



Dunbritton Housing Association Limited

Name of Policy	Lift Safety
Responsible Officer	Asset Manager
Date approved by Board	22nd June 2022
Date of next Review	June 2025
Section	Asset Management
Reference	AM12

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1.0 INTRODUCTION

- 1.1 Dunbritton Housing Association was established in 1992 and has stock spread over to geographical locations, Argyll and Bute and West Dunbartonshire. The Association has a duty of care to ensure that its lifts are kept and maintained to a safe standard for use by its residents and employees, other members of the public as well as lift maintenance personnel.

2.0 OBJECTIVES/LEGISLATION

- 2.1 The aim of this policy is to ensure that Dunbritton Housing Association adhere to the robust maintenance regime required for the vertical transportation of people within properties via lifts. This aim also includes the safety of tenants, residents, staff, and others using the association's lifts.

The objective is to ensure that Dunbritton Housing association meet its legislative duties and implements a "thorough examination" inspection regime to all of its lifts at prescribed regular intervals as part of the Lifting operation and lifting Equipment Regs 98 (LOLER).

- 2.2 Dunbritton HA has a responsibility to take reasonable steps to avoid acts or omissions, which would be foreseeable as injuring other persons. Dunbritton HA's Chief Executive as the duty holder relating to lifts has a specific responsibility to ensure the safety of others, while using the lift. In particular they are responsible for the safe use of the lift, which includes its safe operation, condition (maintenance) and compliance with relevant statutory requirements.

- 2.3 The key policy objectives are to:

- ❖ Ensure we appoint persons with clear roles and responsibilities to manage the risks associated with lifts and lifting equipment
- ❖ Ensure we only use suitably qualified contractors and consultants
- ❖ Ensure all lifts and lifting equipment have been identified and are subject to a suitable maintenance, inspection, and examination regime to ensure the effective operation and safety of such equipment
- ❖ Ensure that all required lifting equipment have 'Thorough Examinations' in accordance with LOLER 1998 where this is required
- ❖ Ensure any identified remedial works are carried out within recommended timescales, so that lifting equipment are maintained to a high standard
- ❖ Ensure a monitoring system is implemented and maintained
- ❖ Ensure compliance with all relevant legislation and standards

2.4 Passenger lifts used by people at work:

Dunbritton Housing Association has a vertical platform lift in its main office which is primarily used by staff, committee and visitors. This lift is subject to a periodic thorough examination and inspection, as required by LOLER and PUWER.

2.5 Passenger lifts used by people who are not at work:

Dunbritton Housing Association provide lifts for staff, residents, and other members of the public to access upper floors in various blocks of properties we own. However, as LOLER (and PUWER) may not apply where a passenger lift is not used by people at work. Dunbritton Housing Association have taken the decision to ensure that they are safe to use and are regularly maintained and inspected. In essence, these lifts are deemed part of the workplace and Dunbritton Housing Association shall adopt the same robust requirements for maintenance and inspections afforded to lifts that are covered by LOLER and PUWER. Section 3 of the Health and Safety at Work Act imposes these general responsibilities, so far as reasonably practicable. As the risks may be the same as when using lifts in connection with work, a similar regime of maintenance, inspection and examination to that required under LOLER and PUWER may be entirely 'reasonably practicable' in managing the risks. In any case, Dunbritton Housing Associations insurers may impose demands for similarly stringent levels of risk management to cover public liability.

3.0 RESPONSIBILITIES

- 3.1 In relation to Dunbritton Housing Association the duty owner is the Chief Executive who has overall responsibility for the implementation of this policy.
- 3.2 Dunbritton Housing Association Management Committee are responsible for monitoring compliance with this policy and will receive compliance reports against policy on a regular basis.
- 3.3 The Chief Executive has delegated the tasks of managing the duties to the responsible person, who in this case is the Asset Manager.
- 3.4 The Asset Manager has the designated responsible person will ensure that duty holder's tasks are completed and recorded for the safe and suitable operation of the lift. He will also engage the services of an accredited lift consultant to assist in distinguishing these tasks and to provide a quality control aspect of the maintenance works and thorough examinations.
- 3.5 The responsible person has the responsibility for implementing this policy. A six monthly health and safety report is in the process of being developed by the Association and included in this report will be submitted to the Management Committee will be the compliance of Lift safety maintenance and thorough examinations detail.

