

# Lift Safety Policy



**Our Assets**

Warrington Housing Association

## INTRODUCTION

Warrington Housing Association (WHA) is a community based not-for-profit organisation located in the borough of Warrington.

WHA is responsible for the maintenance and repairs to its homes and other non-domestic (communal) buildings, all of which will contain powered lifts and equipment which it has a responsibility to maintain and service. This policy sets out specific guidance to ensure the safety of powered lifts and equipment (where applicable) in properties owned and managed by WHA.

## SCOPE OF POLICY

WHA must establish a policy which meets the requirements for Provision and Use of Work Equipment Regulations 1998 and Lift Operation Lift Equipment Regulations 1998 under the Health & Safety at Work Act 1974, the Management of Health and Safety at Work Regulations (1999), Landlords and Tenant Act 1985, the Housing Act 2004, the Supply of Machinery (Safety) Regulations 2008 and Lift Regulations 2016.

WHA will report compliance with lift safety legislation to the Senior Management Team (SMT) and Board.

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

## OBLIGATIONS

The landlord has obligation duties to ensure that all powered lifts and equipment installed for which it has responsibility are installed, services and used comply PUWER (Provision and Use of Work Equipment Regulations 1998 and LOLER (Lift Operation Lift Equipment Regulations) 1998: Regulation 9.

The application of this policy will also ensure compliance with the Regulator for Social Housing's regulatory framework and consumer standards (Home Standard) for social housing in England.

In order to be compliant under these duties lifts provided for use in work activities when in use are thoroughly examined by a competent person.

Ensure that all lifts provided for use in work activities when in use are thoroughly examined by a competent person and tested in accordance with industry guidance and manufacturers recommendations.

Ensure regular visual and functional checks are undertaken including non-lifting parts based upon risk assessment (e.g. checks that alarm equipment is operating correctly).

Document Ref:	Version:	Approved Date:	Approved by:	Expire Date:	Number of Pages:
WHA 0653	3	24.01.2024	Board	22.01.2025	Page 2 of 7

## STATEMENT OF INTENT

WHA acknowledge and accept its responsibilities under PUWER (Provision and Use of Work Equipment Regulations 1998 and LOLER (Lift Operation Lift Equipment Regulations) 1998. LOLER only applies to lifting equipment which is used at work. Regulations for the maintenance and safety of lifting equipment in residential buildings we own and control it will follow the LOLER guidance as a way of meeting its wider health and safety of its residents and PUWER requirements

WHA will hold accurate records against each property it owns, or manages, identifying when the lifting equipment was last inspected and tested including domestic lifting equipment used in residential schemes, offices and in communal areas.

Lift safety inspections, servicing, installation and upgrade programmes will be undertaken by competent contractors.

Lift safety servicing inspections will be undertaken within the required inspection date.

Independent safety checks are carried out as required under LOLER (Lift Operation Lift Equipment Regulations) 1998.

Ensure all lift installations undergo examination in accordance with LOLER. Lifts that carry persons at no more than 6 month intervals and that any deterioration is detected, defects reported and remedied in good time

WHA will only install platform lifts that meet the requirements of the Machine Directive, the Machinery Regulations and the relevant British Standard.

WHA will only install new passenger lifts that meet the requirements of the relevant regulations BS EN 81 part 20 part 50 and Disability Discrimination Act 2005 and the Equality Act 2010.

WHA will ensure that robust processes and controls are in place to manage the completion of follow up works identified during lift inspection and testing of installations and services.

WHA will ensure that robust processes and controls are in place to ensure that all lifting equipment is maintained to ensure it does not deteriorate to the extent that it may put people at risk and remains in an efficient state of good order.

### Follow up Work

WHA will ensure there is a robust process in place for the management of any follow-up works required following the inspection and testing of the lifting equipment.

Document Ref:	Version:	Approved Date:	Approved by:	Expire Date:	Number of Pages:
WHA 0653	3	07.12.2022	Board	07.12.2023	Page 3 of 7

WHA will ensure there is a robust process in place to collate and store all safety assessment and records relating to servicing and inspections for as long as the lift is in service.

WHA will ensure there is a robust process in place to collate and store all certificates associated with inspections, services and will be held in an electronic format.

