

Mechanical and Electrical Tier 2 Safety Inspections Policy

The Policy outlines the London Borough of Croydon's approach to managing compliance with Mechanical and Electrical Tier 2 safety inspections in Council owned and managed properties.



This policy was reviewed with the help
of Croydon Housing Residents

Contents

1.	Purpose	3
2.	Statement of Intent.....	3
3.	Scope.....	3
4.	Legislation & Guidance	4
5.	Glossary of Terms.....	5
6.	New Installations.....	6
7.	Existing Installations	6
8.	Competence	6
9.	Record Keeping	6
10.	Quality Assurance.....	6
11.	Performance Reporting	7
12.	Enforcement and Non-Compliance Measures	7
13.	Roles and Responsibilities	8
14.	Related Documents	9
15.	Reasonable Adjustments	9
16.	Equalities	10
17.	Complaints.....	11
18.	Consultation.....	11
19.	Monitoring and Review	11
20.	Document Control	11
	Appendices A - Property Asset Safety Compliance Matrix (PASCoM)	13

1. Purpose

- 1.1 This policy outlines the Council's approach to managing the safety of installations, inspections, repairs, testing and certification of Mechanical and Electrical Tier 2 safety equipment in communal areas, inside domestic properties, plant rooms, electrical intake rooms, community facilities, offices and workspaces, and other assets within housing management responsibility.

2. Statement of Intent

- 2.1 Keeping residents and building users safe from harm is paramount. The Council will ensure that all Mechanical and Electrical Tier 2 safety systems and equipment which is within its control is installed, managed, and maintained in accordance with current standards set out in legislation and codes of practice, to minimise the risk to any person using such.

3. Scope

- 3.1 This policy applies to Mechanical and Electrical Tier 2 safety equipment and appliances that are not covered by any other policy which the Council is responsible for.
- 3.2 All Mechanical and Electrical Tier 2 safety related assets will be included in an inspection programme which includes inspection of condition, repair, and maintenance to ensure installations and equipment that falls under the Councils responsibility are safe.
- 3.3 Typical installations and systems covered (but not limited to) include domestic and landlord installations as set out below:
 - Generators
 - Communal Ventilation Systems
 - Fall Arrest Equipment
 - Fixed fire, smoke and heat alarms and detection and/or carbon monoxide alarms
 - Powered door entry systems.
 - Security gates / Barriers.
 - Electric heating systems. (ASHP's / GSHP)
 - Solar Photovoltaic Panels (PV)
 - Septic Tanks / Cesspits
 - Misting and sprinkler systems
 - Electrical vehicle charging points
 - Commercial laundry Equipment
 - Playground Equipment
- 3.4. The Council will comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) to ensure that any work involving flammable liquids, gases, vapours, or combustible dust is properly risk assessed and managed. Where DSEAR applies, suitable control measures, documentation, and periodic reviews will be implemented to

prevent fire, explosion, and associated harm to residents, staff, contractors, and visitors.

- 3.5. The policy applies to Council employees, contractors, tenants and other persons or other stakeholders who may work on, occupy, visit, or use its premises or be affected by its activities or services.

4. Legislation & Guidance

4.1. Primary Legislation (Acts of Parliament):

- Housing Act 1985
- Landlord and Tenant Act 1985
- Care Act 2014
- The Health and Safety at Work Act 1974
- The Building Safety Act 2022

4.2. Statutory Regulations (Legal requirement that create Compliance duties):

- The Building Regulations 2010
- The Fire Safety Reform Order 2005
- High-Risk Building Regulations 2023
- The Electricity at Work Regulations 1989
- The Electrical Equipment (Safety) Regulations 2016
- The Electrical Safety Standards in the Private Rented Sector (England) (Amendment) (Extension to the Social Rented Sector) Regulations 2025.
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- The Management of Health and Safety at Work Regulations 1999
- Right to Repair Regulations 1994
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

4.3. Standards and Approved Documents (Technical specifications & compliance routes)

- BS EN12453 / BS EN12604 – Safety of Gates, Barriers and Doors
- BS EN/IEC 62305 – Lighting Protection Standard

4.4. Approved Documents (Building Regulations)

- Approved document L - Conservation of fuel and power
- Approved Document F – Ventilation (communal ventilation)

4.5. Code of Practice & Industry Guidance:

Electrical:

- IET Wiring Regulations BS7671:2018 (Amendment 2:2022)
- Code of Practice for the Management of Electrotechnical Care in Social Housing (January 2019)

- The Code of Practice for In-Service Inspection and Testing of Electrical Equipment (ISITEE) 2012 (4th edition)
- HSE INDG236: 'Maintaining portable electrical equipment in low-risk environments' (2013)
- Electrical Safety Council: Landlords' Guide to Electrical Safety 2009.

