

# Lift Safety Policy

Housing Services

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## Version Control

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## Approvals

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## Associated Documentation

Description of Documentation

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## **A. INTRODUCTION**

1. South Derbyshire District Council (SDDC) will meet all legislative and regulatory requirements in relation to lift safety management.
2. This Policy outlines the arrangements that SDDC has in place to manage risks to protect employees, tenants, contractors and others who may work on, occupy, visit or use its premises, or who may be affected by its activities.
3. This Policy applies to all passenger lifts, goods lifts, lifting accessories, stair lifts, hoists, through floor lifts, platform lifts tail lifts and mobile elevated work platforms (MEWP) in all communal and domestic premises.
4. This Policy will be reviewed annually by the Repairs and Improvements team leader and approved by the Leadership Team. All revisions will be communicated to all relevant staff by the Project Officer (Compliance).

## **B. RESPONSIBILITIES**

1. The Chief Executive Officer (CEO) has overall governance responsibility for implementation of this Policy and will ensure that adequate physical and financial resources are made available to enable SDDC to meet its obligations under this policy and associated procedures.
2. The CEO has overall responsibility for the management of lift and lifting equipment safety and will ensure the Leadership Team is committed to the implementation and adherence to this policy and associated procedures.
3. The Head of Housing (HOH) has strategic responsibility for the management of lift safety. They will oversee the implementation of this policy and associated procedures and delivery of the thorough examination and inspection and maintenance programmes. The HOH will advise the CEO of any failure in the management arrangements.
4. The Repair and Improvement Team Leader (RITL) will ensure that the lift safety management arrangements comply with regulatory, legislative and best practice requirements. They will also ensure appropriate allocation of resources and levels of competency within the delivery team. The RITL will advise the HOH of any failure in the management arrangements.
5. The Electrical Project Officer (EPO) is responsible for the day-to-day operational delivery of all lift work streams including thorough examinations, inspections, maintenance and renewals for all SDDC domestic premises. The EPO will advise of any failure in the management arrangements.
6. The HOH will provide support in gaining access to properties and facilitate

legal processes to gain access where necessary.

7. The Head of Planning and Strategic Housing will ensure that all elements within SDDC's design brief in relation to lifts and lifting equipment are fully adhered to in SDDC development projects and adhered to as far as is reasonably practical in S106 and 'development agreement' acquisitions. They will also ensure that records of inspection and maintenance for all lift installations in new properties are in place and forwarded to the EPO.
8. The Health and Safety Committee will advise and support the operational teams on legal issues and the operational effectiveness of this policy and associated procedures.
9. All employees will report lift related concerns or emergencies immediately to the Repairs Administration Team and the EPO.

## **C. REGULATORY STANDARD**

1. The implementation of this policy and associated procedures will ensure compliance with the regulatory framework and consumer standards (Home Standard) for social housing in England, which was introduced by the Homes and Communities Agency (now the Regulator of Social Housing) in April 2012.

## **D. LEGISLATION, GUIDANCE AND BRITISH STANDARDS**

### **1. Legislation**

1. The Health & Safety at Work etc. Act 1974
2. The Management of Health & Safety at Work Regulations 1999
3. The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
4. The Provision and Use of Work Equipment Regulations (PUWER) 1998
5. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013)
6. The Workplace (Health, Safety & Welfare) Regulations 1992
7. Construction, (Design and Management) Regulations 2015

### **2. Guidance and British Standards**

1. L113 Safe Use of Lifting Equipment
2. L22 Provision and Use of Work Equipment Regulations

3. INDG290 Simple Guide to the Lifting Operations and Lifting Equipment Regulations
4. INDG422 Thorough Examination of Lifting Equipment
5. INDG339 Thorough Examination and Testing of Lifts
6. The Building Regulations for England and Wales (Part P)
7. BS 8560:2017 Code of practice for the safe use MEWPS
8. BS EN 1756-2:2004+A1:2009 Tail Lifts
9. BS EN ISO 10535:2006 Hoists for the transfer of disabled persons
10. BS EN 81-40:2008 Stair lifts and inclined lifting platforms
11. BS 5900:2012 Powered home lifts
12. BS EN 81-80:2003 Improvement of safety of existing passenger and goods lifts

## **E. STATEMENT OF INTENT**

1. Unless specified differently in a written scheme of examination, passenger lifts, patient/person lifting equipment and all lifting accessories will be thoroughly examined at least every 6 months. Goods-only lifts, and non-person lifting equipment will be thoroughly examined at least every 12 months. Thorough examinations are to be carried out by a suitably competent person, who must be sufficiently independent and impartial in order to make objective decisions.
2. Inspections/maintenance will be carried out at a frequency recommended by manufacturers or suppliers. If the manufacturers' instructions are not available, the appointed "competent person" will instruct the frequency and regime for maintenance. This will be recorded and instructions given to the maintenance contractor.
3. All missed thorough examinations, and/or defects to lifts or lifting equipment must be reported to the EPO immediately. The EPO will:
  - 3.1. For missed thorough examinations – prevent the lift or lifting equipment from being used until a thorough examination has been completed, and the lift or lifting equipment has been declared as safe to use.
  - 3.2. For defects presenting a user risk, prevent the lift or lifting equipment from being used. If the lift or lifting equipment is left in service the reason must be recorded. All defects must be rectified within the timescale specified by the competent person.

