

LIFT SAFETY POLICY 2023

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1. Policy Aims

The aims of this policy are to:

- Ensure there are effective inspections, maintenance and management of all lifts controlled by us.
- Ensure that those using the equipment provided are protected from harm wherever possible. We work towards this by ensuring that all companies working for or on behalf of TCH are fully aware of their roles and responsibilities and have appropriate and up to date qualifications.

2. Legislation

This policy has been written to ensure all reasonable steps are taken to comply with the *Lifts Regulations 1997*, the *Lifting Operations and Lifting Equipment Regulations (LOLER) 1998* and other relevant legislation as outlined in section 2 below:

Other relevant pieces of legislation are:

- Equality Act 2010
- Health and Safety at Work Act etc.1974
- Lifts Regulations 1997
- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
- Management of Health and Safety at Work Regulations 1999, as amended.
- Provision and use of Work Equipment Regulations 1998 (PUWER)
- Supply of Machinery (Safety) Regulations 2008
- SAFed Supplementary Testing
- Workplace (Health, Safety & Welfare) Regulations 1992
- The Machinery Directive
- Construction Design and Management Regulations 2015
- The Control of Asbestos Regulations 2012.

3. Lift Definition

The Lifts Regulations 1997 define a 'lift' as:

“A lifting appliance serving specific levels, having a car moving along rigid guides or a fixed course and inclined at an angle of more than 15 degrees to the horizontal, intended for the transport of:

- *People;*
- *People and goods.*

Goods alone, if a person may enter without difficulty and fitted with controls inside the car or within reach of a person inside.”

This policy also includes for Disabled Adaptations, to include but not limited to stairlifts and vertical lifting platforms.

4. Installation of Lifts

Those providing specialist technical assistance will ensure that:

- All installations specifications are prepared in accordance with current legislation.
- That lifts are manufactured and installed in accordance with the Lifts Regulations 1997 or machinery directive and have a current Declaration of Conformity or relevant test certificate.
- All installations are to be suitable for the application and take into consideration the duty, use and location.

In specifying new lifts and stairlifts awareness of users' special needs will be considered. Attention will be given to the level of control buttons, sound controls, braille buttons and access for wheelchairs and walking aids.

All passenger lifts will be fitted with a minimum two-way communication system for use in emergency situations. As a minimum these will be located in stations (e.g., car and motor room)

5. Installation of Stair Lifts and Vertical Lifting platforms

All new stair lifts are subject to the Machinery Directive / Supply of Machinery (Safety) Regulations. They must be constructed to be safe, supplied with Instructions, a Declaration of Conformity and CE marking. Those stair lifts which involve a hazard of falling from a vertical height of 3m or more are subject to Annex IV (item 17) of the Machinery Directive (so subject to conformity assessment as required by Article 12 (3) or 12 (4) of 2006/42/EC).

TCH will ensure that all new stair lifts are safe, supplied with instructions, have a Declaration of Conformity and the British Standard Kitemark or CE marking.

If stair lifts are to be installed, residents should be assessed to see whether they are able to use them safely without assistance. Stair lifts should comply with ISO 9386: and BS 81-40: Stair lifts and inclined lifting platforms for persons with impaired mobility.

Appropriate referral/confirmation of assessment from an Occupation Therapist is required before installation is considered.

If vertical lifting platforms (Through the floor lifts) are installed to help residents with impaired mobility bypass short flights of stairs, they should be manufactured to ISO 9386 Part 1: Vertical lifting platforms.

Advice on the design, construction, installation, operation and maintenance of vertical lifting platforms is provided in BS 6440: Powered vertical lifting platforms having non-enclosed or partially enclosed lift ways intended for use by persons with impaired mobility – Specification or BS EN 81-41 Vertical lifting platforms for use by persons with impaired mobility.

Regarding stairlifts, appropriate safety signs and instructions for use will be clearly displayed at each end of travel if located in a communal area.

