

## SERVICING OF SPECIALIST EQUIPMENT – PROCEDURE

### 1.0 INTRODUCTION

- 1.1 This procedure describes our arrangements for ensuring that an annual service is carried out on specified items of specialist equipment, both to meet our general health & safety responsibilities and, where appropriate, to comply with specific regulations.
- 1.2 The main items covered by this procedure are:
- a) special baths, e.g. Arjo, Parker
  - b) overhead and floor-based hoists (personal lifting equipment)
  - c) shower trolleys (seats)
  - d) Clos-o-Mat toilets
- 1.3 The statutory requirements this procedure aims to comply with are:
- a) Health & Safety at Work etc. Act 1974
  - b) Provision and Use of Work Equipment Regulations 1998 – covering all equipment
  - c) Lifting Operations and Lifting Equipment Regulations 1998 – covering hoists;
  - d) Management of Health & Safety at Work Regulations 1999 - covering risk assessments, staff training etc.
- 1.4 This procedure supports our Maintenance policy and complies with Scottish Social Housing Charter.

### 2.0 INSPECTION & SERVICING

#### Contractors

- 2.1 Items (a) to (c) in para. 1.2 above are covered by a single annual contract covering all locations. The contract is with a specialist service contractor.

Prior to the anniversary of each contract, the contractor will submit a quotation for the following year's servicing. To comply with the Lifting Equipment Regulations a new service contract must be in place before the expiry of the current contract.

The Maintenance Officer (MO) has delegated authority to accept the appropriate quotation.

- 2.2 Item (d) in par 1.2 is currently covered by a 3 year contract for each location with a specialist contractor.

Prior to the anniversary of each contract, the contractor will submit a quotation for the next 3 year contract.

The Maintenance Officer (MO) has delegated authority to accept individual quotes for each location.

## **Annual programme**

- 2.3 At the re-commencement of each contract the MO will confirm the list of addresses to be covered, together with relevant contact details, with the appointed contractors.

Should any of these details change during a year the MO will ensure that the contractors receive the relevant information in writing.

- 2.4 The contractors will arrange access direct with local staff and/or service users.

Following each visit the contractor will submit their invoice together with report sheet(s) detailing the inspection, servicing and any repairs carried out. A separate report will be attached to the invoice for each item checked.

- 2.5 Should any work be required that is not covered by the terms of the contract, the contractor will contact the MO, who will arrange for a separate works order to be issued for the repairs/replacements required.

- 2.6 The invoice will be passed to the Maintenance Officer (MO) who will:

- a) record the required details from the Certificate on the relevant Excel spreadsheet – filepath: *Maintenance/Maintenance Folder/(year) files/Programme of Major & Cyclical Works/Programme of Major & Cyclical Works (year) – select Specialist Property*
- b) scan and/or file the test certificates and any related reports, correspondence etc. in the relevant folder located on the maintenance drive in the folder programme of major and cyclical works/specialist equipment;
- c) process the invoice for payment in accordance with current procedures, allocating the relevant cost code for each address covered by the invoice, to ensure that the total costs are split correctly between each location.

## **3.0 IMPLEMENTATION AND REVIEW**

- 3.1 The Head of Property Management (HOPM) is responsible for ensuring that this procedure is implemented.

- 3.2 The MO will monitor progress of the annual programme and will follow up with the contractor any delays in completing safety checks and/or submitting completed Certificates.

- 3.3 The MO will raise any concerns about the contractor's performance with the HOPM who will follow up with the contractor as required. Further action will depend on the contractor's response.

- 3.4 As part of the standard reports on completion of statutory checks, the HOPM will submit an annual report on the servicing of specialist equipment to the Finance Sub-Committee.

- 3.5 The HOPM will ensure that this procedure is reviewed at least every three years.

**Version 2.0 Approved by SLT:**

**August 2017**

**Review of procedure due by:**

**October 2019**

**Complies with:**

**Scottish Social Housing Charter**