WHA will as a minimum keep all examination inspections reports and examinations of accessories for lifting equipment for 2 years after the report has been made.

#### Record Keeping

WHA will establish and maintain a core asset register of all properties that have an active lift and lifting equipment. This register should identify lift installations and equipment within all domestic, non-domestic (communal) and other properties.

WHA will maintain accurate records of all completed inspections and services. Certificates associated with those visits will be held in an electronic document and shall be made available to view to the customers of the premises.

WHA will carry out validation checks following inspection reports and approve works which will be carried out in accordance of the manufacturer's instructions

#### ROLES AND RESPONSIBILITIES

The Board has overall governance responsibility for health and safety and compliance and ensuring the organisation complies with all relevant legislation and regulation.

The Director of Operations will oversee the implementation of the Lift Safety Policy, with operational support from the Head of Assets and Asset Compliance Officer.

The Asset Compliance Officer with support from the Property Services Officers will be responsible for ensuring thorough examination and supplementary testing is carried out by UKAS accredited or similar approved competent person.

The Asset Compliance Officer will oversee the delivery of all lifting equipment works will be undertaken by trained and competent contractors with appropriate practical and theoretical knowledge and experience.

#### COMPETENT PERSONS

WHA will ensure that the officers responsible for operational delivery receive appropriate training to be able to manage the service.

Only suitably competent UKAS accredited to ISO/IEC17020 contractors (or equivalently accredited) will be procured and appointed to undertake Lift inspection, testing,

Document Ref:	Version:	Approved Date:	Approved by:	Expire Date:	Number of Pages:
WHA 0653	3	07.12.2022	Board	07.12.2023	Page 4 of 7

installation, and repair works. We will commission a Lift Consultant to support us to deliver lift replacements and to assist with operational issues where necessary.

The Asset Compliance Officer will check the relevant accreditations for the work that contractors are carrying out. These checks will be undertaken on an annual basis and evidenced appropriately.

#### TRAINING

Appropriate training will be provided to officers on lift safety awareness and this policy and the procedures. This will include team and contractor briefings, e-learning and access to external training.

#### PERFORMANCE REPORTING

Robust key performance indicator (KPI) measures will be established and maintained to ensure WHA is able to report on performance in relation to lift safety.

KPI measures will be provided at Senior Management Team and Board level and be produced on a quarterly basis.

WHA's Insurers carry out 6 monthly independent inspections of our lifts.

WHA will appoint a third party lift consultant when carrying out lift replacements.

#### NON-COMPLIANCE

Any non-compliance issue identified at an operational level will be formally reported to the Head of Assets in the first instance.

The Head of Assets will agree an appropriate course of corrective action with the operational team in order to address the non-compliance issue and report details of the same to the Executive Management Team (EMT).

EMT will ensure the Board are made aware of any non-compliance issue so they can consider the implications and take action as appropriate.

#### DATA PROTECTION

When handling data sheets staff will come into contact with personal information. The handling and use of the data will be carried out under the General Data Protection Regulations 2018.

#### MONITORING AND REVIEW

We will monitor and report on compliance performance and use this information to identify areas for improvement.

Document Ref:	Version:	Approved Date:	Approved by:	Expire Date:	Number of Pages:
WHA 0653	3	07.12.2022	Board	07.12.2023	Page 5 of 7

This policy will be reviewed every 3 years, or sooner if required by statutory, regulatory or best practice.

#### EQUALITY IMPACT ASSESSMENT

In implementing this policy we aim to treat all customers fairly. An equality impact assessment has been carried out. Where customers require additional support, we will endeavour to provide a service that seeks to meet the needs of a particular individual or household.

Document Ref:	Version:	Approved Date:	Approved by:	Expire Date:	Number of Pages:
WHA 0653	3	07.12.2022	Board	07.12.2023	Page 6 of 7

Produced by  
Warrington Housing Association the  
Gateway, 89 Sankey Street,  
Warrington, Cheshire, WA1 1SR

Tel: 01925 246810

[www.wha.org.uk](http://www.wha.org.uk)

Follow us on:



**Our Assets**

Warrington Housing Association