

Lift Safety Policy

Version Control					
Version	Date drafted	Date approved	Approved by	Next review date	Owner
Final	12/01/2022	23/01/2023	Board	23/01/2025	Head of Property & Assets

Introduction

WSHL is responsible for the maintenance and repairs to its homes and other buildings, some of which will contain Lifts and/or Lifting Equipment for the use of tenants and the public.

The Landlord and Tenant Act 1985 and the Housing Act 2004 place duties on landlords to assessing health and safety risks to ensure that all Lifts and Lifting equipment are safe at the start of any tenancy and are maintained in a safe condition throughout the tenancy. This is carried out through a systematic regime of inspection and maintenance. WSHL is also responsible for Lifts and Lifting equipment in non-domestic (communal) areas of buildings, offices, and other premises that WSHL owns.

This policy sets out the policy of implementing a planned maintenance approach of Lift servicing inspection and maintenance by using contractors that are qualified, experienced, competent, and sufficiently independent and impartial in the management of Lifts and Lifting equipment.

Scope

WSHL will establish a Lift Safety policy which meets current statutory and lift safety regulations, current British Standards Code of Practices and reflect good practice.

The WSHL Lift Safety Policy is one of the “Big Six” compliance areas of the Registered Social Housing (RSH) Home Standard (Gas, Asbestos, Water Safety, Fire Safety, Electrical Safety and Lifts) and incorporates the following legislation:

1. Landlord and Tenant Act 1985,
2. The Housing Act 2004,
3. The Health and Safety at Work Act 1974 etc,
4. The Management of Health and Safety at Work Regulations 1999,
5. LOLER (Lifting Operations and Lifting Equipment Regulations) 1998,

Under LOLER, lifting equipment may also need to be inspected at suitable intervals between thorough examinations. Determination of inspection requirements in terms of scope and frequency will be made by the competent person, based on the risk assessment.

6. PUWER (Provision and Use of Work Equipment Regulations) 1998
7. Homes (Fitness for Human Habitation) Act 2018, including common parts.

BS CoP/ HSE/ Lift and Escalator Industry Association (LEIA)

1. BS 7255:2012 Code of Practice for safe working on lifts: (Scope: Persons responsible for, and involved in, the design, installation, thorough examination, inspection, testing, service, maintenance, repair and dismantling of such lifts).
2. HSE “Safe use of Lifting Equipment Lifting Operations and Lifting Equipment Regulations 1998”.
3. ISO 9386:2000 Power-operated lifting platforms for persons with impaired mobility.
4. Lift and Escalator Industry Association “Maintenance Requirement for Lifts, Lifting Platforms, Escalators and Moving Walks

In addition to the above, the Policy includes that WSHL have measures in place to ensure compliance with these regulations and its “duty to manage” to identify, manage and/or mitigate risks associated with Lifts and Lifting Equipment.

As part of the “Big Six” property compliance areas, WSHL must also ensure compliance with Lift Safety legislation is formally reported at EMT and Board level, including the details of any non-compliance and planned corrective actions.

The policy is relevant to all WSHL employees, tenants, contractors and other persons or other stakeholders who may work on, occupy, visit, or use its premises, or who may be affected by its activities or services.

It should be used by all to ensure they understand the obligations placed upon WSHL to maintain a safe environment for tenants and employees within the home of each tenant and within all non-domestic (communal) premises or areas of buildings.

The policy is also relevant for maintaining a safe environment for all tenants and employees within all WSHL offices, where the Trust has an obligation to do so.

Policy Intent

WSHL acknowledge and accept its responsibilities and duties to manage Lift Safety summarised below:

- WSHL will be the Duty Holder and accept legal responsibility to ensure that the lifts and lifting equipment are thoroughly examined, maintained and safe to always use.
- Duty Holder (WSHL) responsibilities will include keep the competent person informed of any changes in the lift operating conditions, make relevant documentation available to the competent person, act promptly to remedy any defects, ensure all documentation complies with the regulations, keep adequate records.
- WSHL will appoint a “competent person” through a third-party contractor to undertake all Lift and Lifting equipment inspections and maintenance.