Fire & Lift Safety:

- DHF Code of Practice for Automated Gates, Barriers, Doors
- RoSPA Inspections of Playground Equipment

5. Glossary of Terms

5.1. Installations and Systems:

An additional safety installation or system is made up of any fixed equipment that is owned by Croydon Council and has been installed to provide additional safety measures for residents.

5.2. Generators:

This is the process of testing generators owned by Croydon Council for safety through a series of visual inspections and electronic tests.

5.3. Communal Ventilation Systems:

A system providing ventilation to two or more properties within a block of flats, to ensure systems are working as they should and tested / serviced regularly in line with guidance.

5.4. Fall Arrest Systems:

These are systems generally installed on our larger blocks of flats that allow for contractors to work safely on the roof / externals of the buildings.

5.5. Commercial Laundry Equipment:

Appliance testing to any electrical / gas appliance that is fitted in any communal laundry room (usually found in sheltered accommodation)

5.6. Fixed fire, smoke and heat alarms and detection and/or carbon monoxide alarms:

Fire, smoke, heat and carbon monoxide alarms fitted in communal and domestic areas to support early notification.

5.7. Powered door entry systems:

Used specifically for disabled residents to enable easier access to and from their home

5.8. Powered gates and barriers:

To ensure any powered gates / barriers meet revised European Standards on the safety of doors, gates and barriers - BS EN 12453:2017 and BS EN 12604:2017.

5.9. Other Lifting Equipment:

Stairlifts and bath hoist used by elderly or disabled residents in residential areas.

5.10. Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)

To ensure that any work involving flammable liquids, gases, vapours, or combustible dust is properly risk assessed and managed.

6. New Installations

- 6.1. All new fixed electrical installations will comply with the current edition of the relevant requirements for electrical installations [BS 7671 - 18th Edition](#) in England and will result in the issue of the necessary certification on completion.

7. Existing Installations

- 7.1. Existing systems and equipment will be subject to an inspection by a competent engineer and issued with a suitable certificate to confirm the item is safe to use.

- 7.2. All safety equipment will be inspected in line with guidance detailed in [Appendices A - Property Asset Safety Compliance Matrix \(PASCoM\)](#)

A Property Assets Safety Compliance Matrix (PASCoM) is a structured tool used to manage and monitor the safety of physical assets across an estate. It ensures that key components such as doors, heating systems, lifts, and fire alarms are regularly assessed, tracked, and maintained in line with all relevant safety, health, and legal standards.

PASCoM provides a clear, centralised view of compliance status, helping organisation understand their responsibilities, identify risks, and maintain high levels of safety performance.

What PASCoM covers

A summary of the key areas assessed includes:

Electrical Safety				
Asset Type	Frequency	Legal Requirement	Records	Why It Matters
Electrical Safety (Communal)	Every 5 years	Yes	Electrical installation condition report – EICR	Prevents electrical fires in shared areas.

Electrical Safety (Dwellings)	Every 5 years	Yes	Electrical installation condition report – EICR	Ensures safe electrical use in homes.
Portable Appliance Testing	Risk-based	Yes	Portable appliance testing -PAT report	Ensures plug-in appliances are safe.
Electric Vehicle Charging Points - EV	Install + EICR	Yes	Electrical installation condition report – EICR	Prevents electrical faults and fire risks.
Photovoltaic Cells	As required	Yes	Electrical installation condition report – EICR	Ensures electrical safety of solar panels.
Instantaneous Water Heaters	Per manufacturer	Yes	Service log	Prevents overheating and electrical faults.
Electric Boilers	None	No	Maintenance records	Identifies faults preventing electrical hazards.
Infrared Heating	None	No	None	General safety.
Street Lighting	6 years	Yes	Electrical Installation Condition report – EICR	Keeps external areas safely lit.
Fall Protection Systems	Annual	Yes	Compliance certificate	Prevents falls when accessing heights.

