

# Mechanical Equipment Policy

## (Including Lifting Equipment)

Department Policy Name: Health, Safety & Environment

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## 1. Purpose

This Policy aims to proactively manage the risk to health arising from mechanical equipment in buildings owned or managed by The Riverside Group (TRG) and its subsidiaries. This policy sets out the steps TRG will take to identify, assess, and control risks from mechanical and lifting equipment failure.

This purpose of this policy is to ensure TRG meets its obligations under the following legislation:

- Health and Safety at Work Act 1974
- The Provision and Use of Work Equipment Regulations (PUWER) 1998
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health Safety & Welfare) Regulations 1992
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Defective Premises Act 1972
- Landlord and Tenant Act 1985
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Supply of Machinery (Safety) Regulations 2008 (MSR)
- The Machinery Directive 2006/42/EC
- HSIS4 How the Lifting Operations and Lifting Equipment Regulations apply to health and social care (ACoP)
- Indg422 Thorough examination of lifting equipment (ACoP)
- L113: Safe use of lifting equipment. Lifting Operations and Lifting Equipment Regulations 1998 (ACoP)
- Scottish Housing Quality Standard 2004

## 2. Scope

The scope of this policy applies to all mechanical equipment including all lifting equipment installed in any areas within all buildings owned or managed by TRG. This includes general needs houses, flats, any rented accommodation, communal areas, and garages. As well as non-domestic buildings including offices, shops, schemes, commercial units, community centers. The obligation extends to buildings we manage including leasehold, shared ownership and all tenures including social, affordable, market rent and privately rented accommodation.

TRG has a duty of care to ensure the safety of users of mechanical equipment and take steps to ensure that the equipment is properly maintained and safe to use i.e. To provide safe equipment and maintain it, so far as is reasonably practicable.

TRG will maintain all lifting equipment in compliance with LOLER 1998 to demonstrate a 'duty of care' in this respect.

Any lifting equipment used by a colleague at work or by a tenant installed by TRG for lifting or lowering loads including its attachments used for anchoring, fixing or supporting it' is covered by this policy. Load includes a person/s.

## 3. Principles

TRG will undertake the following:

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- Prepare and disseminate a “Mechanical Equipment Management Plan” for the portfolio and
- Appoint persons with clear roles and responsibilities to manage the risk associated with mechanical equipment.
- Risk Assess our portfolio against qualifying building criteria to identify presence of “mechanical equipment” within our assets.
- Establish and keep up-to-date, a record of the location and condition and type of all known mechanical equipment (The “Register”)
- Ensure that Thorough Examinations are undertaken in accordance with LOLER and MSR, servicing and maintenance contracts in place.
- Prioritise & complete corrective actions identified within defined timeframes.
- Keep records of the control measures and activities.
- Implement appropriate training for all colleagues responsible for administering the controls.
- Employ competent contractors to inspect and maintain all equipment.

All mechanical equipment will be thoroughly examined as follows:

- Before using it for the first time – unless the equipment has an EC Declaration of Conformity less than one year old and was not assembled on site. If it was assembled on site, it must be examined by a competent person.
- After assembly and before use at each location for equipment that requires assembly or installation before use, e.g., re-use of stair lifts.
- Regularly in service - if the equipment is exposed to conditions causing deterioration that is likely to result in dangerous situations.
- Following any significant change - which may affect the safe operation of the lifting equipment.

Compliance will be monitored against the anniversary date and may be undertaken up to one month before the date due. This date can only be changed where there has been a change of equipment or through a planned renewal of the lift equipment.

Equipment may also need to be inspected at suitable intervals between thorough examinations, this is to ensure the equipment continues to operate as intended, and risks associated with wear or deterioration are avoided. If they are required:

- inspections should be regular (e.g., monthly or every 6 months)
- the scope and frequency will be determined by the competent person; or the manufacturers of equipment and detailed within the operational management plan.

#### 4. Further Information & Support

Riverside’s Mechanical Equipment Management Plan – RIC Link

<http://ric/sorce/beacon/singlepageview.aspx?pii=589&row=8203&SPVPrimaryMenu=5&SPVReferrer=Compliance>

Further Guidance

- (SAFed) Guidelines on the thorough examination and testing of lifts 1998.
- BS 7036:1996 Code of practice for safety at powered doors for pedestrian use
- EN 16005. Power operated pedestrian door sets - Safety in use - Requirements and test methods
- BS EN 795– Personal fall protection equipment – Anchor devices

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## 5. Roles and Responsibilities

Managing Director for Riverside Scotland	<ul style="list-style-type: none"> <li>➤ Responsible for overall policy implementation</li> <li>➤ Ensure that adequate resources are made available to enable the objectives of the policy to be met.</li> </ul>
Head of Service Delivery for Riverside Scotland	<ul style="list-style-type: none"> <li>➤ Responsible for delivery of the key policy objectives as set out herein including designing and implementing procedures, colleagues training, system capability and communication to customers.</li> </ul>
Asset and Compliance Manager for Riverside Scotland	<ul style="list-style-type: none"> <li>➤ Responsible for the implementation and monitoring of the operational effectiveness of the Policy, operational management plan and procedures.</li> <li>➤ Ensure all appointed individuals have the appropriate levels of skills, knowledge, education, and training.</li> </ul>
Asset and Compliance Manager	<ul style="list-style-type: none"> <li>➤ Responsible for ensuring all risk assessments are undertaken, risk reduction activity is undertaken, and all relevant mechanical equipment is regularly inspected and tested and remain in use.</li> <li>➤ Management of contractors and ensuring all work is carried out safely and maintaining and updating our compliance register.</li> </ul>
Head of Health Safety & Environment	<ul style="list-style-type: none"> <li>➤ Responsible for ensuring the policy is kept up to date with prevailing legislation and statutory obligations and monitoring Enforcement Notices.</li> </ul>

For more detail on roles and responsibilities for relevant areas of the business and colleagues see the management plan.

## 6. Risk Thresholds

Whilst the strategic approach to Building Safety is not risk averse in terms of adopting innovation and striving to be a leader in the sector, the safety of Riverside customers and colleagues is a key priority for the organisation. Therefore, there is no appetite for risk in terms building safety and compliance with the law.

There is however a tolerance for risk in adopting a proportionate approach to building safety activities, risk assessment and the controls implemented.

Key risks are monitored through a set of monthly Key Performance Indicators (KPI's). The suite of KPI's are embedded with the executive management and governance reporting structure.

A building safety risk register is maintained and regularly reviewed to ensure a proactive approach to risk identification, reduction, and control.

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## 6. Equality, Diversity, and Inclusion

Riverside is committed to Equality, Diversity & Inclusion. We strive to be fair in our dealings with all people, communities, and organisations, considering the diverse nature of their culture and background and actively promoting inclusion. This policy aligns with Riverside's [Equality, Diversity and Inclusion Policy](#) and has been subject to an Equality Impact Assessment.

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