



LIFT SAFETY MANAGEMENT POLICY

APPROVED BY HHP BOARD:
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EFFECTIVE DATE:
March 2025



hebridean housing
partnership

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INTRODUCTION

- 1.1 Hebridean Housing Partnership is committed to maintaining the Health and Safety of employees, tenants and members of the public. We recognise the potential health risks associated with lift safety in our housing stock.
- 1.2 In meeting these responsibilities, we will ensure that we comply with the relevant legislation regarding lift safety.

AIMS

- 2.1 The overall aim of this policy is to ensure the safety from passenger lift failure.
- 2.2 We aim to protect the occupiers, as well as other residents, visitors, staff, contractors and the general public, from the risks associated with lifts so far as is reasonably practicable.
- 2.3 This document sets out key policy objectives, control measures and accountabilities for ensuring Lift safety to ensure we meet our obligations under the following legislation:
 - The Health and Safety at Work etc. Act 1974;
 - The Management of Health and Safety at Work Regulations 1999;
 - Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
 - Provision and Use of Work Equipment Regulations (PUWER) 1998

SCOPE

- 3.1 This policy applies to all communal passenger lifts in properties owned or managed by us.
- 3.2 Lifts and lifting equipment installed by us in domestic dwellings as part of care and support activities are not covered by this policy. They are subject to annual servicing and not included under LOLER as they are not a workplace.

CONTROL MEASURES

- 4.1 We will:
 1. Appoint a contractor who shall have the necessary skills, knowledge and experience (competent person) to provide technical support regarding the safe operation, maintenance and replacements of lifts.

2. Ensure that Thorough Examinations are undertaken in accordance with LOLER 1998
3. Enter suitable contract arrangements with competent contractors to carry out periodic inspections, servicing and maintenance
4. Prioritise and complete corrective actions identified within defined timeframes.
5. Keep records of the control measures and activities.
6. Implement appropriate training for all staff responsible for administering the controls.
7. Ensure that detailed records are kept and administered via a Lift Register [The "Register"]
8. Ensure that contracts with external contractors are managed effectively and robust contract monitoring is in place to monitor performance and promote continuous improvement.

LOLER THROUGH EXAMINATION

- 5.1 This is a systematic and detailed examination of the equipment and safety-critical parts, carried out at specified intervals by a competent person who must then complete a written report. This report must contain the information required by LOLER, including:

- The examination date
- The date when the next Thorough examination is due
- Any defects found which are (or could potentially become) a danger to people

Where serious defects are identified, the competent person carrying out the examination must immediately report this verbally to us. This should then be followed by the written report, a copy of which must also be sent to the relevant enforcing authority.

ACCOUNTABILITIES

- 6.1 The accountabilities for implementation of this policy are as set out below:

Director of Operations

- a) retains overall accountability for the implementation of this policy.

Assets and Contracts Manager

- a) is responsible for overall policy implementation and ensuring that adequate resources are made available to enable the objectives of the policy to be met.

Investment Manager

- a) is responsible for delivery of the key policy objectives as set out herein including designing and implementing procedures, staff training, and communication to customers.
- b) is responsible for maintaining the Register, and accountable for achieving the targets associated with the key policy objectives.
- c) is responsible for operational delivery, including the management of all contractors carrying out works and services related to lifts.
- d) is responsible for ensuring the policy is kept up to date with prevailing legislation and statutory obligations.

THOROUGH EXAMINATION - CORRECTIVE ACTIONS

- 7.1 The response times for corrective actions identified during a Thorough Examination are set out below:

Priority A: Immediate response (in most cases the lift will be left out of service by the examining person)

Priority B: Time qualified defects are to be addressed and the required repairs completed within the time specified by the competent person.

Priority C: General maintenance related defects and observations to be rectified within 6 months

Priority D: Recommendation to achieve current standards to be assessed and carried out in the event of major works

MONITORING AND QUALITY CONTROL

- 8.1 We will monitor implementation of this policy using a set of performance measures as below:

Measure	Target	Interval	Reviewed by
No. of lifts with LOLER inspection carried out within 6 months of last	100%	Monthly	Investment Manager
No. of lifts with bi-annual inspection carried out within 6 months of last	100%	Annual	Investment Manager
Number of outstanding and overdue corrective actions from insurance inspections	Zero	Monthly	Investment Manager
Number of active and overdue lift servicing visits	Zero	Monthly	Investment Manager
Number of outstanding and overdue corrective actions from service visits	Zero	Monthly	Investment Manager

INCIDENTS AND ENFORCEMENTS

- 9.1 All formal incidents shall be reported to Assets and Contracts Manager who shall investigate and provide a report to the Director of Operations identifying the root cause of the incident and recommendations to minimise reoccurrence.
- 9.2 An incident is defined as a "dangerous occurrence" under Schedule 2, Part 1 of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - The collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting.
- 9.3 An incident shall also be any of the following:
 1. Any entrapment of more than 3 hours or

2. Any time a lift is out of service for more than 72 hours where the lift is the only lift in the building or the only remaining working lift.

REVIEW

- 10.1 This policy will be subject to review at least every 3 years.

INTERPRETATIONS & ABBREVIATIONS

The following interpretations and abbreviations are used in this policy:

WORD	INTERPRETATION
<i>We</i>	Hebridean Housing Partnership
<i>Competent Person</i>	A person suitably trained and qualified by knowledge and practical experience, and provided with the necessary instructions, to enable the required task(s) to be carried out correctly.
<i>The Register</i>	Detailed records are kept and administered via a Lift Register
All references to the masculine gender in this policy shall read as equally applicable to the feminine gender	