Fire Safety Systems

Asset Type	Frequency	Legal Requirement?	Records	Why It Matters

Fire Alarms	Weekly + annual	Yes	BS 5839-1 inspection certificate	Detects smoke or fire and alerts people, helping them evacuate safely in an emergency.
Smoke Alarms	Annual	Yes	BS 5839-6 certificate	Provides early smoke detection.
Carbon Monoxide & Smoke Alarms	Annual / Best practice	No	Alarm test record	Ensures alarms work to warn of danger.
Emergency Lighting	Monthly + annual	Yes	Emergency lighting test log (BS 5266)	Ensures emergency lighting works during power cuts.
Fire Blankets	Visual	Yes	Inspection log	Ensures fire blankets function if needed.
Fire Dampers	Annual	Yes	BS 9999 damper test certificate	Stops fire spreading through ductwork.
Fire Extinguishers	Annual	Yes	BS 5306 service certificate	Ensures extinguishers will work.
Fire Shutters	Annual	Yes	BS EN 16034 fire shutter certificate	Prevents fire spread between sections.
Automatic Opening Vents (AOVs)	Weekly+	Yes	Smoke ventilation system test certificate	Keeps escape routes free of smoke.
Smoke Control Systems	Monthly + annual	Yes	Smoke-control test log	Helps manage smoke movement.
Hose Reels	Annual	Yes	Annual service certificate	Ensures reels work for firefighting.
Sprinkler Systems (Communal)	Quarterly + annual	Yes	BS EN 12845 inspection certificate	Confirms that sprinkler systems in communal areas have been inspected and will operate correctly in a fire.

Sprinkler Systems (Residential)	Annual	Yes	BS 9251 inspection certificate	Ensures the sprinkler system will operate correctly to protect residents from fire spread in the home.
Evacuation Alert Systems	Annual + monthly	Yes	System test logs (BS 8629)	Supports safe evacuation in emergencies.
Emergency Voice Comms	6-monthly	Yes	BS 5839-9 certificate	Supports communication during fire.
Secure Information Box	Annual	Yes	Inspection logs	A secure box gives firefighters quick access to key information about the building in an emergency, and it is checked regularly to make sure everything inside is correct.
Lightning Protection	Annual/biannual	Yes	BS EN 62305 inspection certificate	Protects building from lightning strikes.

Lifts & Lifting Equipment

Asset Type	Frequency	Legal Requirement?	Records	Why It Matters
Passenger Lifts	6-monthly	Yes	Lifting Operations and Lifting Equipment Regulations report – LOLER	Ensures lifts have been checked and are safe to use, and identifying any repairs needed.
Firefighters Lifts	Monthly	Yes	Lifting Operations and Lifting Equipment Regulations report – LOLER	Ensures lifts work during emergencies.

Stairlifts/Hoists	6-monthly	Yes	Lifting Operations and Lifting Equipment Regulations report – LOLER	Ensures lifting equipment is safe to use.
Medical Appliances	6-monthly	Yes	Lifting Operations and Lifting Equipment Regulations report – LOLER	Ensures safe lifting/medical equipment use.
Fall Protection Systems	Annual	Yes	Compliance certificate	Prevents falls when accessing heights.
Fire Doors	3-monthly/annual	Yes	Inspection logs	Prevents fire and smoke spread.
Dry/Wet Risers	6m + annual	Yes	Riser Inspection / Test Certificate	Ensures riser system have been tested and working properly so fire service have access to water supply.

Gas & Heating Systems

Asset Type	Frequency	Legal Requirement?	Records	Why It Matters
Gas Domestic	Annual	Yes	Landlord Gas Safety record - LGSR	Prevents gas leaks and carbon monoxide.
Commercial Gas Cooker	Annual	Yes	GasSafe record	Prevents gas leaks and fire hazards.
Communal Heating	Annual gas check	Yes	GasSafe certificate	Ensures safe heating supply.
Gas Fired Dryers	Annual	Yes	GasSafe service certificate	Prevents overheating and gas hazards.

Air Source Heat Pumps	Regular maintenance	Yes	Maintenance certificate	Maintains safe and efficient heating.
Ground Source Heat Pumps	Annual	Yes	Inspection certificate	Ensures safe and efficient heat supply.
Solar Thermal	None	No	None	General heating safety.
Electric Heating Systems (ASHP/GSH P)	As required	No	None	General heating safety.

Water Hygiene & Plumbing Safety

Asset Type	Frequency	Legal Requirement?	Records	Why It Matters
Legionella – Water Systems	2-year RA	Yes	Risk Assessment report	Prevents Legionnaires' disease.
Thermostatic Mixing Valves	Annual / Per Manufacturers	No	Thermostatic Mixing Valves - TMV records	Prevents scalding from hot water.
Unvented Cylinders	Annual	Yes	Annual safety inspection	Prevents overheating and pressure hazards.
Wastewater Pumps	Monthly + annual / Best practice	No	Logs	Prevents flooding and sewage issues.
Water Softeners	None	No	None	General plumbing safety.
Greywater Systems	As required	No	Records	Ensures safe reuse of water systems.
Rainwater Harvesting	None	No	None	General water safety.

Ventilation & Air Quality

Asset Type	Frequency	Legal Requirement?	Records	Why It Matters
Mechanical Ventilation with Heat Recovery	None	No	Records	Maintains air quality and prevents damp without losing heat.
Ventilation Ductwork	Periodic	Yes	Cleaning records	Reduces health risks from dust buildup.
Kitchen & Laundry Ducts	Annual	Yes	TR19 or equivalent cleaning certificate	Reduces fire risk from grease/lint.
Communal Ventilation Systems	Regular Servicing	Yes	Servicing records	Ensures correct ventilation.

