

**AGENDA ITEM 10.0**

|  |
| --- |
| **TECHNICAL** |
| **LIFT SAFETY POLICY** |
| **February 2022** |
| **February 2027** |

|  |  |
| --- | --- |
| **Policy on :** | Lift Safety |
| **Compliant with Charter :** | 4. Quality of Housing   * Tenants’ homes as a minimum meet the SHQS by 2015 and continue to meet it thereafter and when allocated are always clean and tidy and in a good state of repair   5. Repairs, maintenance and improvements   * Tenants’ homes are well maintained, with repairs and improvements carried out when required, and tenants are given reasonable choices about when work is done. |
| **Compliant with Tenant Participation Strategy:** | No consultation undertaken. |
| **Compliant with Equal Opportunities :** | Yes |
| **Compliant with Business**  **Plan :** | Yes |

|  |  |
| --- | --- |
| **Date Approved :**  **Date for Review :** | **February 2027** |

**Contents**

1. Introduction

2. Legislation

3. Definitions

4. Installation

5. Periodic Inspection and Testing

6. Routine Maintenance

7. Identifying Defects

8. Documentation and Reporting

9. Stair Lifts

10. Emergency Equipment

11. Data protection/GDPR

12. Equal Opportunities

13. Complaints

14. Review

# 1.Introduction

1.1 Paisley Housing Association has a number of buildings with passenger lifts; Oliphant Court (2), Westerfield House (1), High Calside (1) and at our office, Assurance House (1). Currently we have no stairlifts, but for completeness the policy includes reference to these.

1.2 The aim of this Policy is to ensure the effective inspection, maintenance and management of all our lifts.

1.3 The following 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. Legislation

* 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 Paisley Housing Association 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 Paisley Housing Association 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 are instructed by our insurers to carried out by an Independent Inspection Company every six months. Where a serious defect or ‘red flag’ is identified this will be rectified and included in our Health and Safety quarterly reporting to the HR Sub Committee.

5.4 In addition to the formal Inspection regime, simple routine safety checks of lifts will be carried out and recorded by Paisley Housing Association on a monthly basis. These will be carried out from the safety of lift landings and will include:

* checks to ensure the bottom of the doors run smoothly in their channels and grooves and when a moderate force is applied to the bottom of the door it is not deflected into the lift car and shaft
* checks to ensure the build up of debris and grease in the channels is not adversely affecting safety
* checks to ensure the guide shoes on the bottom of the doors and the channels and grooves are not damaged

Should any lift be seen to be faulty, it will be immediately put out of use and the Technical section will arrange for any necessary corrective actions to be taken. Advice will be sought from a competent person where there is any doubt over safety. Records will be filed by the Health and Safety Administrator of all checks carried out, along with any documentation in relation to faults etc.

# 6. Routine Maintenance

6.1 Paisley Housing Association has in place contracts to carry out routine maintenance on all lifts which includes quarterly visits. 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 made out of use and the repair will be carried out within 24 hours. The lift will not be useable until the defect has been satisfactorily remedied. This is the sort of ‘red flag’ repair that must be reported to the HR Sub Committee.

7.2 Minor defects which do not affect the primary function or the safety features of the lift will be actioned within 5 working days.

# 8. Documentation and Reporting

8.1 Paisley Housing Association 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 All stair lifts will undergo routine maintenance, inspections and a 6-monthly thorough examination.

9.2 Paisley Housing Association 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.

# 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.

**11. Data Protection/GDPR**

11.1 When implementing the policies and procedures of Paisley Housing Association all staff and Board members must adhere to and be aware of the requirements of the Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679 (“the GDPR”).

11.2 In situations where there may be any doubt about the requirements of the above, the Association may seek the views of its legal advisors.

**12. Equal Opportunities**

12.1 The Association promotes equal opportunities and will not discriminate between persons on grounds of gender or marital status, on racial grounds, or on grounds of disability, age, sexual orientation, language or social origin, or of other personal attributes, including beliefs or opinions, such as religious beliefs or political opinions.

See our **Equalities and Diversity Policy**

**13. Complaints procedure**

13.1 The Association aims to ensure that the service provided to tenants is of the highest quality. If this is not the case, a **Complaints Policy and Procedure** is in place to allow all residents or affected parties to state their grievance. The Scottish Public Services Ombudsman is the final stage of this process.

**14. Review**

14.1 This Policy will be reviewed five years from the date of approval.

14.2 Consideration will be given to any changes in legislation, good practice or operational changes which may affect the content.