

Electric Gates Policy

Originator:	Policy and Strategy Team
Executive Management Team Approval Date:	October 2018
Review date:	October 2019

1	Introduction
1.1	One Vision Housing (OVH) treats the health and safety of tenants, staff, contractors and other users of its buildings of paramount importance.
1.2	<p>This Policy sets out OVH’s responsibilities to comply with the relevant legislation and regulatory guidance on the safety, installation and maintenance of electric gates within properties it owns and controls including:</p> <ul style="list-style-type: none"> • The European Machinery Directive, 2006/42/EC • The Supply of Machinery (Safety) Regulations 2008 • BS7671 (Requirements for Electrical Installations) IET Wiring Regulations
1.3	<p>The Policy also enables OVH to meet the requirements of the Regulatory Framework for Social Housing adopted by the Regulator for Social Housing (RSH) as follows:</p> <ul style="list-style-type: none"> • Provide a cost-effective repairs and maintenance service to homes and communal areas that responds to the needs of, and offers choices to, tenants, and has the objective of completing repairs and improvements right first time • Meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes
1.4	Access and Communication
1.4.1	OVH is committed to ensuring that its services are accessible to everyone. OVH will seek alternative methods of access and service delivery where barriers, perceived or real may exist, that may make it difficult for people to work for OVH or use its services.
1.5	Equality, Diversity and Human Rights
1.5.1	OVH is committed to ensuring that no person or group of persons will be treated less favourably than another person or group of persons and will carry out our duty with positive regard for the following core strands of equality; Age, Disability, Gender, Race, Transgender, Sexual Orientation, Religion and/or Belief, Marriage and Civil Partnership, Pregnancy and Maternity.

1.5.2	OVH also recognises that some people experience disadvantage due to their socio-economic circumstances, employment status, class, appearance, responsibility for dependants, unrelated criminal activities, being HIV positive or with AIDS, or any other matter which causes a person to be treated with injustice.
1.5.3	OVH will also ensure that all services and actions are delivered within the context of current Human Rights legislation. OVH will ensure its employees and others with whom it works, will adhere to the central principles of the Human Rights Act (1998).
1.5.4	<p>This Policy must be read in conjunction with:</p> <ul style="list-style-type: none"> • OVH Periodic Electric Testing Policy • OVH Health and Safety Policy • OVH Repairs, Maintenance and Planned Works Policy
1.6	OVH staff can access procedure maps in relation to all aspects of Assets Management (in relation to this Policy) via the internal document management system.

2	Statement of Intent
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2.1	OVH is committed to meeting legal obligations set out in the Health and Safety Executive-Safety Notice that requires Registered Providers to comply with standards and safety requirements for the operation of electric gates.
2.2	<p>To meet the above requirements OVH will adopt a number of measures when installing and maintaining electric powered gates to ensure safety of customers, staff and the public within properties it owns or controls as outlined below:</p> <ul style="list-style-type: none"> • In operating electric gates, OVH will; <ul style="list-style-type: none"> ○ Ensure that contractors are competent and they use the right testing equipment to measure closing/opening forces ○ Confirm that when opening and closing, the force of the gates will be limited to those specified in the British/European standards. The gates should also reverse if they hit any obstructions ○ Ensure that parts of the gate where someone could be trapped or crushed while the gate is moving are protected, to prevent injuries from protruding parts

3	Policy
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3.1	<p>OVH will undertake an annual risk assessment and force test of all electronic vehicle gates, and service them at least once a year to comply with the Health and Safety Executive (HSE) guidelines and ensure health and safety of its employees, tenants and the public. For more information, please refer to Health and Safety Executive website: http://www.hse.gov.uk/safetybulletins/electricgates2.htm</p>
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3.2	OVH will use competent manufacturers, installers and contractors to install, inspect and maintain electric gates within its premises or any other building it owns or manages. The contractors will be available to inspect, repair the electric gates as and when required by any breakdowns or faults that may be observed.
3.3	<p>As part of its service standard developed and reviewed in consultation with customers on annual basis, OVH operate the following response times for dealing with responsive repairs to electric gates:</p> <ul style="list-style-type: none"> • OVH will endeavour to respond to emergency repairs within 24 hours and within 2 hours if there is risk to health and safety in order to make it safe if not repairable • (It should be noted, however, that due to the mechanical nature of the systems in operation, it may not always be possible to remedy a fault immediately e.g. where manufactured parts are required. In these circumstances OVH will endeavour to resolve issues as expediently as is possible, keeping users of the system informed of expected timescales to restore to full working order) • OVH will respond to non- emergency repairs within 10 working days of the date of the notification subject to availability of specialist parts
3.4	All electric gates will be installed with safety devices, designed to stop if obstructions are detected e.g. vehicles or people. OVH will appoint a competent contractor to perform regular inspections on all safety devices and features, in accordance with the manufacturer’s instructions to ensure safety is maintained.
3.5	OVH will keep a record of all new installations to ensure that service and maintenance arrangements are put in place. As part of health and safety, OVH will also conduct risk assessment of any new installations of electric gates to identify hazards. OVH will also periodically evaluate risks of electric gates within its premises or any other property it owns or manages to ensure hazards are adequately controlled.
3.6	Where it is known that electric gates are going to be out of operation for any considerable length of time, OVH will inform affected residents by putting up appropriate notice or signage in communal areas of the building and will endeavour to remedy the situation as soon as it is possible.
4	Implementation
4.1	All staff have a responsibility to be aware of the OVH Electric Gates Policy to be able to direct any customer queries that may arise. Staff also need to be aware of the Policy to fulfil their health and safety duties, <i>“to take reasonable care of the health and safety of themselves and of others who may be affected by what they do or do not do”</i> .
4.2	The Compliance Manager will be responsible for ensuring the risk assessment is carried out and determining the schedule of checking for fixed-wiring in association with the operation of electric gates.
5	Performance
5.1	There are no additional performance requirements as a result of this Policy.

6	Consultation		
6.1	All staff have been consulted in the development of this Policy. The Tenants Policy Review Group has also been consulted in the development of this Policy 09/10/2018.		
7	Review		
7.1	The Policy will be reviewed annually in consultation with the Statutory Compliance Manager (on or as near as possible from the date of Executive Management Team's- EMT approval) or sooner if required by the introduction of new legislation or regulation affecting electrical safety or as a result of system audits.		
8	Equality Impact Assessment		
8.1	Was a full Equality Impact Assessment (EIA) required?	Yes	
8.2	When was EIA conducted and by who?	EIA was carried out by Policy and Strategy Manager and Policy Writer in June 2014 is still relevant for this Policy.	
8.3	Results of EIA	The EIA Relevance Test indicated there are no adverse or differential impacts for any groups with protected characteristics as a result of the operation of this Policy.	
9	Scheme of Delegation		
9.1	Responsible committee for approving and monitoring implementation of the policy and any amendments to it	EMT	
9.2	Responsible officer for formulating policy and reporting to committee on its effective implementation	Head of Assets & Compliance	
9.3	Responsible officer for formulating, reviewing and monitoring implementation of procedures	Head of Assets & Compliance	
10	Amendment Log		
Date of revision:		Consultation record:	Record of amendments:
Reason for revision:			
16 October 2018	In line with the Review Schedule	See section 6	<ul style="list-style-type: none"> Change @ 3.6:- the section has been reworded to clarify that the notice or signage will be put up in communal areas

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| | | | <ul style="list-style-type: none">• Removal of the statement, which stated that OVH will make an assessment of whether a repair is emergency or non-emergency at the time of the call |
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