Environmental & Structural Safety

Asset Type	Frequency	Legal Requirement?	Records	Why It Matters
Asbestos	Annual survey	Yes	Register & management plan	Prevents exposure to harmful fibres.
Radon	As required	Yes	Radon measurement report	Reduces exposure to harmful gas.
Petrol Interceptor	Annual	Yes	Environmental inspection report	Prevents pollution from fuel leaks.
Eco Roofs	None	No	None	General roof safety.
Green Walls	None	No	None	General building safety.
Rainwater Harvesting	None	No	None	Water safety.

Safety Systems & Physical Assets

Asset Type	Frequency	Legal Requirement?	Records	Why It Matters
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Power Assisted Gates	Annual	Yes	Safety inspection log (Machinery Directive)	Prevents crush injuries.
Powered Door Entry Systems	As needed	No	None	Maintains security of building access.
Automatic Opening Doors	Annual inspection	Yes	Safety inspection certificate	Ensures safe opening/closing to avoid injury.
Roller Shutters	Annual	Yes	Safety inspection log	Ensures safe operation, prevents injury.
Automatic Barriers / Gates	Annual	Yes	BS EN 12453/12604	Prevents crush injuries.

Tick-Assessment-Based Compliance Duties

Asset Type	Frequency	Legal Requirement?	Records	Why It Matters
Fire Risk Assessment	Varies	Yes	FRA report	Identifies and reduces fire risks.
Dangerous Substances and Explosive Atmospheres Assessment - DSEAR	Every 3–5 years (risk-based)	Yes	DSEAR risk assessment + zoning records	Prevents fire/explosion from flammable liquids, gases, vapours, or dust
Pressure Vessels	2-year RA	Yes	WSE docs	Prevents pressure-related explosions.

Other Building Safety Systems

Asset Type	Frequency	Legal Requirement?	Records	Why It Matters
CCTV	None	No	None	Maintains building security systems.
TV Aerials	None	No	None	General safety.

Intruder Alarms	None	No	None	Supports building security.
Warden Call Systems	None	No	None	Supports vulnerable residents.
White Goods	Every 2 years	No	PAT records	Ensures appliances are electrically safe.
Gifted White Goods	At point of gifting / handover	No	Handover or gifting record	Ensures appliances are safe at the point of transfer and residents understand their ongoing responsibility for maintenance, safe use and repair.
Play Areas (ROSPA)	Quarterly/annual	Yes	ROSPA safety inspection report	Ensures play equipment is safe.

Mechanical / Plant & Environmental Safety

Asset Type	Frequency	Legal Requirement?	Records	Why It Matters
Biomass	None	No	Maintenance info	General safety and efficiency.
Generators	Per manufacturer	Yes	Manufacturer-compliant test log	Ensures power backup is safe.
Heat Interface Units	None	No	None	General safety and efficiency.
Solid Fuel/Oil Appliances	Annual	Yes	Service and chimney sweep certificate	Prevents chimney fires and fumes.
Booster Pumps	Annual inspection / Best practice	No	Inspection certificate	Ensures water supply pressure is safe.
Air Conditioning	5-year inspection	Yes	F-gas leak test report	Ensures cooling systems are safe and efficient.

7.3. or as per legislative requirements.

8. Competence

- 8.1. We will engage with contractors who hold the correct certification to demonstrate they can cover the range of work being carried out, and which is issued by a certification body accredited by the relevant regulatory body for the workstream (an example of this would be registered with the NICEIC, or an ECA Registered Member for electrical work)
- 8.2. We will ensure that all staff undertaking key roles within the delivery and management of this area will have access to training and support applicable to their roles

9. Record Keeping

- 9.1. We will maintain accurate and up-to-date records of all completed inspections, and any minor remedial works completed will be held in accordance with the Councils data retention policy.

10. Quality Assurance

- 10.1. The Council will appoint a third-party independent auditor to undertake quality assurance audits as and when required on any of the safety equipment servicing / works and the supporting documentation. This may be increased if there is a concern about the quality of work completed by our contractors.

11. Performance Reporting

- 11.1. Key performance indicators will be developed, established, and reported against, to ensure there is appropriate and suitable monitoring.

12. Enforcement and Non-Compliance Measures

- 12.1. To keep residents and buildings safe, we must make sure all Mechanical and Electrical Tier 2 safety checks are carried out properly and on time. This section explains what will happen if contractors, staff, or systems do not meet the required standards.

