



MECHANICAL SAFETY POLICY

Policy Details		Checklist	
Date Completed	May 2016	Consultation	Yes
Next Review Date	May 2019	Best practice	Yes
Overall Responsibility	Director of Development & Asset Management	Equality Impact Assessment	Yes
Author	Director of Development & Asset Management	Plain English	
Approved By	CSIC	Arial 14	Yes
Date Approved	tbc	Notify policy training needs	

Policy Statement and Aims

This Policy supports Solon's Strategic Objective to provide 'Superb Homes' by ensuring the housing stock and all other buildings owned, leased or managed by us are maintained in a safe condition. This will be done through the use of proactive planned servicing, testing, examination and repair of fixed equipment and mechanical installations that might otherwise become unsafe or fail, and to meet all statutory, legislative and contractual obligations to customers, residents, visitors, the general public, contractors and colleagues. This policy will be applied across the Solon property portfolio.

1.0 Scope, roles and responsibilities

- 1.1 The scope of this Policy applies to all aspects of mechanical equipment safety across Solon, in communal parts of buildings and within properties where the responsibility for the mechanical equipment installation lies with the Solon. A list of all the equipment and installations involved are identified on the Asset Management Databases and Statutory Compliance Scorecard. Examples of mechanical equipment include; powered doors, lifts, stair lifts, barriers and gates. The policy also includes the safe working practices relating to the testing of associated electrical services.
- 1.2 This Policy is intended to facilitate compliance with current regulations and other relevant legislation for the safety and maintenance of mechanical equipment installations without jeopardising customer safety and or causing loss of or risk to the business of Solon.
- 1.3 The principle responsibility for Health and Safety within Solon lies with the Chief Executive.
- 1.4 The Director of Development and Asset Management has overall responsibility for managing all aspects of fixed Mechanical equipment associated with its housing stock and for ensuring the discharge of legal obligations in respect of Health & Safety.
- 1.5 The Asset Manager has general responsibility for ensuring resident and employee safety through:-
 - The efficient and effective use, together with regular review, of available resources to discharge Solon's legal obligations.
 - Implementing a safe and effective inspection, examination, testing, servicing and repairs service through its use and supervision of approved qualified mechanical contractors who have independent trade accreditation.
 - Ensuring the development and maintenance of robust and effective systems for recording assets across Solon for all aspects of Mechanical Safety, maintaining an up to date database of properties and the date they were last tested

- Ensuring the proper means of identification, inspection and testing of 'in service' Mechanical equipment as listed on the Asset Databases.
 - Carrying out regular reviews and quality audits of service procedures, inspection of 'on site' works, documentation and ICT records.
 - Provide information, instruction and training for anyone responsible for managing the risk of injury caused by a Mechanical fault.
- 1.6 All Solon employees and agents are responsible for ensuring this policy and all associated procedures are adhered to through the work of their teams.
- 1.7 The Mechanical Engineers and Service Providers employed by Solon are responsible for fulfilling their legal duties as competent persons in the installation, repair or servicing of Mechanical equipment or installations in our customers/residents homes or communal areas.

2.0 Definitions

- 2.1 "Competent Persons" refers to an organisation or individual person who has specific knowledge and appropriate experience to safely undertake the works, this usually will come from formal or "on the job" training, is able to prevent danger or where appropriate injury to themselves or others.
- 2.2 "Mechanical Engineer" refers to a person who is suitably qualified in Mechanical Engineering and can perform the necessary electrical work to the level of that qualification.
- 2.3 "Specialist Contractors" refers to an organisation or individual person who have specialist knowledge and qualifications of certain equipment e.g. Lift Engineers who undertake inspections, compliance testing and monitoring of Passenger Lifts and associated equipment.
- 2.4 "Examination" relates to examinations carried out under the written scheme of examinations conducted to assess the condition of parts of mechanical equipment or installation which may give rise to failure of components, often a requirement of a relevant Approved Code of Practise e.g. passenger lift insurance examination
- 2.5 "Mechanical equipment or installation" is any mechanical equipment or installation within the premises owned or managed by Solon.
- 2.6 "Tenant-owned fixed mechanical equipment" is mechanical equipment within the Solon's portfolio, where tenants have requested and been granted permission to install mechanical equipment within their homes e.g. stair lifts.

- 2.7 "Mutual exchange" is any property where the residing tenant has agreed to swap homes with another tenant from Solon or another housing association or council.

3.0. Principles

- 3.1 The Policy and procedures are designed to ensure that Solon achieves and maintains full compliance with the current legislation contained in the Health and Safety at Work Act 1974, CDM 2015, the Regulatory Reform (Fire Safety) Order 2005, the Electricity at Work Act 1989, the Housing Act 2004, Lifting Operations and Lift Equipment Regulations 1998 and other relevant legislation for the safety and maintenance of mechanical equipment installations.

