

# Communal Mechanical & Electrical Equipment Policy

Aster Group is the overarching brand name of Aster Group Ltd and all of its subsidiaries.

## 1 Scope

- 1.1 This policy applies to all Aster colleagues, contractors, customers and visitors to Aster premises.
- 1.2 This policy extends to properties owned and/or managed by entities of the Aster Group except leasehold.
- 1.3 This policy extends to all communal Mechanical & Electrical Equipment sited in communal areas of properties owned and/or managed by Aster except leasehold dwellings unless the provisions are required to maintain safety of the block as a whole. The term Mechanical & Electrical Equipment [MEE] in this policy means Fire Alarm and Detection systems, AOVs, sprinkler systems, emergency lighting, emergency egress, automatic doors, ventilation, and any other item listed in the Appendix.

## 2 Policy Statement

- 2.1 We will ensure, so far as is reasonably practicable, that our customers, visitors, colleagues, and contractors are properly protected from the risks arising from MEE.
- 2.2 We will ensure we are compliant with all relevant legislation, principally by following the relevant codes of practice, sector guidance and best practice generally.
- 2.3 To achieve this, we will;
  - 2.3.1 Carry out servicing and maintenance at the intervals prescribed in the Appendix via suitable contract arrangements with competent contractors.
  - 2.3.2 Carry out inspection and testing at the intervals prescribed in the Appendix using competent persons.
  - 2.3.3 Log any defects identified from the above and correct within the timeframes prescribed in the Appendix.
  - 2.3.4 Take out of service, where possible, any MEE which is not working or working correctly. Risk-assess the implications of taking MEE out of service and mitigate as necessary.

### Competencies

- 2.4 We will only employ Service Providers from our Approved Suppliers List for servicing & maintenance who are members of a relevant competent person's scheme.
- 2.5 We will only allow persons to complete testing and inspection who have enough appropriate practical and theoretical knowledge and experience of the equipment so that they can detect defects or weaknesses and assess how important they are in relation to the safety and continued use of the MEE.

## **Roles and Responsibilities**

- 2.6 The Chief Executive Officer retains overall accountability for this policy. Aster is the Duty-holder.
- 2.7 The Health & Safety Director is accountable for ensuring the policy is reviewed and updated (Board for EBHT).
- 2.8 The Property Services Director is responsible for policy implementation and ensuring adequate resources are available to meet the policy objectives (CEO for EBHT).
- 2.9 The Property Safety Director is accountable for delivery of the key policy objectives and for achieving the associated targets (Director of Housing Services for EBHT).
- 2.10 The relevant Head of Service is responsible for delivery of the key policy objectives and achieving the associated targets (The Building Safety and Compliance Manager and the Customer Services Manager for EBHT).
- 2.11 The relevant Contracts Manager takes day-to-day responsibility for operational delivery by implementing the procedures
- 2.12 The Head of Workspace & FM is responsible for delivery of the key policy objectives and for achieving the associated targets, in Corporate Real Estate.
- 2.13 Where access into dwellings is required Housing and Independent Living colleagues will support staff & contractors, where it becomes necessary, to gain access.
- 2.14 At the discretion of the Executive Board, responsibilities may be otherwise delegated, for example during the integration stage of newer entities to the Aster Group.

## **3 Monitoring and Review**

- 3.1 All records relating to servicing, inspection and examination will be checked before acceptance.
- 3.2 Aster will monitor implementation of this policy using monthly performance measures as set out in Appendix 2.
- 3.3 The effectiveness of this policy will be continuously monitored, and the embedding of the policy scrutinised after 12 months by the *Group Health & Safety Panel*
- 3.4 This policy will be reviewed every 3 years unless business need, regulation or legislation prompts an early review

## **4 Related Policies and Procedures**

- 4.1 MEE Procedure
- 4.2 Aster Group Health & Safety Policy

5 Governance			
Effective From:	01/09/2022	Expires:	31/05/2026
Policy Owner:	Health & Safety Director		
Policy Author:	Director of Property Safety		
Approved by:	<i>Group Health &amp; Safety Panel</i>		
Delegation Matrix Reference:	R065.3	Version Number:	V1.2

**Aster Group** is our overarching company brand and comprises the following companies and charitable entities. Aster Group Limited, Aster Communities, Aster Treasury plc, Synergy Housing Limited, East Boro Housing Trust Limited, Central and Cecil Housing Trust, Enham Trust, 55 London, Aster Foundation, Aster Living, Aster 3 Limited, Aster Homes Limited, Aster LD Limited, Aster Property Limited, Aster Solar Limited, Silbury Housing Holdings Limited, Silbury Housing Limited, Central & Cecil Innovations Limited, and Central & Cecil Construction Services Limited.

## Appendix 1 – Activity intervals

Mechanical & Electrical Activity Schedule			
Item	Activity	Nominal Frequency	Completed by:
Emergency lighting	Operational test	Monthly	In-house
Emergency lighting	3 hour discharge	Annual	Contractor
Fire System - Communal Panel System	25% system service on rotation	3 Monthly	Contractor
Fire System - Communal Panel System	Weekly bell tests	Weekly	In-house
Fire System - Communal Mains Powered	25% system service on rotation	3 Monthly	Contractor
Fire System - Domestic Mains/Battery Powered	Operational test	Annual	In-house
Fire System - Automatic Smoke Vents	System service	6 Monthly	Contractor
Fire System - Extinguisher Maintenance	Unit service	Annual	Contractor
Fire System - Fire Blankets	Unit service	Annual	Contractor
Fire System - Dry Risers	System service	6 Monthly	Contractor
Fire System - Sprinkler Systems	System service	6 Monthly	Contractor
Fire System - Sprinkler Systems	Visual checks	Weekly	In-house
Door Entry - Auto Door	System service	6 Monthly	Contractor
Door Entry - Auto Door	Operational test	TBC	TBC
Door Entry - Roller Shutter Door	System service	6 Monthly	Contractor
Door Entry - Auto Gates	System service	6 Monthly	Contractor
Door Entry - Scooter Storage Box	System service	6 Monthly	Contractor
White Goods - Commercial Dryer	Unit service	6 Monthly	Contractor
White Goods - Domestic Tumble Dryer	Unit service	6 Monthly	Contractor
Air Conditioning Service	Unit service	6 Monthly	Contractor
Communal Air Handling Unit	Unit service	6 Monthly	Contractor
Kitchen Extractor Clean	System Clean	Annual	Contractor
Fall Arrest Equipment	System service	Annual	Contractor
Communal TV System	System check	Annual	Contractor
CCTV System	System check	Annual	Contractor
Lightning Protection	System test	Annual	Contractor
Radon fan	System check	Annual	Contractor
Heat Recovery Ventilation Unit	Unit service	Annual	Contractor