12.2. Contractor Non-Compliance

If a contractor fails to deliver inspections, servicing, or remedial work:

- We will raise this through our contract management process.
- The contractor will be required to provide a clear plan showing how and when the issue will be fixed.
- The Council will actively oversee contractor performance through regular contract meetings, performance monitoring, compliance reporting, quality assurance inspections, and audit activities.
- The Council will challenge contractors where performance falls below expected standards, including requiring evidence of completed works,

certification, testing records, competency records, root cause analysis of failures, and corrective action plans.

- The Council may undertake sample inspections, accompanied visits, desktop audits, residents feedback reviews, and independent third-party audits to verify that inspections, testing, servicing and remedial works have been completed to the required standard.
- Any identified trends, recurring defects, poor workmanship, delays in completing corrective actions, or non-compliance with statutory, regulatory or contractual requirements will be formally escalated and monitored until resolved.
- Repeated or serious failures may lead to:
 - financial penalties (subject to the term of the contract),
 - increased audits, inspections or monitoring,
 - implementation of formal performance improvement plans,
 - suspension of specific work activities until compliance can be demonstrated,
 - termination of the contract or formal escalation through senior management.
- In emergencies or where there are persistent failures, the Council may appoint an alternative contractor to protect residents' safety.

12.3. Non-Compliant or Unsafe Assets

If an inspection finds that an asset is unsafe or does not meet legal or safety standards:

- The asset will be repaired, isolated, or replaced as soon as possible.
- If there is an immediate risk, the equipment will be taken out of service until it is made safe.
- All actions will be recorded to ensure that there is a clear audit trail of what was found and what was done to remedy the defect.
- Where non-compliance relates to best practice the Council will ensure that it acts promptly to reduce risk and keep residents safe.

12.4. Emergency or High-Risk Situations

If an inspection or report identifies a serious hazard that requires emergency action:

- Emergency procedures will be followed immediately.
- Contractors and Council officers must take whatever steps are needed to remove or reduce the danger, such as isolation, temporary equipment, or immediate repairs.
- Residents will be informed where the issue affects their safety, access, or use of a building.

12.5. Internal Non-Compliance by Staff

If Council staff do not follow this policy or fail to meet their responsibilities:

- The issues will be escalated to their relevant line manager.
- Additional training, supervision, or guidance may be put in place.
- Serious or repeated non-compliance may be escalated through the Council's performance or HR processes.

12.6. Escalation and Reporting

Where non-compliance cannot be resolved quickly, or where there is a risk to residents or the Council:

- Issues will be escalated to senior management within Assets and Compliance.
- Significant risks may be reported through corporate risk processes or to the Council's internal auditors.
- Performance data will be reviewed regularly to help prevent repeated issues.

13. Roles and Responsibilities

13.1. Director of Assets and Property Services

The Director of Assets and Property Services will have overall responsibility for the implementation of the Mechanical and Electrical Tier 2 Safety Inspections policy.

13.2. Head of Compliance, and Head of Fire and Building Safety

The Head of Compliance and the Head of Fire and Building Safety will develop, implement, and monitor the effective management and service level agreements with partnering contractors, to ensure the Council delivers an efficient and value-for-money service, by exceeding key performance indicators (KPI's) and financial targets.

They will ensure services comply with all property-related health and safety legislation and regulations and have an up-to-date knowledge of Policy at a national and local level, to inform the Council of any changes. The Mechanical and Electrical Tier 2 Safety Inspections policy and associated procedures are embedded within the operational delivery of Croydon Council, and all staff are aware of their responsibilities and are adequately trained to carry them out.

13.3. Council staff and Contractors

Council staff and contractors will follow the Mechanical and Electrical Tier 2 Safety Inspection Policy and related policies, the associated rules, and procedures. They will also be expected to have an awareness of property-related legislation and regulations to ensure the operational delivery is fair and consistently delivered across our services.

14. Related Documents

- Repairs and Maintenance Policy
- Electrical Safety Policy
- Fire and Building Safety Policy
- Lift Safety Policy
- Gas Safety Policy
- Asset Planning and Capital Delivery Programme Plan
- Appendices A – Property Asset Safety Compliance Matrix (PASCoM)

These policies are available on the Councils website: [Housing policies, plans and strategies | Croydon Council](#)

15. Reasonable Adjustments

- 15.1. The Council has a duty to make reasonable adjustments for people with a disability. The duty requires Council staff; contractors and third parties providing services on behalf of the Council to anticipate the needs of the people with a disability and take reasonable steps to ensure their needs are suitably met.
- 15.2. No resident should be at a disadvantage when accessing our services. The following statements offer a general overview to ensure that our services are adjusted to meet the needs of our residents where possible. This list is not exhaustive, and we will adapt our approach based on individual resident needs.
- 15.3. We aim to provide services that are accessible to all who require them. As a result of this, we will:
- Ensure our officers get to know our residents and their individual needs
 - Provide a range of ways for residents to contact our officers including phone, mail, email and via Housing Online
 - Provide alternative communication methods on request, such as Braille, foreign language interpreter, large print etc.
 - Ensure residents are always able to select their preferred method of contact.
 - Ensure our offices are fully accessible to all
- 15.4. We will continue to diversify our services to meet residents' needs where possible.