4. Lift or lifting equipment that has to be prevented from being used, must in all cases be isolated to prevent use. Prominent labels should be attached and in the case of a passenger lift, signage posted on each floor to indicate the lift is out of use.

## **F. ARRANGEMENTS**

1. SDDC Repair and Improvement Team will ensure that all required inspection and maintenance is programmed with the maintenance contractor and suitable timescales are assigned to actions arising. Completion of actions will be monitored.
2. SDDC will appoint a retained lift consultant who will have sufficient knowledge and experience of lifting equipment. The consultant shall verify works required by the maintenance contractor, verify works outlined in LOLER reports and act as the SDDC “competent person”. The consultant shall be independent and cannot be the same person or contractor who carries out the maintenance or thorough inspections.
3. SDDC Repair and Improvement Team will ensure that the insurer is aware of all lifts and lifting equipment that is subject to a thorough examination under LOLER.
4. SDDC Repair and Improvement Team will ensure that any recommendations arising from the thorough examinations are completed.
5. SDDC Housing Management Team will ensure appropriate management controls are in place for any domestic lifting equipment installations in SDDC domestic premises. They will ensure that the local authority and tenant are clear on whose responsibility it is to undertake the recommended maintenance of that equipment. SDDC Repair and Improvement Team will provide necessary certification and maintenance records to verify LOLER regimes are in place and up to date when requested by the housing team for domestic lifting equipment and domestic lifts.
6. SDDC Planning and Strategic Housing Team will provide all LOLER certification (or a declaration of conformity for new lifts) and maintenance information to the EPO when new buildings containing lifts and lifting equipment are ready for occupation. The EPO will ensure the asset is added to the maintenance schedule and the insurer notified.
7. SDDC Repair and Improvement Team will ensure all thorough inspections and maintenance visits are scheduled on or before the required due dates. If any dates are missed, the RITL will be notified in writing by the EPO.
8. SDDC Housing Management Team will have a robust process in place to gain

access to properties where tenant vulnerability issues are known or identified whilst ensuring the Council can gain timely access to any property in order to comply with this policy and safeguard the wellbeing of the tenant.

9. Any SDDC Service installing new or refurbishing existing lifts and lifting equipment will ensure they meet the requirements of the Provision and Use of Work Equipment Regulations (essential health and safety requirements (regulation 10) and notify the EPO.
10. All construction work, including remedial works and new installation works, will be carried out in accordance with the Construction (Design and Management) Regulations 2015 (CDM 2015). The Health and Safety Committee will support and advise the Repair and Improvement Team in respect of CDM 2015 compliance and SDDC will ensure that adequate management arrangements are in place before work is permitted to start. Where the assessment demonstrates there is no reasonably foreseeable risk or that risks are insignificant, no further assessment or measures are needed.

## **G. RECORD KEEPING**

1. SDDC will establish and maintain a core asset register of all properties that have any lifts or lifting equipment installed. This register will also hold data of thorough examination, inspection and maintenance requirements and the appropriate certification for all schemes and domestic property assets. Records will be kept for no less than two years.
2. SDDC will ensure that lift engineers record all defects and maintenance requirements from all inspections carried out on lifts and lifting equipment in every domestic Property.
3. SDDC will hold and maintain accurate records on the qualifications of all engineers undertaking inspection and maintenance works for the Council.
4. SDDC will ensure robust processes and controls are in place to provide and maintain appropriate levels of security for all lifts and lifting equipment safety related data.
5. For all new developments or acquisitions, the Planning and Strategic Housing Team will supply an EC Certificate of Conformity or a thorough examination report, maintenance records, details of any defect liability periods and any maintenance contractor arrangements for the EPO. NB. Appointing a maintenance contractor, other than the manufacturer or installer could void the contract or maintenance/defect liability.
6. When the EPO accepts the new equipment, they will ensure the property is added to the asset register, the certificate is validated as satisfactory and the

next thorough examination date and maintenance cycles are scheduled.

## **H. TRAINING & COMPETENCE**

1. The retained lift consultant will have sufficient competence, knowledge and experience to act as the competent person representing SDDC.
2. On the job training will be provided to other employees who are involved in managing the programme of thorough lift inspections and maintenance.
3. The incumbent SDDC insurer will appoint a suitably qualified person to carry out the thorough examinations required under LOLER 1998 who will be independent of the maintenance contractor and independent of the lift consultant.
4. SDDC Repair and Improvement Team will appoint a suitable and competent maintenance contractor to carry out planned preventative maintenance who will be independent of the business insurer and independent of the lift consultant.

## **I. MONITORING AND REVIEW**

1. Performance against the thorough inspection programme is reported monthly to Leadership Team. Any RIDDOR reportable lift or lifting equipment safety incidents will also be reported.
2. SDDC will carry out a minimum of 5% independent third party quality assurance audits of maintenance contractor works.
3. Independent auditing of lifts and lifting equipment safety management arrangements will take place at least once every two years.
4. Any non-compliance identified by the audit will be reported to the HOH who will agree an appropriate course of corrective action and report to the Leadership Team accordingly.
5. Completion of audit actions will be monitored by the Audit Committee.
6. In the case of a serious non-compliance issue the Health and Safety Committee will determine whether it should be declared to the Regulator of Social Housing.