



POLICY DOCUMENT

Mechanical Policy

POLICY TITLE:	Mechanical Policy
LEAD OFFICER:	Gas and Mechanical Compliance Officer
DATE APPROVED:	April 2024
APPROVED BY:	Board
IMPLEMENTATION DATE:	February 2024
DATE FOR NEXT REVIEW:	April 2027
ADDITIONAL GUIDANCE:	Repairs and Maintenance Policy Health and Safety Policy Gas Policy
ASSOCIATED CUSTOMER PUBLICATIONS:	
TEAMS AFFECTED:	All Staff and Board Members
This Policy Replaces	New Policy

DOCUMENT CONTROL

For guidance on completing this section please refer to the document version control guidance notes

Revision History

Date of this revision:	February 2024
Date of next review:	April 2027
Responsible Officer:	Health, Safety and Compliance Service Manager

Version Number	Version Date	Author/Group commenting	Summary of Changes
0.1	Feb 2024	Gas & Mechanical Compliance Offer	This is a new policy
0.2	March 2024	Gas & Mechanical Compliance Officer	Feedback from EMT 12 th March 2024
1.0	April 2024	Gas & Mechanical Compliance Officer	Approved at April 2024 Board

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Policy Creation and Review Checklist

Action	Responsible Officer	Date Completed
Best practice researched (House mark, HQN, Audit Commission, general websites)	Gas and Mechanical Compliance Officer	January 2024
Review current practices from similar organisations	Gas and Mechanical Compliance Office	January 2024
Review customer satisfaction data from the area the policy relates to	Not applicable	
Review Customer complaints from the area the policy relates to	Not applicable	
Undertake customer consultation if applicable	Not applicable	
Staff consultation if applicable	Gas and Mechanical Compliance Office Mechanical and Electrical Manager Mechanical Team Leader	January 2024
Trade Union consultation if applicable	Not applicable	
Stakeholder consultation if applicable	Not applicable	
Equality Analysis carried out	Gas and Mechanical Compliance Officer/Health Safety and Compliance Manager	February 2024

NB. The above table must be completed on all occasions. The policy will not be accepted or approved by EMT without this information completed.

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1.	Introduction
1.1	St Leger Homes of Doncaster (SLHD) is committed to maintaining the Health and Safety of employees, tenants and members of the public. The Company recognises the potential health risks associated with gas used for fuel in SLHD premises and in Council housing. Potential risks associated with gas as a fuel are significant, given the risk of fire/explosion, or from carbon monoxide poisoning due to incomplete combustion arising out of poor or irregular maintenance of appliances and systems.
1.2	SLHD will take all reasonable steps to ensure that appropriate management systems are in place to ensure employees and members of the public are not put at risk from the effects of gas or carbon monoxide.
1.3	This policy applies to all common areas, general needs and supported housing properties owned or managed by St Leger Homes. This document outlines the standards required for mechanical safety, installation, and repairs and testing within our properties and buildings to reduce risk and ensure adequate control measures are in place.
2.	Purpose
2.1	<p>St Leger Homes is committed to the safety of its tenants & employees.</p> <p>This policy covers the mechanical responsibilities of the Mechanical & Electrical Service Manager, which include.</p> <ul style="list-style-type: none"> • District Heating and High-Rise Flats Water Systems. • Dry Riser systems • Biomass Systems • Sewerage Tanks and Systems Procedure • Unvented cylinder Procedure • Air Source Heat Pump units • Any other renewables may be added to this policy following review <p>St Leger Homes will ensure the provision of safe homes for tenants and residents and a safe working environment in respect of all its mechanical installations, apparatus and equipment. This will be achieved by Planned Preventative Maintenance (PPM) setting standards based on statutory requirements, current good practice and historical evidence that supports PPM interpreted by persons competent to do so. No person is allowed to plan, order, install, repair, replace, maintain design or decommission any mechanical system or components unless competent to do so. St Leger Homes has set standards of competence for</p>