16. Equalities

- 16.1 The Council is committed to promoting fair and equal access to services and equal opportunities in employment and, the procurement of goods. The Council's policies, procedures and day to day practices have been established to promote an environment which is free from unlawful discrimination while valuing the diversity of all people.
- 16.2 Discrimination on the grounds of race, nationality, ethnic origin, religion or belief, gender, marital status, sexuality, disability, and age is unlawful. The Council will take action to ensure no person using the Council's premises or services receives less favourable treatment or is disadvantaged by requirements or conditions that cannot be objectively justified. The Council will tackle inequality, treat all people with dignity and respect and continue to work to improve services for all service users.
- 16.3 The legal framework for the Council's approach is provided by the Equality Act 2010 and specifically by the Public Sector Equality Duty, contained in section 149 of the Act, under which a public authority must work consciously to eliminate discrimination, harassment, and victimisation, and to advance equality of opportunity and foster good relations between people with differing characteristics.
- 16.4 Further detail on the Equality Duty, and the Council's approach to fulfilling its requirements, can be found on our website: [Equality and diversity | Croydon Council](#)

17. Complaints

- 17.1 Customers have the right to challenge and escalate concerns regarding the safety of the communal areas of a building and/or their property, particularly if they believe it is inadequate or puts them at risk.
- 17.2 Complaints from a tenants concerning any aspect of Mechanical and Electrical Tier 2 Safety Inspections, will be dealt with via the [Council's Corporate Complaints Policy](#).

18. Consultation

- 18.1 Stakeholders with responsibility and operational knowledge of Mechanical and Electrical Tier 2 Safety Inspections, have been consulted during the development of this policy.
- 18.2 Residents have also been engaged and consulted in the development and review of this policy.

19. Monitoring and Review

- 19.1 This policy will be reviewed every 3 years, or sooner if required by statutory, regulatory, best practice, emerging developments, or in light of other Council wide policies.
- 19.2 Arrangement for a full internal audit of our Mechanical and Electrical Tier 2 Safety Inspections processes will be undertaken by the Council's Internal

Auditors. The full scope of the audit will be agreed upon by the Director of Assets & Property Services.

20. Document Control

20.1 This is a controlled document and should not be changed unless by authorisation of the policy owner.

Monitoring		
Approved date:	16 July 2026	
Next review date:	July 2029	
Effective date:	20 July 2026	
Consultation Review		
Stakeholders review date	11.03.2026	
Legal review date:	21.04.2026	
Residents review date:	18.05.2026	
Policy owner:	Director of Assets and Property Services	
Ratified by:	Housing DMT	
Equality impact assessment:	The impact of this policy will be measured as it is implemented and used as part of a scheduled 1-year implementation compliance review.	
Version Updates		
Version No.	Summary of change	Approver
1.0	New policy	Developed with subject matter experts in Housing and reviewed by our Residents Reading Group

Appendices A - Property Asset Safety Compliance Matrix (PASCoM)

A Property Assets Safety Compliance Matrix (PASCoM) is a structured tool used to manage and monitor the safety of physical assets across an estate. It ensures that key components such as doors, heating systems, lifts, and fire alarms are regularly assessed, tracked, and maintained in line with all relevant safety, health, and legal standards.

PASCoM provides a clear, centralised view of compliance status, helping organisation understand their responsibilities, identify risks, and maintain high levels of safety performance.

What PASCoM covers

A summary of the key areas assessed includes:

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Asset Type	Frequency	Legal Requirement	Records	Why It Matters
Electrical Safety (Communal)	Every 5 years	Yes	Electrical installation condition report – EICR	Prevents electrical fires in shared areas.
Electrical Safety (Dwellings)	Every 5 years	Yes	Electrical installation condition report – EICR	Ensures safe electrical use in homes.
Portable Appliance Testing	Risk-based	Yes	Portable appliance testing - PAT report	Ensures plug-in appliances are safe.
Electric Vehicle Charging Points - EV	Install + EICR	Yes	Electrical installation condition report – EICR	Prevents electrical faults and fire risks.
Photovoltaic Cells	As required	Yes	Electrical installation condition report – EICR	Ensures electrical safety of solar panels.

