



Domestic and Passenger Lift Management Policy

Date of approval	11th January 2023
Responsible director	Paul Butterworth – Executive Director of Assets
Policy monitoring body	Great Places Panel & GLT
Resident input into policy	Consultation with Great Places Panel, approval by CX Committee
Date for policy review	January 2026
Linked strategies/policies	<ul style="list-style-type: none"> • Repairs and Maintenance Policy • Void Management Policy • Asset Management Strategy • Electrical Safety Management Policy • Asbestos Management Policy
Statutory and Legal Framework	<ul style="list-style-type: none"> • Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) • Supply of Machinery (Safety) Regulations 2008 • The Provision and Use of Work Equipment Regulations 1998 (PUWER) • Health and Safety at Work Act 1974 (HSWA) • The Management of Health and Safety at Work Regulations 1999
Version/date	DRAFT V2 – 18th January 2023

Domestic and Passenger Lift Management Policy

1. Aim of the Policy

- 1.1. Wythenshawe Community Housing Group (WCHG) recognises its duties and responsibilities to comply with statutory legislation with regards to the safety of lifts and lifting equipment.
- 1.2. WCHG is committed to achieving the highest possible standards in the services it supplies to provide homes, communities and workplaces that are safe and meet legislative requirements and best practice.
- 1.3. WCHG will take all reasonable steps to ensure that appropriate management systems are in place to ensure employees and members of the public are not put at risk from lifting equipment.

2. Purpose

- 2.1. To establish a policy for compliance with UK legislation, including LOLER and best practice concerning the lifting equipment on premises owned or managed by WCHG.
- 2.2. The purpose of this policy is to demonstrate WCHG's commitment to ensuring its employees, tenants, leaseholders, contractors and employees and the general public, are not knowingly exposed to any unnecessary risk that would affect their safety.

3. Statement of Intent

- 3.1. WCHG will achieve compliance with all relevant statutory, legal and regulatory standards, including with LOLER.
- 3.2. Only competent persons will undertake installation, maintenance/servicing and thorough examination of the installations and associated equipment.
- 3.3. WCHG acknowledges and accepts its responsibilities under all relevant statute and regulations including the Health & Safety at Work Act 1974, the Management of Health & Safety at Work regulations 1999 and the Lifting Operations and Lifting Equipment Regulations 1998. Failure to properly discharge these responsibilities may result in:
 - Prosecution by Health and Safety executive under Health and Safety at Work Act 1974; and
 - Prosecution under Corporate Manslaughter and Corporate Homicide Act 2007.

4. Method and Approach

- 4.1. WCHG shall assess and control the risk posed by lifting equipment and lifting operations in line with the Approved Code of Practice and Guidance (L113) issued by the Health and Safety Executive (HSE) in 2008 and amended in 2018 and all other relevant guidance issued by the HSE.

4.2. WCHG shall employ the services of a specialist lift consultant who shall advise on the necessary measures to ensure it complies fully with its responsibilities as Duty Holder under the relevant regulations.

4.3. To enable the effective management of the lifting equipment, we have categorised them into two categories:

- Passenger / Goods Lifts
- Powered Lifting Platforms (i.e. stair lifts, through floor lifts and hoists.)

4.4. In designing, procuring, commissioning and maintaining passenger/goods lifts, WCHG will seek to ensure that:

- The installation is fit for purpose and is used only for what it is intended.
- Installations are designed and procured looking at whole life cost.
- Specifications of any installations meet the requirements of both the user and the business.
- No installation will be installed that doesn't allow for the release of trapped persons by competent persons.
- Installations comply with relevant legislation and applicable British Standards.

4.5. Wherever possible, we will seek to avoid or minimise the use of equipment that requires permanent beams or fixtures attached to a building or structure.

4.6. Where avoidance of using such equipment is not possible and practical, WCHG will seek to ensure that:

- A thorough risk assessment is carried out for the operations concerned.
- The installation is fit for purpose and is used only for what it is intended.
- Fixtures to buildings and structures are designed, installed and maintained (by competent persons).
- Equipment safe working loads (SWL) are clearly stated and not exceeded.
- Installations comply with relevant legislation and applicable British Standards.

4.7. All lifting equipment will be thoroughly examined by an independent competent engineer in accordance with the LOLER regulations and our insurance inspectors:

- Commercial Lifts: When LOLER inspections are received they are reviewed by WCHG's appointed lift consultant, if an emergency defect is found on the day of the inspection, the relevant facilities team member is contacted immediately to advise of the defect and a report is sent over. This is then issued to the lift contractor and the lift auditor.
- Should lifting equipment need to be isolated and not used until the defect is remedied, the person making the report must also notify the relevant enforcing authority (i.e. the HSE) with a copy of the report. Enforcing authorities may follow up such reports to check that risks are being adequately managed. The relevant Facilities Officer will also communicate

to all relevant stakeholders and consider the Critical Incident Escalation Policy if relevant.

- Domestic Lifts: When LOLER inspections for domestic lifts are received they are checked by the consultant, they are then triaged and any defects actioned with our incumbent lift contractor.
 - Category A - Will be dealt with in-line with the Lift Inspectors report
 - Category B - Will be dealt with within 28 days
 - Category C - Observation only with no action required.

4.8. Servicing and maintenance will take place at the following intervals by our approved contractor at the following intervals:

- All passenger lifts – monthly.
- Domestic through floor lifts — 6 monthly.
- Domestic person hoists — 6 monthly.
- Domestic stair lifts — annually

Or as better required and advised by the relevant legislation and regulations.

5. Responsibility

5.1. Maintenance and Servicing will be carried out by our approved contractors, for Domestic and Passenger Lifts. The Facilities Manager will ensure appropriate suppliers are in place to deliver this range of services.

5.2. The Facilities Team is responsible for ensuring that all equipment owned by or operated by WCHG is subject to the appropriate servicing, maintenance, inspection and record keeping. For the avoidance of doubt, this includes the relevant communications with stakeholders and partners to deliver a customer focussed maintenance service and support key functions such as service charge recovery.

5.3. The Facilities Manager will provide monthly data on servicing and compliance reported in the corporate pack/dashboard reporting to governance panels and ensuring asset data systems are appropriately maintained.

6. Equality, Diversity and Inclusion

6.1. WCHG recognises that colleagues of all races, ages, religions, gender, sexual orientation, literacy levels and disability should be treated equally and fairly. We will make every reasonable effort to ensure that no-one is discriminated against directly or indirectly on the basis of any protected characteristic as defined by the Equality Act 2010. We recognise that some protected groups may be disproportionately impacted and will take additional steps in the application of this policy and make reasonable adjustments to ensure compliance with the Act.

6.2. An Equality Impact Assessment has been carried out on this policy.