



# Electrical Gates Policy

Originator:	Policy and Strategy Team
PCHA Approval Date:	January 2024
Review date:	January 2027

1	Introduction
1.1	Pine Court Housing Association (PCHA) treats the health and safety of tenants, staff, contractors and other users of its buildings of paramount importance.
1.2	This Policy sets out PCHA'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.
1.3	Key legislation and guidance includes: <ul style="list-style-type: none"> <li>• The Health and Safety at Work etc Act 1974</li> <li>• The Workplace (Health, Safety and Welfare) Regulations 1992</li> <li>• The Construction Products (Amendment etc.) (EU Exit) Regulations 2020</li> <li>• The Supply of Machinery (Safety) Regulations 2008</li> <li>• BS7671 (Requirements for Electrical Installations) IET Wiring Regulations</li> <li>• BS EN 12453:2017 Industrial, commercial and garage doors and gates</li> </ul>
1.4	The Policy also enables PCHA to meet the requirements of the Regulatory Framework for Social Housing adopted by the Regulator for Social Housing (RSH) as follows: <ul style="list-style-type: none"> <li>• Registered providers must provide an effective, efficient and timely repairs, maintenance and planned improvements service for the homes and communal areas for which they are responsible</li> <li>• When acting as landlords, registered providers must take all reasonable steps to ensure the health and safety of tenants in their homes and associated communal areas</li> </ul>
1.5	<b>Access and Communication</b>
1.5.1	PCHA is committed to ensuring that its services are accessible to everyone. PCHA 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 PCHA or use its services.
1.5.2	Working with our customers we have established a Vulnerable Persons and Reasonable Adjustments Policy to ensure we make best use of every customer interaction to meet customers' needs in our service delivery and ensure this information is kept up to date.

1.6	<b>Equality, Diversity and Human Rights</b>
1.6.1	PCHA 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, Gender Identity / Gender Expression, Sexual Orientation, Religion and/or Belief, Marriage and Civil Partnership, Pregnancy and Maternity.
1.6.2	PCHA 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.
1.6.3	PCHA will endeavour to ensure that all services and actions are delivered within the context of current Human Rights legislation. PCHA will ensure its employees and others with whom it works, will adhere to the central principles of the Human Rights Act (1998).
1.7	<p>This Policy must be read in conjunction with:</p> <ul style="list-style-type: none"> <li>● PCHA Periodic Electric Testing Policy</li> <li>● PCHA Health and Safety Policy</li> <li>● PCHA Repairs, Maintenance and Planned Works Policy</li> </ul>
1.8	PCHA 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**

2.1	PCHA 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 PCHA 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"> <li>● In operating electric gates, PCHA will; <ul style="list-style-type: none"> <li>○ Ensure that contractors are competent, and they use the right testing equipment to measure closing/opening forces</li> <li>○ Confirm that when opening and closing, the force of the gates will be limited to those specified in the standards. The gates should also reverse if they hit any obstructions</li> <li>○ 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</li> <li>○ Take prompt action, if advised by the competent contractor that the equipment is unsafe</li> </ul> </li> </ul>

3	Policy
3.1	<p>PCHA 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 its statutory obligations and with the Health and Safety Executive (HSE) guidelines and past safety alerts, including <a href="https://www.hse.gov.uk/safetybulletins/poweredges.htm">https://www.hse.gov.uk/safetybulletins/poweredges.htm</a>.</p>
3.2	<p>PCHA 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 and repair the electric gates as and when required by any breakdowns or faults that may be observed.</p>
3.3	<p>As part of its service standard, developed and reviewed in consultation with customers, PCHA operate the following response times for dealing with responsive repairs to electric gates:</p> <ul style="list-style-type: none"> <li>• Emergency Repairs – respond and complete works or make safe within 24 hours (with attendance within 2 hours if there is a risk to health and safety in order to make safe)</li> <li>• Urgent Repairs - respond and complete works within 5 working days</li> <li>• Routine Repairs - respond and complete works within 20 working days</li> <li>• Manufactured Items and Small Projects - where manufactured parts are required or for any other reason repairs cannot be completed within 20 working days these will be classified as ‘priority X’. In these circumstances PCHA will endeavour to resolve issues as expediently as is possible, keeping customers informed of expected timescales to restore to full working order)</li> </ul>
3.4	<p>All electric gates will be installed with safety devices, designed to stop if obstructions are detected e.g. vehicles or people. PCHA 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.</p>
3.5	<p>PCHA 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, PCHA will also conduct risk assessment of any new installations of electric gates to identify hazards. PCHA 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.</p>
3.6	<p>Where it is known that electric gates are going to be out of operation for any considerable length of time, PCHA will inform affected residents by putting up an appropriate notice or signage in communal areas of the building and will endeavour to remedy the situation as soon as it is possible.</p>
4	Implementation
4.1	<p>All staff have a responsibility to be aware of the PCHA 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>.</p>

4.2	The Building Safety and 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.	
<b>5</b>	<b>Performance</b>	
5.1	There are no additional performance requirements as a result of this Policy.	
<b>6</b>	<b>Consultation</b>	
6.1	All staff have been consulted in the development of this Policy. The PCHA Customer Empowerment Panel have also been consulted in the development of this Policy.	
<b>7</b>	<b>Review</b>	
7.1	The Policy will be reviewed at least once every Three Years from the date of approval to ensure its continuing suitability, adequacy and effectiveness or as required by the introduction of new legislation or regulation that impacts on the obligations of PCHA.	
<b>8</b>	<b>Equality Impact Assessment</b>	
8.1	Was a full Equality Impact Assessment (EIA) required?	No
8.2	When was EIA conducted and by who?	An EIA Relevance Test was undertaken by the Policy and Strategy Manager and the Quality and Inclusion Officer in January 2024
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.
<b>9</b>	<b>Scheme of Delegation</b>	
9.1	Responsible committee for approving and monitoring implementation of the policy and any amendments to it	PCHA Departmental management Team
9.2	Responsible officer for formulating policy and reporting to committee on its effective implementation	PCHA Director of Operations
9.3	Responsible officer for formulating, reviewing and monitoring implementation of procedures	PCHA Director of Operations

Date of revision:	Reason for revision:	Consultation record:	Record of amendments:
17th November 2020	In line with the Review Schedule	See section 6	There are no changes to the Policy in this review.
7th January 2022	In line with the Review Schedule	See section 6	There are no changes to the Policy in this review.
22 <sup>nd</sup> January 2024	In line with the Review Schedule	See section 6	<ul style="list-style-type: none"> <li>● Relevant Legislation updated at 1.3</li> <li>● Revised repairs priorities included at 3.3</li> <li>● Revised job titles updated throughout</li> <li>● EIA Relevance Test updated at Section 8</li> <li>● In line with Board approved procedure the review period for this Policy has been extended to every Three Years rather than Annually</li> </ul>