

# HEALTH & SAFETY AND RISK MANAGEMENT ANNUAL PLANNER

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
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30		30	30	30	30	30	30	30	30	30	30
31		31		31		31	31		31		31

## YOUR VENUE'S ANNUAL RESPONSIBILITIES

Listed below are a range of checks you should undertake regularly at your venue, along with the frequency in which you should review them.

Many of these are either strongly recommended, or required by law, so it's essential you keep on top of them all.

Marked in pink are the areas in which NDML & Sentient can support your venue, and for the remaining checks, we can review your procedures to ensure you are compliant and up to date.

This perpetual planner will allow you to mark off key dates across the year, to ensure you never miss an essential check.

Air Conditioning Service	Biannual
Air Conditioning TM44	5 Yearly
Asbestos Checks	Annual
<b>Buildings &amp; Contents Valuation Review</b>	<b>Annual</b>
Café/Instant Hot Water Boilers	Annual
CCTV	Biannual
<b>COSHH Review</b>	<b>Annual</b>
Electrical PAT Testing	Annual
Emergency Lighting '3 Hour Test'	Annual
EV Charging Points	Annual
Fire & Intruder Alarms	Biannual
Fire Door Inspection/Maintenance	Biannual
Fire Extinguisher Service	Annual
<b>Fire Safety Policy Review</b>	<b>Annual</b>
First Aid Kit Inspection/Replenish	Quarterly
Gas Boiler Inspection	Annual
Gas Heaters	Annual
Generators	Annual
<b>Health &amp; Safety Policy Review</b>	<b>Annual</b>
<b>HR Policy Review</b>	<b>Annual</b>
<b>Legionella Risk Review</b>	<b>Biennial</b>
Lifts (Passenger or Goods)	Biannual
Oil Fired Heating	Annual
Pest Control	Quarterly
Photovoltaic Solar Panels	Annual
<b>Risk Assessment Review</b>	<b>Annual</b>
Water Heaters	Annual

For more support in accessing help from Sentient & NDML, get in touch with us below and we can provide tailored guidance for your venue.



This material is intended as a guide only & your unique requirements may alter depending on your club's operations. For detailed, tailored advice, talk to our team • 2024-JN0527-V1 © NDML is a trading name of Club Insure Ltd Registered in England & Wales no. 03535054 • Club Insure is Authorised & Regulated by the Financial Conduct Authority no. 304875