



# Asset Compliance Policy

## 1. Aim of policy

To ensure that we maintain a safe environment to live and work by managing and maintaining our assets according to any statutory and regulatory requirements or best practice principles.

## 2. Scope of policy

The objectives of this policy are to ensure that:

- We meet our statutory and regulatory responsibilities and duties as landlord, building manager and employer.
- Procedures are in place to identify sites where components or equipment require inspection, removal, encapsulation, servicing or maintaining to comply with the statutory and regulatory requirements.
- Where no statutory or regulatory obligation currently exists, we'll implement a best practice service and maintenance regime, at a minimum manufacturer's recommendations where reasonably practical to do so.
- Procedures are in place relating to how we manage and monitor the compliance data and certification, including our internal auditing and our voluntary external audits.
- We can report on our compliance status and score against key performance indicators.
- Roles are identified as responsible for ensuring compliance.

What this policy covers:

- Air Conditioning
- Air Source Heat Pumps
- Asbestos management
- Automatic/ electronic gates and doors
- Construction, Design and Management regulations (CDM) 2015
- Communal basements
- Dry risers
- Electrical safety (Testing & Inspection)
- Emergency lighting
- Fall arrest systems
- Fire safety
- Gas safety
- Legionella (Water Hygiene)
- Mechanical heat recovery ventilation
- Passenger lifts
- Play areas
- Portable appliance testing (PAT)
- Solar PV
- Solar Thermal



- Solid fuel safety
- Stairlifts & hoists
- Thermostatic mixer valves
- Unvented Cylinders
- Water booster pumps

### **3. Policy statement**

We'll maintain our sites, components and equipment so that they're compliant with current statutory and regulatory requirements and monitor that we're doing this. We'll keep up-to-date with changes in law and be proactive in introducing best practice where a component doesn't have an associated legislative obligation. So far as is reasonably practicable we will, as a minimum, meet manufacturer recommendations, ensuring we meet warranty requirements. This not only offers preparation for future changes in legislation but aligns with the drive to provide safe environments to live and work.

Inspection and remedial compliance information will be held and managed. This and the associated certificates, policies and procedures will be internally audited and subject to voluntary external audits. This will ensure we're prepared for audits and enable us to identify and address any weaknesses in our processes and practices.

When residents request permission to alter their home, we'll ensure that it meets statutory and regulatory requirements.

### **4. Policy**

We'll:

- Set clear procedures for managing compliance in all areas.
- Include the roles of responsible person in job descriptions and job profiles.
- Monitor and report on performance.
- Train staff in compliance matters.
- Identify all components or equipment and maintain a database of sites containing a record of the component or equipment that needs inspecting, removing, encapsulating, servicing or maintaining in good repair.
- Include in the database the date of the inspection certificate, any remedial works required and the next inspection due date.
- Carry out internal audits and commission voluntary external audits on the compliance data and database, certification and policies and procedures.
- Issue orders for remedial work and monitor completion.
- Set aside sufficient resources (people & finance) to ensure that we comply with our statutory compliance responsibilities.
- Regularly reconcile our property lists with our statutory compliance registers to ensure that we have a complete up to date record of the location of components.
- Use competent contractors, consultants and staff to inspect, record repair, maintain, remove, encapsulate and renew as appropriate.



- Monitor the performance of our contractors to ensure they are complying with their legal obligations and providing us with value for money.
- Set clear procedures for residents requesting alterations to their home

#### **5. Statutory requirements**

We must comply with various legal duties to remove hazards and reduce the risk of harm to our tenants, visitors and staff. This applies to areas in and around properties and land in our management or ownership. The statutes, regulations, orders, recommendations and codes of guidance are set down by Parliament and the Health & Safety Executive and are amended and updated from time to time. The legislation is included in the specific statements for each area at the end of this policy.

We have a health & safety team who works with us and the services of specialist consultants who give us advice on our duties and give us updates when legislation changes. It's also included in job descriptions that staff should keep themselves up to date with legislation changes and good practice. We help them to identify the training they need and encourage them to develop through learning.

Our procedures underpin this policy and detail how we make sure that we comply with the legal requirements. We review our procedures and practices regularly to make sure they are compliant.

#### **6. Related policies & procedures**

This policy supports or is supported by the:

- Asset management strategy
- Repairs strategy
- Estates services policy
- Repair & voids maintenance policy
- Planned & cyclical maintenance policy
- Housing management policy

And all linked policies and procedures associated with the above

#### **7. Monitor and review process**

This policy will be reviewed every year.

We monitor our performance in complying with our legal obligations and report regularly through our Executive Team.

At intervals we complete internal audits and arrange for an independent audit of our procedures and records to ensure they reflect good practice are being followed.