3.6 Responsibility for implementing this policy, includes:

- ❖ Ensuring adequate processes and procedures are in place to manage the risks arising from lift servicing and thorough examinations (LOLER);
- ❖ Ensuring sufficient information, instruction is available, and training if required;
- ❖ Monitoring the performance of Dunbritton Housing Association compliance, staff and contractors by providing Key Performance indicators; ensuring that there is sufficient resource to manage that appropriate inspections and examinations are made to assess the condition and safety of lifting equipment;
- ❖ Ensuring that there is sufficient resource in order to highlight any works required following a service or Thorough Examination (LOLER) and ensure that they tracked to completion within the allocated timescales;
- ❖ Ensuring that property servicing records and any relevant certification are maintained;
- ❖ Ensuring that there is sufficient resource in order to maintain an up-to-date knowledge of legislative requirements and current best practice;
- ❖ Provide regular instruction and refresher training to maintain skills and provide advice on the application of this policy on an individual case by case basis;
- ❖ Report to the CEO of any significant incidents in relation of the management of lifts.

3.7 The competent person who will engage in “thorough examinations” shall be a person or organisation that has the appropriate practical & theoretical knowledge and experience relating to lifts so that they can detect defects or weaknesses and assess how important they are in relation to the safety and continued use of the equipment”. The ‘Competent person’ will be independent from Dunbritton Housing Association Asset Department.

3.8 The responsible person will ensure that the person undertaking the examination is competent. In meeting this requirement, Dunbritton Housing shall ensure that the Competent person has the appropriate knowledge and accreditation to carry out thorough examinations.

3.9 Failure to meet this criterion can result in severe consequences. Should an accident or incident (or even a near miss) occurred in one of Dunbritton Housing’s lifts and it was deemed that the person undertaking the LOLER inspection was not a ‘competent person’, the duty holder would be liable for breaking their regulatory duties. This could lead to criminal prosecution of the duty holder.

3.10 Regular Maintenance and Inspections shall be carried out by the approved and accredited Lift maintenance contractor appointed by the Association.

4.0 PROGRAMME

4.1 All lifts are subject to the Health and Safety and Work Act, notably Regulations pertaining to the Lifting Operations and Lifting Equipment Regulations (LOLER) and the Provision and Use of Work Equipment Regulations (PUWER). SAFed recommends that all lifts should be subject to an effective servicing regime and thorough examination by a competent person. Records of servicing and maintenance together with thorough examination reports should be kept and provided to the regulatory authorities (HSE/Local Authority) when requested. Any actions required by the thorough examination report should be completed as soon as possible and before the time specified on the report. Where a dangerous defect has been detected requiring immediate cessation of work, the lift should not be used until the defect has been rectified and the lift declared safe to use

4.2 A thorough examination is a systematic and detailed examination of the equipment and safety-critical parts, carried out at specified intervals by a competent person who must then complete a written report. This report must contain the information required by LOLER Schedule 1, including

- ❖ The examination dates
- ❖ The date when the next thorough examination is due
- ❖ Any defects found which are (or could potentially become) a danger to people.

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5.0. EQUALITY & DIVERSITY

- 5.1 As a service provider and employer, we recognise the requirements of the Equality Act 2010, oppose any form of discrimination, and will treat all customers, internal and external, with dignity and respect. We recognise diversity and will ensure that all of our actions ensure accessibility and reduce barriers to employment and the services we provide.

6.0 REVIEW

- 6.1 The Lift Management Policy will be reviewed by the Board of Management every 3 years.