

Estates Compliance Reset Checklist (2026 Edition)

Prepared by: Andrew Associates – Healthcare Consultancy **Purpose:** Mid-year compliance reset and winter-readiness support for NHS Estates & Facilities teams.

1. Statutory Compliance

- Confirm all statutory inspections are current: gas, electrical, water, pressure systems.
- Review outstanding actions from:
 - LOLER
 - PUWER
 - Pressure Systems Safety Regulations
 - Electrical fixed-wire testing
- Validate contractor competence and certification.
- Ensure evidence packs are stored in a single, controlled location.

2. Water Safety (HTM 04-01)

- Review Legionella risk assessment age and action status.
- Confirm flushing logs are complete and signed.
- Check TMV maintenance and calibration records.
- Validate sentinel temperature monitoring compliance.
- Ensure escalation routes for non-compliant outlets are active.

3. Fire Safety (HTM 05 Series)

- Confirm fire risk assessment currency and action tracking.
- Validate fire door inspection records and remedial works.
- Check compartmentation breaches and sealing works.
- Review PPM status for alarms, detectors, AOVs, suppression systems.
- Ensure evacuation routes and signage meet HTM requirements.

4. Ventilation (HTM 03-01)

- Review annual verification reports for critical areas.
- Confirm filter changes and airflow tests.
- Validate pressure regimes in clinical spaces.
- Ensure plant rooms remain accessible and free of obstruction.

5. Electrical Safety (HTM 06 Series)

- Confirm fixed-wire testing status and remedial progress.
- Validate UPS and IPS maintenance records.
- Check generator test logs and fuel levels.
- Review resilience of critical circuits.

6. Medical Gas (HTM 02-01)

- Confirm pipeline inspections and valve checks.
- Validate alarm panel functionality.
- Review cylinder storage compliance.
- Ensure emergency oxygen plans are current.

7. Building Fabric & Refurbishment

- Inspect high-risk areas for damp, cracked finishes, loose flooring, damaged doors.
- Review backlog maintenance list and prioritise winter-critical items.
- Confirm asbestos register accuracy and accessibility.

8. Estates Risk Register

- Update risk scores for compliance gaps.
- Add new risks identified during mid-year inspections.
- Validate mitigation plans and responsible owners.
- Ensure alignment with Trust-wide governance reporting.

9. Contractor & Supply Chain Readiness

- Confirm contractor availability for winter works.
- Validate insurance, RAMS, and competency documentation.
- Review performance issues from Q1–Q2.
- Ensure escalation routes for delays are active.

10. Documentation & Evidence

- Ensure all compliance evidence is stored using a consistent folder structure.
- Validate version control and access permissions.
- Confirm Estates teams know where evidence is located.
- Prepare a “quick evidence pack” for winter audits.

Document Notes

This checklist is intended for operational Estates teams, Capital Project leads, and compliance managers preparing for winter pressures and mid-year governance reviews. It aligns with HTM guidance and common Trust audit requirements