

	yes	no	n/a
Burst and frozen water pipes, and tanks etc.			
1. Suitable lagging/insulation provided to any un-insulated water pipes, particularly those in unheated buildings, in open-sided buildings or outside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Suitable lagging/insulation provided to the side and top of water storage tanks, particularly those in unheated buildings, in open-sided buildings or outside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. For water storage tanks that have only a nominal amount of insulation built into their body panels, supplementary insulation provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Insulation for water pipes checked (or selected) using Water Regulations Advisory Scheme WRAS) advice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Any external water pipes provided with suitable lagging/insulation and electrically trace heating (check with trace heating manufacturer for suitability and guidance before fitting to plastic pipes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Water storage tanks and toilet cisterns (unless of a type designed to automatically overflow into the pan) are provided with suitable overflow pipes (of adequate capacity) directed to a suitable "purposeful place", e.g. out to the open, or over a suitable drain etc (and not just down onto the floor inside the building)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Any roof-level plant room or water tank room provided with a suitable bund or similar containment to prevent minor water leaks spreading outside of the room or into the top of vertical service shafts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. For buildings protected by a sprinkler system, check with your sprinkler maintenance firm that your precautions to reduce the risk of burst or frozen water pipes) are adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Check that any heating system, one that is operated during hours when the premises are unattended, is safe for that purpose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. In the absence of a suitable safe central heating or fixed warm air system, consider if vulnerable rooms can be safely fitted with suitable heaters, e.g. fixed electric tubular or night storage heaters Note: For areas covered by the Dangerous Substances & Explosive Atmospheres Regulations (DSEAR) e.g. because they may have a flammable or explosive atmosphere i.e. a "zoned" area, any new heating appliances, along with any associated electrical fittings and connections, or other new equipment, also need to be suitable for the "zone" involved. You should not allow new equipment and heating appliances for a "zoned" area to be used until you have first confirmed, with a competent person, that they are safe, and suitable for the particular "zone" involved. Ensure that you know how the "verification" process, required by DSEAR works, and when you need to have things checked first by a person competent in the field of explosion protection for your trade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Any hot water/radiator type (closed) central heating systems are the subject of an annual inspection/service contract, including any necessary anti-corrosion treatments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. For any safe central or fixed warm-air type heating system that is not left on during cold weather periods, check (where suitable) is (at least) fitted with a frost-stat (low-limit thermostat)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Where possible, stock stored up off the floor, as high as practical (but at least 100mm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Storage of stock in basement and low-lying areas avoided (including within any buildings located on sloping ground or at the bottom of a hill (such that surface rainwater might run down the hill into it via any upslope facing door openings, vents, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Stock that would be particularly susceptible to water damage is (where safe and practical to do so) kept at higher levels on racks/shelves on upper floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Basements used for any type of storage fitted with a suitable automatic electric sump pump	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17. Storage of goods directly below roof valley gutters or similar vulnerable areas avoided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Proprietary water leak/flood alarm (of type that signals to a place that is attended 24 hours per day) provided in vital or vulnerable areas, e.g. computer or telecommunications equipment rooms, plant and boiler rooms, vital basements, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Location of the stop cock on the incoming water main identified, is accessible and position marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. All important stop cocks and valves clearly marked (so that the emergency services know which is which)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Storm:

1. Buildings are in good sound repair and covered by a planned preventative maintenance programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Building repairs (e.g. to roofs, walls, doors and windows etc) where needed are carried out promptly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Roofs (including gutters etc) inspected at least annually to ensure that they are in good sound condition and any drainage points, and gutters cleaned out at necessary*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>*Note: Ensure that all necessary risk assessments and safety precautions are taken for compliance with the Work at Height Regulations</i>			
4. If your site has (or may have) a history of drainage problems, specialist advice sought to ensure that the drainage provided is adequate to cope with violent storms and excessive rainfall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Surface gullies, gratings and drainage channels kept clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Where there is a significant risk of drains becoming blocked on a regular basis (e.g. because of blockage from grease and fat being discharged into them from kitchens and restaurants), arrange for an inspection and cleaning if/as necessary (at least annually) of the drains to be included in the planned preventive maintenance programme for the premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Where additional drainage is needed, consider published government and local authority advice on <i>Sustainable Drainage Systems (SUDS)</i> before proceeding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Where space permits, suitable materials kept to hand that can be used to prevent surface rainwater from entering through doors and similar openings during violent storms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. For safety purposes, any trees on the site that are your responsibility are the subject of periodic inspection by a qualified arboriculturalist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Business continuity plan reviewed to check what emergency supplies (if any) (e.g. that might be used to effect temporary repairs or cover damaged areas of the walls, roofs, external glazing etc) are being kept on site or close by	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Flood:

1. Environment Agency's Floodplain maps checked to see if the premises are in an area that might be affected by flooding from a river or the sea	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If your premises are in an area that might be affected by flooding from a river or the sea, register with the Environment Agency for their Floodline Warnings Direct Service (which will give you warnings via either the telephone, fax or pager)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Notification of imminent flooding included in your business continuity plan/disaster recovery plan, site emergency plans and health & safety risk assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If your premises are in an area that might be affected by flooding from a river or the sea, follow the advice given in the Environment Agency's website to make your premises more resilient to periods of flooding, e.g. use suitable flood defensive and protection products where possible and practical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>