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	individuals to deliver the safe working environment.
2.2	The purpose of this document is to demonstrate SLHD's commitment to ensuring its employees, tenants and the general public are not knowingly exposed to any risks that would affect their safety. The documents covered by this Corporate Policy will provide guidance and specific instructions for all SLHD employees and external contractors, whilst undertaking gas contracts. This is to satisfy the legal duties of the regulations and may also include other aspects which will assist SLHD in satisfying its duty of care to its tenants.
3.	Scope
3.1	This policy applies to all properties under the management of SLHD, domestic rented properties, domestic housing stock, private landlords, private gasworks and commercial responsibilities, and all work undertaken in these properties on City of Doncaster Council's (CDC) behalf.
3.2	This policy will apply to all SLHD employees and contractors undertaking mechanical associated works on SLHD's behalf and anyone likely to be put at risk from work on those properties. This could include gas (Please refer to the SLHD Gas Policy)
3.3	The specifications as compiled will include the General Health and Safety Policy, along with relevant working procedures of St Leger Homes.
4.	Legal Background and Responsibilities
4.1	<p>St Leger Homes have policies and procedures reviewed regularly, all these documents must be followed at first instance with the knowledge that all comply with the relevant legal legislation and guidance. If anyone suspects that any SLHD policy or procedure doesn't comply, they must make this known to senior management team as soon as possible. Relevant legislation and guidance includes but is not limited to:</p> <p>1.1: Health and Safety at Work etc. Act 1974 1.2: The Management of Health and Safety at Work Regulations 1999 1.3: The Construction, Design and Management Regulations 2015 1.4 Unvented (UNV) and Air Source Heat Pump (ASHP) system regulations and manufacturers guidance. 1.5: District heating – Gas Safe - Building Control Part L – Pressurised System Regulations 2000. 1.6: Dry risers - Approved Document B (Fire Safety) of the Building Regulations (England & Wales). 1.7: Sewerage tanks and systems – The Environmental Protection Act 1990 Act - Water carrying regulations 1.8: The Electricity at Work Regulations 1989 1.9: Gas Safety (Installations and Use) Regulations 1998 1.10: The Control of Substances Hazardous to Health Regulations 2002</p>

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4.2	Health and Safety at Work Act 1974
4.2.1	There are two sections of the Health and Safety at Work etc. Act 1974 relevant to this context.
4.2.2	Section 2 (1) <i>"It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees".</i>
4.2.3	This is supported by specific reference to maintaining the workplace in a condition such that it is safe and does not put employees at risk.
4.2.4	Section 3 (1) <i>"It shall be the duty of every employer to conduct his/hers undertaking in such a way so as to ensure, so far as reasonably practicable, that person not in his employment who may be affected thereby, are not thereby exposed to risks to their health or safety".</i>
4.2.5	This can be interpreted to mean SLHD on behalf of CDC shall (so far as is reasonably practicable) ensure its housing stock (its business activity) does not cause harm to its tenants (non-employees). Section 3 (1) is clearly a very broad duty and is a section increasing in use in prosecutions.
4.3	The Management of Health and Safety at Work Regulations
4.3.1	In general terms this means that SLHD will: <ul style="list-style-type: none"> • Assess the risk to the Health and Safety of all employees and to anyone who may be affected as a result of work undertaken. • Endeavour to provide comprehensive information, instruction, training and supervision to ensure, so far as is reasonably practicable, the health and safety at work of every employee or person so affected. • Risk assesses all work activities.
4.4	Qualification & Supervision
4.4.1	All engineers with qualifications that are due to expire will be looked at in the previous financial year and then booked onto the relevant courses within the time frames ensuring their qualifications do not elapse and where possible they overlap.
4.4.2	If any member of the Mechanical Team, including the Team Leader, has relevant gas qualifications, they will follow and adhere not only to this policy but also the SLHD gas policy. Gas Team Leaders along with the Gas & Mechanical Compliance Officer can reorder new gas safe cards. Regular downloads from the Gas Safe Register can be produced and checked to keep compliant.

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5.	Roles, Responsibilities and Accountabilities
5.1	SLHD Board
5.1.2	The Board of SHLD has overall responsibility for approving this policy, delegating responsibility for its implementation, monitoring its effectiveness at a high level and receiving assurance of compliance.
5.2	Leadership Team (Executive Management Team and Heads of Service)
5.2.1	The Leadership Team will take overall responsibility for the delivery of the policy commitments described within this policy document.
5.3	Mechanical and Electrical Service Manager
5.3.1	The SLHD Mechanical and Electrical Service Manager is responsible for interpreting relevant legislation and defining the standards and procedures that ensure SLHD complies with such regulations. They are responsible for maintaining the work undertaken to ensure it complies with legislation, including having any relevant items covered by an examination schedule with records kept and sent to the Compliance Officer. They must also ensure that all persons working on gas appliances & relevant equipment are competent to do so, under the gas safe regulations.
5.3.2	The SLHD Mechanical and Electrical Service Manager will work closely with procurement on any contracts with a requirement for mechanical works. They will attend regular contract meetings or delegate these to the Mechanical Team Leader with any contractor carrying out mechanical works. Ensure regular Health & Safety monitoring visits are carried out on contractors and SLHD gas staff, work closely with all partners in relation to the development, monitoring and revision of all SLHD policies and procedures in relation to Mechanical work. Report any non-compliant issues found to the compliance department.
5.3.3	The SLHD Mechanical and Electrical Service Manager (or a nominated representative) will attend any applicable meetings as a means of engaging in discussion of mechanical best practice, changes of legislation and other relevant matters and report back and disseminate the information as required to SLHD staff.
5.4	Mechanical Team Leader
5.4.1	The SLHD Mechanical Team Leader is responsible for assisting and interpreting relevant legislation and standards and defining the standards and procedures that ensure St Leger Homes' compliance with such regulations. They are responsible for maintaining and monitoring the standard of mechanical work undertaken to ensure it complies with legislation, including having any relevant items covered by an examination schedule with records kept. They must also ensure that all persons working on mechanical systems are competent to do so. To manage the standard of all employee's workmanship and the PPM schedule and progress. This can also be delegated to the mechanical charge hand.
5.5	Responsible Person
5.5.1	The Responsible Person (RP) (Head of Building Safety) has the duty to ensure compliance with the Policy, management plan and compliance with the Regulations.