6. Periodic Inspection and Testing

TCH will ensure that all passenger lifts are subject to a formal inspection regime:

- After substantial and significant changes have been made.
- At least every six months if the lift is used at any time to carry members of the public.
- Following "exceptional circumstances" such as damage to, or failure of, the lift, long periods out of use or a major change in operating conditions which is likely to affect the integrity of the equipment.

Formal insurance inspections will be carried out by the incumbent insurance provider (currently Zurich).

- These inspections will be assessed by the TCH lift consultant who will ensure any relevant action is addressed.
- The lift consultant will maintain a "tracker" to ensure the inspections are carried out within time.

Should any lift have a category 'A' defect TCH will arrange for any necessary corrective actions to be taken in accordance with the timeframe recommended by the engineer/inspector.

- The lift consultant should be advised of any serious faults to assist with the corrective action.
- TCH will ensure the residents in the scheme have adequate communication such as why the lift is out of commission and provide timescales for rectifying the faults.
- Advice will be sought from a competent person where there is any doubt over safety.

7. Routine Maintenance on Passenger Lifts

TCH will appoint suitably qualified companies to carry out routine maintenance on all lifts. This will include checking and replacing worn or damaged parts, lubrication, replacing time-expired components, topping up fluid levels, and making routine adjustments. This is to ensure the equipment continues to operate as intended, and risks associated with wear or deterioration are avoided. This will be carried out in accordance with BS13015.

8. Routine Maintenance on Stair Lifts and Vertical Platform Lifts

LOLER (thorough examination) and PUWER (maintenance and inspection) apply only to stairlifts provided as work equipment for use by employees. Where stairlifts have been provided for residents, normally as part of an adaptation, landlords have responsibilities for the safety of all users under Section 3 of the *Health & Safety at Work etc Act 1974*. These may be adequately discharged by undertaking regular maintenance and inspection.

Safety inspections will be carried out once per annum for stairlifts and twice per annum for vertical platforms for domestic properties, by the incumbent insurance inspector.

9. Identifying Defects

If a defect is identified which is, or could become, dangerous, the lift will be immediately made out of use and the repair will be carried out as quickly as possible. The lift will not be useable until the defect has been satisfactorily remedied.

- Major defects will be rectified within 24 hours.
- Minor defects which do not affect the primary function, or the safety features of the lift will be actioned within five working days.

We will compile and maintain a schedule of major lift components on site-by-site basis including condition, residual life and estimated renewal cost to:

- Inform planned repair/upgrade programmes.
- Identify opportunities for improving lift efficiency, reliability or energy saving measures.

10. Budget

TCH will ensure adequate budget provision for the maintenance of lifts it has responsibility for.

11. Documentation and Reporting

TCH will ensure a written and signed report is provided by the lift company of the maintenance visit.

Thorough Inspection reports will be distributed to the relevant maintenance company and retained for at least two years or until the next report is carried out, whichever is the later.

All reports will be logged and monitored at the regular quarterly review meetings. These will be arranged and coordinated by the Contracts & Compliance department.

Regular monthly key performance indicators (KPIs) will be used to assess the compliancy of the six-monthly reports. This will form part of the KPI report compiled for the TCH Performance Group and TCH Board.

12. Communication

- Residents will be informed if the passenger lift is out of service or to be taken out of service.
- Residents will be kept updated and informed of delays to repair works, or other factors preventing their lift returning to service.

13. Emergency Equipment

- In accordance with BS EN81-28 All passenger lifts will have a communication system which will include a telephone or a two-way voice system so that a person trapped inside can raise the alarm.
- All lifts will have adequate emergency lighting in the lift car.

- All emergency release equipment will be regularly checked to ensure safe operation and release.

14. Review

This policy will be subject to a review in two years or sooner dependent on the condition and reliability of the lifts and in the event of any incidents to ensure that the measures taken are adequate in ensuring a safe and reliable lift service.

This policy will be reviewed by the Head of Contracts & Compliance.