



Cloch Housing Association

Lift Safety Policy

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Equalities Impact Assessment Required	None
Link to other policies	Repairs and Maintenance, health and Safety
Consultation	Internal
Need for Procedure	Yes, (Lift Safety Management Process)



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1. Purpose

- 1.1 The aim of this Policy is to ensure the effective inspection, maintenance and management of all lifts controlled by Cloch.
- 1.2 The procedures detailed within this section have been written to ensure all reasonable steps have been taken to comply with the Lifts Regulations 1997, the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 and all other relevant legislation.

2. References

- The Equality Act 2010
- Disability Discrimination Act 1995 and 2005
- 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)
- Scottish Housing Quality Standards (SHQS)
- Supply of Machinery (Safety) Regulations 2008
- The Testing and Assessment of Lifts 1998 LG1
- Workplace (Health, Safety & Welfare) Regulations 1992 (as amended)

3. Definition of Lift

- 3.1 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.”*

4. Installation of Lifts

- 4.1 Cloch will ensure that all lifts are manufactured and installed in accordance with the Lifts Regulations 1997 and have a current Declaration of Conformity.
- 4.2 In specifying new lifts, stairlifts and escalators, awareness of users' special needs will be considered. In particular, attention will be given to the level of control buttons, sound controls, braille buttons and access for wheelchairs and walking aids. Where reasonably practicable, lifts will be fitted with emergency seats and with two-way communication systems for use in emergency situations. With regard to stairlifts,

appropriate safety signs and instructions for use will be clearly displayed at each end of travel.

- 4.3 Stairlifts will only be considered where the installation of a passenger lift is not a viable option.

5. Periodic Inspection and Testing

- 5.1 Cloch will ensure that all 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 people;
- 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.

- 5.2 Formal Inspections will inspect the following:

- Landing and car doors and their interlocks;
- Worm and other gearing;
- Main drive system components;
- Governors;
- Safety gears;
- Suspension ropes;
- Suspension chains;
- Overload detection devices;
- Electrical devices (including earthing, earth bonding, safety devices, selection of Fuses, etc.);
- Braking systems (including buffers and over speed devices);
- Hydraulics.

- 5.3 Formal Inspections will be carried out by an Independent Inspection Company (Insurance Company Inspectors).

- 5.4 Should any lift be reported to Cloch as faulty, it will be immediately reported to our lift maintenance contractor who will attend and arrange for any necessary corrective actions to be taken. A record of the inspections and works carried out will be held and recorded by Cloch.

6. Routine Maintenance

- 6.1 Cloch will 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.

7. Identifying Defects

- 7.1 If a defect is identified which is, or could become, dangerous, the lift will be immediately reported to the appointed contractor. Attendance will be as per the contract.
- 7.2 Minor defects which do not affect the primary function or the safety features of the lift will be reported to the contractor and actioned as a routine repair.

8. Documentation and Reporting

- 8.1 Cloch will ensure a written and signed report is provided by the Independent Inspection Company within 28 days of the thorough inspection being carried out.
- 8.2 Thorough inspection reports will be retained for at least 2 years or until the next report is carried out, whichever is the later.

9. Stair Lifts

- 9.1 The Equality Act 2010 (the '2010 Act') requires the Organisation, in its capacity as a Registered Social Landlord ('RSL') to actively take steps to prevent discrimination which includes the duty to make 'reasonable adjustments' to premises.
- 9.2 Where installation of a stair lift is likely to require alteration to the fabric of the building, the necessary planning permission / building control will be sought.

10. Emergency Equipment

- 10.1 All 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.
- 10.2 All lifts will have adequate emergency lighting in the lift car.