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5.6	Health & Safety Team
5.6.1	The Health & Safety team shall provide support and advice to all levels in the organisation with respect to associated standards and safety.
5.7	Gas and Mechanical Compliance Officer
5.7.1	The Gas and Mechanical Compliance Officer is responsible for providing guidance and advice to the internal service provider or any contractors, to ensure the requirements of this policy are implemented at all levels of the organisation.
5.7.2	Contribute towards the implementation and ongoing delivery of a comprehensive governance and performance monitoring framework for compliance safety.
5.7.3	Ensure servicing, testing, PPM and inspection process is fit for purpose and that records and certification is appropriately recorded, validated and current.
5.8	Employees
5.8.1	Employees must comply with this policy and relevant procedures listed in 2.1, and visually inspect mechanical items and carry out a dynamic risk assessment before work commences. If any defect or fault is found, the item must be removed from use, and it must be reported to their line manager immediately.
5.8.2	No employee must alter or work on any mechanical systems unless suitably trained and competent to do so.
5.9	Asset Management and ICT Teams
5.9.1	Ensure that component data is managed within SLHDs housing management system including updates to properties and individual components within them to ensure property information remains relevant.
6.	Policy Principles
6.1	As responsible social landlords, St Leger Homes will minimise the risks associated with mechanical safety and ensure that all safety duties are carried out. This includes;
6.2	<ul style="list-style-type: none"> • Invest in a periodic program of testing and upgrading of St Leger Homes' installations. • Ensure that all statutory tasks are undertaken on systems in a safe and controlled manner. • Give relevant staff appropriate training. • Undertake regular audits. • Maintain a clear policy and set of procedures, to be reviewed every three years.
6.3	New Installations
6.3.1	New mechanical installations will comply with current regulations and guidance, including all amendments current at the date of the installation. The relevant regulations and guidance include the following:
6.4	Testing and Certification
6.4.1	St Leger Homes will ensure that all buildings will have in place valid certification or record for mechanical equipment and appliances where required.

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6.5	Mechanical Program
6.5.1	<p>District Heating and Mechanical PPM</p> <ul style="list-style-type: none"> • Daily Boiler house inspections • Monthly Boiler house / Heat station inspections and testing • Monthly meter readings recording • Quarterly (Every 3 months) Pump rooms, Tank rooms and commercial fan inspections • Annual Boiler house inspection • Annual unvented inspections (excluding domestic properties) • Annual Air source pump inspections
6.5.2	To safely manage these and other regulations SLHD will ensure the following policies are adopted across all SLHD and are continuously reviewed and amended as required.
6.6	Planned Preventative Maintenance Program
6.6.1	Certificates will be made available to contractors, tenants and in-house staff where required. Examples of certification include:
6.6.2	<ul style="list-style-type: none"> • District heating – Commercial gas servicing • Planned Preventative Maintenance – In-house inspection record. • Insurance compliance – Safety valve calibrations • Sewerage tanks and systems – External certification (disposal) • For any Notifiable Work stipulated under Part P or Part L undertaken to St Leger Homes properties, the contractor will ensure a Building Regulations Compliance Certificate is issued within 30 days of completion of the work. • Unvented servicing – SLHD In-house record. • Air Source Heat Pump servicing – SLHD In-house record. • High rise roof top handrails (fall protection) – External specialist contractors servicing and repairs. • Air conditioning units – Maintenance, servicing and repairs are conducted by a third party. Relevant checks are carried out on the third party inline with regulated qualifications • Ventilation extraction devices – Maintenance, servicing and repairs are conducted by a third party.
6.6.3	The Mechanical PPM Program will be issued by the Mechanical Team Leader in accordance with the compliance management system. This is driven by component information from SLHD's housing management system.
6.7	Suspected Emissions
6.7.1	Suspected emissions (fumes) in a property investigation will only be tested by a qualified gas fitter with the CMDDA1 qualification. If any Mechanical staff members find this, they will need to report to a gas team leader via there mechanical team leader.