The responsibility framework:



Main action	Subaction	Head of Asset Mgt.	Head of Repairs	Asset Mgt Team	Repairs Team	N'hood Team	H&S Team	Head of N'hoods
Policy	Ensure compliance with policy	A	R	A	I		I	C
	Monitor performance & budget	A	R	C	C		I	I
Service Level Agreement	Lead on SLA for Client	AR	C	I	C	C		C
	Lead on SLA for Contractor	C	AR	C	I	I		I
	Delivery of contracts/services (in scope)	I	A	I	R	I		I
	Delivery of contracts/services (out of scope)	A	I	R	I	C		C
	Audits of work (external & internal)	I	A	I	R	I		I
	Report any site H&S concerns	I	I	I	R	R	A	I
	New sites	C	I	AR	I	I		I

*R – Responsible - achieve the task*  
*A - Accountable - final approving authority*  
*C - Consulted - opinions are sought*  
*I - Informed - kept up-to-date on progress*

Author	Owner	Date approved	Review date
Kevin Hartshorn	Julian Chun	Exec – Sept 2018	Sept 2019



<b>Statutory Compliance Framework</b>
Health and safety is considered when planning and managing budgets and resources for programmes of work/projects (including times where a contractor is managing all or part of this process)
Ensure there is a duty holder
Manage Risk
Comply with legal and regulatory requirements
Manage legal duties; with risk assessments, surveys, method statements and written plans of work
Implement clear management procedures (including any inspection intervals where applicable)
Maintain all related equipment or surrounding space in good condition
Employ competent and qualified employees/contractors
Provide appropriate training/tool box talks to all relevant people
Communicate residents responsibilities (around maintenance or what to do in an event)
Hold and manage accurate data and records
Ensure relevant people can access or have been provided with records/certification
Audit procedures and data regularly
Voluntary external audits



Statutory Compliance

Legislative Framework

	Asbestos	Communal Basements	Electrical safety	Fire Safety	Gas Safety	Legionella	Fall arrest systems	Lifts and lifting equipment	Play areas	Solid fuel appliance safety	Water booster pumps	Air conditioning	Solar PV	Solar Thermal	Air Source Heat Pumps	MVHR	Unvented cylinders	Automatic/electronic gates & doors	Construction, Design & Management (CDM) 2015
Control of Asbestos Regulations (CAR) 2012	x	x	x	x	x	x				x									
HSG 264	x																		
Management of Health and Safety at Work Regulations 1999	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Health and Safety at Work Act 1974	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Health and Safety (safety, signs and signals) Regulations 1996	x		x	x			x	x				x							
Health and Safety Executive Safety Notices - risks to pedestrians from crushing zones on electrically powered gates - 2: FOD WSW 1-2010; FOD 7-2010																		x	
Defective Premises Act 1972	x				x					x									
Occupiers' Liability Acts 1957 & 1984	x							x											
Construction (Design and Management) Regulations 2015	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Workplace (Health, Safety and Welfare) Regulations 1992	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations RIDDOR (RIDDOR)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
BS EN 12353:2001 Industrial commercial and garage doors and gates - safety in use of power operated doors																		x	
BS EN 12635:2002 Industrial, commercial and garage doors and gates - installation and use																		x	
BS EN 12604:2000 Industrial, commercial and garage doors and gates - mechanical aspects																		x	
Approved guidance HSG 150 Health and Safety in construction							x												x
Confined Spaces Regulations 1997		x						x											
Personal Protective Equipment at Work Regulations 1992	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
HSE L101 Safe work in confined spaces, Approved code of Practice, Regulations and Guidance on Confined Spaces Regulations 1997		x						x											

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Electricity at Work Regulations 1989 (as amended)	x		x	x	x			x				x	x	x	x	x		x	x
HSE Approved code of Practice and Guidance HSG107 - safe use of work equipment	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
HSG 107 - Maintaining portable and transportable electrical equipment			x									x							
Building Regulations 2012	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Housing Act 2004				x															
Regulatory Reform (Fire Safety) Order 2005			x	x	x					x									
Control of Substances Hazardous to Health Regulations (COSHH) 2002 (amended 2005)	x			x	x	x				x		x		x	x				
Dangerous Substances and Explosive Atmospheres Regulations 2002				x	x														
Gas Safety (Installation and Use) Regulations 1998					x														
Pressure Systems Safety Regulations (PSSR) 2000					x					x	x	x		x	x		x		
HSE Approved Code of Practice L8 "Legionnaires' disease; the control of Legionella bacteria in water"						x		x			x			x			x		
Working at Height Regulations 2005	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Lifting Operations and Lifting Equipment Regulations 1998							x	x											
Provision and Use of Work Equipment Regulations 1998							x	x											
HSG33 Health and Safety in Roof Work							x						x	x		x			
The Work at Height Safety Association technical Guidance Note 3 "Guidance on inspecting personal fall protection equipment " and technical Guidance Note 6 "Guidance on inspecting eyebolts used for personal fall protection purposes"							x												
BS 8437: 2005 Code of practice for selection, use and maintenance of personal fall protection systems and equipment for use in the workplace or BS EN 795:2012							x												

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BS EN 365:2004 Personal protective equipment against falls from a height - general requirements for instructions for use, maintenance, periodic examination, repair, marking, and packaging							x												
BS 7883:2005 Code of practice for the design, selection, installation, use and maintenance of anchor devices conforming to BS EN 795 British Standards Institution							x												
Lift Regulations 1997								x											
Supply of machinery (Safety) Regulations 2008								x											
Landlord and Tenant Act 1985									x										
Unfair Contract Terms Act 1997									x										
BS EN1176									x										
BS EN1177									x										
HETAS										x									
Water Supply (water fittings) Regulations of 1999						x					x			x			x		
Non-domestic building service compliance guide 2010 edition (compliance guide part L of building regulations 2010)											x			x	x		x		
F Gas Regulations 2014												x			x				
BS 7671 (inspecting the DC part of the PV system)													x						
BS EN 62446 (grid connected PV systems, minimum requirements for system documentation, commissioning tests and inspections)													x						

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