Instantaneous Water Heaters	Per manufacturer	Yes	Service log	Prevents overheating and electrical faults.
Electric Boilers	None	No	Maintenance records	Identifies faults preventing electrical hazards.
Infrared Heating	None	No	None	General safety.
Street Lighting	6 years	Yes	Electrical Installation Condition report – EICR	Keeps external areas safely lit.
Fall Protection Systems	Annual	Yes	Compliance certificate	Prevents falls when accessing heights.

Fire Safety Systems

Asset Type	Frequency	Legal Requirement?	Records	Why It Matters
Fire Alarms	Weekly + annual	Yes	BS 5839-1 inspection certificate	Detects smoke or fire and alerts people, helping them evacuate safely in an emergency.
Smoke Alarms	Annual	Yes	BS 5839-6 certificate	Provides early smoke detection.
Carbon Monoxide & Smoke Alarms	Annual / Best practice	No	Alarm test record	Ensures alarms work to warn of danger.
Emergency Lighting	Monthly + annual	Yes	Emergency lighting test log (BS 5266)	Ensures emergency lighting works during power cuts.
Fire Blankets	Visual	Yes	Inspection log	Ensures fire blankets function if needed.

Fire Dampers	Annual	Yes	BS 9999 damper test certificate	Stops fire spreading through ductwork.
Fire Extinguishers	Annual	Yes	BS 5306 service certificate	Ensures extinguishers will work.
Fire Shutters	Annual	Yes	BS EN 16034 fire shutter certificate	Prevents fire spread between sections.
Automatic Opening Vents (AOVs)	Weekly+	Yes	Smoke ventilation system test certificate	Keeps escape routes free of smoke.
Smoke Control Systems	Monthly + annual	Yes	Smoke-control test log	Helps manage smoke movement.
Hose Reels	Annual	Yes	Annual service certificate	Ensures reels work for firefighting.
Sprinkler Systems (Communal)	Quarterly + annual	Yes	BS EN 12845 inspection certificate	Confirms that sprinkler systems in communal areas have been inspected and will operate correctly in a fire.
Sprinkler Systems (Residential)	Annual	Yes	BS 9251 inspection certificate	Ensures the sprinkler system will operate correctly to protect residents from fire spread in the home.
Evacuation Alert Systems	Annual + monthly	Yes	System test logs (BS 8629)	Supports safe evacuation in emergencies.
Emergency Voice Comms	6-monthly	Yes	BS 5839-9 certificate	Supports communication during fire.
Secure Information Box	Annual	Yes	Inspection logs	A secure box gives firefighters quick access to key information about the building in an emergency, and it is checked regularly to make sure everything inside is correct.

Lightning Protection	Annual/biannual	Yes	BS EN 62305 inspection certificate	Protects building from lightning strikes.
Lifts & Lifting Equipment				
Asset Type	Frequency	Legal Requirement?	Records	Why It Matters
Passenger Lifts	6-monthly	Yes	Lifting Operations and Lifting Equipment Regulations report – LOLER	Ensures lifts have been checked and are safe to use, and identifying any repairs needed.
Firefighters Lifts	Monthly	Yes	Lifting Operations and Lifting Equipment Regulations report – LOLER	Ensures lifts work during emergencies.
Stairlifts/Hoists	6-monthly	Yes	Lifting Operations and Lifting Equipment Regulations report – LOLER	Ensures lifting equipment is safe to use.
Medical Appliances	6-monthly	Yes	Lifting Operations and Lifting Equipment Regulations report – LOLER	Ensures safe lifting/medical equipment use.
Fall Protection Systems	Annual	Yes	Compliance certificate	Prevents falls when accessing heights.
Fire Doors	3-monthly/annual	Yes	Inspection logs	Prevents fire and smoke spread.
Dry/Wet Risers	6m + annual	Yes	Riser Inspection / Test Certificate	Ensures riser system have been tested and working properly so fire service have access to water supply.

Gas & Heating Systems

Asset Type	Frequency	Legal Requirement?	Records	Why It Matters
Gas Domestic	Annual	Yes	Landlord Gas Safety record - LGSR	Prevents gas leaks and carbon monoxide.
Commercial Gas Cooker	Annual	Yes	GasSafe record	Prevents gas leaks and fire hazards.
Communal Heating	Annual gas check	Yes	GasSafe certificate	Ensures safe heating supply.
Gas Fired Dryers	Annual	Yes	GasSafe service certificate	Prevents overheating and gas hazards.
Air Source Heat Pumps	Regular maintenance	Yes	Maintenance certificate	Maintains safe and efficient heating.
Ground Source Heat Pumps	Annual	Yes	Inspection certificate	Ensures safe and efficient heat supply.
Solar Thermal	None	No	None	General heating safety.
Electric Heating Systems (ASHP/GSHP)	As required	No	None	General heating safety.