To comply with the above regulations, Solon will undertake to carry out periodic servicing and thorough testing of all mechanical equipment and installations to prescribed timescales and standards in Approved Codes of Practice or manufacturers service specification/ manual.

- 3.2 The Mechanical Engineer shall ensure, so far as is reasonably practicable, that the mechanical equipment and installations do not contravene the provisions of the IEE Wiring Regulations BS7671 (current at the time of the inspection) and meet NICEIC and Part P, domestic electrical installation certification and any other associated guidance documentation issued by Electrical Safety Council.
- 3.3 Additional safety checks will be carried out to certain equipment prior to the re-letting of a void property, prior to a mutual exchange and prior to letting any new home.
- 3.4 Solon will take action against customers/tenants for any homes unable to be serviced due to difficulties with access.
- 3.5 Residents of shared ownership and leasehold properties are responsible for the safety and maintenance of tenant owned fixed mechanical equipment and installations within their homes, including carrying out regular examinations and tests.
- 3.6 Residents of general needs properties are responsible for the safety and maintenance of tenant owned fixed mechanical equipment and installations within their homes, including carrying out regular examinations and tests.

4.0 Application

4.1 Provision of information to staff

All staff involved in the management of Mechanical Safety shall be made aware of and given access to the up to date Mechanical Safety Policy and procedure documents.

4.2 Training/competence:

Training will be provided to all staff who are designated to carry out specific tasks under this Policy. The details of training shall be documented in but generally falls into two categories:

- Policy and general awareness training
- Role-specific training

4.3 Responsive Repairs:

SOLON will respond to defects on 'Mechanical equipment or installation' promptly by sending suitably qualified and competent mechanical engineers as soon as possible, at a time to suit the customer, and with all efforts to resolve the matter in as few visits as possible

4.6 Mechanical Engineers

No person shall carry out any work in relation to mechanical engineering without the necessary qualifications and competency to undertake the works.

The mechanical engineer shall ensure, so far as is reasonably practicable, that the repairs/servicing of the installation shall be in accordance with manufacturer's instructions/service manuals and/or statutory regulations

Any work carried out on Solon owned or leaseholder homes will be carried in accordance with this policy and any other associated guidance documents.

4.8 Procedure, Systems and Records

Solon will ensure that there are robust administrative systems in place to allow the effective management of its services and to ensure compliance with its legal requirements. A copy of all inspections and certificates will be kept electronically and retained for a minimum of twelve years.

Solon will ensure that its Asset databases and statutory compliance scorecard is maintained and kept up to date. All fixed equipment will be labelled so that service dates can be easily identified.

Solon will ensure that procedures are maintained and regularly reviewed to allow the effective discharge of its legal obligations to inspect, test and report on all mechanical equipment and installations.

4.9 Customer Experience

As far as is reasonably possible, Solon will ensure that any servicing visit is a positive one for the customer. It will do this by actively promoting the importance and benefits of the service and by designing a flexible service to meet individual customer requirements.

Solon will also seek to ensure that customers know how to use any mechanical equipment within their homes, effectively, safely and efficiently.

5.0 Associated documents

- Asset Management Strategy
- Development Strategy
- *Electrical Safety Policy*
- *Gas Safety Policy*
- Asbestos Policy - Asbestos Management Plan
- Fire safety Policy
- Aids and Adaptations Policy
- *Legionella Policy*
- Health & Safety Policy
- Tenancy Agreement
- Service Standards
- Tenants Handbook

6.0 Review and measurement of success

- 6.1 This Policy will be reviewed every three years by the Director of Development & Asset Management to assess its validity and effectiveness, updated and communicated as appropriate.
- 6.2 The Senior Management Team will review this Policy at the required frequency.

7.0 Equality and Diversity Implications

Solon is committed to giving our customers, staff and stakeholders, quality services that take into account their individual needs. To this end we will: collect and analyse data about our customers, review our policies and service provision through Equality Impact Assessments (EIA), amend service provision in the light of EIA's, monitor our Service Providers in their E&D policies and practices, train our staff in our E&D policies and ensure our Service Providers train their staff in our policies and procedures.

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1992
- Electricity at Work Regulations 1989
- CDM 2015
- The Regulatory Reform (Fire Safety) Order 2005
- Fire Alarms BS5839 Pts 1&6
- Lifting Operations and Lifting Equipment Regulation 1998
- ACoP L113
- COSHH 2002
- Requirements for Electrical Installations BS7671 : 2008 (IEE wiring Regulations 17th Edition)
- Pressure Systems Safety Regulations 2000 ACoP L122

- The Smoke Detectors Act 1991
- Workplace (Health and Safety and Welfare) Regulations 1992
- The Housing Act 2004 Housing Health and Safety Rating System (HHSRS)
- The Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Landlord & Tenants Act 1985
- Housing Act 2004
- Building Regulations Part P

