


# HOUSING DEVELOPMENT & CONTRACTS

## Lift Safety Policy

<b>Date of Review:</b>	September 2019
<b>Reviewed By:</b>	Ian Finlay, Project Manager
<b>Approved By:</b>	R John Griffiths Service Lead, Housing Development & Contracts
<b>Signature:</b>	
<b>Date:</b>	06.09.19
<b>Date of Next Review:</b>	1 <sup>st</sup> September 2020

## 1. Introduction

At the time of policy approval Slough Borough Council manages in the region of 6,000 tenanted properties. Passenger lifts within non-domestic properties and other lifts and lifting equipment within flat blocks and in individual dwellings need to be inspected and kept safe for use and be regularly maintained.

This policy explains how Slough Borough Council's commitment to lift safety will be met. It will be supported by a Lift Safety Management Plan providing more detailed guidance and procedures.

## 2. Statement of Intent

The key objective of this policy is to describe how Slough Borough Council will meet the required statutory, contractual and regulatory requirements in relation to lift safety. It will also cover how the Slough Borough Council/Cabinet, as Duty Holder, will receive assurance.

The scope of this policy includes passenger lifts, lifting equipment, stair lifts, vertical (through floor) lifts, ceiling track hoists, mobile hoists, bath lifts and slings.

Slough Borough Council will comply with all current and relevant legislation and specifically as detailed in the following:

- LOLER (Lifting Operation and Lifting Equipment Regulations) 1998.
- PUWER (Provision and Use of Work Equipment Regulations 1998.

PUWER and LOLER apply in workplaces and in non-workplace communal parts that may be used by workers. They may also apply in properties that contain equipment used by people in a work capacity. Slough Borough Council will assess each situation within individual dwellings and decide if it has become a workplace if support services are being provided.

Slough Borough Council also acknowledges its obligations under the Health and Safety at Work etc. Act 1974 and Landlord Tenant Act 1985.

In addition, as a Landlord and provider of Social Housing Slough Borough Council must meet the requirements of the Regulator for Social Housing's (RSH) Homes Standard. (The economic standards do not apply to Local Authorities).

It is essential to ensure customers, contractors, staff and visitors remain safe in our premises (both individual homes and offices). Failure to properly discharge our legal responsibilities may result in:

- Prosecution by the Health and Safety Executive under Health and Safety at Work Act 1974
- Prosecution under Corporate Manslaughter and Corporate Homicide Act 2007
- RSH scrutiny
- Reputational damage
- Loss of confidence by stakeholders in the organisation

### 3. Policy

In order to comply with regulatory standards and legal obligations, and to ensure the safety of their customers, staff, contractors and visitors to their properties, Slough Borough Council will:

#### Process

- Provide clear lines of responsibility for the management of lift safety supported by written guidance in the Lift Safety Management Plan.
- Ensure that a clear and consistent process including front-line engagement and enforcement is in place to obtain access to properties to undertake lift safety checks, which shall include legal action when required.
- Proactively assess available data for relevant information about the customer to help gain access (disability, vulnerability, local connections, etc.).

#### Delivery

- Ensure a Thorough Examination is undertaken, where applicable, to all lifts and all its associated equipment by a competent person.
- The Thorough Examination will be undertaken at no more than 6 month intervals for lifts that carry people. At the time of policy approval there were no goods lifts in Slough Borough Council's properties.
- Thorough Examinations will be undertaken throughout the lifetime of the equipment as follows;
  - Before use for the first time.
  - After assembly and before use at each location.
  - Regularly, while in service.
  - Following exceptional circumstances (damage or failure/major changes etc.).
- Ensure the Thorough Examination report contains information compliant with LOLER Schedule1.