Water Hygiene & Plumbing Safety

Asset Type	Frequency	Legal Requirement?	Records	Why It Matters
Legionella – Water Systems	2-year RA	Yes	Risk Assessment report	Prevents Legionnaires' disease.
Thermostatic Mixing Valves	Annual / Per Manufacturers	No	Thermostatic Mixing Valves - TMV records	Prevents scalding from hot water.

Unvented Cylinders	Annual	Yes	Annual safety inspection	Prevents overheating and pressure hazards.
Wastewater Pumps	Monthly + annual / Best practice	No	Logs	Prevents flooding and sewage issues.
Water Softeners	None	No	None	General plumbing safety.
Greywater Systems	As required	No	Records	Ensures safe reuse of water systems.
Rainwater Harvesting	None	No	None	General water safety.

Ventilation & Air Quality

Asset Type	Frequency	Legal Requirement?	Records	Why It Matters
Mechanical Ventilation with Heat Recovery	None	No	Records	Maintains air quality and prevents damp without losing heat.
Ventilation Ductwork	Periodic	Yes	Cleaning records	Reduces health risks from dust buildup.
Kitchen & Laundry Ducts	Annual	Yes	TR19 or equivalent cleaning certificate	Reduces fire risk from grease/lint.
Communal Ventilation Systems	Regular Servicing	Yes	Servicing records	Ensures correct ventilation.

Environmental & Structural Safety

Asset Type	Frequency	Legal Requirement?	Records	Why It Matters
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Asbestos	Annual survey	Yes	Register & management plan	Prevents exposure to harmful fibres.
Radon	As required	Yes	Radon measurement report	Reduces exposure to harmful gas.
Petrol Interceptor	Annual	Yes	Environmental inspection report	Prevents pollution from fuel leaks.
Eco Roofs	None	No	None	General roof safety.
Green Walls	None	No	None	General building safety.
Rainwater Harvesting	None	No	None	Water safety.

Safety Systems & Physical Assets

Asset Type	Frequency	Legal Requirement?	Records	Why It Matters
Power Assisted Gates	Annual	Yes	Safety inspection log (Machinery Directive)	Prevents crush injuries.
Powered Door Entry Systems	As needed	No	None	Maintains security of building access.
Automatic Opening Doors	Annual inspection	Yes	Safety inspection certificate	Ensures safe opening/closing to avoid injury.
Roller Shutters	Annual	Yes	Safety inspection log	Ensures safe operation, prevents injury.
Automatic Barriers / Gates	Annual	Yes	BS EN 12453/12604	Prevents crush injuries.

Tick-Assessment-Based Compliance Duties

Asset Type	Frequency	Legal Requirement?	Records	Why It Matters
Fire Risk Assessment	Varies	Yes	FRA report	Identifies and reduces fire risks.
Dangerous Substances and Explosive Atmospheres Assessment - DSEAR	Every 3–5 years (risk-based)	Yes	DSEAR risk assessment + zoning records	Prevents fire/explosion from flammable liquids, gases, vapours, or dust
Pressure Vessels	2-year RA	Yes	WSE docs	Prevents pressure-related explosions.

Other Building Safety Systems

Asset Type	Frequency	Legal Requirement?	Records	Why It Matters
CCTV	None	No	None	Maintains building security systems.
TV Aerials	None	No	None	General safety.
Intruder Alarms	None	No	None	Supports building security.
Warden Call Systems	None	No	None	Supports vulnerable residents.
White Goods	Every 2 years	No	PAT records	Ensures appliances are electrically safe.
Gifted White Goods	At point of gifting / handover	No	Handover or gifting record	Ensures appliances are safe at the point of transfer and residents understand their ongoing responsibility for maintenance, safe use and repair.
Play Areas (ROSPA)	Quarterly/annual	Yes	ROSPA safety inspection report	Ensures play equipment is safe.

Mechanical / Plant & Environmental Safety

Asset Type	Frequency	Legal Requirement?	Records	Why It Matters
Biomass	None	No	Maintenance info	General safety and efficiency.
Generators	Per manufacturer	Yes	Manufacturer-compliant test log	Ensures power backup is safe.
Heat Interface Units	None	No	None	General safety and efficiency.
Solid Fuel/Oil Appliances	Annual	Yes	Service and chimney sweep certificate	Prevents chimney fires and fumes.
Booster Pumps	Annual inspection / Best practice	No	Inspection certificate	Ensures water supply pressure is safe.
Air Conditioning	5-year inspection	Yes	F-gas leak test report	Ensures cooling systems are safe and efficient.