

Lift Safety Policy

Version Control						
Version	Date drafted	Date approved	Approved by	Date reviewed	Next review date	Owner
Final	14/01/2023	23/01/2023	Board	N/A	23/01/2025	Head of Property and Assets
2025 review			Board	24/03/2025	24/03/2027	Head of Property and Assets

1. Introduction

- 1.1. Westmoreland Supported Housing Limited (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.
- 1.2. The Landlord and Tenant Act 1985 and the Housing Act 2004 place duties on landlords to assess 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.

2. Purpose

- 2.1. The purpose of this policy is to set out WSHL's planned maintenance approach of delivering lift servicing, inspections and maintenance by using contractors that are qualified, experienced, competent, and sufficiently independent and impartial in the management of Lifts and Lifting equipment.

3. Scope

- 3.1. This policy applies to all buildings and associated structures either owned, leased, occupied or managed by WSHL.
- 3.2. The policy is relevant to all lifts and lifting equipment that WSHL has responsibility for and applies 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.
- 3.3. The policy is also relevant for maintaining a safe working environment for all employees, tenants and other visitors within all WSHL offices.

4. Legal and Regulatory Responsibilities

4.1. Core Legislation

- Landlord and Tenant Act 1985;
- Housing Act 2004
- Homes (Fitness for Human Habitation) Act 2018
- LOLER (Lifting Operations and Lifting Equipment Regulations) 1998

4.2. Other Legislation

This policy also operates in the context of the following legislation:

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health Safety & Welfare) Regulations 1992
- Management of Houses in Multiple Occupation (England) Regulations 2006
- Regulatory Reform (Fire Safety) Order 2005
- The Building Regulations for England and Wales (Part P)
- The Housing Act 2004
- The Occupiers' Liability Act 1984
- Provision and Use of Work Equipment Regulations 1998
- RIDDOR 2013

5. Codes of Practice

5.1. The principle codes of practice applicable to this policy are as follows.

- BS 7255:2023 Code of practice for safe working on lifts
- HSE Safe use of lifting equipment Approved Code of Practice
- ISO 9386:2000 Power-operated lifting platforms for persons with impaired mobility.
- Lift and Escalator Industry Association 'Maintenance Requirement for Lifts, Lifting Platforms, Escalators and Moving Walks'

6. WSHL's Approach

6.1. WSHL acknowledges and accepts its responsibilities with regard to lifts and lifting equipment safety under LOLER..

6.2. In order to meet these requirements, 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;
- The Duty Holder's responsibilities will include keeping 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;

- Appoint a ‘Competent Person’ through a third-party contractor to undertake all Lift and Lifting equipment inspections and maintenance;
- 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;
- Conduct 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;
- Thoroughly examine any lifts and/or lifting equipment following any reported ‘exceptional circumstances’;
- Work with its insurers in relation to the management of lifts and/or lifting equipment;
- 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;
- 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;
- 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.;
- Establish and maintain a plan of all continuous improvement activity undertaken with regards to Lift Safety.

7. Duty Holder

- 7.1. In the context of this policy, WSHL is deemed to undertake the duties of the ‘Duty Holder’.
- 7.2. 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.
- 7.3. The Duty Holder will have 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.

8. Competent Person

- 8.1. In the context of this policy, a ‘Competent Person’ is 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.

9. Thorough Examination

- 9.1. A thorough examination is defined as ‘a systematic and detailed examination of the lift and all its associated equipment by a competent person’.

9.2. 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.

10. Key Roles and Responsibilities

10.1. **WSHL's Board** will be responsible for approval of the policy and its implementation and monitoring performance.

10.2. The **Chief Executive Officer** will be responsible for the implementation of this policy and responsible for the delegation of its full implementation and delivery to the Head of Property and Assets and their authorised deputy.

10.3. The **Head of Property and Assets** will be responsible for the implementation of this policy along with any associated procedures, and responsible for the day-to-day management of the same, supported by their authorised deputy.

10.4. The **Maintenance and Compliance Manager** will be responsible for the day-to-day management of this policy and any associated procedures in the event that the Head of Property and Assets is unavailable.

11. Performance Reporting

11.1. Robust key performance indicator (KPI) measures will be established and maintained to ensure WSHL is able to report on performance in relation to gas safety, and these will be reported to the Executive and WSHL's Board monthly.

11.2. As a minimum, these KPI measures will include the percentage of all passenger lifts and hoists with a valid certificate held by WSHL as a proportion of the total number of passenger lifts and hoists within WSHL's properties, with a target of 100% completion at all reporting dates.

12. Record Keeping

12.1. 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.

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

13. Linked Documents

13.1. This policy is linked to the following documents and should be read in conjunction:

- Health and Safety Policy

14. Policy Review

14.1. This policy will be reviewed every two years.