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| Policy title | Lifting Equipment |
| Directorate | Asset Management |
| Author | Callum Jones – Director of Asset Strategy |
| Date First Approved | 22 nd November 2018 |
| Latest Date of Approval | 11 th November 2024 |
| Next Review Date | 14 th September 2025 |
| Policy Scope/Users | MSV staff and External Contractors |
| Date EIA done | 14 th September 2024 |

1 Introduction/policy purpose

- 1.1 The overall aim of this policy, and the associated procedures and control documents is to ensure the safety from lift failure for people living and working in properties, owned or managed by Mosscafe St Vincent's [MSV].

MSV aims to protect the occupiers of its properties, as well as other residents, visitors, staff, contractors and the general public, from the risks associated with lifts so far as is reasonably practicable.

This document sets out key policy objectives, control measures and accountabilities for ensuring safety from lifting operations.

This purpose of this policy is to ensure MSV meets its 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

The application of this Policy ensures that MSV meets compliance with the outcomes of the Regulatory Framework for Social Housing in England introduced by the Homes and Communities Agency as outlined below:

(Registered Providers must) meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes)

2 Description of the Policy

- 2.1 This policy applies to all lifts installed in properties owned or managed by MSV. In this context "lifts" means any passenger or goods lifts, stair lifts, patient hoists or similar and their accessories.

- 2.2 The key policy objectives are as follows:

1. Appoint a consultant who will have the necessary skills, knowledge and experience to provide technical support in regards to the safe operation, maintenance and replacements of lifts.
2. Ensure that Thorough Examinations are undertaken by a Competent Person in accordance with LOLER 1998.
3. Enter into suitable contract arrangements with competent contractors to carry out inspections, servicing and maintenance.

4. Prioritise & complete corrective actions identified within defined timeframes.
5. Keep records of the control measures and activities.
6. Ensure that detailed records are kept and administered via a Lift Register [The “Register”].
7. Annually review the job profiles, skills, knowledge and experience of those staff involved in the delivery of this policy and, where necessary, provide training so that they can deliver this policy.

3 Roles, Responsibility and Policy implementation

1. The Chief Executive retains overall accountability for the implementation of this policy.
2. The Executive Director - Homes is responsible for overall policy implementation and ensuring that adequate resources are made available to enable the objectives of the policy to be met.
3. The Director of Asset Strategy is responsible for delivery of the key policy objectives as set out herein including designing and implementing procedures, staff training, and communication to customers.
4. The Compliance Manager is responsible for maintaining the Register, and accountable for achieving the targets associated with the key policy objectives.
5. The Compliance Manager is responsible for operational delivery, including the management of all contractors carrying out works and services related to lifts.
6. Neighbourhood & Independent Living staff shall support staff and contractors in gaining access to carry out maintenance & inspections and keep records where requested.
7. The Director of Asset Strategy is responsible for ensuring the policy is kept up to date with prevailing legislation and statutory obligations.
8. Local Authorities who undertake adaptation works which include personal lifting equipment installations will in some instances be responsible for service and maintenance of such equipment for the duration of the warranty period or as specified within the terms of the

installation. Further information can be found within the Lift Management Procedure.

4 Monitoring, Review and Evaluation

4.1 MSV will monitor implementation of this policy using a set of performance measures as below:

| Measure | Target | Reporting Interval | Reviewed by |
|---|--------|--------------------|--|
| % of lifts with LOLER inspection carried out within 6 months of last inspection | 100% | Monthly | Compliance Manager - Weekly |
| % of lifts with corrective actions completed after target date. | Zero | | Director of Asset Strategy -Monthly Board - Quarterly |

Policy implementation will be reviewed:

1. Monthly by the Director of Asset Strategy via SLT.
2. At each Board meeting via the regular Property Compliance report.
3. By the MSV external & internal audit teams, as required, and a report provided to the Audit Committee/H&S Committee.

The operational oversight of this policy will sit at the Strategic Health & Safety Steering Group.

5 Related documents

- 5.1 *Lifting Equipment Procedure*
- 5.2 *Appendices 1-19*
- 5.3 *Property Care Plant and Equipment Usage Procedure*