- WSHL will manage Lift Safety compliance and mitigate risk in its governance and operational activity and act upon the recommendations of the competent person in a timely manner in respect of defective or missing safety devices.
- Annual statutory periodic 'thorough examination' inspections (to detect any defects which are or might become dangerous) and service of all lifts and lifting equipment will take place in a 12-month cycle.
- Inspections shall take place quarterly for through floor passenger lifts and twice per annum for hoists.
- Following any reported “exceptional circumstances” any lifts and/or lifting equipment shall be thoroughly examined as a matter of policy.
- WSHL will work with its insurers in relation to the management of lifts and/or lifting equipment.

WSHL will hold accurate records against each property it owns or manages identifying when the Lift and/or Lifting Equipment was last inspected and tested and listing all lift assets that the organisation leases or owns at each property together with asset register.

WSHL will ensure that robust processes and controls are in place to manage the completion of follow up works identified during inspection and testing of Lifts and/or Lifting Equipment.

WSHL will have a robust process in place to gain access to properties where tenant vulnerability issues associated with the use of Lifts and/or Lifting Equipment are known or identified whilst ensuring the organisation can gain timely access to any property to be compliant with this policy and safeguard the wellbeing of the tenant.

WSHL will establish and maintain a plan of all continuous improvement activity undertaken with regards to Lift Safety.

Record Keeping

WSHL will establish and maintain accurate records of all completed Lift Safety and/or Lifting Equipment Inspections and Reports along with any remedial works or component replacements recommended from these reports for a period of not less than 7 years.

WSHL will compile and maintain a detailed asset register listing all Lifts and/or Lifting Equipment leased or owned serving its properties.

Reporting and Measuring Compliance

Key performance indicator (KPI) measures for Lift Safety and/or Lifting Equipment will be established and maintained to ensure WSHL is able to report on operational performance weekly and provided in summary at Board level monthly.

All tests will be recorded on the management system Key Performance Indicators Performance monitoring will be undertaken in the following areas to assess the impact of the policy and meet industry standards:

Passenger lifts with valid through examination and servicing certificate (100%)

Ceiling hoists with a valid certificate (100%)

Domestic vertical lifts with a valid certificate (100%)

Step lifts with a valid certificate (100%)

Lift /Lifting Equipment completed remediation actions against timeline for completion (100%)

Responsibilities

Overall: Board

Responsible for approval of the policy and its implementation and monitoring performance.

Operationally: Chief Executive

Responsible for the implementation of this policy and responsible for the delegation of its full implementation and delivery to the Lead and the authorised deputy.

Lead: Head of Property & Assets

Responsible for the implementation of this policy and the day to day controlling of the associated procedure to this policy, and responsible for the implementation of this procedure and the authorised deputy.

Deputy: The Compliance Manager

Responsible for the day to day controlling of the associated procedure to this policy in the event the responsible person is unavailable. These persons will be suitably trained and aware of their duties under current legislation and this policy document.

Duty Holder:

In the context of this policy, WSHL are deemed to undertake the duties of the “Duty Holder”.

The Duty Holder has a legal responsibility to ensure that the lift/s and /or lifting equipment are thoroughly examined and that they are safe to use. The primary aim of the “thorough examination” is to detect any defects which are, or might become, dangerous.

The Duty Holder will include having measures in place to ensure compliance with all Lift Safety regulations and discharge the “duty to manage” to identify, manage and/or mitigate risks associated with Lifts and Lifting Equipment.

Thorough Examination:

A thorough examination is defined as “a systematic and detailed examination of the lift and all its associated equipment by a competent person”. A thorough examination will be undertaken:

- after substantial and significant changes have been made to the lift and/or lifting equipment.
- at least every six months or in accordance with an examination scheme
- following “exceptional circumstances” such as damage, failure, or long periods out of use.

Competent Person:

In the context of this policy “someone who has sufficient technical and practical knowledge of the lift to be able to detect any defects and assess how significant they are”. They will be “sufficiently independent and impartial”.

Under this policy the duty holder (WSHL) will appoint a third-party contractor as the designated competent person to undertake the inspection and maintenance regime on all leased or owned assets.