



Lifts and Lifting Equipment Policy

Version:	Version 1.1
Date Approved:	7 th June 2023
Review Plan:	Annually (or more frequently if legislation changes)
Review Date:	7 th June 2024
Owner:	Highstone Housing Association
Document Controller:	Managing Director

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1. Purpose

This policy describes Highstone Housing Association's (HHA) approach to maintaining and servicing passenger lifts and hoists within their portfolio that they have taken responsibility to provide and install.

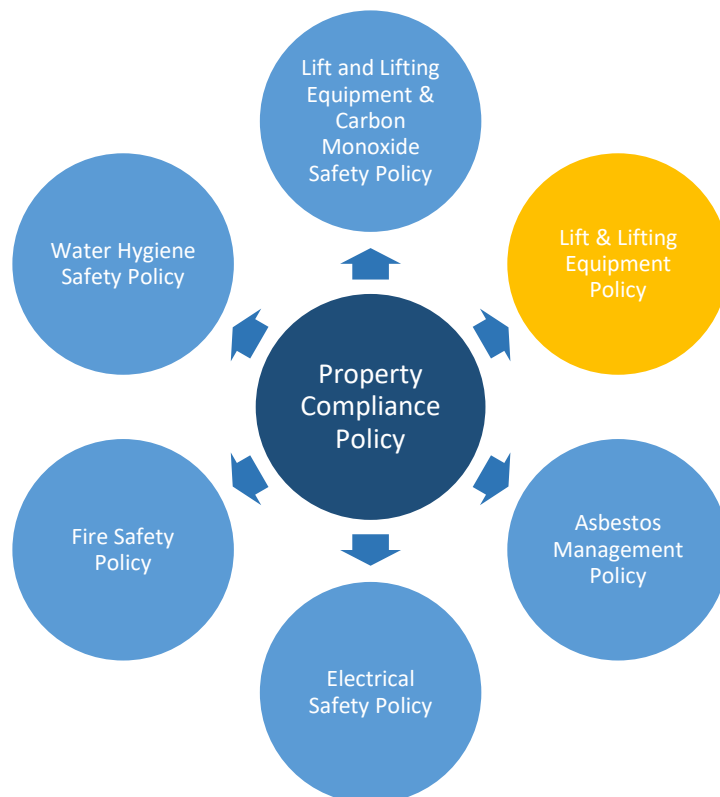
HHA have a duty of care and an obligation under the Health and Safety at Work Act 1974 to ensure all lifting equipment is kept and maintained to safe standard for use by tenants, employees, the public and lift maintenance personnel.

The aim of this policy is to support HHA so far as reasonably practicable that tenants, employees, and visitors to properties are not exposed to any risks to their health, safety, or well-being, in accordance with legislative requirements.

HHA will comply with these responsibilities by undertaking maintenance repairs, inspections, and thorough examinations in line with legislation to allow compliance with PUWER (Provision and Use of Work Equipment) Regulations 1998 and LOLER (Lift Operation Lift Equipment Regulations 1998: Regulation 9 and regard to the Housing Act 2004.

This policy is part of a suite of 7 Property Compliance related policies. It has a direct link to the overarching Property Compliance policy, the content of which should be observed when enacting this Lift and Lifting Equipment Safety policy.

The linkage between HHA's suite of Property Compliance policies is shown below:



The success of this policy depends on the positive working relationships between the HHA teams, external contractors, and care providers, along with the implementation of agreed procedures and meeting of service level agreements.

It will be adapted to respond to future legislative or regulatory changes and will be reviewed every 1-year.

2. LOLER

Lifts or lifting equipment in properties which have been provided for use at work (as defined by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), must be thoroughly examined by a competent person to ensure that they are safe for use in line with Regulation 9 of LOLER. This includes thorough examination:

- When the equipment is first installed, on initial use
- Periodically, at reasonable intervals, through the life of the equipment in line with the regulations governing each type of equipment, and
- Each time exceptional circumstances liable to jeopardise the safety of the lifting equipment have occurred

LOLER only applies to lifting equipment provided by HHA for use at work.

3. Policy Objectives

The Board will have overall governance responsibility for ensuring the lifts and lifting equipment policy is fully implemented to ensure full compliance with the regulatory standards, legislation and approved codes of practice. As such the Board will formally approve this policy and review periodically.

The Repairs Manager will fulfil the role of appointed “duty holder” on behalf of the association to ensure the appropriate management of risk with any lift or lifting equipment that is provided and maintained by HHA.

Although the association has appointed a duty holder, HHA Housing Director will be ultimately responsible for ensuring compliance with current legislation ensuring that the organisation fulfils its duties and responsibilities as outline in this policy document and supporting procedures.

4. Our Commitments

HHA will:

- Comply with all relevant legislation including the Health and Safety at Work Act 1974 and the Housing Act 2004
- Maintain and service their lifts and lifting equipment
- Commission a ‘competent person’ to undertake LOLER inspections
- Carry out remedial works and supplementary testing as required by the ‘competent person’
- Maintain accurate records against each property, including contracts, inspection dates and service certificates
- Use skilled, experienced and well-trained staff
- Report to Board on their performance about lift and lift equipment management

HHA acknowledge how essential a lift or lifting equipment is to everyday life, therefore when a lift or lifting equipment is out of service they will endeavor to dispatch specialist contactors within 24 hours.

5. Lifts and Lifting Equipment in the Home

Support Providers who we have entered into a Service Level Agreement will inspect disability lifts and lifting equipment in our homes in accordance with the examination schedule below.

Tenants, in line with their tenancy agreement, must allow support providers or contractors into their homes to carry out inspections of the equipment. If access is needed to a tenant’s home, HHA will make all reasonable attempts to contact tenants. If access is denied by the tenant this will be classed as a breach of tenancy and HHA may consider taking legal action.

Activity	Role	Frequency	Responsible Party
Inspection of all lifting equipment (including testing if required)	Visual and functional checks including non-lifting parts (e.g. checks that alarm equipment is operating correctly)	Monthly	Support Provider (defects to be reported in line with repairs reporting procedure)
Thorough Examination of all lifting equipment	Detailed and systematic examination of the lifting equipment to detect any defects that are or might be dangerous	Every 6 months	Carried out by independent contractors appointed by HHA

6. Qualifications and Training

HHA will either employ directly or procure the services of appropriately trained and qualified personnel in carrying out its statutory responsibilities relating to lift and lifting equipment.

The Duty Holder will be suitably qualified, experienced, and competent.

HHA will ensure all staff undertaking roles within this area of Property Compliance will have the appropriate training and support required for their role.

7. Performance and Risk Monitoring

Property Compliance risks are recorded on the risk register, which is reviewed quarterly by the HHA Board.

Activity and performance relating to lift and lifting equipment is included as a standard agenda item at every Board Meeting. Board members are updated at least quarterly with performance information relating to all areas of property compliance.

The Repairs Manager has day to day oversight of performance and risk monitoring in relation to lift and lifting equipment.

8. Equality, Diversity & Inclusion

HHA will ensure the requirements of the Equality Act 2010 are met.

Actions under this policy will ensure that all customers will be treated fairly, with dignity and respect regardless of their age, disability, gender or gender reassignment, marital status or civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

Vulnerabilities of HHA tenants and their individual circumstances will be taken into account when enacting this policy.

9. Document Control

Version Number	Description of Change(s) Applied and Reason	Author of Change	Date approved by Board
1.1	No material change to wording and overall content of policy.	DTP & HHA	

	Format and layout amended to reflect revised suite of property related compliance policies.		