



Lift Safety Policy

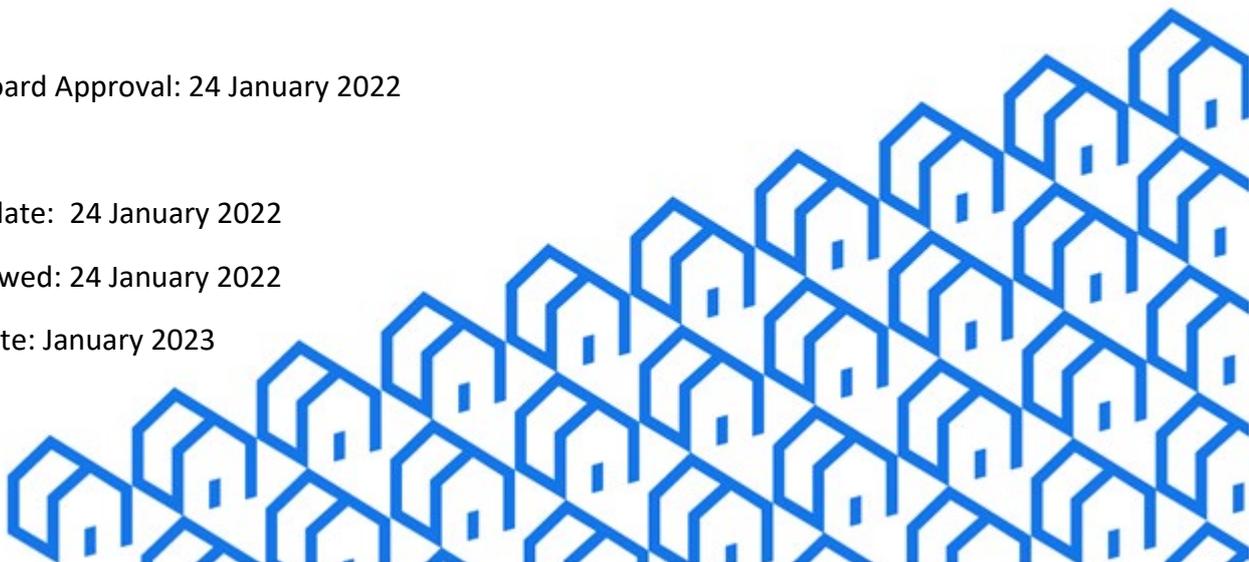
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Introduction

Empower Housing Association (EHA) is responsible for the maintenance and repairs to our properties.

EHA are committed to ensuring our tenants' homes remain safe and fit for purpose. In achieving this we will comply with all relevant lift safety legislation and regulations.

Scope of the Policy

EHA must establish a policy which meets the requirements for Provision and Use of Work Equipment Regulations 1998 and Lift Operation Lift Equipment Regulations 1998 under the Health & Safety at Work Act 1974, the Management of Health and Safety at Work Regulations (1999), Landlords and Tenant Act 1985, the Housing Act 2004, the Supply of Machinery (Safety) Regulations 2008 and Lift Regulations 2016.

Key Roles and Responsibilities

The board will have overall governance responsibility for ensuring the Lift Safety Policy is fully implemented to ensure full compliance with the regulatory standards, legislation and approved codes of practice. As such the Board will formally approve this policy and review it periodically. The policy will be reviewed every three years (or sooner if there is a change in regulation, legislation or codes of practice).

The board will receive quarterly updates at board meetings on the implementation of the Lift Safety Policy along with notification of any non-compliance issues which are identified. This is so they have assurance that the policy is operating effectively in practice.

Senior Management will receive at least quarterly reports in respect of Lift Safety and ensure compliance is being achieved. They will also be notified of any non-compliance issue identified.

Appointed Duty Holder

The Buildings Quality Manager will fulfil the role of appointed 'Duty Holder' on behalf of EHA to ensure the appropriate management of risk associated with any internal or external lifts at our properties. As a result, the Buildings Quality Manager will hold responsibility for the implementation of this document, and supporting Lift Safety management, as well as ensuring compliance is achieved and maintained.

Although the organisation has an appointed Duty Holder, EHA's Chief Executive will be ultimately responsible for ensuring compliance with current legislation, ensuring that the organisation fulfils its duties and responsibilities as outlined in this policy document and the supporting procedures.

Responsible Persons

The Buildings Quality Manager shall ensure that there are suitable arrangements in place for the inspection of any internal or external lifts. This includes the prioritisation and implementation of any works arising from these inspections, often these fall under local council provision for repairs and/or replacements.

EHA Insurers carry out 6 monthly independent inspections of our lifts regardless of EHA's responsibility for servicing and/or repairs.

The Maintenance Officers will provide key support in gaining access to properties where access is proving difficult and use standard methods to do so. They will also facilitate the legal process to gain access, as necessary.

Obligations

EHA has obligation duties to ensure that all powered lifts and equipment installed for which it has responsibility are installed, serviced and used, comply with PUWER (Provision and Use of Work Equipment Regulations 1998 and LOLER (Lift Operation Lift Equipment Regulations) 1998: Regulation 9.

Policy Statement

EHA acknowledge and accept its responsibilities under PUWER (Provision and Use of Work Equipment Regulations 1998 and LOLER (Lift Operation Lift Equipment Regulations) 1998. LOLER only applies to lifting equipment which is used at work. Regulations for the maintenance and safety of lifting equipment in residential buildings we own and control will follow the LOLER guidance as a way of meeting its wider health and safety of its residents and PUWER requirements

EHA will hold accurate records against each property it owns, or manages, identifying when the lifts were last inspected and tested. Lift safety inspections, servicing, installation and upgrade programmes will be undertaken by competent contractors. Lift safety servicing inspections will be undertaken within the required inspection date. Independent safety checks are carried out as required under LOLER (Lift Operation Lift Equipment Regulations) 1998

Only suitably competent UKAS accredited to ISO/IEC17020 contractors (or equivalently accredited) will be procured and appointed to undertake Lift inspection, testing,

installation, and repair works. We will commission a Lift Consultant to support us to deliver lift replacements and to assist with operational issues where necessary.

Record Keeping

EHA will maintain accurate records of all completed inspections and services. Certificates associated with those visits will be held in SDM (electronic housing system). EHA will carry out validation checks following inspection reports and approve works which will be carried out in accordance of the manufacturer's instructions.

Performance Reporting

A key performance indicator (KPI) measures will be established and maintained to ensure EHA is able to report on performance in relation to lift safety. KPI measures will be provided at Senior Management Team and Board level and be produced on a quarterly basis.