- Undertake supplementary testing in accordance with the Safety Assessment Federation (SAfed) guidance if requested by the competent person.
- Thorough Examination duties notwithstanding, ensure all equipment is maintained for the continued safety of staff, customers, contractors and visitors and that it remains in a state of good repair.
- The frequency and nature of maintenance will be based on a risk assessment which considers the following;
  - The manufacturer's recommendations
  - The intensity of use
  - The operating environment (e.g. the effect of temperature, corrosion, weathering) user knowledge and experience
  - The risk to health and safety from reasonably foreseeable failure or malfunction
- New passenger lifts will be installed to BS EN 81-20 and 81-50 and the Equality Act 2010

### **Contractors Competency**

Slough Borough Council has a responsibility to ensure that contractors are competent and the following controls will operate to ensure competence can be demonstrated:

- For all Thorough Examinations and supplementary testing, use companies that are UKAS accredited to ISO/IEC17020 standard.
- Ensure that all lifting equipment works will be undertaken by trained and competent contractors with appropriate practical and theoretical knowledge and experience of the particular lifting equipment and have an element of independence and impartiality.
- Use Lift and Escalator Industry Association (LEIA) affiliated contractors for all repairs, servicing and new installations
- Carry out an assessment of all contractor competencies annually or at change of contract/contractor, as detailed within the Lift Safety Management Plan.

### **Internal Competency**

- Maintain a skills/training matrix to ensure that all staff undertaking key roles within the scope of this policy have appropriate training.
- Will operate a detailed competence framework including regular appraisals as part of the Lift Safety Management Plan.

## **Data**

- Maintain an up to date Master Database of all properties where they have a responsibility to provide lift safety checks and maintenance.
- For each relevant property record maintain up to date data confirming which lifting systems and appliances within the scope of this policy exist and do not exist and the organisation's associated responsibility.
- Where a requirement exists hold data and certification as defined within the legislation, which is generally for the lifetime of the system /equipment.
- Where a requirement does not exist hold appropriate evidence.

## **Assurance**

- Ensure that all persons involved with lift safety are properly trained and accredited.
- Carry out works-based assurance activity including checks on certification and post-inspection of onsite works to the level stated within the Management Plan. A proportion of such checks will be carried out by an independent party.
- Set a timetable for the review of the Lift Safety Policy and the associated Management Plan.

## **Communication**

- Encourage customers, through the provision of publicity information, to allow access to carry lift safety checks and inspections and remedial works.

## **4. Implementation**

The policy will be effective from September 2019 following Corporate Management Team approval.

Staff will be made aware of the policy at priority training and a copy will be available on the intranet. The policy will be uploaded to the Slough Borough Council web site.

This policy should also be read in conjunction with the Compliance Strategy and Lift Safety Management Plan.

There will be training provided for all those staff involved with the delivering the Compliance functions.

## **5. Consultation**

This policy is based on legislative and regulatory requirements and as such consultation with customers has not taken place. There has been consultation with internal teams within Slough Borough Council.

## **6. Equality Impact Assessment (EIA)**

We believe all people should be treated with dignity and respect regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including, nationality, ethnic or national origins), religion, belief or non-belief, sex, or sexuality or by association with someone with any of these characteristics or perception of having any of these characteristics.

The EIA was undertaken on 6<sup>th</sup> September 2019 and no adverse discrimination was found. (See the full EIA document for further details)

## **7. Monitoring Performance**

The following Performance Indicators (PIs) will be reported:

- % of Passenger Lift LOLER Inspections completed
- % of Passenger Lift Service Inspections completed
- % of Stair, Hoists and Vertical Lift Service Inspections completed.

Commentary will be provided for any installations out of date to include the date they became overdue, days overdue, and their position within the access legal process to bring them back into a compliant position. Commentary will also be provided if any installations have outstanding overdue actions, or are out of use. To provide additional context commentary will also include information on the proportion of activities within the reporting period that were undertaken before and after their due date.

A detailed PI suite will be defined within the Lift Safety Management Plan.

The following assurance activity will be undertaken and reported in line with the Lift Safety Management Plan:

- Internal audit
- Strategic review
- 3rd Party Assurance

## **8. Policy Review**

The policy will be reviewed every 12 months or earlier if deemed necessary through the performance monitoring process.

## 9. Amendment Log

Date of revision:	Record of amendments:	Reason for revision:
September 2019	Rewritten	Compliance Review