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6.7.2	A Carbon Monoxide (CO) detector should be installed in every room which is used as living accommodation containing a fixed combustion appliance (excluding gas cookers). The CO alarms should be positioned at head height, either on a wall or shelf, approximately 1-3 meters away from a potential source of carbon monoxide. This program is conducted by the gas team, but the mechanical staff need to be aware in case of no evidence of the any CO protection.
6.8	Activation of a CO Detector
6.8.1	If a CO detector activates, tenants are advised to switch off all gas appliances, open windows for ventilation and to contact the gas transporter (EG CADENT) and then SLHD. A visit will then be made by a competent qualified gas fitter to carry out necessary investigation as per the regulations.
7.	Void Properties
7.1	SLHD employees and contractors will ensure that in the case of a tenant vacating a property.
7.1.1	Void team will notify the district heating team for domestic heating system visual inspection as soon as possible.
7.1.2	After the inspection, if further works are required, the district heating team must inform the relevant voids Team Leader, taking into account the ordering of materials and availability for planning in the further works.
7.1.3	Certificates will be made available to contractors, tenants, in-house staff and compliance where required. Examples of certification include ASHP records, Unvented Records, Biomass Records, etc.
7.2	Mutual Exchange / Transfers
7.2.1	The SLHD Mechanical Team will ensure that in the case of a tenant vacating/exchanging a property that mechanical appliances are safe before the property is re-let, and any switch 2 accounts and billing is correctly swapped over when an application for 'Mutual Exchange' of properties has been approved.
8.	Monitoring and Review
8.1	This policy will be reviewed every three years for accuracy and appropriateness, but sooner should there be any legislative changes or other requirements.
8.2	Monitoring of the policy will be through the performance framework and the results of the quality control inspections which are fed into the Mechanical management meetings.
8.3	The Gas Safe registration held by SLHD requires external monitoring by Gas Safe annually.
9.	Performance Standards
9.1	Planned Preventative Maintenance is essential to all mechanical works to increase reliability and efficiency. These must be completed to the highest standard, in-line with the manufacturer's instructions.

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9.2	<p>SLHD also has a performance management framework detailing target for Mechanical servicing work – including: -</p> <ul style="list-style-type: none"> • 100 % of mechanical properties with a in date mechanical record • 100 % of each annual program complete • The number of properties with no valid mechanical record and going through the legal proceedings to gain access. • Planned Preventative Maintenance (PPM) is essential to all mechanical works to increase reliability and efficiency. These must be completed to the highest standard, in line with Manufacturer's instructions.
9.3	The monthly safety & compliance performance report is the governance and assurance reporting tool for stakeholders.
9.4	St Leger Homes of Doncaster use C365 as a Compliance Management system. This allows the Gas & Mechanical compliance Officer to proactively monitor, measure and report on compliance activities in real time.
10.	Quality Assurance
10.1	In-house PPM checks are completed by the district heating team to ensure the district heating site are working safety, efficiently and to high safety standards.
10.2	SLHD has appointed an independent organisation to undertake third party quality assurance audits of mechanical PPM checks. If identified, this external auditing option can be used for any area within the mechanical policy. The main reason for this is to ensure our in-house auditing team are up to standard.
10.3	In Addition, a 100% desktop review of all records will be undertaken by our appointed compliance software provider, and any actions will be discussed with the internal service provider and any actions will be taken if deemed necessary to make safe, make good and to improve staff knowledge and performance levels.
10.4	SLHD has appointed an independent organisation to undertake third party quality assurance audits of mechanical PPM works, there will be an agreed percentage sample of the total mechanical safety works undertaken. Any best practices will be recorded and used to improve our general gas safety within the organisation.
11.	Partnerships
11.1	The Mechanical & Electrical Service Manager and the Mechanical Team Leader will work closely in association with the Procurement Team on any contracts with a requirement for mechanical works, they will attend regular contract meetings with any contractor carrying out mechanical works, ensure regular health and safety monitoring visits are carried out on contractors and ensure that St Leger Homes employees work closely with all partners in relation to the development, monitoring and revision of all St Leger Homes policies in relation to mechanical works and safety.

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