

Lift Policy

Purpose	To ensure that all lifts Eastlight are responsible for, are adequately inspected, serviced and maintained to ensure the safety of our residents and those using the equipment when visiting or living in our properties.
Owner	Head of Contract Management & Compliance
Related documents	Repairs & Maintenance Policy, Asset Management Strategy. Health & Safety Policy
Approved by	Shadow Board
Date approved	June 2020
Resident involvement	N/A
Performance Monitoring	As and when legislation, current thinking best practice changes.
Review frequency	Every 3 years
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Author	Compliance Manager

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1. POLICY STATEMENT

- 1.1. Eastlight Community Homes Limited (hereafter 'Eastlight') is committed to meeting our obligations as a landlord in that all lifts are adequately inspected, serviced and maintained to seek to ensure the safety of our residents and those using the equipment when visiting or living in our properties.
- 1.2 The purpose of this policy is to set out specific guidance to ensure the safety of lift installations (which Eastlight are responsible for) in properties we own and manage.
- 1.3 This policy does not cover any lifting equipment supplied and provided by Eastlight in the carrying out of work or at tenants' homes (bath & bed hoists).
- 1.4 This policy complies with relevant legislative requirements.

2. SCOPE

- 2.1 This policy applies to all domestic and commercial buildings where Eastlight has a lift servicing & maintenance responsibility.

3. POLICY DETAILS

- 3.1 Eastlight's lift management procedures and our Roles & Responsibilities document detail the approach to the management of passenger, through floor, stair and step lifts in our properties.
- 3.2 The roles with responsibilities under this policy, The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and Provision & Use of Works Equipment Regulations 1998 (PUWER) are:

Duty Holder: Head of Contract Management & Compliance

Competent Person: The appointed external company for the period of this Policy.

Responsible Person: Compliance Manager

- 3.3 Eastlight will:

- 3.3.1 Seek to ensure that all lifts are safe to use and that they are thoroughly examined. Regular inspection and servicing of its lifts including lift motor plant rooms, will be carried out in accordance with industry standard and good practice by specialist contractor(s). The main legal requirement under the Lifting Operations and Lifting Equipment Regulation 1998 (LOLER) is for passenger lifts to be inspected by a "Competent Person" at no longer that six monthly intervals.

- 3.3.2 Seek to ensure that passenger lifts are inspected by a "Competent Person" at no longer than six monthly intervals. The term "Competent

Person” refers not only to the individual employee who carries out the duties under the Regulations, but also to the Company employing them.

- 3.3.3 Seek to ensure the carrying out the examinations is sufficiently independent and impartial to allow objective decisions to be made.
- 3.3.4 Seek to ensure that after a thorough inspection, Eastlight will be notified of any defects which are, or which could become dangerous, other defects and observations. These will be assessed and passed to the appointed lift servicing contractor to rectify within a reasonable timeframe.
- 3.3.5 Seek to ensure that a preventative maintenance programme is carried out, that regular inspection and breakdown reports are received and stored electronically, and that data is readily available. Eastlight will assess the possible risk of each action identified in the inspection and prioritise as necessary, seeking to ensure that any actions found by the Competent Person or lift servicing contractor are completed within recommended timescales.
- 3.3.6 Seek to ensure that reports of inspections and thorough examinations are correct and kept on the Asset Management System available for at least two years or until the next report, in accordance with HSE Thorough Examination and Testing of Lifts Guidance.
- 3.3.7 Carry out an assessment to determine the most appropriate course of action, where passenger lift breakdown is likely to take more than seven days to remedy and there are vulnerable residents residing in the building (usually elderly or disabled). This will include provision of advice to the resident/s and may include provision of temporary arrangements to allow continued access but only where the building design is suitable for these measures.
- 3.3.8 Share information and seek to ensure all installation and servicing records are kept in the Asset Management System - including those carried out by the specialist lift servicing company and lift safety inspectors.
- 3.3.9 In the event of a major injury or fatality, ensure the lift will remain isolated and locked off until the HSE has inspected the lift. We will ensure our insurers are notified immediately, and the lift is not to be put back into service until authorised to do so in writing by the HSE.

4. STATUTORY AND REGULATORY REQUIREMENTS

- 4.1 This Policy has been written to take account of all statutory requirements and guidance including but not limited to:

- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Provision & Use of Works Equipment Regulations 1998 (PUWER)
- Health and Safety at Work etc. Act 1974.
- The Management of Health & Safety at Works Regulations 1999
- The Lift Regulations 2016.
- The Supply of Machinery (Safety) Regulations 2008(EU Machinery Directive)
- The Landlord & Tenant Act 1985
- The DDA Act 1995
- The Housing Act 2004
- The HCA Homes Standard.
- The Building Regulations 2010
- The Control of Asbestos Regulations 2012

5. Equality and diversity

- 5.1. An equality analysis has been carried out for this policy. No impacts have been identified.
- 5.2. People raising concerns will be treated in a fair manner free from discrimination on any grounds.

6. Review

- 6.1 This policy will be reviewed every three years, or as legislation, current thinking or best practice changes to ensure they are reflected in this policy as appropriate.