

Mechanical Equipment Policy

(Including Lifting Equipment)

Department Policy Name: Health, Safety & Environment

GENERAL - EXTERNAL

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1. Purpose

Riverside 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 and the associated management plan 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 and regulations (as amended):

- 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)

2. Scope

This policy applies to all domestic and non-domestic buildings owned or managed by TRG where the responsibility for mechanical and/or lifting equipment is under the control of TRG.

Building specific lease or management agreements may define legal responsibility. Where clear responsibility cannot be defined, the default position for any non-domestic buildings owned or managed is that TRG will actively manage that risk until a time when clearly defined legal responsibility can be evidenced.

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.

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Any lifting equipment used by a colleague at work or used by a TRG tenant (installed by TRG) for lifting or lowering loads, including attachments used for anchoring, fixing or supporting the equipment is in scope of this policy.

3. Principles

TRG will undertake the following:

- Prepare and disseminate an “Mechanical Equipment Management Plan” for the portfolio.
- 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 that a programme of servicing visits are delivered.
- Prioritise & complete corrective actions identified within defined timeframes.
- Keep records of the control measures in place to reduce risk.
- 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. Equipment assembled on site 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.
- 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 due date and may be undertaken up to one month before the date due.

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.

The scope and frequency will be determined by the competent person or the manufacturers of equipment and must be detailed within the operational management plan.

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This policy is to be read in conjunction with:

- TRG Mechanical Equipment Management Plan

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 doorsets - Safety in use - Requirements and test methods.
- BS EN 795– Personal fall protection equipment – Anchor devices

5. Roles and Responsibilities

Executive Director of Asset Services	<ul style="list-style-type: none"> • Responsible for overall policy implementation • Ensure that adequate resources are made available to enable the objectives of the policy to be met.
Director of Building Safety	<ul style="list-style-type: none"> • The Accountable Risk Lead with responsibility to appoint a Responsible Person. • Responsible for designing and implementing suitable and sufficient operational procedures, including approval of the Mechanical Equipment Management Plan.
TRG Head of Shared Spaces & Compliance Director of Property Services (OHG)	<ul style="list-style-type: none"> • Responsible for the development and implementation of the Mechanical Equipment Management Plan. • Ensure all appointed individuals have the appropriate levels of skills, knowledge, education and training. • Legal responsibility for compliance with landlord requirements in relation to Mechanical and Lifting Equipment management.
Head of Business Management	<ul style="list-style-type: none"> • Implement TRG assurance framework utilising 3 lines of defence in accordance with risk management framework. • Governance reporting of statutory compliance. • 3rd Party quality assurance and testing.
Head of Health Safety & Environment	<ul style="list-style-type: none"> • Liaising with and monitoring enforcement actions from Health & Safety Executive (HSE) or any other enforcing authority responsible for regulating health and safety law.

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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.

7. Appeal & Complaints

We aim to meet all our obligations to keep our buildings, customers and colleagues safe. To maintain an effective safety testing, installation, maintenance, and servicing regime as detailed in this policy. We will respond to complaints regarding safety concerns in line with our Complaints Policy and Customer Feedback Procedure.

8. 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, taking into account 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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