal examination required		Epsilon Report reviewed and P1 & P2 outstanding. Cost estimated.

Electrical safe	Portable appliance testing and inspection	Annually	NIC/EIC certificates; circuit and fuse rating details; electrical distribution drawings; PAT test logs	R&M Contractor have the responsibility for the inspection and testing as part of their contract	2) Identify key business users (e.g. Mast) and develop and checklist & procedure for implementation of site shutdowns. Action September 2009	&M Contract	P2		To be actioned
	RCD socket testing	Monthly			3) The PPM schedules to be inspected and confirmed to be up to date. Tested 2007	&M Contract	Outstanding P1 actions are they completed		Epsilon Report reviewed and P1 & P2 outstanding. Cost estimated
Work equipment	Testing and inspection of safety devices (e.g. emergency stops / interlocks etc)	Monthly	Equipment maintenance logs	TO BE CHECKED BY FM	1) Asset register to be compiled for any equipment that comes within this area of classification	FM	P2		New asset register under development
	Guarding systems in place	Monthly							
Noise at work	Noise assessments undertaken	As required	Noise assessment	TO BE CHECKED BY FM	1) Review of site required to ensure no plant rooms come within designated noise thresholds	FM	P2		Areas checked. Signage & PPE to be checked.
Accident & Incident reporting	Recording of accident / incidents	As required	HS310; F2508; F2508A	TO BE CHECKED BY FMC	1) Review of systems, controls and reporting required to confirm compliance	FMC	P1		Part of HSE
	Notifiable, reportable and dangerous occurrences to HSE				2) Ensure a Permit to work system is in place for hazardous works	FMC	P1 Draft in place		HSE documents produced and implemented
	Notification of occupational diseases				3) Ensure that performance monitoring system is in place.		P2 RFM, monthly mtg and compliance checks		Managed
CDM	Pre-tender H&S plan developed	As required	F10 Notification of project under CDM; H&S Plan; H&S File; O&M manuals	TO BE CHECKED BY FMC	1) Review of systems, controls and reporting to confirm compliance	FMC	Use LBOH for any projects		Completed
	Health and safety file completed for project								
	H&S file includes O&M manuals handed over on completion								
Asbestos	Risk assessment of asbestos on site	As required, inspections at least annually	Asbestos risk assessment; asbestos register; notification form FOD ASB5; inspection reports	Asbestos surveys have been completed and designated areas of the site are cordoned off to staff	1) Asbestos surveys to be checked and action plans reviewed.	FM	P1		Completed
	Register of asbestos containing materials (ACMs) on site				2) Re-inspections to be actioned as appropriate	FM	P2		Policy for re-inspection
	Notification of removal								
	Condition based inspections of ACMs								
	Management plan of ACMs on site								
Confined space	Register of confined spaces on site	As required	Register including description and site drawings	TO BE CHECKED BY FM	1) An register of confined spaces to be produced and procedures put in place to control access. E.g. Basement areas.	FM	P2		Two areas identified and signage needs to be checked.
Road transport	Vehicle testing, inspection and insurance	Annually	Weekly vehicle checklists, MOT, vehicle insurance	TO BE CHECKED BY FM	1) Asset register to be compiled of plant/equipment under this category	FM	P1		NONE
	Visual checks (lights, brakes, horn, tyres etc)	Weekly			2) Ensure PPM schedules in place	FM	P2		NA
Ladders	Visual examination and inspection	Quarterly	Ladder register; ladder tags	R&M Contractor have responsibility for the management of these access systems.	1) Review controls in place	FM	P1		Controlled by R&M Contractor
	Colour coding / tagging to confirm inspection								
COSHH	Register of all substances classed as hazardous to health	As required	COSHH register, COSHH assessments, material safety data sheets (MSDS)	R&M Contractor have responsibility for the management this area and COSHH manuals in place.	1) Review controls in place	FM	P1		Controlled by R&M Contractor
	COSHH assessments								
Safety signs	Safety signs in place and conform to regulations standard e.g. fire safety signs, directional signs, hazard warnings, PPE, road safety signs etc	Monthly	Site safety inspection	TO BE CHECKED BY FM	1) Site inspections required to ensure that the site is fully compliant	FM	Actioned with Bush		Bush Fire completed BBC tower. Rest of site in progress
Scaffolds	Certificate of inspection	On completion	Scaffold register; inspection reports	R&M Contractor have responsibility for the management of these access systems.	1) Review controls in place	FM	Contractor procedure produced		Finalise documentation and issue
	Weekly inspection (and after inclement weather)	Weekly / as required							
	Register where scaffold > 7 days in situ								
Lighting, glazing, floors, heating, cleanliness, toilets and welfare	Inspections to ensure standards meet with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992	Monthly	Site safety inspections	TO BE CHECKED BY FM	1) Site inspections required to ensure that the site is fully compliant	FM team	P2		Condition report from King Sturge. CAPEX bid submitted for 2010
Lightning protection	Inspection and test of conductor	Annually	Inspection log	R&M Contractor have the responsibility for the inspection and testing as part of their contract	1) The PPM schedules to be inspected and confirmed to be up to date.	FM	Tested 19/1/09	01/12/09	Check on E1 to 6 comment on sheet?
Roof Gullies	Inspection and cleaning	Annually	Inspection log	R&M Contractor have the responsibility for the inspection and testing as part of their contract	1) The PPM schedules to be inspected and confirmed to be up to date.	FM	25/08/09		Completed