



Responsible Person for Property Compliance Delegated Authority Matrix

Southampton City Council Management Board of Directors has delegated the role of the Responsible Person to appointed Senior Managers and Head Teachers by name, to be accountable for each of its property portfolios.

Senior Managers (SM) and Head Teachers (HT) appointed as the Responsible Person (RP) cannot delegate their responsibilities unless it is already included in the job description for example the Civic Buildings Manager. But they can Delegate Tasks (DT) to managers by named appointment to manage the compliance requirements set out in the Council's Health and Safety Policy, Arrangements for Managing Health and Safety, Safe Working Procedure Property Compliance and other applicable Safe Working Procedures on their behalf.

These appointments will be recorded on the Councils system for Property Compliance.

Managers who have been delegated with tasks can further delegate Task Specific Activities (TSA) to individual staff and/or Contractors to manage on their behalf, the Corporate body does not need to know the names of these individuals.

The following table sets out those tasks that can be delegated, providing the Responsible Person has assured the delegated persons competency.

Ser	Task	SM/HT	Manager	Staff	Contractor
1.	Ensure the statutory requirements set out in SWP Property Compliance are carried out through regular monitoring and review.	RP			Y
2.	Where tasks or task specific activities have been delegated, ensure the appointed person is competent and they have completed the relevant modules of the Responsible Persons E-Learning training.	RP	DT		
3.	Ensure local records i.e. log books are kept up to date and central records are kept on 'Keystone' as per the relevant frequencies set out in this SWP of the maintenance and statutory requirements having been carried out as evidence of compliance.	RP	DT	TSA	Y
4.	Bring to the attention of the Council or leaseholder any maintenance or statutory inspections that have not been carried out.	RP	DT	TSA	Y
5.	Notify Property Services and Risk and Insurance Department of any changes to the property.	RP	DT		

6.	Provide Contractors and Service Providers with site induction and ensure they are booked in.	RP	DT	TSA	
7.	Where you have equipment that requires statutory inspection such as lifts, boilers, pressure vessels, ensure these are registered with the Council's provider Zurich Municipal through the Risk and Insurance Department.	RP	DT		
8.	Carry out inspections of communal areas	RP	DT	TSA	
9.	Ensure there is an emergency plan with appointed fire marshals and first aiders (who are competent)	RP	DT		
10.	Identify the presence of any dangerous substances and manage	RP	DT		
11.	Inform the Council of any Enforcing Authority visits or Enforcement Notices	RP	DT		
12.	Ensure access to plant rooms, roofs, confined spaces are restricted	RP	DT	TSA	

Where Property Services or the Statutory Inspection provider (Zurich Municipal) have not been commissioned through a contract or agreement.

Ser	Task	SM/HT	Manager	Staff	Contractor
13.	Procure competent Contractors and Service Providers in accordance with the City Council Contract Procedure Rules	RP	DT		
14.	Have contracts in place for the provision of services to ensure the Council's properties, including leased properties where the Council is responsible, meet statutory requirements for safety.	RP	DT		
15.	Monitor the performance of contractors and contracted service providers and report to the Council through the Contractor Incident Notification Form, all shortfalls in service as per SWP Control of Contractors and Service Providers.	RP	DT		
16.	Provide Southampton City Council with local access to all records or copies of records in their possession.	RP	DT		
17.	Provide records to enforcing authorities or other service providers where requested to do so and only with authority from the Council.	RP	DT		
18.	Keep central records of the checks they are responsible for. Property Services can do this on your behalf but you must provide them with the Information.	RP	DT		
19.	Review the Compliance Checklist set out in section 10 of SWP Property Compliance; annotate the list with the maintenance and statutory inspections that are applicable to your property.	RP	DT		

Ser	Compliance checks	SM/HT	Manager	Staff	Contractor
11.1	Aerials / satellite dishes, mast, microwave, 3 rd party equipment	RP	DT	TSA	Y
11.2	Air conditioning / comfort cooling	RP	DT		Y
11.3	Aircraft warning lights	RP	DT	TSA	Y
11.4	Asbestos survey and management inspection	RP	DT		Y
11.5	Asset register	RP	DT	TSA	
11.6	Auto Door / Gates	RP	DT	TSA	Y
11.7	Boiler Plant	RP	DT		Y
11.8	Call System Warden / Nurse	RP	DT	TSA	Y
11.9	Carbon Monoxide Alarm	RP	DT	TSA	Y
11.10	CCTV	RP	DT		Y
11.11	Chimney Inspections	RP	DT	TSA	Y
11.12	Communal Alarms	RP	DT	TSA	Y
11.13	Building Management Systems	RP	DT		Y
11.14	Drama and Stage Lighting	RP	DT		Y
11.15	Electrical Safety	RP	DT		Y
11.16	Emergency Lighting	RP	DT	TSA	Y
11.17	Emission Testing Crematorium	RP	DT		Y
11.18	Eye Bolts	RP	DT		Y
11.19	Fire - Alarm	RP	DT	TSA	Y
11.20	Fire - Extinguishers	RP	DT	TSA	Y
11.21	Fire - Hose Reels	RP	DT	TSA	Y
11.22	Fire - Doors	RP	DT	TSA	Y
11.23	Fire - Risk Assessment	RP	DT		Y
11.24	Fire - Detectors	RP	DT	TSA	Y
11.25	Fire - Sprinklers	RP	DT	TSA	Y
11.26	Fire - Risers	RP	DT		Y
11.27	Fire - Shutters	RP	DT		Y
11.28	Fixed Fall Arrest System	RP	DT		Y
11.29	Fume Cupboard	RP	DT		Y
11.30	Gas – Appliances, Gas Tightness	RP	DT		Y
11.31	Generator (standard / emergency)	RP	DT		Y
11.32	Glazing Survey	RP	DT		Y
11.33	Heating - other	RP	DT		Y
11.34	Intruder Alarm	RP	DT		Y
11.35	Kitchen	RP	DT		Y
11.36	Ladders	RP	DT	TSA	Y
11.37	Laundry Equipment	RP	DT	TSA	Y
11.38	Legionella	RP	DT		Y
11.39	Lifting Equipment – Overhead Cranes	RP	DT		Y
11.40	Lifting Equipment – Window Cleaning	RP	DT		Y
11.41	Lifts	RP	DT		Y
11.42	Lifts – Alarm	RP	DT	TSA	Y
11.43	Lightning Conductors	RP	DT		Y
11.44	Local Exhaust Ventilation	RP	DT	TSA	Y
11.45	Log Book Check	RP	DT	TSA	Y
11.46	LPG	RP	DT	TSA	Y

11.47	Oil Storage Tanks	RP	DT		Y
11.48	PE Equipment / Playground Equipment	RP	DT	TSA	Y
11.49	Pottery Kilns	RP	DT		Y
11.50	Pressure vessels above 250 bar / litres	RP	DT		Y
11.51	Refrigerant Systems	RP	DT		Y
11.52	Roller Shutters	RP	DT	TSA	Y
11.53	Sewage Plant and Pumps	RP	DT		Y
11.54	Slip Risk Assessment	RP	DT	TSA	Y
11.55	Storage Heating Servicing	RP	DT		Y
11.56	Swimming Pools	RP	DT	TSA	Y
11.57	Ventilation	RP	DT		Y
11.58	Work Equipment	RP	DT	TSA	Y